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WARD 4 & 5 FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana
FINANCIAL REPORT
DECEMBER 31, 1995

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Release Date AUG 28 1996

WARD 4 & 5 FIRE PROTECTION DISTRICT OF BIENVILLE PARISH
BIENVILLE PARISH POLICE JURY
Ringgold, Louisiana

Component Unit Financial Statements
As of and for the year ended December 31, 1995

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Accountants' Compilation Report

To the management of the Ward 4 & 5 Fire
Protection District of Bienville Parish
Ringgold, Louisiana

We have compiled the component unit financial statements as of December 31, 1995, and for the year then ended, 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. We have not audited or reviewed the compiled financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Jamieson Wise & Martin

May 14, 1996
Minden, LA

JAMIESON, WISE & MARTIN

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Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Management of the Ward 4 & 5 Fire Protection
District of Bienville Parish

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Ward 4 & 5 Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Ward 4 & 5 Fire Protection District'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).

For the year ended December 31, 1995, no expenditures were noted for either materials and supplies exceeding \$5,000 or expenditures for public works exceeding \$50,000. We noted two expenditures for public works which totalled to \$38,534. Although these expenditures did not exceed \$50,000, during our testwork we examined documentation which indicated that all of these expenditures 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.

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

Management provided us with the required list.

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.

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

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

Management provided us with a copy of the original budget. There were two amendments to the budget during the year. Management also provided us with a copy of the final approved budget for the year ended December 31, 1995.

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 November 21, 1994 which indicated that the budget had been adopted by the commissioners of the Ward 4 & 5 Fire Protection District by a unanimous vote. Two amendments were made to the budget during the year. We traced budget amendments to the minutes of the meetings held July 10, and November 13, 1995.

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%, except for two individual expenditure line items of the General Fund were in excess of amounts budgeted for the year. The capital outlay and insurance line items were, 99% and 6%, respectively, in excess of the amounts budgeted for the year.

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 six 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 two of the six items selected received approval from the Fire Chief. Per discussion with the accountant, invoices can be approved by either the Fire chief or the Board of Commissioners. Each of the disbursements were traced to the district's minute book where they were approved by the full commission as approved by the Fire Chief.

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 Ward 4 & 5 Fire Protection District 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 such documents were properly posted. We observed that the current month's notice was properly posted for the upcoming meeting. In addition, we scanned a file containing copies of the notices posted during the year as evidence supporting this assertion.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks 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.

A reading of the minutes of the district for the year indicated

no approval for the payments noted. We also inspected payroll 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 Ward 4 & 5 Fire Protection District 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.

Jamison Wise & Math

Minden, LA
May 14, 1996

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
RINGGOLD, LOUISIANA

Governmental Fund Types
Statements of Revenue, Expenditures and Changes in Fund Balances
For the year ended December 31, 1995

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total (Memorandum Only)</u>
REVENUES			
Ad valorem taxes	\$ 223,549	64,648	288,197
Interest	7,419	2,756	10,175
Intergovernmental revenues - Bienville Parish Police Jury	8,439	-	8,439
Other revenues	560	-	560
Total revenues	<u>239,967</u>	<u>67,404</u>	<u>307,371</u>
EXPENDITURES			
Current - public safety:			
Salaries and related expenses	30,125	-	30,125
Repairs and maintenance	19,363	-	19,363
Insurance	16,784	-	16,784
Office rent and expenses	5,014	-	5,014
Supplies	2,908	-	2,908
Telephone and utilities	4,636	-	4,636
Training and uniforms	2,170	-	2,170
Legal and accounting	3,720	-	3,720
Bond expense	-	600	600
Administrative fees	12,011	3,474	15,485
Capital outlay	60,602	-	60,602
Debt service:			
Bond principal	-	30,000	30,000
Bond interest	-	11,900	11,900
Note principal	12,000	-	12,000
Note interest	4,703	-	4,703
Certificate of indebtedness - principal	20,000	-	20,000
Certificate of indebtedness - interest	1,550	-	1,550
Total expenditures	<u>195,586</u>	<u>45,974</u>	<u>241,560</u>
Excess (deficiency) of revenues over expenditures	44,381	21,430	65,811
Fund balances at beginning of year	<u>329,003</u>	<u>122,973</u>	<u>451,976</u>
Fund balances at end of year	<u>\$ 373,384</u>	<u>144,403</u>	<u>517,787</u>

The accompanying notes are an integral part of this statement.

WARDS FOUR AND FIVE FIRE PROTECTION DISTRICT
OF BIENVILLE PARISH
RINGGOLD, LOUISIANA

Governmental Fund Type - General Fund
Statement of Revenue, Expenditures and Changes in
Fund Balance - Budget (Cash Basis) and Actual
For the year ended December 31, 1995

	<u>Budget</u>	<u>Actual</u>	Variance- Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$ 221,349	217,537	(3,812)
Interest	5,921	7,419	1,498
Intergovernmental revenues - Bienville Parish Police Jury	8,439	8,439	-
Other revenues	<u>560</u>	<u>560</u>	<u>-</u>
Total revenues	<u>236,269</u>	<u>233,955</u>	<u>(2,314)</u>
EXPENDITURES			
Current - public safety:			
Salaries and related expenses	29,150	29,650	(500)
Insurance	15,200	16,121	(921)
Office rent and expenses	4,900	4,668	232
Supplies, repairs and maintenance	19,330	17,814	1,516
Telephone and utilities	4,550	4,564	(14)
Training and uniforms	2,260	2,231	29
Legal and accounting	3,700	3,720	(20)
Administrative expenses	12,000	8,632	3,368
Capital outlay	21,700	60,123	(38,423)
Note payment and interest	16,702	16,702	-
Cert. of indebtedness payment and interest	21,550	21,550	-
Miscellaneous expense	<u>200</u>	<u>-</u>	<u>200</u>
Total expenditures	<u>151,242</u>	<u>185,775</u>	<u>(34,533)</u>
Excess (deficiency) of revenues over expenditures	<u>85,027</u>	<u>48,180</u>	<u>(36,847)</u>
Other financing sources (uses) Operating transfers out	<u>85,027</u>	<u>-</u>	<u>85,027</u>
Excess of revenues and other sources over expenditures and other uses	-	48,180	48,180
Cash balances at beginning of year	<u>122,927</u>	<u>122,927</u>	<u>-</u>
Cash balances at end of year	\$ <u>122,927</u>	<u>171,107</u>	<u>48,180</u>

The accompanying notes are an integral part of this statement.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

1. Summary of Significant Accounting Policies

Wards Four and Five Fire Protection District of Bienville Parish was created by the Bienville Parish Police Jury on May 11, 1988. The District includes all of Wards Four and Five of Bienville Parish. Jamestown Area Fire Protection District, which was created by the Bienville Parish Police Jury on September 11, 1985, was abolished upon creation of Wards Four and Five Fire Protection District and its assets and liabilities transferred to the new District. The District is governed by a five-member board, of which two members are appointed by the Police Jury, one each by the Village of Jamestown and the Town of Ringgold, respectively, and one by the other four members of the board. Board members serve without compensation. The District is responsible for maintaining and operating fire stations and equipment and providing fire protection within the boundaries of the District.

The following is a summary of certain significant accounting policies:

- A. Basis of Presentation - The accompanying general purpose financial statements of the Ward 4 & 5 Fire Protection 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.
- B. Reporting entity - As the governing authority of the parish, for reporting purposes, the Bienville Parish Police Jury is the financial reporting entity for Bienville Parish. The financial reporting entity consists of (a) the primary government (Bienville Parish Police Jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Bienville Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on that jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Bienville Parish Police Jury is able to impose its will on the District and also because the district is fiscally dependent on the jury, the district was determined to be a component unit of the Bienville Parish Police Jury, the financial reporting entity. 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.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

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:

Revenues - Ad valorem taxes are recorded in the year the taxes are due and payable. 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. Advalorem 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.

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

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

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.

Other financing sources - Proceeds from the sale of long-term bonds are accounted for as an other financing source and are recognized when the underlying events occur.

E. Budget practices

The district uses the following budget practices:

1. The Town clerk prepares a proposed budget and submits same to the Mayor and Board of commissioners no later than fifteen days prior to the beginning of each fiscal year.
2. A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
3. A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.
4. After the holding of the public hearing and completion of all action necessary to finalize and implement the budget, the budget is adopted by the board of commissioners prior to the commencement of the fiscal year for which the budget is being adopted.
5. Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures which results from revenues exceeding amounts estimated require the approval of the board of commissioners.
6. Budgetary appropriations lapse at the end of the fiscal year.
7. The budget for the General fund was not adopted on a basis consistent with generally accepted accounting principles (GAAP).

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

8. The revenues and expenditures shown on page are reconciled with the amounts reflected on the budget comparison on page as follows:

	Year ended December 31, <u>1995</u>
Excess (deficiency) of revenues over expenditures, GAAP basis	\$ 44,381
To adjust for receivables	(6,012)
To adjust for payables	<u>9,811</u>
Excess (deficiency) of revenues over expenditures, Budget cash basis	\$ <u>48,180</u>

F. Cash

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. 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, and money market accounts with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

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.

G. Fixed assets and long-term debt

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

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

and at estimated cost where no historical records are available.

H. Compensated absences

The District has three employees, one full-time and two part-time. Unpaid vacation and sick leave are not accrued in governmental funds. Employees are given 10 days of sick leave per year. Cannot carry over more than 25 days of accumulated sick leave. As of December 31, 1995, no sick leave to carryover. No vacation time may be carried over after year-end.

I. Long-term obligations

Long-term debt, such as general obligation bonds, are recognized as a liability of a governmental fund only when due. The remaining portion of such debt is reported in the general long-term debt account group.

J. 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, 1995:

	1995 Levied <u>Millage</u>
District taxes:	
General maintenance	3.15
Debt service	2.14
Operations and maintenance	4.25

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

3. Cash and cash equivalents

At December 31, 1995, the district has cash and cash equivalents totaling \$ 254,336 as follows:

Demand deposits	\$ 2,857
Interest-bearing deposits	188,482
Certificate of deposit	<u>62,997</u>
 Total	 <u>\$ 254,337</u>

These deposits are stated at cost, which approximates market. Under state law, these 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, 1995, the district has \$256,461 in collected bank balances. These deposits are secured from risk by \$104,982 of federal deposit insurance and \$151,479 of pledged securities held by a custodial bank in the name of the fiscal agent bank (GASB Category 3).

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 & 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.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

4. Fixed assets

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31</u>
1995:				
Land	\$ 16,650	-	-	16,650
Buildings	163,452	54,174	-	217,626
Fire-fighting equip.	526,705	5,459	-	532,164
Office equipment	<u>-</u>	<u>1,588</u>	<u>-</u>	<u>1,588</u>
Totals	<u>\$706,807</u>	<u>61,221</u>	<u>-</u>	<u>768,028</u>

Inventory listing of equipment does not completely value inventory. Reliance was placed on prior period amounts.

5. Pension plan

The district's employees participate in the federal social security program. The District is required to remit to the Social Security Administration an amount equal to the employees' contributions.

6. Changes in general long-term debt

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

	<u>General</u> <u>Obligation</u> <u>Bonds</u>	<u>Notes</u>	<u>Certificate</u> <u>of</u> <u>Indebtedness</u>	<u>Total</u>
Long-term debt payable, January 1, 1995	\$185,000	57,000	41,000	283,000
Retirements:	<u>(30,000)</u>	<u>(12,000)</u>	<u>(20,000)</u>	<u>(62,000)</u>
Long-term debt payable, December 31, 1995	<u>\$155,000</u>	<u>45,000</u>	<u>21,000</u>	<u>221,000</u>

The general obligation bonds payable at December 31, 1995, were issued on July 1, 1989. Annual installments of \$35,000 to \$45,000 are due through March 1, 1999, with interest at 7 to 10 %. Debt retirement payments will be made from the Debt Service Fund.

WARDS FOUR AND FIVE FIRE PROTECTION
DISTRICT OF BIENVILLE PARISH
Ringgold, Louisiana
Notes to Financial Statements
As of and for the year ended December 31, 1995

The note payable was issued on September 4, 1990. Annual installments vary in amounts from \$14,000 to 16,000 and are due through March 1, 1998, with interest at 8.25 %. The indebtedness was incurred for the purchase of additional fire-fighting equipment.

The \$60,000 certificate of indebtedness, Series 1993 bears an interest rate of 5%. The principal shall mature in three (3) annual installments due on March 1 in each of the years 1994 through 1996.

The annual requirements to amortize the general obligation bonds, note and Certificate of Indebtedness outstanding at December 31, 1995, including interest payments of \$31,041, are as follows:

<u>Year</u>	
1996	83,863
1997	59,733
1998	61,870
1999	<u>46,575</u>
Total	<u>\$252,041</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, 1995, the statutory limit was \$3,020,931.

7. Litigation and claims

The District was not involved in any litigation as of December 31, 1995, nor was it aware of any unasserted claims.

8. Per diem of commissioners

The Board of Commissioners listed below are not compensated for their service to the District.

Robert P. Corley	Chairman
Lawson Bradley	Sec.-Treasurer
William M. Hays	Member
Melvin T. Rice	Member
Bill Conly	Member