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LIVE OAK MANOR VOLUNTEER FIRE CO., INC.

FINANCIAL STATEMENTS

FOR THE YEAR ENDING DECEMBER 31,1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date MAY 1 0 2000

Justin A. McCarthy
Certified Public Accountant
129 Yvonne Drive
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#### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the Live Oak Manor Volunteer Fire Company, Inc.

I have audited the accompanying general purpose financial statements of the Live Oak Manor Volunteer Fire Company, Inc. as of and for the year ending December 31, 1999 and the related statement of revenue, expenditures, and changes in fund balance for the year then ended, as listed in the table of contents. These financial statements are the responsibility of the Volunteer Fire Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.

I conducted the audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion the general purpose financial statements referred to in the first paragraph, presents fairly in all material respects, the financial position of Live Oak Manor Volunteer Fire Company, Inc. as of December 31, 1999 and the results of its operations for the year then ending in conformity with generally accepted accounting principles.

Justin A. McCarthy, CPA

Avondale, Louisiana

March 15, 2000.

# LIVE OAK MANOR VOLUNTEER FIRE CO., INC. COMBINED BALANCE SHEET - ALL TYPES AND ACCOUNTS GROUPS DECEMBER 31, 1999

Governmental Fund Type				Total	
General Fund		General Fixed Assets	Long Term Debt		Memorandum Only
59,334	\$	\$		\$	59,334
		2,700 603,924			2,700 603,924
			105,510		105,510
59,334 =======	\$	606,624 \$	105,510	\$	771,468
0	\$	\$	105,510	\$	0 105,510
0	\$	0 \$	105,510	\$	105,510
59,334	\$	606,624 \$	<del>-</del>	\$	606,624 59,334
59,334	\$	606,624	0	\$	665,958
•	\$	606,624	105,510	\$	771,468
	Fund Type General Fund  59,334  ==================================	General Fund  59,334 \$  59,334 \$  59,334 \$  59,334 \$  59,334 \$	General General Fund Fixed Assets  59,334 \$ 2,700 603,924  59,334 \$ 606,624 \$ ===================================	General General Long Term Fixed Assets Debt  59,334 \$ \$  2,700 603,924   105,510  59,334 \$ 606,624 \$ 105,510  0 \$ 0 \$ 105,510  0 \$ 0 \$ 105,510  59,334 \$ 606,624 \$ -  59,334 \$ 606,624 \$ 0  59,334 \$ 606,624 \$ 0  59,334 \$ 606,624 \$ 105,510	General General Long Term Fund Fixed Assets Debt  59,334 \$ \$ \$ Debt  59,334 \$ 606,624 \$ 105,510 \$  0 \$ 0 \$ 105,510 \$  0 \$ 0 \$ 105,510 \$  59,334 \$ 606,624 \$ - \$  59,334 \$ 606,624 \$ - \$  59,334 \$ 606,624 \$ 0 \$  59,334 \$ 606,624 \$ 105,510 \$

The accompanying notes are an integral part of this statement.

# LIVE OAK MANOR VOLUNTEER FIRE CO., INC. STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE GENERAL FUND FOR THE YEAR ENDED DECEMBER 31, 1999

REVENUES	
Jefferson Parish - Contract	\$ 388,800
Jefferson Parish - Monthly Subsidy	18,000
Jefferson Parish - Quarterly Subsidy	8,000
Jefferson Parish - Truck Subsidy	20,000
Jefferson Parish - Councilmen's Subsidy	20,000
State Insurance Rebate	8,097
Interest	505
Miscellaneous	13,181
Total Revenues	476,583
	<b></b>
EXPENDITURES	
Employee Cost	330,397
Vehicular Cost	21,124
Building Cost	19,002
Firefighting Cost	10,102
Administrative cost	13,978
Miscellaneous	13,939
Debt Service	35,018
Capital Expenditures:	1,918
Furniture & Fixtures	0 .
Firefighting Equipment	
Total Expenditures	445,478
Excess Revenues over Expenditures	31,105
Other Financing Sources	0
	~ <del>~</del>
EXCESS REVENUES OVER EXPENDITURES AND OTHER FINANCING SOURCES	31,105
FUND BALANCE, BEGINNING OF YEAR	28,229
FUND BALANCE, END OF YEAR	\$ 59,334

The accompanying notes are an integral part of this statement.

# LIVE OAK MANOR VOLUNTEER FIRE CO., INC. NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 1999

### NOTE 1. Summary of Significant Accounting Policies

#### A. Statement of Presentation

The accounting and reporting policies of the Live Oak Manor Volunteer Fire Co., Inc. conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting procedures also conform to the guides set forth in the Louisiana Municipal Audit and Accounting Guide and as prescribed by Statement 1, Governmental Accounting and Financial Reporting Principles, published by the National Council on Governmental Accounting.

The Live Oak Manor Volunteer Fire Co., Inc. was organized as a non-profit corporation to provide fire protection to a prescribed sector of the 7th Fire Disrict, Parish of Jefferson.

#### B. Basis of Accounting

Governmental Funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.

#### C. Budgets and Budgetary Accounting

The Live Oak Manor Volunteer Fire Co., Inc. did prepare a informal budget for the year ending December 31, 1999 for internal use. A formal budget is not required by law therefore it is not presented in this report.

#### NOTE 2. Sources of Revenue

Live Oak Manor Volunteer Fire Co., Inc. is one of five contractual fire companies of the 7th Fire District, Parish of Jefferson. The 7th Fire District of the Parish of Jefferson levies a ad valorem tax on assessed property of the district. The sum of this collection is equally divided between the five contractual volunteer fire companies of the district on a monthly pro-rata basis. The 1999 monthly allocation to each fire company was \$32,400, In 1999 a service charge of \$2.00 was also levied on each household and business. This was collected by the Parish and allocated with the ad valorem taxes.

In addition the Parish of Jefferson provides a direct subsidy of \$750.00 per month per active station and a quarterly subsidy of \$1,000.00 per station, as of December 1999 Live Oak Manor Volunteer Fire Co. Inc. has two stations. This direct subsidy amounts to \$18,000.00 and \$8,000.00 for the year 1999.

# LIVE OAK MANOR VOLUNTEER FIRE CO., INC. NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 1999

### NOTE 3. General Long-Term Debt

- \$ 22,353 Hibernia National Bank New Orleans
  Dated 9-25-96, in the original amount of \$61,650, at 9 %,
  for 60 months at \$1,283.44 per month, there are 24 payments
  remaining. The proceeds was used for the purchase of a
  rescue unit for \$68,500.
- \$ 83,157 La Salle National Bank Chicago, Ill.

  Dated 11/25/96 in the original amount of \$123,000, at 5.73%, it is a 8 year note with payments being made once a year at \$20,000 per payment. The proceeds of the payment is from a 2 mill ad valorem tax maintained by the Parish of Jefferson. The Parish will remit the payment to the Fire Company who in turn will make the payment. The proceeds of the loan was used to purchase a new pumper fire truck.

## NOTE 4. Changes in General Fixed Assets

General Fixed Assets purchased are recorded as expenditures in the general fund at the time of purchase. Such assets are capitalized at cost in the general fixed assets group of account. Depreciation has not been provided on general fixed assets. A summary of changes in fixed assets follows:

	Balance 1/1/99	Additions	Deletions	Balance 12/31/99
Land Equipment	\$ 2,700 602,006	1,918		\$ 2,700 603,924
	\$ 604,706 =======	1,918 ========	=========	\$ 606,624

#### NOTE 5. Employees

Live Oak Manor Volunteer Fire Co., Inc. has 10 employees designated as chauffers, and one designated as clerical. The salaries range from \$8,600 to \$32,500.

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REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS
BASED ON AN AUDIT OF THE GENERAL PURPOSE FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

To the Board of Directors of the Live Oak Manor Volunteer Fire Company, Inc.

I have audited the general purpose financial statements of Live Oak Manor Volunteer Fire Company, Inc. as of and for the year ending December 31, 1999, and have issued my report thereon dated March 15, 2000.

I conducted my audit in accordance with generally accepted auditing standards, and Governmental Auditing Standards issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatment.

Compliance with laws, regulations, and contracts applicable to the Fire Company is the responsibility of the Fire Company's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Fire Company's compliance with certain provisions of laws, regulations, and contracts. However, the ojective of my audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of our tests indicate that, with respect to the items tested, the Fire Company complied in all material respects, with the provisions referred to in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that the Fire Company had not complied, in all material respects, with those provisions.

This report is intended for the information of the Board of Directors, management and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Justin A. McCarthy, CPA

Avondale, Louisiana March 15, 2000.

#### Justin A. McCarthy Certified Public Accountant 129 Yvonne Drive Avondale, Louisiana 70094

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REPORT ON THE INTERNAL CONTROL STRUCTURE RELATED MATTERS
NOTED IN A FINANCIAL AUDIT CONDUCTED IN
ACCORDANCE WITH GOVERNMENTAL AUDITING STANDARDS

To the Board of Directors of the Live Oak Manor Volunteer Fire Company, Inc.

I have audited the general purpose financial statements of Live Oak Manor Volunteer Fire Company, Inc. as of and for the year ending December 31, 1999, and have issued my report thereon dated March 15, 2000.

I conducted my audit in accordance with generally accepted auditing standards, and Governmental Auditing Standards issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing my audit of the general purpose financial statements of the Fire Company for the year ending December 31, 1999 I considered its internal control structure in order to determine my procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of the Fire Company is responsible for the establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgements by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularies may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purposes of this report, we have classified the significant internal control structure policies and procedures in the following categories: cash receipts and cash disbursements.

For all of the internal control structure categories listed above, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed the control risk.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institude of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularies in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

I noted no matters involving the internal control structure and its operation that I consider to be material weaknesses as defined above. My comments and recommendations about other financial matters which might come to my attention during the audit will be presented on a separate report to management.

This report is intended for the information of the Board of Directors, management and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Justin A. McCarthy, CPA

Avondale, Louisiana

March 15, 2000.