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CADDO PARISH FIRE DISTRICT NO. 4

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FINANCIAL STATEMENTS

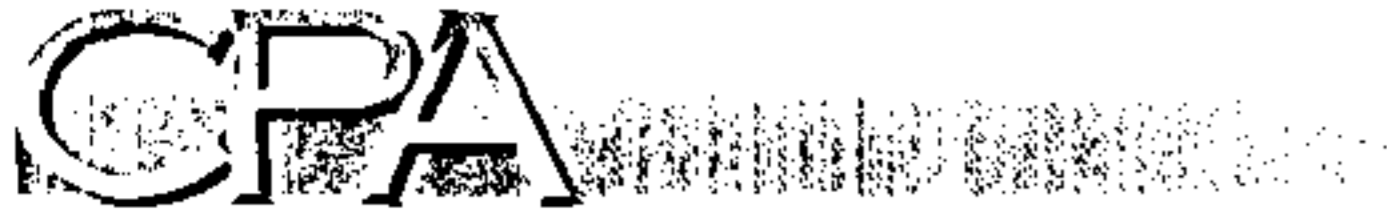
December 31, 1999

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 JUL 19 2000

## Table of Contents

	<u>Page</u>
<b>Independent Auditor's Report</b> .....	1
<b>Financial Statements:</b>	
Combined Balance Sheet – All Fund Types and Account Groups .....	2
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds .....	3
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget (Cash Basis) and Actual – General Fund .....	4
Notes to Financial Statements.....	5-13
<b>Other Report:</b>	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed In Accordance with <i>Government</i> <i>Auditing Standards</i> .....	14
<b>Audit Findings:</b>	
Summary Schedule of Prior Audit Findings .....	15
Corrective Action Plan for Current Year Audit Findings .....	16



SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

610 MARSHALL STREET SUITE 800 • SHREVEPORT, LOUISIANA • 71101-5332 • TELEPHONE 318 222 5701 • FAX 318 424 4736  
401 HAMILTON ROAD SUITE 112 • BOSSIER CITY, LOUISIANA 71111 • TELEPHONE 318 742 4935 • FAX 318 742 4989

## INDEPENDENT AUDITOR'S REPORT

To the Members of the Board of Commissioners  
Caddo Parish Fire District No. 4  
Caddo Parish, Louisiana

We have audited the accompanying general purpose financial statements of Caddo Parish Fire District No. 4, a component unit of the Caddo Parish Commission, as of and for the year ended December 31, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of Caddo Parish Fire District No. 4's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Caddo Parish Fire District No. 4, as of December 31, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 9, 2000, on our consideration of Caddo Parish Fire District No. 4's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

  
Certified Public Accountants

June 9, 2000

**FINANCIAL STATEMENTS**

**CADDO PARISH FIRE DISTRICT NO. 4**  
 Combined Balance Sheet - All Fund Types and Account Groups  
 December 31, 1999

	Governmental Funds		Account Groups			Total (Memorandum Only)
	General Fund	Debt Service Fund	General	General	Long-term Obligations	
			Fixed Assets			
<b>Assets and Other Debits</b>						
Assets:						
Cash and cash equivalents	\$ 68,365	\$ 50,719	\$ -	\$ -	\$ -	\$ 119,084
Receivables, net	355,139	45,429	-	-	-	400,568
Other assets	1,262	-	-	-	-	1,262
Due from other funds	-	126	-	-	-	126
Land, buildings, and equipment	-	-	702,221	-	-	702,221
Other Debits:						
Amount available in debt service fund	-	-	-	50,719	-	50,719
Amount to be provided for retirement of long-term debt	-	-	-	9,281	-	9,281
<b>Total Assets and Other Debits</b>	<b>\$ 424,766</b>	<b>\$ 96,274</b>	<b>\$ 702,221</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 1,283,261</b>
<b>Liabilities, Equity, and Other Credits</b>						
Liabilities:						
Accounts payable	\$ 2,656	\$ -	\$ -	\$ -	\$ -	\$ 2,656
Payroll deductions and withholdings payable	434	-	-	-	-	434
Due to other funds	126	-	-	-	-	126
Bonds payable	-	-	-	60,000	-	60,000
<b>Total liabilities</b>	<b>3,216</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>-</b>	<b>63,216</b>
Equity and other credits:						
Investment in general fixed assets	-	-	702,221	-	-	702,221
Fund balances:						
Reserved for debt service	-	96,274	-	-	-	96,274
Unreserved/undesignated	421,550	-	-	-	-	421,550
<b>Total equity and other credits</b>	<b>421,550</b>	<b>96,274</b>	<b>702,221</b>	<b>-</b>	<b>-</b>	<b>1,220,045</b>
<b>Total Liabilities, Equity, and Other Credits</b>	<b>\$ 424,766</b>	<b>\$ 96,274</b>	<b>\$ 702,221</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 1,283,261</b>

See accompanying notes to financial statements.

**CADDO PARISH FIRE DISTRICT NO. 4**

Statement of Revenues, Expenditures and Changes  
in Fund Balances - Governmental Funds  
Year Ended December 31, 1999

	General Fund	Debt Service Fund	Total (Memorandum Only)
<b>Revenues:</b>			
Ad valorem taxes	\$ 76,974	47,039	\$ 124,013
Service charges	270,135	-	270,135
Intergovernmental:			
Fire insurance rebate	13,199	-	13,199
State revenue sharing	14,533	-	14,533
State supplemental pay	24,320	-	24,320
Interest earnings	14,009	2,380	16,389
Miscellaneous	1,120	-	1,120
Total revenues	<u>414,290</u>	<u>49,419</u>	<u>463,709</u>
<b>Expenditures:</b>			
Salaries and related benefits	260,292	-	260,292
Legal and accounting	9,884	-	9,884
Insurance	21,178	-	21,178
Repairs and maintenance	13,352	-	13,352
Utilities	5,553	-	5,553
Capital outlay	42,125	-	42,125
Fuel	2,961	-	2,961
Office supplies and expense	2,740	-	2,740
Legal advertising and elections	1,123	-	1,123
Supplies	11,308	-	11,308
Tax collection fees	20,382	-	20,382
Training and travel	7,992	-	7,992
Debt service:			
Bond principal retirement	-	50,000	50,000
Note principal retirement	4,950	-	4,950
Lease principal retirement	20,224	-	20,224
Interest paid	2,989	7,650	10,639
Other	13,538	1,757	15,295
Total expenditures	<u>440,591</u>	<u>59,407</u>	<u>499,998</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(26,301)</b>	<b>(9,988)</b>	<b>(36,289)</b>
<b>Fund Balances, Beginning</b>	<u>447,851</u>	<u>106,262</u>	<u>554,113</u>
<b>Fund Balances, Ending</b>	<u>\$ 421,550</u>	<u>\$ 96,274</u>	<u>\$ 517,824</u>

See accompanying notes to financial statements.

## CADDO PARISH FIRE DISTRICT NO. 4

### Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget (Cash Basis) and Actual - General Fund Year Ended December 31, 1999

	General Fund		Variance - Favorable (Unfavorable)
	Budget	Actual	
<b>Revenues:</b>			
Ad valorem taxes	\$ 76,500	\$ 76,974	\$ 474
Service charges	268,700	270,135	1,435
Intergovernmental:			
Fire insurance rebate	13,200	13,199	(1)
State revenue sharing	14,390	14,533	143
State supplemental pay	25,200	24,320	(880)
Interest earnings	13,100	14,009	909
Miscellaneous	1,120	1,120	-
Total revenues	412,210	414,290	2,080
<b>Expenditures:</b>			
Salaries and related benefits	249,500	260,292	(10,792)
Legal and accounting	6,500	9,884	(3,384)
Insurance	21,500	21,178	322
Repairs and maintenance	12,700	13,352	(652)
Utilities	5,900	5,553	347
Capital outlay	47,700	42,125	5,575
Fuel	3,100	2,961	139
Office supplies and expense	2,300	2,740	(440)
Legal advertising and elections	900	1,123	(223)
Supplies	11,150	11,308	(158)
Tax collection fees	20,400	20,382	18
Training and travel	7,600	7,992	(392)
Debt service:			
Note principal retirement	5,000	4,950	50
Lease principal retirement	21,350	20,224	1,126
Interest paid	3,000	2,989	11
Other	8,250	13,538	(5,288)
Total expenditures	426,850	440,591	(13,741)
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (14,640)</b>	<b>(26,301)</b>	<b>\$ (11,661)</b>
<b>Fund Balances, Beginning</b>		447,851	
<b>Fund Balances, Ending</b>		<b>\$ 421,550</b>	

See accompanying note to financial statements.

## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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The Caddo Parish Fire District No. 4 (the District) was created by the Caddo Parish Commission by ordinance as provided under the Louisiana Revised Statutes 40:1496. The District is comprised of property in Southwest Caddo Parish and is governed by a board of commissioners, who are appointed by the Caddo Parish Commission. The purpose of the District is to provide fire protection and emergency services to residents of the District.

### *1. Summary of Significant Accounting Policies:*

#### **Basis of Presentation**

The accompanying general purpose financial statements of the District 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.

#### **Reporting Entity**

The District is a component unit of the Caddo Parish Commission, the financial reporting entity. The commission 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 commission, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### **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 relating 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 the funds because they do not directly affect net expendable available financial resources.

Funds of the District are classified as governmental funds. Governmental funds account for the District's general activities, including 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:

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.



## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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### 1. *Summary of Significant Accounting Policies (continued):*

Debt Service Fund – accounts for transactions relating to resources retained and used for the payment of principal and interest on the long-term obligations recorded in the general long-term obligations account group.

#### **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 are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

#### Revenues

Ad valorem taxes and service charges are recorded when both measurable and available. "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. All other revenues are recorded when received.

#### Expenditures

Operating expenditures are recorded when the liability is incurred. Principal and interest on long-term obligations is recorded when paid.

#### **Use of Estimates**

The preparation of financial statements generally requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

#### **Budgets**

A budget for the ensuing year is prepared by the fire chief and approved by the board of commissioners prior to December 31 of each year. The proposed budget is prepared on a cash basis of accounting. The budget is legally adopted and amended, as necessary, by the board of commissioners. The board reserves all authority to make changes to the budgets. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. The budget was amended in 1999.

## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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### 1. *Summary of Significant Accounting Policies (continued):*

#### **Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

#### **Fixed Assets**

Fixed assets are recorded as expenditures in the governmental funds at the time purchased or constructed, and the related assets are reported in the general fixed assets account group. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available. Donated fixed assets are stated at their estimated fair value on the date donated.

#### **Long-term Obligations**

Long-term obligations 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 liabilities are recognized in the governmental funds when due.

#### **Fund Equity**

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

#### **Compensated Absences**

Compensated absences for vacation and sick leave do not accrue past the calendar year and are not paid for if not taken.

#### **Bad Debts**

An allowance for doubtful accounts has been established for estimated uncollectible ad valorem taxes. Accounts receivable are written-off against this account when information becomes available indicating the amounts are uncollectible.

## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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### 1. *Summary of Significant Accounting Policies (continued):*

#### **Total Columns on Statements**

Total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data on 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. *Cash and Cash Equivalents:*

At December 31, 1999, the District has cash and cash equivalents (book balances) totaling \$119,084 as follows:

Interest-bearing demand deposits	\$ 118,884
Petty cash	<u>200</u>
Total	<u>\$ 119,084</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposits insurance must at all times 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 \$132,059 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance and \$32,059 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 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.

### 3. *Ad Valorem Taxes and Parcel Fees:*

The District levies taxes on real and business personal property within its boundaries. Property taxes attach as an enforceable lien on property as of January 1 of each year. Property taxes are recorded as receivables and revenue in the year assessed to the extent that revenues are collected within 60 days after year-end. All levied taxes not received within 60 days after year-end are recorded as revenue when payment is received.

On November 6, 1984, the voters of the District approved the issuance of general obligation bonds and the corresponding ad valorem taxes to be levied for debt service. The amount levied for 1999 was six (6) mills.

**CADDO PARISH FIRE DISTRICT NO. 4**

Notes to Financial Statements  
December 31, 1999

**3. *Ad Valorem Taxes and Parcel Fees (continued):***

On October 1, 1994, the voters of the District approved the renewal of a ten (10) year ten (10) mill ad valorem tax for a period beginning with the year 1995 and ending with the year 2004. The purpose of the tax is for the maintaining and operating fire protection facilities, purchasing fire trucks and other fire fighting equipment, and paying the cost of obtaining water for fire protection purposes, including charges for fire hydrant rentals and services.

For the year ended December 31, 1999, total ad valorem taxes of 16 mills were levied on property with assessed valuations totaling \$18,497,470. After the application of homestead exemptions and adjudicated property, total taxes levied at December 31, 1999, for debt retirement and for operation were \$48,445 and \$80,742, respectively.

The voters of the District also approved the levying of a \$100 service charge for each residential or commercial structure beginning in 1998. Total service charges levied at December 31, 1999, were \$275,000.

**4. *Receivables:***

A summary of receivables at December 31, 1999, follows:

	General Fund	Debt Service Fund	Total
Ad valorem taxes	\$ 75,715	\$ 45,429	\$ 121,144
Service charges	269,735	-	269,735
State revenue sharing	9,689	-	9,689
	355,139	45,429	400,568
Allowance for doubtful accounts	-	-	-
Net	\$ 355,139	\$ 45,429	\$ 400,568

**5. *Changes in General Fixed Assets:***

A summary of changes in general fixed assets follows:

	Beginning Balance	Additions	Retirements	Ending Balance
Land	\$ 14,000	\$ 15,387	\$ -	\$ 29,387
Buildings	114,852	176	-	115,028
Equipment & furniture	531,244	26,562	-	557,806
Total	\$ 660,096	\$ 42,125	\$ -	\$ 702,221

## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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### 6. *Pension Plan:*

#### Firefighters' Retirement System of Louisiana

##### **Plan Description**

Substantially all employees of the District are members of the Louisiana Firefighters' Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Membership in the Louisiana Firefighters' Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3 percent of their final-average salary for each year of creditable service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 70804, or by calling (504) 925-4060.

##### **Funding Policy**

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the District is required to contribute at an actuarially determined rate. The current rate is 9.0 percent of annual covered payroll. The contribution requirements of plan members and the District are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The District's contributions to the System for the years ending December 31, 1999, 1998, and 1997 were \$16,755, \$14,371, and \$7,234, respectively, equal to the required contributions for each year.

**CADDO PARISH FIRE DISTRICT NO. 4**

Notes to Financial Statements  
December 31, 1999

**7. Leases:**

The District has entered into two, fifteen-year operating leases for plots of land on which their facilities are located. The leases stipulate rental rates of one dollar per year and all rents were prepaid at inception. The 1984 lease is a 15-year term, with a ten-year renewal option. The 1998 lease is a 49-year term and the prepaid rent was paid by the Parish of Caddo as the lessee in the lease agreement.

**8. Long-Term Obligations:**

A summary of change in long-term obligations is as follows:

	General Obligation Bonds	Note Payable	Capital Lease	Total
Balance, December 31, 1998	\$ 110,000	\$ 4,950	\$ 20,224	\$ 135,174
Debt retired	(50,000)	(4,950)	(20,224)	(75,174)
Balance, December 31, 1999	\$ 60,000	\$ -	\$ -	\$ 60,000

Bonds payable consist of a \$400,000 bond issue dated March 1, 1985, due in annual installments of \$25,000 to \$60,000 through March 1, 2000. The interest rate for 1999 and subsequent years is 9.0%. The bonds are secured by levy and collection of ad valorem taxes.

The note payable consisted of an unsecured note payable to an individual dated July 1, 1996, with interest at 9%, due in quarterly installments of \$450 through July 1, 2001. The proceeds of this note were used to purchase land for the central fire station.

The lease payable consisted of a capital lease payable to a financing company that has, since inception, been reassigned as payable to a bank. The lease and amendment thereto are dated August 15, 1997. The lease finances the remaining purchase price of \$24,257 on the purchase of a 1997 F350 XLT Power Stroke Chassis W/47A Ambulance Package on Remounted Box. The lease term was five years beginning August 15, 1997 and ending August 15, 2002 at an interest rate of approximately 9.25%.

The annual requirements to amortize debt outstanding as of December 31, 1999, including interest of \$2,700 is \$62,700 payable in 2000 on general obligation bonds.

**9. Risk Management:**

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for all risks of loss, including workers' compensation. There were no significant reductions in insurance coverage from the prior year.

## CADDO PARISH FIRE DISTRICT NO. 4

Notes to Financial Statements  
December 31, 1999

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### *10. On-Behalf Payments for Fringe Benefits and Salaries:*

GASB Statement No. 24 requires that on-behalf payments be recognized as both revenue and expenditure by an employer governmental entity. In accordance with this Statement, \$24,320 has been recognized in both intergovernmental revenue – state supplemental pay and public safety expenditures due to on-behalf payments for fringe benefits and salaries.

### *11. Reconciliation of Differences Between the Budgetary-Based Financial Statements and the GAAP-Based Financial Statements:*

As discussed in Note 1, the budget is prepared on a cash basis of accounting. However, the modified accrual basis of accounting is used for financial reporting purposes in accordance with GAAP. Exhibit 1 on page 13 is a Statement of Revenues, Expenditures and Changes in Fund Balance -- Budget and Actual (Budgeting Basis Variance with GAAP) for the year ended December 31, 1999. The statement reconciles the differences between the budgetary-based financial statements and the GAAP-based financial statements for the general fund.

### *12. Per Diem Paid to Board Members:*

The District has a voluntary board; therefore, no per diem amounts were paid during this period.

### *13. Subsequent Events:*

On October 23, 1999, the voters authorized the District to issue \$470,000 of not exceeding 15 year general obligation bonds for acquiring buildings, machinery and equipment, including both real and personal property, to be used in giving fire protection to the property in the District to be payable from ad valorem taxes. Interest rate is not to exceed nine per cent per year. The District is currently in the process of advertising for bids on the bonds. Bidding process is expected to be completed by August 1, 2000, at which time the bonds will be issued.

**CADDO PARISH FIRE DISTRICT NO. 4**

Notes to Financial Statements  
December 31, 1999

**Exhibit 1  
Budgetary/GAAP Reporting Reconciliation**

	<u>Actual on GAAP Basis</u>	<u>Adjustment to Budgetary Basis</u>	<u>Actual on Budgetary Basis</u>	<u>Budget</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues:</b>					
Ad valorem taxes	\$ 76,974	\$ (1,787)	\$ 75,187	\$ 76,500	\$ (1,313)
Service charges	270,135	(829)	269,306	268,700	606
Intergovernmental:					
Fire insurance rebate	13,199	-	13,199	13,200	(1)
State revenue sharing	14,533	(95)	14,438	14,390	48
State supplemental pay	24,320	-	24,320	25,200	(880)
Interest earnings	14,009	-	14,009	13,100	909
Miscellaneous	1,120	-	1,120	1,120	-
Total revenues	<u>414,290</u>	<u>(2,711)</u>	<u>411,579</u>	<u>412,210</u>	<u>(631)</u>
<b>Expenditures:</b>					
Salaries and related benefits	260,292	-	260,292	249,500	(10,792)
Legal and accounting	9,884	(1,929)	7,955	6,500	(1,455)
Insurance	21,178	(603)	20,575	21,500	925
Repairs and maintenance	13,352	-	13,352	12,700	(652)
Utilities	5,553	-	5,553	5,900	347
Capital outlay	42,125	-	42,125	47,700	5,575
Fuel	2,961	-	2,961	3,100	139
Office supplies and expense	2,740	-	2,740	2,300	(440)
Legal advertising and elections	1,123	-	1,123	900	(223)
Supplies	11,308	-	11,308	11,150	(158)
Tax collection fees	20,382	-	20,382	20,400	18
Training and travel	7,992	-	7,992	7,600	(392)
Debt service:					
Note principal retirement	4,950	-	4,950	5,000	50
Lease principal retirement	20,224	-	20,224	21,350	1,126
Interest paid	2,989	-	2,989	3,000	11
Other	13,538	-	13,538	8,250	(5,288)
Total expenditures	<u>440,591</u>	<u>(2,532)</u>	<u>438,059</u>	<u>426,850</u>	<u>(11,209)</u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	(26,301)	\$ (179)	\$ (26,480)	\$ (14,640)	\$ (10,578)
<b>Fund Balances, Beginning</b>	<u>447,851</u>				
<b>Fund Balances, Ending</b>	<u>\$ 421,550</u>				



**OTHER REPORT**



SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

610 MARSHALL STREET SUITE 800 • SHREVEPORT, LOUISIANA • 71101-5332 • TELEPHONE 318 222 5701 • FAX 318 424 4736  
401 HAMILTON ROAD SUITE 112 • BOSSIER CITY, LOUISIANA 71111 • TELEPHONE 318 742 4935 • FAX 318 742 4989

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Members of the Board of Commissioners  
Caddo Parish Fire District No. 4  
Caddo Parish, Louisiana

We have audited the general purpose financial statements of Caddo Parish Fire District No. 4 as of and for the year ended December 31, 1999, and have issued our report thereon dated June 9, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Caddo Parish Fire District No. 4's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Caddo Parish Fire District No. 4's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose 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. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

This report is intended solely for the information and use of the management and the Board of Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

*Smith Pugh Rabinowitz LLP*  
Certified Public Accountants

Shreveport, Louisiana  
June 9, 2000

## **AUDIT FINDINGS**

**CADDO PARISH FIRE DISTRICT NO. 4**

Summary Schedule of Prior Audit Findings  
Year Ended December 31, 1999

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98-1 -- Uncollateralized Deposits -- Corrective action was taken. -- The bank was notified and the deposits are currently collateralized by securities.

**CADDO PARISH FIRE DISTRICT NO. 4**

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

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There were no current year audit findings.