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WARD ONE RURAL FIRE PROTECTION DISTRICT
 OF RICHLAND PARISH
 RICHLAND PARISH POLICE JURY
 Sulphur, Louisiana

Component Full Financial Statements and
 Accountant's Reports
 As of and for the Year Ended
 December 31, 1995

under provisions of state law, this
 report is a public document. A
 copy of the report has been submit-
 ted to the workled, or reviewed,
 entity and other appropriate public
 officials. The report is available for
 public inspection at the Baton
 Rouge office of the Legislative Audi-
 tor and, where appropriate, at the
 office of the parish clerk of court.

APR 28 1996

Release Date _____

Karen M. Hollis, CPA
 PO Box 397
 441 Noddyline Street
 Bayville, Louisiana
 (504) 728-6588

Ward Lee Rural Fire Protection District
Richland Parish Police Jury
Baldi, Louisiana

Component Unit Financial Statements and
Accountant's Report
As of and For the Year Ended December 31, 1995
With Supplemental Information

C O N T E N T S

	Statement	Page No.
Accountant's Report on the Financial Statements		1
Component Unit Financial Statements:		
Combined Balance Sheet, December 31, 1995 (All Fund Types and Account Groups)	A	
Governmental Fund - General Fund:		
Statement of Revenues, Expenditures, and Changes in Fund Balance, for the Year Ended December 31, 1995	B	
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Cash Basis) and Actual for the Year Ended December 31, 1995	C	
Notes to the Financial Statements		2 - 8
Schedule of Compensation Paid Board Members		9
Independent Accountant's Report on Applying Agreed-Upon Procedures		10 - 12
Louisiana Attestation Questionnaire (Completed by District)		



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 287
601 Machine Street
Bossier, LA 70609
Phone: (318) 728-6588

Biological's Report

BOARD OF COMMISSIONERS
WARD ONE PAROL FIRE PROTECTION DISTRICT
OF RICHLAND PARISH
RICHLAND PARISH POLICE JURY
Deidre, Louisiana

I have compiled the accompanying combined financial statements of Ward One Parol Fire Protection District of Richland Parish, a component unit of the Richland Parish Police Jury, as of and for the year ended December 31, 1994, as listed in the table of contents, in accordance with Statements on Standards for Accounting and Finance 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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Karen M Hollis

Bossier, Louisiana
June 17, 1995

WARD ONE RURAL FIRE PROTECTION DISTRICT
 OF RICHLAND PARISH
 RICHLAND PARISH POLICE JURY
 Baton Rouge, Louisiana
 ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 1995

	GOVERNMENTAL FUNDS - GENERAL FUND	ACCOUNT GROUPS		TOTAL COMBINATION BALANCE
		GENERAL FUNDS	GENERAL LONG-TERM ASSETS	
ASSETS				
Cash and equivalents	\$ 72,294	\$	\$	\$ 72,294
Taxes receivable	67,467			67,467
Notes receivable	200			200
Land, buildings, vehicles, and equipment (note 4)		241,141		241,141
Amounts to be provided for retirement of general long-term debt			264,000	264,000
TOTAL ASSETS	<u>\$ 139,961</u>	<u>\$ 241,141</u>	<u>\$ 264,000</u>	<u>\$ 645,102</u>
LIABILITIES AND FUND EQUITY				
Liabilities:				
Accounts payable	\$ 722	\$	\$	\$ 722
Certificates payable			264,000	264,000
Fund Equity:				
Investment in general fixed assets		241,141		241,141
Fund balance-unreserved -undesignated	134,219			134,219
Total Fund Equity	<u>134,219</u>	<u>241,141</u>	<u>264,000</u>	<u>645,102</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 139,961</u>	<u>\$ 241,141</u>	<u>\$ 264,000</u>	<u>\$ 645,102</u>

See the accountant's report and the accompanying notes.

BRAD ORE RURAL FIRE PROTECTION DISTRICT
 OF RICHLAND PARISH
 RICHLAND PARISH POLICE JURY
 Delta, Louisiana
 GOVERNMENTAL FUND - GENERAL FUND

Statement of Revenues, Expenditures, and
 Changes in Fund Balance - Budget (Cash Basis) and Actuals
 For the Year Ended December 31, 1995

	December 31,		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Fed valorem taxes	\$ 42,000	\$ 42,000	\$ (17,100)
Intergovernmental revenues- Richland Parish Police Jury- 2% fire insurance rebate	-	5,219	5,219
Interest income	-	1,193	1,193
Miscellaneous	-	400	400
Refunds	-	189	189
TOTAL REVENUES	<u>42,000</u>	<u>52,911</u>	<u>419,122</u>
EXPENDITURES			
General government-other general administration-retirement system contribution	-	1,829	(1,829)
Public safety - fire protection: Fuel	-	1,648	(1,648)
Insurance	3,632	5,790	(2,158)
Legal and accounting	300	1,515	(1,215)
Repairs and maintenance	1,800	5,643	(3,843)
Supplies	500	1,413	(913)
Taxes & licenses	-	30	(30)
Training	1,800	3,633	(1,833)
Utilities	2,000	1,424	1,452
Capital Outlay	-	47,643	(47,643)
Debt Service: Principal	25,000	25,000	-
Interest	16,500	16,500	160
TOTAL EXPENDITURES	<u>41,832</u>	<u>111,245</u>	<u>429,000</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	11,838	(57,887)	489,282
FUND BALANCE AT BEGINNING OF YEAR	<u>102,500</u>	<u>102,500</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$ 124,444</u>	<u>\$ 124,700</u>	<u>\$ 489,282</u>

See the accountant's report and the accompanying notes.

WARD ONE RURAL FIRE PROTECTION DISTRICT
OF RICHMOND PARISH
RICHMOND PARISH POLICE JURY
Baiti, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 1995

INTRODUCTION

Ward One Rural Fire Protection District of Richmond Parish was created by resolution of the Richmond Parish Police Jury on February 18, 1992, for the purpose of purchasing and maintaining fire equipment and providing fire protection for the people of Ward One of Richmond Parish. The district is governed by a board of commissioners consisting of five members. The commissioners are appointed by the Richmond Parish Police Jury for terms of two years. Commissioners receive no compensation for their services. The district has no employees.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of Ward One Rural Fire Protection District of Richmond Parish 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 Richmond Parish Police Jury is the financial reporting entity for Richmond Parish. The financial reporting entity consists of (a) the primary government (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 Richmond 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 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 financially dependent on the police 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 Richland Parish Police Jury appoints the governing board, the district was determined to be a component unit of the Richland Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. 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 governmental reporting entity.

c. FUND ACCOUNTING

The district uses a fund (General Fund) and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

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

General Fund--the general operating fund of the district and a accounts for all financial resources, except those required to be accounted for in other funds.

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 the flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of the General Fund present increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund used the following practices in recording revenues and expenditures:

TAXES

All valorem taxes are recorded in the year the taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on January 1. The taxes are generally collected in December of the current year and January and February of the ensuing year. Delinquent taxes are considered fully collectible and therefore an allowance for uncollectible taxes is provided.

Interest income on time deposits is recorded at the end of each quarter when credited by the bank.

Any other revenues are recorded when the district is entitled to the funds.

EXPENDITURES

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

K. BUDGET

Preliminary budgets for the ensuing year are to be prepared by the secretary and presented to the board for review. The budget should be adopted prior to the new year but it appears that the budget for 1985 was not officially adopted, only discussed after the new year. All annual appropriations lapse at year end.

The budget comparison statements included in the accompanying financial statements include the original adopted budget (with funds) and all subsequent amendments. The following reconciles

MAHO OCEAN MARINE FIRE PROTECTION DISTRICT
 BOULARD MARINE POLICE JURY
 Bayou de l'Inde, Louisiana
 Notes to the Financial Statements (Continued)

The excess (deficiency) of revenues over expenditures shown in the combined statement of revenues, expenditures and changes in fund balance to the combined statement of revenues, expenditures and changes in fund balance - budget (cash basis) and actual.

December 31, 1988

Excess (deficiency) of revenues over expenditures	\$ 148,388
Adjustments:	
Receivables	(9,946)
Payables	<u>428</u>
Excess (deficiency) of revenues over expenditures - budgetary basis	\$ <u>157,870</u>

F. ENCUMBRANCES

The district does not use the encumbrance system in its record keeping.

G. CASH AND CASH EQUIVALENTS

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, money market accounts, or time deposits 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.

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time of purchase or construction, and the related assets are capitalized (reported) in the general fixed assets account group. 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 or estimated cost if historical cost is not available.

I. DEFERRED ASSURANCE AND PENSION PLAN

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHMOND PARISH POLICE JURY
Rayville, Louisiana

Notes to the Financial Statements (Continued)

The district does not have any full time employees; therefore, it does not have a formal vacation or sick leave policy and does not contribute to a pension plan. The district contributes to the Sheriff's office plan to cover the salaries of the persons collecting the ad valorem taxes for the district.

D. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the governmental funds when due.

E. FUND EQUITY

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

Designated Fund Balances-Designated fund balances represent tentative plans for future use of financial resources.

F. TOTAL VALUES ON BALANCE SHEET

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

G. LEVIED TAXES

The district is authorized to levy a minimum of 1.00 mill annually on property within the district for maintenance and operation of the district. The district levied 0.30 mills for the year 1995. The tax expires in the year 2000 unless renewed.

H. CASH AND CASH EQUIVALENTS

At December 31, 1995, the district has cash and cash equivalents (fund balances) totaling \$72,284 as follows:

	<u>1995</u>
Interest bearing demand deposits	\$ 72,284
Totals	<u>\$ 72,284</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or resulting bank balances) must be secured by Federal deposit insurance or the pledge of

WARD ONE RURAL FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Rayville, Louisiana
 Notes to the Financial Statements (Continued)

securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. 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 \$72,823 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance (GASB Category II).

4. RECEIVABLES

The taxes receivable account represents delinquent accounts for the prior year plus any unpaid current year taxes as of December 31, 1995. The following schedule shows the changes in taxes receivable for the year ended December 31, 1995:

Balance at January 1, 1995	\$ 57,900
Ad Valorem tax Collections	58,823
	<u>(148,823)</u>
Balance at December 31, 1995	\$ <u>68,823</u>

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets (land, buildings, vehicles, and equipment) for the year ended December 31, 1995, follows:

	Balance JANUARY 1, 1995	Additions	Disposals	Balance December 31, 1995
Land	\$ 6,000	\$ -	\$ -	\$ 6,000
Buildings	75,823	-	-	75,823
Vehicles	83,000	27,882	-	120,882
Equipment	<u>18,500</u>	<u>28,138</u>	<u>-</u>	<u>38,955</u>
Totals	<u>\$ 183,500</u>	<u>\$ 47,680</u>	<u>\$ -</u>	<u>\$ 231,180</u>

6. LEASES

The district has no operating or capital leases at December 31, 1995. The district has a lease services agreement with the Town of Delhi to provide fire protection for the citizens of both. This includes the sharing of equipment and personnel when necessary.

7. LITIGATION & CLAIMS

The district is not involved in any litigation or aware of any claims at December 31, 1995.

MASS ONE NORMAL FIRE PROTECTION DISTRICT
BOCKLAND PARISH POLICE JURY
Beylille, Louisiana
NOTES TO THE FINANCIAL STATEMENTS (Continued)

B. CHANGES IN LONG-TERM DEBT

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

	Certificate
Balance at January 1, 1995	\$ 289,000
Additions	-
Retirements	<u>25,000</u>
Balance at December 31, 1995	<u>\$ 264,000</u>

The certificate consists of a note payable to Premier Bank bearing interest at 6 percent per annum, payable on March 1 and September 1 of each year until the year 2003. The ad valorem tax has been pledged against the certificate to assure repayment of the loan. A sinking fund is required to be maintained each year with an amount equal to the principal and/or interest due in each calendar year. At present the District is using the regular operating account as also the Sinking Fund account which has a balance of \$7,628.

Ward One Rural Fire Protection District
Richard Parish Police Jury
Baldi, Louisiana

Schedule of Compensation Paid Board Members
As of and For the Year Ended December 31, 1965

The following is a list of the Board of Commissioners of the Ward One Rural Fire Protection District. The Board receives no compensation for their services.

Leon Smith
Curtis Williams
Miffed King
Doris Schuck
Leslie McEachern



Independent Accountant's Report
on Auditing Revised-2000 Procedures

To the Board of Commissioners
Ward One Rural Fire Protection District
of Richland Parish

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Ward One Rural Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the 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, I 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 38:2211-2213 (the public bid law).

Two expenditures were made during the year for materials and supplies exceeding \$5,000 and no expenditures were made for public works exceeding \$50,000. I examined documentation which indicated that only one expenditure had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2213. No evidence of quotes or bids received were found for the other expenditure.

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 43:1101-1104 (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 me with the required list including the noted information except for one board member who was unwilling to provide the information.

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

The District has no employees.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure 130 were also included on the listing obtained from management in agreed-upon procedure G2 as immediate family members.

The District has no employees, therefore none of the employees included on the list of employees provided by management (agreed-upon procedure 130) appeared on the list provided by management in agreed-upon procedure G2).

Budgeting

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

Management provided me with a copy of the original budget. There were no amendments to the budget during the year.

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

I traced the discussion of the original budget to the minutes of a meeting held on January 8, 1988 which indicated that the budget had been discussed by the commissioners of Ward One Rural Fire Protection District but had no evidence that it was officially adopted.

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%.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues were below budgeted amounts by more than 15% for the year and actual expenditures exceeded budgeted amounts by more than 100%.

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;

I 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. No documentation existed for one disbursement except for authorization for the expenditure in the minutes.

(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 approval from Secretary/Treasurer and/or the Board through reading of minutes. The Board approves all disbursements over \$100 unless for regular monthly expenses (telephone, utilities).

Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minutes book were posted or advertised as required by LA 57-522 §211 through §2112 (the open meetings law).

Ward One Rural Fire Protection District did not post or publish an agenda as required.

Bank

9. 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.

I 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 Expenses

10. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

The District has no employees to review records for advances or bonuses.

I was 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, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Ward One Rural 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.

Karen M. Hollis

Rayville, Louisiana
June 17, 1994

APPENDIX F. LOUISIANA ATTESTATION QUESTIONNAIRE

Dear Chief Executive Officer:

Attached is the Louisiana Attestation Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a compilation and attestation engagement performed under Louisiana Revised Statute 24:212 (5)(1)(a)(6). The legal matters contained in the questionnaire parallel those matters contained in the *Louis Affirming Louisiana Government*, published by the Society of Louisiana Certified Public Accountants. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution. In all instances, this compliance questionnaire is to be given to the auditor at the start of the engagement; it is not necessary to return the questionnaire to my office.

The completed questionnaire and a copy of the adoption instrument, if appropriate, must be given to the auditor at the beginning of the engagement. The auditor will, during the course of his engagement, test the accuracy of your representations.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, you will probably want to advise the wording of the representation to state that the law does not apply to your organization. However, you must respond to each applicable representation. A "yes" answer indicates that you have complied with the applicable law or regulation. A "no" answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

David G. Kyle, CPA, CFE
Legislative Auditor

Enclosure

LOUISIANA ATTESTATION GUIDELINES

Date

Karen M. Holts - CPA
PO Box 397
Bayou La Batre 36527

(Auditor)

In connection with your compilation of our financial statements as of 12-31-98 and for the period then ended, and as required by Louisiana Revised Statute 24:519 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 5-1-99 (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 42:1121-1126.

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 42:1118.

Yes No **State Laws Relating to Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 24:1321-14) or the budget requirements of LSA-RS 58:45.

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 44:3, 44:7, 44:31, and 44:38.

Yes No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 25-463, and/or 58:92, 81 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 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 1904 Louisiana Constitution, and LSA-RS 47:1413.02.

Yes No

Payments

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VI, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:128, and Adj opinion 79-129.

Yes No

We accept responsibility for our compliance with the foregoing matters, as well as our responsibility for the controls over compliance. The foregoing representations are made to you based upon our evaluation of our activities as of 1996, 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.

<u>Mary L. Archand</u>	Secretary	Date
_____	Treasurer	Date
X <u>Leon Smith</u>	President	Date

Non-Governmental 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.



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 207
611 Macklin Street
Bayside, LA 71202
Phone: (504) 728-6248

June 17, 1996

Board of Commissioners
Ward One Rural Fire Protection District

I have compiled the component unit financial statements of the Ward One Rural Fire Protection District, a component unit of the Richland Parish Police Jury, for the year ended December 31, 1995, and have issued my reports on the financial statements and attachments report dated June 17, 1996.

As a result of planning and performing the compilation/attestation, certain matters have come to my attention, that are not reflected in any of the aforementioned reports, which I feel worthy of consideration by management. These matters are presented below:

Taxes and Regulations Compliance

1. Contract Work with Family Members

During the conduct of the attestation testing, I noted that the following checks were paid to Nielson's 3-20 Texaco, owned by board member Fred Nielson's family, for fuel for the trucks:

Check No.	Date	Amount
125	01/04/95	\$ 50.50
131	02/28/95	19.88
152	03/14/95	31.33
187	05/27/95	24.86
173	07/08/95	18.00
205	10/11/95	24.70
210	11/18/95	27.60
	Total	<u>\$ 177.05</u>

In my discussion with the board, management was aware of this and has since begun purchasing fuel at a different location.

2. Budget Adoption and Amending Update

During my testing of the budget and the adoption process, I noted that the minutes did not actually provide for the adoption of the budget, only a discussion of the budget for 1996. The budget needs to be prepared and discussed in an open meeting prior to the start of a new year. In December of each year, the District should formally adopt a budget for the coming year. The District also needs to set up some procedures to follow when preparing and adopting a budget and also for amending it when necessary.

Upon my comparison of budget/actual, the unfavorable variances exceeded budgeted amounts by more than 50. I recommend reviewing the financial information on a monthly basis and comparing it to the budget each month to see if adjustments need to be made. I am available to provide assistance if necessary.

3. Minutes Update

After reviewing the minutes of the District, I noticed that the District has not been publishing the minutes in the official journal of the Parish, nor putting an agenda. I recommend consideration of publishing the monthly meetings and posting an agenda prior to a meeting to come into compliance with the current laws.

Internal Control Issues

3- Fixed Asset Records Update

The Board is to be commended on its efforts in establishing fixed asset accounting records during the past year. Since the District has complete and current detail records through December 31, 1990, I recommend consideration of establishing a plan to keep the records current. This plan should include assigning responsibility of recording additions and disposals each month either by the fire chief or appoint a board member. Also I recommend that an annual inventory be taken in January of each year to compare with the fixed asset accounting records.

As always, I wish to express my appreciation to you for all the courtesy and assistance I received during this year's compilation/attestation. Your past history of giving serious consideration to my findings and recommendations is a strong indication of your desire to enhance the District's financial management function and achieve your goals toward your stewardship over the District's resources and assets. I hope this year's comments and recommendations will further assist you in these efforts.

Sincerely,

Karen M. Hollis

Karen M. Hollis, CPA