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BOSSIER PARISH FIRE PROTECTION DISTRICT No. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana

General Purpose Financial Statements

FOR THE YEAR ENDED DECEMBER 31, 1999

Under provisions of state law, this report is a public document and is available for inspection and copying to those who request it. The report is available at the Baton Rouge office of the legislative auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 8-16-00

BOSSIER PARISH FIRE PROTECTION DISTRICT No. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana

General Purpose Financial Statements  
As of and for the year ended December 31, 1999  
With Supplemental Information Schedules

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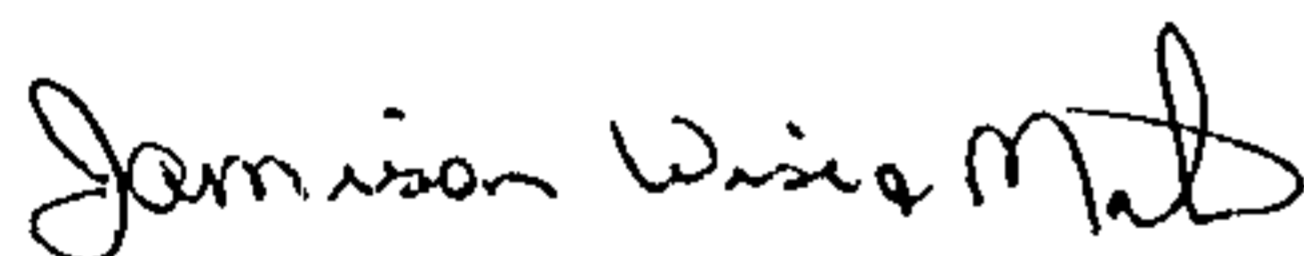
## ACCOUNTANTS' COMPILATION REPORT

To the Board of Commissioners of the  
Bossier Parish Fire Protection District No. 3

We have compiled the accompanying general purpose financial statements of the Bossier Parish Fire Protection District No. 3, a component unit of the Bossier Parish Police Jury, as of and for the year ended December 31, 1999, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of the Bossier Parish Fire Protection District No. 3. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated June 19, 2000, on the results of our agreed-upon procedures.



June 19, 2000  
Minden, LA

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of the  
Bossier Parish Fire Protection District No. 3

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Bossier Parish Fire Protection District No. 3 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Bossier Parish Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 1999 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### *Public Bid Law*

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

For the year ended December 31, 1999, no expenditures were made during the year for materials and supplies exceeding \$15,000 or public works exceeding \$100,000.

### *Code of Ethics for Public Officials and Public Employees*

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1224 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtained from management a listing of all employees paid during the period under examination.

For the year ended December 31, 1999, no employees were noted.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

For the year ended December 31, 1999, the Bossier Parish Fire Protection District No. 3 paid no employees.

### *Budgeting*

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. We noted that the budget was amended one time during the year ended December 31, 1999.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on December 3, 1998, which indicated that the budget had been adopted by the commissioners of the Bossier Parish Fire Protection District No. 3 by a unanimous vote. We traced the amendment of the original budget to the minutes of the meeting held on November 4, 1999.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

### *Accounting and Reporting*

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

The payments were properly coded to the correct fund and general ledger accounts.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated that all items selected were approved by the chairman of the Board of Commissioners.

### *Meetings*

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Bossier Parish Fire Protection District No. 3 is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Management has asserted that at the beginning of each year a notice of the district's regular meetings is published in the paper. Management has also asserted that notices announcing special meetings were properly posted. We noted an advertisement dated February 4, 1999 announcing upcoming meetings. There is no evidence that agendas of the meetings were posted or advertised.

*Debt*

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

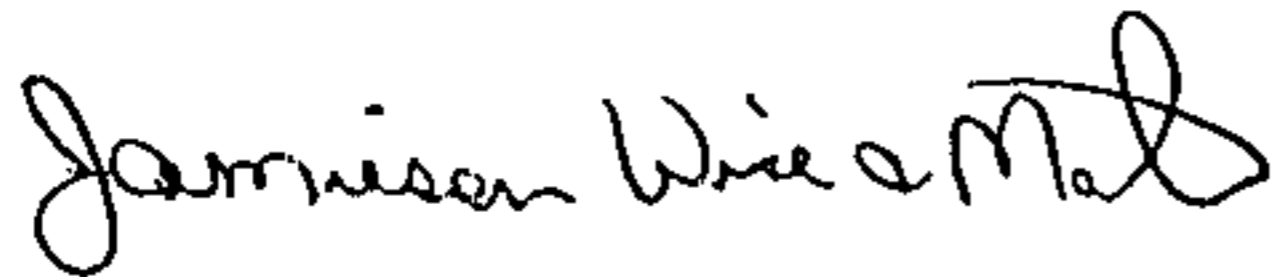
*Advances and Bonuses*

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance or gifts.

We noted no paid employees for the year ended December 31, 1999. We also inspected records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Bossier Parish Fire Protection District No. 3 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Minden, Louisiana  
June 19, 2000

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Government)**

12-7-99 (Date Transmitted)

Ivan Fig District #3  
16038 Highway 157  
Benton, La. 71006  
\_\_\_\_\_  
\_\_\_\_\_  
(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [] No [ ]

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [] No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [] No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [] No [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes  No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

<u>Marilyn Booker</u>	Secretary	<u>12-7-99</u>	Date
<u>Lena Mae Hagan</u>	Treasurer	<u>12-7-99</u>	Date
<u>Janet Hilburn</u>	President	<u>12-7-99</u>	Date

**PLEASE SIGN & DATE**



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## MANAGEMENT LETTER

To the Board of Commissioners of the  
Bossier Parish Fire Protection District No.3

We have compiled the financial statements of the Bossier Parish Fire Protection District No. 3 as of and for the year ended December 31, 1999. The financial statements were compiled in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. In addition, we have performed that agreed-upon procedures, as agreed to by the District and the Legislative Auditor, State of Louisiana, to the representations contained in the *Louisiana Attestation Questionnaire*. Our report on the application of the agreed-upon procedures was performed in accordance with the *Statements on Standards for Attestation Engagements*, issued by the American Institute of Certified Public Accountants, and applicable provisions of *Government Auditing Standards* published by the United States Comptroller General.

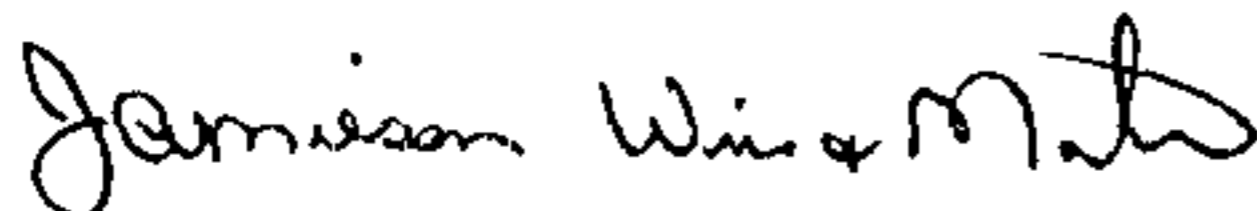
In addition to our agreed upon procedures, we noted matters concerning the management of the district that we submit for your consideration.

### 1. Sale of surplus equipment

In 1999, it was noted that surplus fire fighting equipment was sold to a local volunteer fire department. There was no evidence that the sale was properly advertised or that the sale was made to the person with the highest bid.

In accordance with LSA-RS 33:4712, a resolution should be passed giving the reasons for the sale and to fix the minimum price and terms of the sale. The sale should also be advertised once at least fifteen days prior to the date of sale. The sale should then be made to the person with the highest bid.

We recommend management address the foregoing issue as an improvement to operations and the administration of public programs. We are available to further explain the suggestions or help implement the recommendations.



Minden, LA  
June 19, 2000

GENERAL PURPOSE FINANCIAL STATEMENTS

BOSSIER PARISH FIRE DISTRICT NO. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana

Balance Sheet - All Fund Types and Account Groups  
December 31, 1999

	Governmental Fund Types		Account Groups			Total (Memorandum Only)
	General Fund	Debt Service Fund	General Fixed Assets	General Long-Term Debt		
<b>ASSETS AND OTHER DEBITS</b>						
Assets:						
Cash	\$ 23,270	\$ 4,598	\$ -	\$ -	\$ -	\$ 27,868
Receivables - ad valorem taxes	23,790	33,068	-	-	-	56,858
Land, buildings, improvements and equipment	-	-	584,557	-	-	584,557
Other Debits:						
Amount available in Debt Service Fund	-	-	-	37,666	-	37,666
Amount to be provided for retirement of general long-term obligations	-	-	-	77,334	-	77,334
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$ 47,060</b>	<b>\$ 37,666</b>	<b>\$ 584,557</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 784,283</b>
<b>LIABILITIES, EQUITY, AND OTHER CREDITS</b>						
Liabilities:						
Accounts payable	\$ 591	\$ -	\$ -	\$ -	\$ -	\$ 591
Bonds payable	-	-	-	115,000	-	115,000
Total liabilities	591	-	-	115,000	-	115,591
Equity and Other Credits:						
Investment in general fixed assets Fund balances:	-	-	584,557	-	-	584,557
Reserved for debt service	-	37,666	-	-	-	37,666
Unreserved - undesignated	46,469	-	-	-	-	46,469
Total Equity and Other Credits	46,469	37,666	584,557	-	-	668,692
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS</b>	<b>\$ 47,060</b>	<b>\$ 37,666</b>	<b>\$ 584,557</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 784,283</b>

The accompanying notes are an integral part of these financial statements.

BOSSIER PARISH FIRE DISTRICT NO. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balances  
All Governmental Fund Types  
For the Year Ended December 31, 1999

	General Fund	Debt Service Fund	Total (Memorandum Only)
<b>REVENUES</b>			
Ad valorem taxes	\$ 23,274	\$ 32,350	\$ 55,624
Interest	518	195	713
Intergovernmental revenues -			
Bossier Parish Police Jury	2,043	-	2,043
Miscellaneous revenues	445	-	445
Total revenues	<u>26,280</u>	<u>32,545</u>	<u>58,825</u>
<b>EXPENDITURES</b>			
Current - public safety:			
Pension fund	506	704	1,210
Insurance	7,276	-	7,276
Supplies	8,860	14	8,874
Repairs and maintenance	4,965	-	4,965
Utilities	2,309	-	2,309
Fuel	513	-	513
Audit fees	825	-	825
Bond expense	-	603	603
Administrative fees	5	-	5
Advertising	163	-	163
Training	623	-	623
Miscellaneous	102	22	124
Capital outlay	11,216	-	11,216
Debt service:			
Bond principal	-	15,000	15,000
Bond interest	-	8,575	8,575
Total expenditures	<u>37,363</u>	<u>24,918</u>	<u>62,281</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(11,083)</b>	<b>7,627</b>	<b>(3,456)</b>
<b>OTHER FINANCING SOURCES</b>			
Proceeds - sale of assets	4,000	-	4,000
Total other financing sources	<u>4,000</u>	<u>-</u>	<u>4,000</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	<b>(7,083)</b>	<b>7,627</b>	<b>544</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b><u>53,552</u></b>	<b><u>30,039</u></b>	<b><u>83,591</u></b>
<b>FUND BALANCES AT END OF YEAR</b>	<b><u>\$ 46,469</u></b>	<b><u>\$ 37,666</u></b>	<b><u>\$ 84,135</u></b>

The accompanying notes are an integral part of these financial statements.

BOSSIER PARISH FIRE DISTRICT NO. 3  
BOSSIER PARISH POLICE JURY  
BENTON, LOUISIANA

Statement of Revenues, Expenditures and Changes in  
Fund Balance - Budget (Cash Basis) and Actual  
All Governmental Fund Types  
For the year ended December 31, 1999

	General Fund		Variance- Favorable (Unfavorable)
	Budget	Actual	
<b>REVENUES</b>			
Ad valorem taxes	\$ 15,892	16,365	473
Interest	455	518	63
Intergovernmental revenues - Bossier Parish Police Jury	2,043	2,043	-
Miscellaneous revenues	345	445	100
Total revenues	<u>18,735</u>	<u>19,371</u>	<u>636</u>
<b>EXPENDITURES</b>			
Current - public safety:			
Pension fund	-	506	(506)
Insurance	8,000	7,276	724
Supplies	200	8,886	(8,686)
Repairs and maintenance	15,000	5,104	9,896
Utilities	2,500	2,293	207
Fuel	800	513	287
Audit fees	825	825	-
Administrative fees	5	5	-
Advertising	30	163	(133)
Training	700	623	77
Miscellaneous	-	102	(102)
Capital outlay	16,228	17,129	(901)
Debt Service	-	-	-
Total expenditures	<u>44,288</u>	<u>43,425</u>	<u>863</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(25,553)</b>	<b>(24,054)</b>	<b>1,499</b>
<b>OTHER FINANCING SOURCES</b>			
Proceeds - sale of assets	4,000	4,000	-
Total other financing sources	<u>4,000</u>	<u>4,000</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES</b>	<b>(21,553)</b>	<b>(20,054)</b>	<b>1,499</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b><u>43,323</u></b>	<b><u>43,323</u></b>	<b><u>-</u></b>
<b>FUND BALANCES AT END OF YEAR</b>	<b><u>\$ 21,770</u></b>	<b><u>23,269</u></b>	<b><u>1,499</u></b>

The accompanying notes are an integral part of these financial statements.

Debt Service Fund		
Budget	Actual	Variance- Favorable (Unfavorable)
23,696	22,746	(950)
-	195	195
-	-	-
-	-	-
<u>23,696</u>	<u>22,941</u>	<u>(755)</u>
-	704	(704)
-	-	-
-	14	(14)
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	22	(22)
-	-	-
<u>24,178</u>	<u>24,178</u>	<u>-</u>
<u>24,178</u>	<u>24,918</u>	<u>(740)</u>
(482)	(1,977)	(1,495)
<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>
(482)	(1,977)	(1,495)
<u>6,575</u>	<u>6,575</u>	<u>-</u>
<u>6,093</u>	<u>4,598</u>	<u>(1,495)</u>

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 1999

INTRODUCTION

The Bossier Parish Fire District No. 3 of Bossier Parish was created by the Bossier Parish Police Jury on August 11, 1987. On February 13, 1990, ordinance no. 3103 was adopted to expand the boundaries of the Ivan Fire District No. 3. This corporation is organized solely and exclusively for the purpose of suppression of fire and preventing the conflagration of property in the Ivan Fire District #3 and surrounding area, Parish of Bossier, State of Louisiana. The District is governed by a five-member board, of which all members are appointed by the Police Jury. Board members serve without compensation. The district is eighty-two (82) square miles, located in north Bossier Parish. The population of the district is 550. There are no employees of the district due to the fact that all services are volunteered. The Bossier Fire District No. 3 maintains two (2) facilities.

1. Summary of Significant Accounting Policies

A. Basis of presentation - The accompanying general purpose financial statements of the Bossier Parish Fire Protection District No. 3 have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. Reporting entity - The district is a component unit of the Bossier Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because it appoints a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Fund accounting - The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in funds because they do not directly affect net expendable available financial resources.

BOSSIER PARISH FIRE PROTECTION DISTRICT NO. 3  
BOSSIER PARISH POLICE JURY  
Benton, Louisiana  
Notes to the Financial Statements  
As of and for the Year Ended December 31, 1999

Funds of the district are classified as governmental funds. Governmental funds account for the district's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of the district include:

1. General Fund--the general operating fund of the district and accounts for all financial resources, except those required to be accounted for in other funds.
  2. Debt Service Fund--accounts for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.
- D. Basis of accounting - The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental fund. The governmental funds use the following practices in recording revenues and expenditures:

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Intergovernmental revenues are recorded when the district is entitled to the funds. Fines, forfeitures, fees and court costs are recognized in the period they are collected by the Bossier Parish Sheriff.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Substantially all other revenues are recorded when received.

Expenditures - With the modified accrual basis of accounting, expenditures are generally recognized when the related fund liability is incurred, except that principal and interest on general long-term debt is recognized when due.



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Other financing sources - Transfers between funds that are not expected to be repaid, proceeds from the sale of assets, and proceeds from the sale of long-term bonds are accounted for as other financing sources and are recognized when the underlying events occur.

E. Budget practices

The district uses the following budget practices:

Proposed budgets for the ensuing year are prepared by the secretary-treasurer during October of each year. During the month of November, the Board of Directors reviews the proposed budgets and makes changes as deemed appropriate. The availability of the proposed budgets for public inspection and the date of the public hearing on the budgets are then advertised in the official journal. Prior to the regular December meeting, the Board of Directors holds a public hearing on the proposed budgets in order to receive public comments. Changes are made to the proposed budgets based on the results of the public hearing and the desire of the Board as a whole. The budgets are then adopted during the regular December meeting or a special meeting held prior to the beginning of the fiscal year, and notice is published in the official journal.

The Bossier Parish Fire District No. 3 receives periodic budget comparison statements during the year which are used as a tool to control the operations of the district. The secretary-treasurer presents necessary budget amendments to the Board of Directors during the year when, in her judgment, actual operations differ materially from those anticipated in the original budgets. During a regular or special meeting, the Board of Directors reviews the proposed amendments and documents formally adopted amendments to the budget in the minutes. The Board of Directors approves all budgets and amendments.

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation is not employed.

The following schedule reconciles the excess (deficiency) of revenues over expenditures as shown on the budgetary basis statements with the amounts as shown on the GAAP basis statements:

	General <u>Fund</u>	Debt Service <u>Fund</u>
Year ended December 31, 1999		
Excess (deficiency) of revenues over expenditures, GAAP basis	\$ (11,083)	7,627
Increase in receivables	(6,910)	(9,604)
Decrease in payables	<u>(6,061)</u>	<u>—</u>
Excess (deficiency) of revenues over expenditures, Cash basis	\$ <u>(20,054)</u>	<u>(1,977)</u>

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F. Encumbrances

Encumbrance accounting is not employed.

G. Cash

Cash includes amounts in interest-bearing demand deposits and money market accounts. Under state law, the district may deposit funds in interest-bearing demand deposits and money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Under state law, the district may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

H. Fixed assets

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are reported in the general fixed asset account group. The cost of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives is not capitalized. Public domain (infrastructure) general fixed assets consisting of parking lots and other improvements are not capitalized. Interest costs incurred during construction are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost where historical records are available and at estimated cost where no historical records are available.

I. Compensated absences

Due to the fact that the district has no employees, the district does not maintain a formal vacation and sick leave policy.

J. Long-term obligations

Long-term obligation expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental fund when due.

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K. Fund equity

**Reserves**

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

L. Total columns on combined statements

Total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. Levied taxes

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 1999:

<u>District taxes:</u>	1999 Levied <u>Millage</u>
Debt service	13.90
Operations and maintenance	10.00

3. Cash and cash equivalents

At December 31, 1999, the district has cash and cash equivalents totaling \$ 27,868 as follows:

Interest-bearing accounts	\$ <u>27,868</u>
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These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of pledged securities plus the federal deposit insurance must at all times at least equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 1999, the district has \$27,868 in deposits (collected bank balances). These deposits are secured from risk by \$27,868 of federal deposit insurance. Because bank deposits are adequately secured from risk by federal deposit insurance, the district does not have pledged securities as of December 31, 1999.

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Even though pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

4. Receivable

The following is a summary of receivables at December 31, 1999:

	<u>General Fund</u>	<u>Debt Service Fund</u>
Ad valorem taxes	\$ <u>23,790</u>	<u>33,068</u>

5. Fixed assets

A summary of changes in general fixed assets follows:

	<u>Balance Jan 1, 1999</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance Dec 31, 1999</u>
Land	\$ 3,000	-	-	3,000
Buildings	102,095	-	-	102,095
Equipment - truck	372,732	-	-	372,732
Equipment - other	<u>99,514</u>	<u>11,216</u>	<u>(4,000)</u>	<u>106,730</u>
Totals	<u>\$ 577,341</u>	<u>11,216</u>	<u>(4,000)</u>	<u>584,557</u>

6. Changes in general long-term debt

The following is a summary of the long-term obligation transactions during the year:

	<u>General Obligation Bonds</u>
Long-term debt payable, January 1, 1999	\$ 130,000
Retirements:	<u>(15,000)</u>
Long-term debt payable, December 31, 1999	<u>\$ 115,000</u>

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The general obligation bonds payable at December 31, 1999, were issued on September 1, 1990. Annual installments of \$15,000 to \$25,000 are due through March 1, 2005, with interest at seven (7) to twelve (12) per cent. Debt retirement payments will be made from the Debt Service Fund.

The annual requirements to amortize the general obligation bonds outstanding at December 31, 1999, including interest payments of \$26,425, are as follows:

<u>Year</u>	
2000	\$ 22,525
2001	21,475
2002	25,250
2003	23,850
2004	22,450
Thereafter	<u>25,875</u>
Total	<u>\$141,425</u>

In accordance with Louisiana Revised Statute 39:562, the district is legally restricted from incurring long-term bonded debt in excess of ten (10) per cent of the assessed value of the taxable property in the district. At December 31, 1999 the statutory limit was \$237,897.

7. Litigation and claims

The district was not involved in any litigation as of December 31, 1999 nor was it aware of any unasserted claims.

**SUPPLEMENTAL INFORMATION SCHEDULES**

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Schedule of Compensation Paid Board Members  
For the Year Ended December 31, 1999

The board members of the Bossier Parish Fire Protection District No. 3 listed below were not compensated for their service to the district during the year ended December 31, 1999:

Janet H. Hilburn	Chairman
Marilyn H. Booker	Secretary
Lena M. Hagan	Treasurer
Kathryn G. Eskew	Member
Joe Cook	Member

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Summary of Prior Year Findings  
For the Year Ended December 31, 1999

Agreed-upon procedures findings

**98-1 - Budgeting**

*FYE finding initially occurred: 12/31/97*

*Finding:* Actual revenues & expenditures exceed budget amounts by more than 5%.

*Planned Corrective Action:* Management intends to monitor revenues and expenditures as required by LSA-RS 39:1310.

*Corrective Action Taken:* During 1999, management made an effort to monitor and amend the budget as needed. In 1999, actual revenues and expenditures did not exceed budgeted amounts by more than 5%.

**98-2 - Meetings**

*FYE finding initially occurred: 12/31/97*

*Finding:* No evidence provided to support management's assertion that meetings were properly advertised.

*Planned Corrective Action:* Management intends to provide a copy of newspaper notice of annual meetings and also copies of agendas posted for any special meetings called during a fiscal year.

*Corrective Action Taken:* Management was able to provide a copy of the notice for annual meetings for 1999.

**98-3 - Accounting & reporting**

*FYE finding initially occurred: 12/31/98*

*Finding:* Payment for membership dues coded to miscellaneous supplies.

*Planned Corrective Action:* Management will review coding of expenditures to the most appropriate general ledger accounts maintained by the district.

*Corrective Action Taken:* For the disbursements tested, expenditures were coded to the correct expense account.



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Corrective Action Plan for Current Year Findings  
For the Year Ended December 31, 1999

The following details indicate management's response to the findings noted as a result of performing agreed-upon procedures on management's representations contained in the Louisiana Attestation Questionnaire.

**Section I - Agreed-Upon Procedures Attestation/Compilation**

No findings were noted.

**Section II - Management Letter**

**99-1 - FINDING: *Sale of surplus property***

In 1999, surplus equipment was sold to another fire department for \$4,000. However, there was no evidence that notice was given to the public that the items would be up for sale and that the highest bid would be accepted.

**Management's response:**

Management intends to advertise sales of surplus equipment and accept the offer from the highest bidder.