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ACADIA PARISH FIRE PROTECTION DISTRICT NO. 5
FINANCIAL REPORT
DECEMBER 31, 1995

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.

Release Date 7-17-96

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INDEPENDENT ACCOUNTANT'S REPORT

The Board of Directors
Acadia Parish Fire Protection District No. 5
Estherwood, Louisiana

We have compiled the accompanying general purpose financial statements of the Acadia Parish Fire Protection District No. 5, a component unit of the Acadia Parish Police Jury, as of and for the year ended December 31, 1995. The statements were compiled 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 the Board in the form of financial statements. We have not audited or reviewed the accompanying financial statements and, accordingly, we do not express an opinion or any other form of assurance on them.

BROUSSARD, POCHE', LEWIS & BREAUX

Crowley, Louisiana
June 21, 1996

ACADIA PARISH FIRE PROTECTION DISTRICT No. 5

BALANCE SHEET
 ALL FUND TYPES AND ACCOUNT GROUPS
 December 31, 1995
 See Accountant's Compilation Report

	<u>Governmental Funds</u>	
	<u>General Fund</u>	<u>Debt Service Fund</u>
ASSETS AND OTHER DEBITS		
Cash and cash equivalents	\$ 4,381	\$ 69,582
Ad valorem receivable	34,312	74,381
Buildings	-	-
Equipment	-	-
Amount available in debt service funds	-	-
Amount to be provided for retirement of long-term debt	-	-
	<u> </u>	<u> </u>
Total assets and other debits	<u>\$ 38,693</u>	<u>\$143,963</u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	\$ 1,281	\$ 2,778
Bonds payable	<u> </u>	<u> </u>
Total liabilities	<u>\$ 1,281</u>	<u>\$ 2,778</u>
Fund equity:		
Investments in general fixed assets	\$ -	\$ -
Reserved for debt service	-	141,185
Fund balances - unreserved - undesignated	<u>37,412</u>	<u> </u>
Total fund equity	<u>\$ 37,412</u>	<u>\$141,185</u>
Total liabilities and fund equity	<u>\$ 38,693</u>	<u>\$143,963</u>

See Notes to Financial Statements.

<u>Account Groups</u>		
<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	<u>Total (Memorandum Only)</u>
\$ -	\$ -	\$ 73,963
-	-	108,693
196,120	-	196,120
543,349	-	543,349
-	141,185	141,185
-	<u>438,815</u>	<u>438,815</u>
<u>\$ 739,469</u>	<u>\$ 580,000</u>	<u>\$1,502,125</u>
\$ -	\$ -	\$ 4,059
-	<u>580,000</u>	<u>580,000</u>
<u>\$ -</u>	<u>\$ 580,000</u>	<u>\$ 584,059</u>
\$ 739,469	\$ -	\$ 739,469
-	-	141,185
-	-	<u>37,412</u>
<u>\$ 739,469</u>	<u>\$ -</u>	<u>\$ 918,066</u>
<u>\$ 739,469</u>	<u>\$ 580,000</u>	<u>\$1,502,125</u>

ACADIA PARISH FIRE PROTECTION DISTRICT No. 5

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES

Year Ended December 31, 1995

See Accountant's Compilation Report

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total (Memorandum Only)</u>
Revenues:			
Taxes:			
Ad valorem	\$ 36,486	\$ 79,085	\$115,571
Intergovernmental revenue:			
Appropriation from police jury	7,647	-	7,647
Interest	598	3,077	3,675
Other	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total revenues	<u>\$ 45,731</u>	<u>\$ 82,162</u>	<u>\$127,893</u>
Expenditures:			
Current:			
General government	\$ 11,488	\$ 4,178	\$ 15,666
Public safety	17,060	-	17,060
Capital outlay	33,654	-	33,654
Debt service:			
Principal retirement	-	20,000	20,000
Interest and bank charges	<u>-</u>	<u>43,798</u>	<u>43,798</u>
Total expenditures	<u>\$ 62,202</u>	<u>\$ 67,976</u>	<u>\$130,178</u>
Excess (deficiency) of revenues over expenditures	\$(16,471)	\$ 14,186	\$ (2,285)
Fund balance, beginning	<u>53,883</u>	<u>126,999</u>	<u>180,882</u>
Fund balance, ending	<u>\$ 37,412</u>	<u>\$141,185</u>	<u>\$178,597</u>

See Notes to Financial Statements.

ACADIA PARISH FIRE PROTECTION DISTRICT No. 5

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
 IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL - GENERAL FUND
 Year Ended December 31, 1995
 See Accountant's Compilation Report

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
Revenues:			
Taxes:			
Ad valorem	\$ 36,699	\$ 36,486	\$ (213)
Intergovernmental revenue:			
Appropriation from police jury	7,100	7,647	547
Interest	750	598	(152)
Other	-	1,000	1,000
Total revenues	<u>\$ 44,549</u>	<u>\$ 45,731</u>	<u>\$ 1,182</u>
Expenditures:			
Current:			
General government:			
Pension fund contribution	\$ 1,290	\$ 1,281	\$ 9
Office supplies	120	178	(58)
Utilities	5,500	4,824	676
Professional fees	5,800	5,040	760
Other	200	165	35
Total general government	<u>\$ 12,910</u>	<u>\$ 11,488</u>	<u>\$ 1,422</u>
Public safety:			
Training	\$ 110	\$ 108	\$ 2
Insurance	15,000	13,821	1,179
Repairs and maintenance	3,650	2,405	1,245
Operational supplies	1,125	726	399
Total public safety	<u>\$ 19,885</u>	<u>\$ 17,060</u>	<u>\$ 2,825</u>
Capital outlays	<u>\$ 32,654</u>	<u>\$ 33,654</u>	<u>\$ (1,000)</u>
Total expenditures	<u>\$ 65,449</u>	<u>\$ 62,202</u>	<u>\$ 3,247</u>
Deficiency of revenues over expenditures	\$(20,900)	\$(16,471)	\$ 4,429
Fund balance, beginning	<u>53,883</u>	<u>53,883</u>	<u>-</u>
Fund balance, ending	<u>\$ 32,983</u>	<u>\$ 37,412</u>	<u>\$ 4,429</u>

See Notes to Financial Statements.

ACADIA PARISH FIRE PROTECTION DISTRICT NO. 5

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 1. Summary of Significant Accounting Policies

Acadia Parish Fire Protection District No. 5, a component unit of the Acadia Parish Police Jury, was created by the Acadia Parish Police Jury as authorized by Louisiana Revised Statute 40:1492. The Fire Protection District is governed by a five-member board of commissioners, two appointed by the Police Jury and three appointed by the three member villages, who are authorized to construct, maintain, and improve the system of fire protection within the district.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. All GASB pronouncements are recognized as generally accepted accounting principles for state and local government. The accompanying financial statements have been prepared in accordance with such principles.

GASB Codification Section 2100 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Oversight responsibility by the Police Jury is determined on the basis of the following criteria:

1. Appointment of governing board
2. Designation of management
3. Ability to significantly influence operations
4. Accountability for fiscal matters
5. Scope of public service

Because the Police Jury appoints two members of the governing board and can influence the scope of public service, the Fire Protection District was determined to be a component unit of the Acadia Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying general purpose financial statements present information only on the funds maintained by the Fire Protection District and do not present information on the parish police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the governmental reporting entity.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Fund accounting:

The Fire Protection District is organized on the basis of two funds and two account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. The general fund is the general operating fund of the Fire Protection District and accounts for all of its activities. The debt service fund services the general long-term debt.

General fixed assets and long-term obligations:

Fixed assets are accounted for in the general fixed assets account group, rather than in the general fund. Public domain or infrastructures are not capitalized. All fixed assets are valued at historical cost. No depreciation has been provided on fixed assets. A summary of general fixed assets is presented in Note 3.

Long-term obligations are accounted for in the general long-term debt account group, not in the general fund. The two account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

Basis of accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The District's accounts are reported on the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

Revenues:

Ad valorem taxes 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 by December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

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 debt which is recognized when due.

Budget practices:

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Secretary-Treasurer submits to the Board of Commissioners a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
2. Due to the fact that expenditures do not exceed \$250,000, it is not necessary to have a public hearing.
3. The budget is then legally enacted through passage of an ordinance. Budget amounts shown in this report are as amended by the District.
4. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
5. All budget appropriations lapse at year-end.

Expenditures may not legally exceed budgeted appropriations at the fund level.

Louisiana Revised Statutes require adoption of budgets for general funds and special revenue funds prior to the beginning of the fiscal year. For year ended December 31, 1995, the budget was not adopted until January 1995.

Cash and investments:

Under state law, the Fire Protection 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. Time deposits are classified as investments if their original maturities exceed 90 days; however, if their original maturities are 90 days or less, they are classified as cash equivalents. At December 31, 1995, the Fire Protection District has cash and cash equivalents (book balances) in interest-bearing demand deposits totaling \$73,963.

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Under state law, these deposits (or the resulting bank balances) must be secured by federal insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus federal insurance must at all times equal the amount on deposit with the federal agent. Deposits in financial institutions at December 31, 1995 are fully secured by federal deposit insurance.

Total column:

The total column is captioned "Memorandum Only" to indicate it is presented only to facilitate financial analysis. The data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Interfund eliminations have not been made in the aggregation of this data. Neither is such data comparable to a consolidation.

Note 2. Levied Taxes

The following is a summary of levied ad valorem taxes:

	<u>Levied Millage</u>
General corporate purposes:	
General	4.29
Debt service	9.30

Note 3. Changes in General Fixed Assets

The following is a summary of changes in general fixed assets for the year ended December 31, 1995:

	<u>Buildings</u>	<u>Equipment</u>	<u>Total</u>
Balance, December 31, 1994	\$196,120	\$508,573	\$704,693
Additions	-	40,966	40,966
Deletions	-	6,190	6,190
Balance, December 31, 1995	<u>\$196,120</u>	<u>\$543,349</u>	<u>\$739,469</u>

NOTES TO FINANCIAL STATEMENTS
See Accountant's Compilation Report

Note 4. Changes in Long-Term Debt

The following is a summary of changes in long-term obligations for the Fire Protection District for the year ended December 31, 1995.

Balance, January 1, 1995	\$600,000
Reductions	<u>20,000</u>
Balance, December 31, 1995	<u>\$580,000</u>

The annual requirements to amortize the bonds and certificates outstanding at December 31, 1995, including interest of \$368,426, are as follows:

1996	\$ 61,198
1997	63,948
1998	61,810
1999	60,066
2000	63,168
2001 - Thereafter	<u>638,236</u>
	<u>\$948,426</u>

Note 5. Board of Commissioners

The board members do not receive any compensation for attendance of meetings. The board members at December 31, 1995 include:

Ray Richard	Ernest Gautreaux
Herman Hoffpauir	Michael Richard
Greg Richard	

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Board of Directors
Acadia Parish Fire Protection District No. 5
Estherwood, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Acadia Parish Fire Protection District No. 5 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Acadia Parish Fire Protection District No. 5's compliance with certain laws and regulations during the year 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-RS 38:2211-2251 (the public bid law).

The District purchased a fire truck during the year. We examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

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 42:1101-1124 (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. Obtain from management a listing of all employees paid during the period under examination.

The District did not have any employees for the year ended December 31, 1995.

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.

The District did not have any employees for the year ended December 31, 1995.

Budgeting

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

Management provided us with a copy of the original budget and the amendments made to the budget during the year.

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

We traced the adoption of the original budget and amendments to the budget to the minutes of a meeting held on January 9, 1995 and December 4, 1995, respectively, which indicated that the budget and amendments had been adopted by the commissioners of Acadia Parish Fire Protection District No. 5.

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 six 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 six 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 approvals.

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).

Acadia Parish Fire Protection District No. 5 is 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 such documents were properly posted.

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 scanned copies of bank deposit slips for the period under examination and did not note any 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 District did not have any employees for the year ended December 31, 1995.

The Board of Directors
Acadia Parish Fire Protection District No. 5

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 Acadia Parish Fire Protection District No. 5 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.

BROUSSARD, POCHÉ, LEWIS & BREUX

Crowley, Louisiana
June 21, 1996