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R E P O R T

ST. TAMMANY PARISH FIRE PROTECTION
DISTRICT NO. 9

DECEMBER 31, 1995

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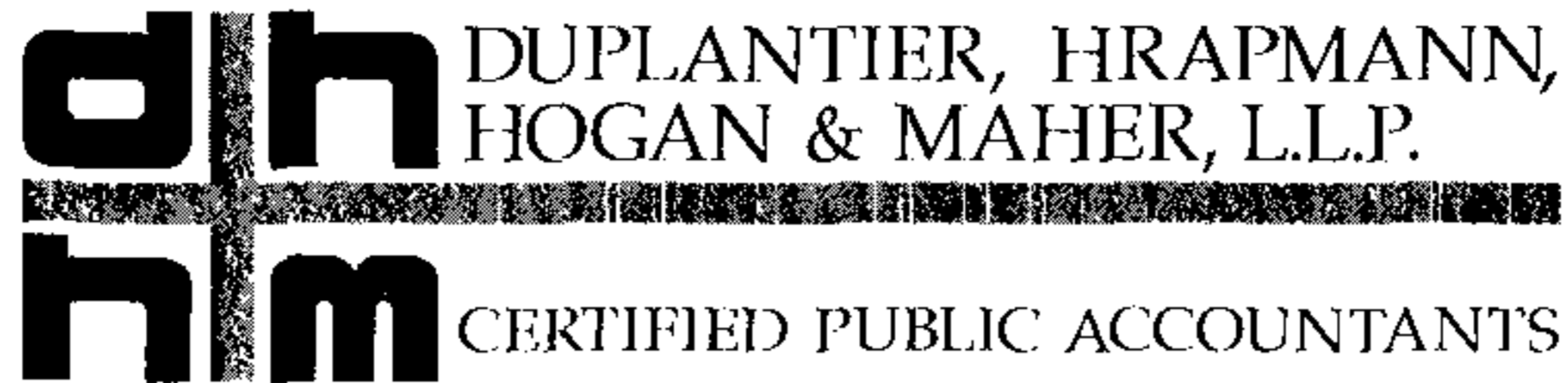
Release Date 8-14-96

ST. TAMMANY PARISH FIRE PROTECTION
DISTRICT NO. 9

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DECEMBER 31, 1995

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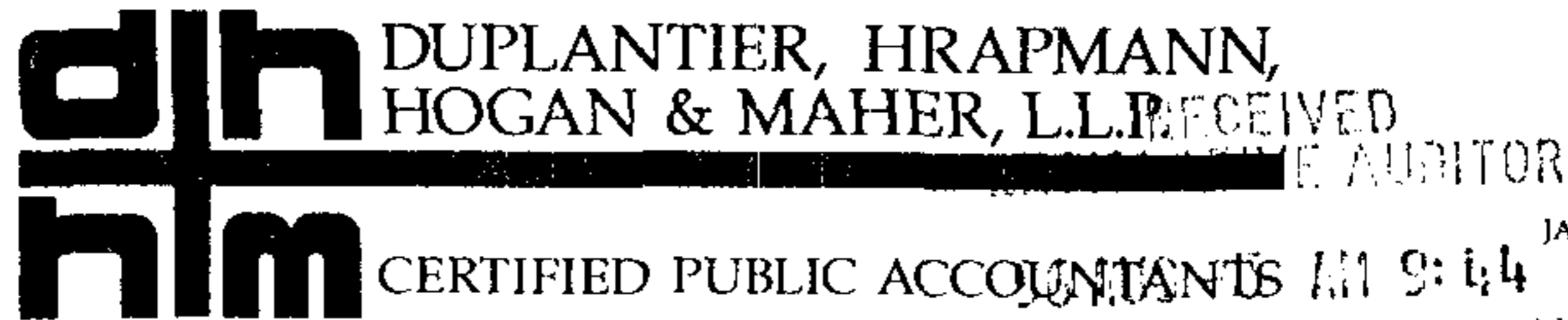
July 2, 1996

To the Board of Commissioners of
St. Tammany Parish Fire Protection District No. 9
P. O. Box 213
Bush, Louisiana 70431

We have compiled the financial statements of St. Tammany Parish Fire Protection District No. 9, a component unit of the St. Tammany Parish Police Jury, State of Louisiana, as of and for the year ended December 31, 1995, 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 accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Duplantier, Hrapmann, Hogan & Maher L.L.P.



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES

July 2, 1996

Board of Commissioners
St. Tammany Parish Fire
Protection District No. 9
P. O. Box 213
Bush, Louisiana 70431

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of St. Tammany Fire Protection District No. 9 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about St. Tammany Parish Fire Protection District No. 9'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.

The procedures performed are as follows:

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).

No exceptions regarding compliance with the laws and regulations were noted.

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 all employees paid during the period under examination.
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 procedures (2) as immediate family members.

No exceptions regarding compliance with the laws and regulations were noted.

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.
6. Trace the budget adoption and amendments to the minute book.
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%.

No exceptions regarding compliance with the laws and regulations were noted.

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, (b) determine if payments were properly coded to the correct fund and general ledger account, and (c) determine whether payments received approval from proper authorities.

No exceptions regarding compliance with the laws and regulations were noted.

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).

Any parish fire district is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Although management has asserted that such documents were properly posted, we examined no evidence supporting such assertion.

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.

No exceptions regarding compliance with the laws and regulations were noted.

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.

No exceptions regarding compliance with the laws and regulations were noted.

According to state statute, the year end Independent Accountant's Report On Applying Agreed Upon Procedures is due to the Legislative Auditor within six months of the close of the year. The district did not provide the accountants with necessary information to perform the procedures within the statutory time limit. As a result this report is filed late. Consequently, the district is not in compliance with this statute in the current year.

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 St. Tammany Parish Fire Protection District No. 9 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.

Duplantier, Chapman, Hogan & Maher L.L.P.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 ALL FUND TYPES AND ACCOUNT GROUPS
 BALANCE SHEET
 DECEMBER 31, 1995
 (Unaudited)

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
<u>ASSETS AND OTHER DEBITS</u>				
ASSETS:				
Cash and cash equivalents	\$ 27,579	\$ --	\$ --	\$ 27,579
Ad valorem taxes receivable	108,308	--	--	108,308
Land, building and equipment	--	317,632	--	317,632
Other debits:				
Amount to be provided for retirement of general long-term obligations	--	--	66,000	66,000
TOTAL ASSETS AND OTHER DEBITS	\$ <u>135,887</u>	\$ <u>317,632</u>	\$ <u>66,000</u>	\$ <u>519,519</u>
<u>LIABILITIES AND FUND EQUITY</u>				
LIABILITIES:				
Accounts payable	\$ 3,309	\$ --	\$ --	\$ 3,309
Withholding payable	320	--	--	320
Certificates of indebtedness	--	--	66,000	66,000
Total liabilities	<u>3,629</u>	<u>--</u>	<u>66,000</u>	<u>69,629</u>
FUND EQUITY:				
Investment in general fixed assets	--	317,632	--	317,632
Fund balance - unrestricted	61,389	--	--	61,389
Fund balance - designated - capital outlay	<u>70,869</u>	<u>--</u>	<u>--</u>	<u>70,869</u>
Total fund equity	<u>132,258</u>	<u>317,632</u>	<u>--</u>	<u>449,890</u>
TOTAL LIABILITIES AND FUND EQUITY	\$ <u>135,887</u>	\$ <u>317,632</u>	\$ <u>66,000</u>	\$ <u>519,519</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 GOVERNMENTAL FUND - GENERAL FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE (GAAP)
 FOR THE YEAR ENDED DECEMBER 31, 1995
 (Unaudited)

	GENERAL FUND (GAAP)
<u>REVENUES (NOTE 1)</u>	
Taxes:	
Ad valorem	\$ 99,247
Intergovernmental revenues:	
State revenue sharing	10,381
Fire insurance rebate	4,568
Interest	2,493
Total revenues	<u>116,689</u>
 <u>EXPENDITURES</u>	
Public safety - fire protection:	
Truck operating	1,882
Repairs	29,703
Turnout gear	8,333
Insurance	12,953
Office supplies	672
Pensions	3,012
Legal and auditing	1,289
Utilities	2,057
Salaries	12,226
Payroll taxes	1,021
Telephone	3,584
Training	1,783
Debt service:	
Interest	5,637
Principal	12,000
Capital outlay	6,097
Miscellaneous	1,503
Total expenditures	<u>103,752</u>
 Excess of revenues over expenditures	 12,937
 FUND BALANCE AT BEGINNING OF YEAR	 <u>119,321</u>
 FUND BALANCE AT END OF YEAR	 <u>\$ 132,258</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 GOVERNMENTAL FUND - GENERAL FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED DECEMBER 31, 1995
 (Unaudited)

	GENERAL FUND (NON-GAAP)		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
<u>REVENUES (NOTE 1)</u>			
Taxes:			
Ad valorem	\$ 93,961	\$ 94,322	\$ 361
Intergovernmental revenues:			
State revenue sharing	6,612	10,381	3,769
Fire insurance rebate	4,568	4,568	--
Interest	2,127	2,493	366
Total revenues	107,268	111,764	4,496
<u>EXPENDITURES</u>			
Public safety - fire protection:			
Truck operating	2,300	1,882	418
Repairs	26,000	29,703	(3,703)
Turnout gear	8,200	8,333	(133)
Insurance	13,258	12,953	305
Office supplies	200	672	(472)
Pensions	3,003	3,003	--
Legal and auditing	--	1,289	(1,289)
Utilities	2,300	2,057	243
Salaries	14,103	12,226	1,877
Payroll taxes	1,230	892	338
Telephone	3,400	3,584	(184)
Training	1,950	1,783	167
Debt service:			
Interest	5,837	5,637	200
Principal	12,000	12,000	--
Capital outlay	11,500	6,097	5,403
Miscellaneous	1,455	1,503	(48)
Total expenditures	106,736	103,614	3,122
Excess of revenues over expenditures	532	8,150	7,618
FUND BALANCE AT BEGINNING OF YEAR	19,429	19,429	--
ADJUSTMENTS TO CONFORM WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES:			
To adjust revenues and expenditures due to continuing appropriations	--	104,679	104,679
FUND BALANCE AT END OF YEAR	\$ 19,961	\$ 132,258	\$ 112,297

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

INTRODUCTION

The St. Tammany Parish Fire Protection District No. 9 was created by the St. Tammany Parish Police Jury, as authorized by Louisiana Revised Statute 40:1492 effective November 18, 1976. The Fire Protection District No. 9 primarily purchases and maintains fire equipment and provides fire protection for those areas contained in the district. The Police Jury appoints a five member board to govern District No. 9.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

BASIS OF PRESENTATION

The accompanying financial statements of the St. Tammany Parish Fire District No. 9 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

As the governing authority of the parish, for reporting purposes, the St. Tammany Parish Police Jury is the financial reporting entity for St. Tammany Parish. The financial reporting entity consists of (a) the primary government (parish government), (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 St. Tammany 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 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 parish government 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 parish government.
- 2) Organizations for which the parish government does not appoint a voting majority but are fiscally dependent on the parish government.
- 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.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

REPORTING ENTITY: (Continued)

For the following reasons, the St. Tammany Parish Fire District No. 9 is considered to be a component unit of the St. Tammany Parish Police Jury, the reporting entity:

1. The commissioners of the district are appointed by the St. Tammany Parish Police Jury.
2. The district provides fire protection to residents within St. Tammany Parish.

The accompanying financial statements present information only on the funds maintained by District No. 9 and do not present information on the parish government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

FUND ACCOUNTING:

District No. 9 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. The accounts of District No. 9 are organized on the basis of one fund (General Fund) and two account groups (General Fixed Assets and General Long-Term Obligations).

General Fund:

The General Fund is the general operating fund of the district. It is used to account for all financial resources.

FUND EQUITY:

Unrestricted:

Unrestricted fund balance represents those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated - Capital Outlay:

Designated - capital outlay represents tentative plans for future use of financial resources.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

GENERAL FIXED ASSETS AND GENERAL LONG-TERM OBLIGATIONS:

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost if historical cost is not available.

Long-term obligations expected to be financed from governmental funds are accounted for in the General Long-Term Obligations Account Group, not in the governmental funds.

The two account groups are not "funds." They are concerned only with the measurement of financial position, not with measurement of results of operations.

BASIS OF ACCOUNTING:

Basis of Accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The records are maintained on the cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to the modified accrual basis of accounting utilizing the following practices:

Revenues:

Ad valorem taxes and the related State revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed for the calendar year and 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 on investments is recorded when the income is earned.

Intergovernmental revenues are recorded when the 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.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF ACCOUNTING: (Continued)

Use of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Total Column on Balance Sheet - Overview:

The total column on the balance sheet - overview 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.

Budgetary Reporting:

Combined statements of revenues, expenditures and changes in fund balance - budget (cash basis) and actual were prepared under control of the Board of Commissioners for the year ended December 31, 1995.

Louisiana Statute R.S. 38:296 requires revision of the budget when expenditures exceed revenue by more than 5%.

The statement of revenues, expenditures, and changes in fund balance - budget and actual for the General Fund presents comparisons of legally adopted budgets with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resulting timing differences in excess (deficiency) of revenues over expenditures for the year ended December 31, 1995, is presented below:

	<u>GENERAL FUND</u>
Excess of revenues over expenditures (budgetary basis)	\$ 8,150
Adjustments:	
To adjust revenues and expenditures due to continuing appropriations	<u>4,787</u>
EXCESS OF REVENUES OVER EXPENDITURES (GAAP BASIS)	<u>\$12,937</u>

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

2. CASH AND CASH EQUIVALENTS:

Cash and cash equivalents includes amounts in demand deposits. Deposits of the District in the amount of \$28,156 (bank balances) are held by one financial institution and are fully insured or collateralized as of December 31, 1995.

3. CHANGES IN GENERAL FIXED ASSETS:

A summary of changes in general fixed assets follows:

	BALANCE JANUARY 1, 1995	ADDITIONS	DELETIONS	BALANCE DECEMBER 31, 1995
Land and buildings	\$ 77,761	\$ --	\$ --	\$ 77,761
Fire fighting equipment	<u>233,774</u>	<u>6,907</u>	<u>--</u>	<u>239,871</u>
	<u>\$311,535</u>	<u>\$ 6,097</u>	<u>\$ --</u>	<u>\$317,632</u>

4. CHANGES IN GENERAL LONG-TERM OBLIGATIONS:

The following is a summary of the long-term obligation transactions for the year ended December 31, 1995:

	\$60,000 <u>ISSUE</u>	\$70,000 <u>ISSUE</u>	<u>TOTAL</u>
Certificates of indebtedness payable at January 1, 1995	\$18,000	\$60,000	\$78,000
Deductions	<u>6,000</u>	<u>6,000</u>	<u>12,000</u>
Certificates of indebtedness payable at December 31, 1995	<u>\$12,000</u>	<u>\$54,000</u>	<u>\$66,000</u>

The \$60,000 issue bears interest at eight percent and matures in 1997. The \$70,000 issue bears interest at seven percent and matures in 2002. The certificates are secured by an ad valorem tax on property with the district.

The following amounts are expected maturities on the certificates of indebtedness which include interest payments of \$17,540:

	\$60,000 <u>ISSUE</u>	\$70,000 <u>ISSUE</u>	<u>TOTAL</u>
1996	\$ 6,960	\$ 9,780	\$16,740
1997	6,480	10,360	16,840
1998	--	9,870	9,870
1999	--	10,380	10,380
2000	--	9,820	9,820
Thereafter	--	<u>19,890</u>	<u>19,890</u>
Total	<u>\$13,440</u>	<u>\$70,100</u>	<u>\$83,540</u>

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1995

5. LEVIED TAXES:

The following is a summary of authorized and levied ad valorem taxes:

<u>AUTHORIZED MILLAGE</u>	<u>LEVIED MILLAGE</u>	<u>EXPIRATION DATE</u>
5.28	5.28	1996
5.28	5.28	1996
10.00	10.00	2001
10.00	10.00	2002

6. FAIR VALUE OF FINANCIAL INSTRUMENTS:

Generally accepted accounting principles require the disclosure of fair value of financial instruments for which it is considered practicable to estimate fair value. Because no readily available market exists for a portion of the District's financial instruments, fair value of these instruments is based on judgments regarding current economic conditions, interest rate risk characteristics, loss experience and other factors. Many of these estimates involve uncertainties and matters of significant judgment and cannot be determined with precision. Therefore, the calculated fair value estimates cannot always be substantiated by comparison to independent markets and, in many cases may not be realized in a current sale of the instruments. Changes in assumptions could significantly affect the estimates.

The following assumptions were made by the St. Tammany Parish Fire District No. 9 on estimating the fair value of its financial instruments at December 31, 1995:

- a) Cash and cash equivalents - For these short-term instruments, the carrying amount is a reasonable estimate of fair value.
- b) Certificates of indebtedness - Fair value is estimated using prime lending rate at December 31, 1995 plus 1% and is based on the discounted value of contractual cash flows.

The estimated fair values of financial assets and financial liabilities of the District at December 31, 1995 as follows:

	<u>Carrying Amount</u>	<u>Fair Value</u>
Financial assets:		
Cash and cash equivalents	\$27,579	\$27,579
Financial liabilities:		
Certificates of indebtedness	66,000	71,388