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**ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6**

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(Compiled)**

**AS OF AND FOR THE TWO YEARS ENDED  
DECEMBER 31, 1995**

Release Date 8-7-96

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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.

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6.

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INDEPENDENT ACCOUNTANT'S REPORT

Board of Commissioners  
St. Tammany Parish Fire Protection District No. 6  
Covington, Louisiana

We have compiled the accompanying general purpose financial statements, as listed in the table of contents, of the St. Tammany Parish Fire Protection District No. 6 as of and for the two years ended December 31, 1995 as required by Louisiana Revised Statute 24:513, and 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 information that is the representation of management in the form of financial statements. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion on them.

*Bernard & Franks*

June 16, 1996

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

COMBINED BALANCE SHEET  
GOVERNMENTAL FUND TYPE AND ACCOUNT GROUP  
DECEMBER 31, 1995  
See Accountant's Compilation Report

	<u>GOVERNMENTAL FUND</u>	<u>ACCOUNT GROUP</u>	<u>TOTALS (Memorandum) ONLY</u>
	<u>GENERAL FUND</u>	<u>GENERAL FIXED ASSETS</u>	
<b>ASSETS</b>			
Cash (Note 2)	\$106,704	\$ --	\$106,704
Receivables:			
Ad Valorem Taxes	79,172	--	79,172
Revenue Sharing	7,029	--	7,029
Prepaid Insurance	9,568	--	9,568
Land & Equipment (Note 3)	<u>    --</u>	<u>404,738</u>	<u>404,738</u>
<b>TOTAL ASSETS</b>	<b><u>\$202,473</u></b>	<b><u>\$404,738</u></b>	<b><u>\$607,211</u></b>
 <b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Accounts Payable	\$ 5,172	\$ --	\$ 5,172
Deductions from Ad Valorem Taxes Payable	<u>    2,419</u>	<u>    --</u>	<u>    2,419</u>
<b>TOTAL LIABILITIES</b>	<b><u>\$ 7,591</u></b>	<b><u>\$ --</u></b>	<b><u>\$ 7,591</u></b>
 <b>Fund Equity:</b>			
Investment in General Fixed Assets	\$ --	\$404,738	\$404,738
Fund Balance			
Reserved - Prepaid Insurance	9,568	--	9,568
Unreserved - Undesignated	<u>185,314</u>	<u>    --</u>	<u>185,314</u>
<b>TOTAL FUND EQUITY</b>	<b><u>\$194,882</u></b>	<b><u>\$404,738</u></b>	<b><u>\$599,620</u></b>
<b>TOTAL LIABILITIES &amp; AND FUND EQUITY</b>	<b><u>\$202,473</u></b>	<b><u>\$404,738</u></b>	<b><u>\$607,211</u></b>

The accompanying notes are an integral part of this statement.

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND TYPE - GENERAL FUND  
For The Two Years Ended December 31, 1995  
See Accountant's Compilation Report

	<u>1995</u>	<u>1994</u>
<b>REVENUES</b>		
Intergovernmental Revenues:		
Ad Valorem Taxes	\$ 73,922	\$ 75,945
State Revenue Sharing (net)	10,609	9,667
Fire Insurance Premium Rebate	7,122	6,359
Use of Money and Property - Interest		
Earned on Time Deposits	1,811	1,307
Other Revenue	<u>175</u>	<u>540</u>
Total Revenues	<u>\$ 93,639</u>	<u>\$ 93,818</u>
 <b>EXPENDITURES</b>		
Materials and supplies	\$ 10,885	\$ 6,399
Other services and charges	33,730	27,216
Capital Outlay	7,572	11,088
Debt Service:		
Principal	9,473	8,895
Interest	<u>616</u>	<u>1,193</u>
Total Expenditures	<u>\$ 62,276</u>	<u>\$ 54,791</u>
 EXCESS OF REVENUES OVER EXPENDITURES	 \$ 31,363	 \$ 39,027
 FUND BALANCE BEGINNING OF YEAR	 <u>163,519</u>	 <u>124,492</u>
 FUND BALANCE AT END OF YEAR	 <u>\$194,882</u>	 <u>\$163,519</u>

The accompanying notes are integral part of this statement.

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

INTRODUCTION

The St. Tammany Parish Fire Protection District No. 6 was created on September 17, 1970 by the St. Tammany Parish Police Jury, as provided by Louisiana Revised Statute 40:1492. The district was created to acquire, maintain, and operate buildings, machinery, equipment, water tanks, water hydrants and water lines, and other such things necessary to provide proper fire prevention and control within the district's limits. The administration of the district is governed by a board of commissioners consisting of 5 members who are resident property taxpayers of the district. These members are appointed by the St. Tammany Parish Police Jury and serve 2 years without remuneration. The district operates two fire stations and provides fire protection services in an area covering approximately 55 square miles.

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the St. Tammany Parish Fire Protection District No. 6 have been prepared in conformity with generally accepted 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

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the district's board members are solely accountable for fiscal matters, which include (1) responsibility for funding deficits and operation deficiencies and (2) fiscal management for controlling the collection and disbursement of funds, and because of the scope of the public service provided by the district, the district is a separate governmental reporting entity. The district includes all funds, accounts groups, activities, et. cetera, that are within the oversight responsibility of the district.

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. REPORTING ENTITY (Continued)

Certain units of local government over which the district exercises no oversight responsibility, such as the parish police jury, parish school board, independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the district.

C. FUND ACCOUNTING

The accounts of the District are organized on the basis of finds and account groups, each of which is considered a separate accounting entity. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

The General 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.

The General Fund is classified as a governmental fund. It is the general operating fund of the fire protection district and accounts for all financial resources.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is 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. The operating statement of

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. BASIS OF ACCOUNTING (Continued)

the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

Interest income is recorded when the interest is earned and the income is available.

Fire insurance premium rebates are recorded when the fire protection district is entitled to the funds.

Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long term obligations, which are not recognized until due.

E. BUDGET PRACTICES

The fire protection district did not adopt budgets for the years ended December 31, 1994 and 1995.



ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. DEFINITION OF CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes amounts in demand deposits, interest-bearing demand deposits, and certificates of deposits with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana Law and national banks having their principal offices in Louisiana, and may invest in United States bonds, Treasury notes or certificates. These are classified as investments if their original maturities exceed 90 days, and as cash equivalents if original maturities are 90 days or less.

G. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets. Approximately 89.50 percent of the fixed assets are valued at historical cost, and 10.50 percent are valued at estimated cost.

H. TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

Note 4. VACATION, SICK LEAVE, AND PENSION PLAN

All members of the fire protection district serve as volunteers. Therefore, the fire protection district does not have a vacation and sick leave and/or pension plan.

Note 5. LEASES

As of December 31, 1995, the fire protection district did not have any outstanding capital leases.

Note 6. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of long-term obligations transactions:

	<u>Capital Lease</u>
Long-term obligation payable at January 1, 1994	\$ 18,368
Principal payments - 1994	<u>8,895</u>
Long-term obligation payable at January 1, 1995	\$ 9,473
Principal payments - 1995	<u>9,473</u>
Long-term obligations payable at December 31, 1995	\$ <u>-0-</u>

ST. TAMMANY PARISH FIRE PROTECTION  
DISTRICT NO. 6

NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 1995  
See Accountant's Compilation Report

Note 7. LEVIED TAXES

The fire protection district is authorized and has levied taxes of 20.12 mills to acquire, construct, improve, maintain, and operate fire protection facilities and equipment in and for the said district.

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
St. Tammany Parish Fire Protection District No. 6  
Covington, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the St. Tammany Parish Fire Protection District No. 6 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the St. Tammany Parish Fire Protection District No. 6 compliance with certain laws and regulations during the two years ended December 31, 1995 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 \$5,000 or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS38:2211-2251 (the public bid law).

There were no expenditures made during the year for materials and supplies exceeding \$5,000 or public works exceeding \$50,000.

## 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-RS42:1101-1124 (the code of ethics) and a list of outside business interests of all board members and employees, as well as their immediate families.

We obtained a list of family members and outside business interests for each board member.

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

The St. Tammany Fire Protection District No. 6 has no employees, only volunteer fire fighters.

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

The St. Tammany Fire Protection District No. 6 has no employees.

## BUDGETING

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

The fire protection district did not adopt a budget for the years ended December 31, 1994 and 1995.

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

The fire protection district did not adopt a budget for the years ended December 31, 1994 and 1995.

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

The fire protection district did not adopt a budget for the year ended December 31, 1994 and 1995.

## 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

All of the payments were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated proper approval obtained.

## MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by ISA-RS42:1 through 42:12 (the open meetings law).

The fire district held one meeting in 1994 and no meetings in 1995. Public notice was not given for the 1994 board meeting.

## 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 deposits 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.

The St. Tammany Fire Protection District No. 6 has no employees.

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 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.

*Bernard J. Lander*

June 16, 1996

LOUISIANA ATTESTATION QUESTIONNAIRE

June 4, 1996 Date

Bernard & Franks, CPA's

4141 Veterans Blvd Suite 313

Metairie, La. 70002

(Auditors)

In connection with your compilation of our financial statements as of December 31, 1995 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. These representations are based on the information available to us as of June 4, 1996 (date).

**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 [ ]

**State Laws Relating to 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 39:43.

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 [X] 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, 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 47:1410.60.

Yes [X] No [ ]

**Payments**

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 [X] No [ ]

We accept responsibility for our compliance with the foregoing matters, as well our responsibility for the controls over compliance. The foregoing representations are made to you based upon our evaluation of our activities as of 12/31/95 and for the year then ended, as well as the controls relating to the compliance issues.

The previous responses have been made to the best of our belief and knowledge.

Angie B Blackwell Secretary June 4, 1996 Date

W. M. Kausey Treasurer June 4, 1996 Date

Jeff K. Barth President June 4, 1996 Date

Note-Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contract with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.