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JONESBORO FIRE PROTECTION DISTRICT #1  
A COMPONENT UNIT OF THE JACKSON PARISH POLICE JURY  
JACKSON PARISH, LOUISIANA

GENERAL PURPOSE FINANCIAL STATEMENTS  
AND ACCOUNTANTS' COMPILATION REPORT  
AS OF AND FOR THE YEAR ENDED JUNE 30, 1997

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewer, 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 NOV 9-5 1997

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CERTIFIED PUBLIC ACCOUNTANTS

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**JONESBORO FIRE PROTECTION DISTRICT #1**  
*A Component Unit of the Jackson Parish Police Jury*  
 Jackson Parish, Louisiana

*General Purpose Financial Statements  
 and Accountants' Compilation Report*  
 As of and for the Year Ended June 30, 1997

**CONTENTS**

	Statement	Page No.
<b>ACCOUNTANTS' COMPILATION REPORT</b>		<b>1</b>
<i>Component Unit Financial Statements:</i>		
Combined Balance Sheet, All Fund Types and Account Groups	A	2
Governmental Fund -		
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual	B	3
Notes to the Financial Statements		4-8
<b>INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING          AGREED-UPON PROCEDURES</b>		<b>9-11</b>
<b>LOUISIANA ATTESTATION QUESTIONNAIRE</b>		<b>12-13</b>

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**ACCOUNTANTS' COMPILE REPORT**

Benjamin L. Bradford, President  
and Members of the Board of Commissioners  
Jacksboro Fire Protection District #1  
P. O. Box 724  
Jacksboro, LA 71151

We have compiled the accompanying general purpose financial statements of the Jacksboro Fire Protection District #1, Jacksboro Parish, Louisiana, a component unit of the Jackson Parish Police Jury, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of general purpose financial statements information that is the representation of management. We have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

  
KENNETH D. FALDEN & CO.  
Certified Public Accountants

Jacksboro, Louisiana  
September 2, 1997

JONESBORO FIRE PROTECTION DISTRICT #1  
Jackson Parish, Louisiana

Statement A

ALL FUND TYPES AND ACCOUNT GROUPS  
Combined Balance Sheet, June 30, 1997

GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUP	TOTAL (MEMORANDUM ONLY)
	GENERAL FIXED ASSETS	

ASSETS AND OTHER DEBITS

Assets:

Cash and cash equivalents	\$21,240	\$21,240
Accounts receivable -		
Parcel tax	11,187	11,187
Land, plant and equipment		
	11,187	11,187
<b>TOTAL ASSETS</b>	<b>\$33,514</b>	<b>\$43,614</b>

LIABILITIES, EQUITY AND  
OTHER CREDITS

Liabilities - accounts payable

Total Liabilities	\$3,601	\$3,601
	2,811	NONE
		2,811

Equity:

Investment in general fixed assets		
Fund balance -	11,187	11,187
Unreserved - undesignated		
	80,536	80,536
<b>Total Equity</b>	<b>80,536</b>	<b>40,503</b>
	11,187	
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$33,514</b>	<b>\$44,194</b>

See Accountants' Compilation Report

JONESBORO FIRE PROTECTION DISTRICT #1  
Jackson Parish, Louisiana  
GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement B

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
FOR THE YEAR ENDED JUNE 30, 1997

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues:</b>			
Parcel fees	381,800	356,110	(\$5,690)
Interest	700	916	216
Contributions		3,585	3,585
<b>Total revenues</b>	<u>382,500</u>	<u>360,611</u>	<u>7,516</u>
<b>Expenditures:</b>			
Current:			
Public safety:			
Supplies	1,500	7,707	(\$5,207)
Vehicle maintenance	1,800	487	1,513
Contracted services	38,800	39,935	1,065
Insurance	4,700	2,977	1,723
Training	3,000	3,511	(\$511)
Legal and accounting	1,800	1,788	(788)
Miscellaneous	2,500	247	2,253
Capital outlay	18,000	6,000	1,990
<b>Total expenditures</b>	<u>61,700</u>	<u>69,364</u>	<u>5,196</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>1,800</u>	<u>9,312</u>	<u>8,312</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>11,004</u>	<u>11,004</u>	
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$12,804</u>	<u>\$20,316</u>	<u>\$8,312</u>

See Accountants' Compilation Report

**JONESBORO FIRE PROTECTION DISTRICT #1**  
**Jackson Parish, Louisiana**

*Notes to the Financial Statements*  
*As of and for the Year Ended June 30, 1997*

**INTRODUCTION**

The Jonesboro Fire Protection District of Jackson Parish is located in the western portion of Jackson Parish in northeast Louisiana. As provided by Louisiana Revised Statute 49:1499, the District is governed by a Board of Commissioners consisting of five members appointed by the Jackson Parish Police Jury. Commissioners are residents of the District and serve staggered one to two year terms. The members of the Board of Commissioners do not receive compensation.

The District was created to provide safety for the prevention and control of fires within the approximately 31 square mile area of the District. The District has acquired equipment in the effort to achieve its goals. Residents of the district serve as volunteer firemen.

**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIS OF PRESENTATION**

The accompanying financial statements of the 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 Jackson Parish Police Jury is the financial reporting entity for Jackson 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 the 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 Jackson 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 fiscally 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.

**JONESBORO FIRE PROTECTION DISTRICT #1**  
**Jackson Parish, Louisiana**  
**Notes to the Financial Statements (Continued)**

**B. REPORTING ENTITY (Continued)**

Because the police jury approves the organization's governing body, and the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury, the District was determined to be a component unit of the Jackson 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 a 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 aggregating 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 financial resources.

Funds of the District are classified as one category: governmental. This category is divided into one fund type. A description of this fund classification and the fund type follows:

**Governmental Funds**

Governmental funds account for all of the District's general activities, including the collection and disbursement of specific or legally restricted monies, and acquisition or construction of general fund assets, and the servicing of general long-term obligations. Governmental funds include:

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.

**D. BASIS OF ACCOUNTING**

The accounting and financial treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by all governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

**Revenues**

Parcel fees are assessed on a calendar year basis by the Tax Assessor of Jackson Parish. The District sends notices to property owners in either September or October. The fees are due from property owners upon receipt of notice. Parcel fees attach as an enforceable lien on property. The \$712 parcel fee may be paid in one full payment, 36 months on their water bill, or those persons not on a water system may pay \$58 quarterly.

**JONESBORO FIRE PROTECTION DISTRICT #1**  
**Jackson Parish, Louisiana**  
**Notes to the Financial Statements (Continued)**

**D. BASIS OF ACCOUNTING (Continued)**

**Revenues (Continued)**

Parcel taxes are collected by the Town of Jonesboro, McDonald and Beech Springs Water Systems and remitted to the Jonesboro Fire Protection District #1. Therefore, amounts received during the current period are recognized as revenue; and amounts collected by these agencies during the current period and received by the District within 60 days after June 30 are recorded as a receivable.

Substantially all other revenues are recorded when received.

**Expenditures**

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on general long-term debt, which are recognized when due.

**E. BUDGETS**

The budget was prepared on a basis consistent with generally accepted accounting principles (GAAP). The budget was made available for public inspection at the time of adoption. The Board of Commissioners must meet and approve all budget changes or amendments. At year end, all appropriations lapse. Budget amounts for the year ended June 30, 1997, are as originally adopted.

**F. ENCUMBRANCES**

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of money are recorded in order to reserve that portion of the applicable appropriation, is not employed by the District.

**G. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash and cash equivalents of the District include an interest-bearing demand deposit and a time deposit. 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. The District did not have any investments at June 30, 1997.

**H. FIXED ASSETS**

Fixed assets of governmental funds are recorded as expenditures at the time they are purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. 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. Depreciated fixed assets are stated at their estimated fair market value on the date of disposition.



**JONESBORO FIRE PROTECTION DISTRICT #1**  
**Jackson Parish, Louisiana**  
**Notes to the Financial Statements (Continued)**

**1. COMPENSATED ABSENCES**

There are no accumulated and vested benefits relating to vacation and sick leave as the District has no employees.

**2. TOTAL COLUMNS OF COMBINED STATEMENTS**

Total columns on the combined statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund allocations have not been made in the aggregation of this data.

**3. LEVIED TAXES**

On July 18, 1995, the taxpayers of the Jonesboro Fire Protection District #1 approved, for a period of ten years, a parcel fee on each parcel of immovable property situated within the Jonesboro Fire Protection District #1 for the purpose of fire protection.

The District was authorized and levied a \$72 parcel fee on each parcel of immovable property situated within the District, for the year ended June 30, 1997.

**4. CASH AND CASH EQUIVALENTS**

At June 30, 1997, the District has cash and cash equivalents (bank balances) totaling \$23,241, as follows:

Interest-bearing demand deposits	\$14,741
Time deposits	<u>7,500</u>
Total	<u>\$22,241</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of 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. 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 June 30, 1997, the District has \$23,647 in deposits (collected bank balance). These deposits are secured from risk by \$23,647 of federal deposit insurance.

**5. CONTRACTED SERVICES**

The District entered into a cooperative endeavor agreement with the Town of Jonesboro, Louisiana, commencing on April 15, 1995, and ending on December 31, 2005. In accordance with the terms of this agreement, the Town, through its fire department, agrees to provide fire fighting services to the District. For these contracted services, the consideration to be paid by the District shall not be less than \$25,000 per year or less than the annual consideration for the previous year.

**JONESBORO FIRE PROTECTION DISTRICT #1**  
**Jackson Parish, Louisiana**  
**Notes to the Financial Statements (Continued)**

**5. FIXED ASSETS**

The changes in general fixed assets follow:

	Balance July 1, 1996	Additions	Deletions	Balance June 30, 1997
Furniture and equipment	34,577	36,000		70,577
Total	34,577	36,000	NONE	70,577

**6. PENSION PLANS**

The District does not participate in any pension or retirement plans.

**7. LITIGATION AND CLAIMS**

The District is not involved in any litigation at June 30, 1997.

**Kenneth D. Falden & Co.**  
**Certified Public Accountants**

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**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**Benjamin L. Bradford, President**  
**and Members of the Board of Commissioners**  
**Jacksonburg Fire Protection District #1**  
**P. O. Box 724**  
**Jacksonburg, LA 71251**

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Jacksonburg Fire Protection District #1 of Jackson Parish and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Jacksonburg Fire Protection District's compliance with certain laws and regulations during the year ended June 30, 1997 included in the accompanying Louisiana *Attention: 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 to satisfy 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 38:213-1(2)(c) (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$5,000 nor any expenditures were made for public works exceeding \$50,000.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:114-1124 (the code of ethics), and a list of outside business interests of all listed 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 Jacksonburg Fire Protection District #1 has no employees.

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.

As stated in procedure (3), the district has no employees.

## **Budgeting**

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

Management provided us with a copy of the original budget. The budget was not amended during the year.

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 May 16, 1996 which indicated that the budget had been approved by all of the commissioners.

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

Five of the payments were properly coded to the correct fund and general ledger account. One payment (check No. 1124), which should have been coded to supplies was improperly coded to capital outlay expenditures. This check was reclassified for presentation on the financial statements.

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

The six selected disbursements were traced to the district's minute book where they were approved by the commissioners.

## **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 Louisiana Fire Protection District #1 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 informed us that these 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 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 Donations

11. 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.

As stated in procedure (1), the district has no employees. A reading of the minutes of the district for the year indicated no approval for the payments noted.

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 Jonesboro Fire Protection District #1 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.

*Kenneth B. Falden, Jr.*

KENNETH B. FALDEN & CO.  
Certified Public Accountants

Jonesboro, Louisiana  
September 3, 1997

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Benjamin L. Bradford, President  
and Members of the Board of Commissioners  
Jennings Fire Protection District #1  
P. O. Box 724  
Jennings, LA 71251

During our compilation of the Jennings Fire Protection District #1, as of and for the year ended June 30, 1997, our procedures included a review of the prior year suggestions, recommendations, and/or comments and the extent to which such matters have been resolved. The memorandum that accompanies this letter summarizes our comments regarding the current status of those matters.

Sincerely,

  
Kenneth D. Falden & Co., CPAs  
September 3, 1997

### Prior Year's Findings:

The current status of the findings in the prior year compilation with attestation agreement are as follows:

1. For the year ended June 30, 1996, the District failed to adopt its budget timely. For the year ended June 30, 1997, the District did adopt its budget in accordance with Louisiana Revised Statute (LRS) 39:1319. This finding is considered cleared.
2. For the year ended June 30, 1996, the District's budgeted expenditures exceeded the budgeted funds available. Louisiana Revised Statute (LRS) 39:1304 states that the total of budgeted expenditures shall not exceed the total of budgeted funds available for the fiscal year. For the year ended June 30, 1997, the District's budgeted expenditures did not exceed the budgeted funds available. This finding is considered cleared.

### Current Year's Findings:

Name: