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**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Compilation Report**  
**Year Ended December 31, 1997**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, every 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 11-10-97

**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Year Ended December 31, 1997**

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**TRANSMITTAL LETTER**

**Component Unit Financial Statements**

December 31, 1997

Office of Legislative Auditor  
Attention: Ms. Dorothy Miller  
1600 North Third Street  
Post Office Box 54397  
Baton Rouge, Louisiana 70804-5397

Dear Ms. Miller:

In accordance with Louisiana Revised Statute 24:514, enclosed are the component unit financial statements for Livingston Parish Fire Protection District No. 1 as of and for the year ended December 31, 1997. The report includes all funds under the control and authority of the district. The accompanying component unit financial statements have been prepared in accordance with generally accepted accounting principles.

Sincerely,



Mr. Paul Farias, President  
Livingston Parish Fire Protection District No. 1

Enclosure

Livingston Parish Fire Protection District No. 1  
Albany, Louisiana

Annual Sworn Financial Statements as of and for the Year Ended December 31, 1997

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AFFIDAVIT

Personally seen and approved before the undersigned authority, Mr. Paul Parizeau, President, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Livingston Parish Fire Protection District No. 1 as of December 31, 1997, and the results of operations for the year then-ended, in accordance with the basis of accounting described within the accompanying financial statements.

  
Signature

Sworn to and subscribed before me this 19<sup>th</sup> day of May, 1998.

  
Notary Public

---

Office:	Mr. Paul Parizeau, President
Address:	Post Office Box 1291 Albany, Louisiana 70711
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**ACCOUNTANT'S COMPILATION REPORT**

Board of Commissioners  
Livingston Parish Fire Protection District No. 1  
Post Office Box 1379  
Albany, Louisiana 70511

We have compiled the accompanying balance sheet of Livingston Parish Fire Protection District No. 1 as of December 31, 1997, and the related statements of revenues, expenditures and changes in fund balance for the year then ended in accordance with the 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.



Bruce Harrell & Company, CPAs  
A Professional Accounting Corporation

May 8, 1998

## Livingston Parish Fire Protection District No. 1

Statement A

Balance Sheet  
All Fund Types and Account Groups  
December 31, 1997

	General Fund	General Fixed Asset Account Group	Total (Mono Only)
<b>Assets</b>			
Cash & Cash Equivalents	\$ 87,408	\$ -	\$ 87,408
Intergovernmental Receivables			
Ad Valorem Taxes	35,339	-	35,339
State Revenue Sharing	4,836	-	4,836
Land	-	1,080	1,080
Buildings	-	8,285	8,285
Vehicles	-	63,463	63,463
Fire Protection Equipment	-	68,758	68,758
Office Equipment and Furniture	-	7,457	7,457
Other Assets	-	1,032	1,032
<b>Total Assets</b>	<b>\$ 127,273</b>	<b>\$ 150,593</b>	<b>\$ 278,866</b>
<b>Liabilities and Fund Equity</b>			
<b>Liabilities</b>			
Accounts Payable	\$ 1,287	-	\$ 1,287
<b>Total Liabilities</b>	<b>1,287</b>	<b>-</b>	<b>1,287</b>
<b>Fund Equity</b>			
Fund Balance	126,386	-	126,386
Investment in General Fixed Assets	-	150,593	150,593
<b>Total Fund Equity</b>	<b>126,386</b>	<b>150,593</b>	<b>276,979</b>
<b>Total Liabilities and Fund Equity</b>	<b>\$ 127,673</b>	<b>\$ 150,593</b>	<b>\$ 278,266</b>

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

## Livingston Parish Fire Protection District No. 1

Statement B

Statement of Revenues, Expenditures, and Changes in Fund Balance  
Governmental Fund Types  
For The Year Ended December 31, 1997

	General Fund
<b>Revenues</b>	
Ad Valorem Taxes	\$ 39,461
Donations	908
Interest Income	8,278
Proceeds From Legal Settlements	1,187
State Revenue Sharing	14,456
Total Revenues	64,330
<b>Expenditures</b>	
Current Operating:	
Administration	2,437
Gas and Oil	1,217
Insurance	8,465
Payroll Taxes	439
Per Diem	5
Professional Services	1,580
Public Safety	31,831
Repairs	4,579
Salary	5,620
Travel	946
Utilities	856
Utilities	4,487
Capital Outlays:	
Office Equipment and Furniture	1,850
Vehicles	3,668
Total Expenditures	47,185
Excess Revenues (Expenditures)	17,028
Fund Balance, Beginning of Year	109,738
Fund Balance, End of Year	\$ 126,766

See accountant's compilation report.

The accompanying notes are an integral part of these statements.

## Livingston Parish Fire Protection District No. 1

Statement C

**Statement of Revenue, Expenditures, and Changes in Fund Balance  
Budget (GAAP Basis) and Actual - Governmental Fund Types - General Fund  
For The Year Ended December 31, 1997**

	<u>Budget</u>	<u>Actual</u>	<u>Variance: Favorable (Unfavorable)</u>
<b>Revenue</b>			
Ad Valorem Taxes	\$ 39,808	\$ 39,461	\$ (347)
Donations	1,808	918	(890)
Fire Insurance Rebate	8,700	8,278	(422)
Interest Income	900	1,187	307
State Revenue Sharing	14,000	14,456	456
<b>Total Revenue</b>	<u>64,316</u>	<u>64,320</u>	<u>(40)</u>
<b>Expenditures</b>			
<b>Current Operating:</b>			
Administrative	3,480	2,437	943
Gas and Oil	1,300	1,217	83
Insurance	8,700	8,465	235
Payroll Taxes	908	408	498
Per Diem	-	3	(3)
Professional Services	1,500	1,580	-
Public Safety	13,900	11,821	2,079
Repairs	3,200	4,379	(1,179)
Salary	3,600	3,620	(20)
Travel	700	946	(246)
Utilities	-	856	(856)
Utilities	4,380	4,487	(107)
<b>Capital Outlays:</b>			
Office Equipment and Furniture	600	1,853	(1,253)
Vehicles	-	3,668	(3,668)
<b>Total Expenditures</b>	<u>49,868</u>	<u>43,162</u>	<u>6,706</u>
<b>Excess Revenue (Expenditures)</b>	\$ <u>14,448</u>	<u>17,038</u>	\$ <u>2,590</u>
Fund Balance, Beginning of Year		109,278	
Fund Balance, End of Year		<u>\$ 126,316</u>	

See accountant's compilation report.

The accompanying notes are an integral part of these statements.



**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 1997**

**Introduction**

Livingston Parish Fire Protection District No. 1 was created by an ordinance of the Livingston Parish Police Jury for the purpose of acquiring, maintaining, and operating buildings, machinery, water tanks, water hydrants, water lines, and any other things necessary to provide proper fire protection and control of the property within the fire district. The district operates under the direction of a five-member board appointed by the Livingston Parish Police Jury. The district also employs two part-time workers for bookkeeping and management services. On January 15, 1997, the Albany Volunteer Fire department merged into Livingston Parish Fire Protection District No. 1. This merger was approved by the Livingston Parish Police Jury and the Village of Albany.

**I. Summary of Significant Accounting Policies**

**A. Basis of Presentation**

The accompanying component unit financial statements of the Livingston Parish Fire Protection District No. 1 have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government 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 a governing authority of the parish, for reporting purposes, the Livingston Parish Police Jury is the financial reporting entity for Livingston 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 Livingston 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. These criteria include:

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.

**Livingston Parish Fire Protection District No. 1**  
**Abbeville, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 1997**

Because the police jury appoints the governing board, can significantly influence operations, accounts for fiscal matters and the scope of public services, the fire district was determined to be a component unit of the Livingston Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the fire district and do not present information on the police jury, the general government services provided by that governmental unit, or the other units that comprise the governmental reporting entity.

### **C. Fund Accounting**

The fire district uses one fund and one account group 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 reportable available financial resources.

The fire district has only one fund category, governmental, and one fund type in this category, the General Fund. This fund is described as follows:

#### **General Fund**

The general fund, as provided by the Louisiana Revised Statute 33:1422, is the principal fund of the fire district and accounts for the operations of the fire district. The fire district's primary source of revenue is an ad valorem tax levied by the police jury. General operating expenditures are paid from this fund.

### **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 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 the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

#### **Revenues**

Ad valorem taxes are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, because 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. The amount of taxes not expected to be collected is not material and no provision for such is provided. Substantially all other revenues are recorded when received.

**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 1997**

**Expenditures**

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

**E. Budgets**

The budget was prepared on the modified accrual basis of accounting, and was adopted December 18, 1996. The budget was amended December 15, 1997. All expenditures appropriations lapse at year end.

**F. Cash And Cash Equivalents**

Cash includes amounts in demand deposits. Cash equivalents include amounts in time deposits with original maturities of 90 days or less. Under state law, the fire district may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

**G. 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. General fixed assets provided by the parish police jury are not recorded within the general fixed assets 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.

**H. Compensated Absence**

The district does not have a formal leave policy, nor do district employees accumulate leave or vest benefits.

**I. Total Columns on Statements**

The total columns on the statements are captioned "Memberships Only" to indicate that they are prepared only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with general 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:

Authorized Ad Valorem Millage	9.50 Mills
Levied Ad Valorem Millage	9.50 Mills

**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 1997**

**3. Cash And Cash Equivalents**

At December 31, 1997, the Fire District has cash and cash equivalents (book balances) totaling \$87,408, as follows:

Demand Deposits	\$ 12,099
Time Deposits	<u>75,309</u>
Total Cash and Cash Equivalents	<u>\$ 87,408</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits for the revolving 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. At December 31, 1997, the fire district has \$87,408 in deposits protected bank balances. These deposits are secured from risk by \$87,408 of federal deposit insurance.

**4. Intergovernmental Receivables**

The intergovernmental receivables of \$48,165 at December 31, 1997 are as follows:

Ad Valorem Taxes Receivable	\$ 38,339
State Revenue Sharing Receivable	<u>9,826</u>
Total Intergovernmental Receivables	<u>\$ 48,165</u>

**5. Changes in General Fixed Assets**

The changes in general fixed assets follow:

	Beginning Balance	Additions	Deletions	Ending Balance
Land	\$ 1,000	\$ -	\$ -	\$ 1,000
Buildings	8,200	-	-	8,200
Vehicles	59,797	3,688	-	63,485
Fire Protection Equipment	68,716	-	-	68,716
Office Equipment/Furniture	8,486	1,001	-	9,487
Other Assets	1,623	-	-	1,623
Total	<u>\$ 145,812</u>	<u>\$ 4,719</u>	<u>\$ -</u>	<u>\$ 150,531</u>

**6. Compensated Absence**

At December 31, 1997, the fire district does not have any employees which accumulate or vest benefits.

**Livingston Parish Fire Protection District No. 1**  
**Albany, Louisiana**  
**Notes to the Financial Statements**  
**As of and for the Year Ended December 31, 1997**

**7. Leases**

At December 31, 1997, the fire district does not have any capital or operating leases.

**8. Litigation and Claims**

At December 31, 1997, the fire district does not have any litigation or claims against it.

**9. Compensation of Commissioners**

Louisiana Revised Statute 33:4564(B) provides that commissioners may receive a per diem of \$10 for each meeting of the commission. The fire district commissioners have elected to receive \$1 each per year as compensation for their services.

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Institute of Louisiana CPAs

**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Board of Commissioners  
Livingston Parish Fire Protection District No. 1  
Post Office Box 2181  
Albany, Louisiana 70711

We have performed the procedures included in the *Extriorne Government Audit Guide* and enumerated below, which were agreed to by the management of Livingston Parish Fire Protection District No. 1 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Livingston Parish Fire Protection District No. 1's compliance with certain laws and regulations during the year ended December 31, 1993 included in the accompanying *Louisiana Administrative 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 this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purposes for which this report has been requested or for any other purposes.

**Public Bid Law:**

1. Select all expenditures made during the year for materials and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:1211-1221 (the public bid law).

All purchases above \$5,000 were made in accordance with LSA-RS 38:1211-1221 (the public bid law).

**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 41:1901-1924 (the code of ethics), and a list of outside business interest of all board members and employees, as well as their immediate families.

Management provided us with the required list including the stated information.

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

Management provided us with the required list including the stated information.

4. Determine whether any of these employees included in the list obtained from management in agreed-upon procedures (1) were also included on the list obtained from management in agreed-upon procedures (2) as immediate family members.

None of the employees included in the list obtained from management in agreed-upon procedures (X) were also included on the list obtained from management in agreed-upon procedures (I) as immediate family members.

**Budgeting:**

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

Management provided us with the required budget and amendments.

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

Evidence of the budget being adopted and amended was found in the district's minutes.

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%.

The revenues and expenditures do not exceed budget amounts by more than 5%.

**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,

Examination of supporting documentation for each of six selected disbursements found that payment was for proper amounts to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account, and

All six of the payments were properly coded to the correct fund and general ledger account.

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

Inspection of the documentation supporting each of six selected disbursements indicated approval from the board of commissioners.

**Meetings:**

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised by USA-RS 42:1 through 42:12 (the open meetings law).

The district properly complied with the requirements of the open meetings law.

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.

Inspection of all bank deposit slips for the period under examination showed that some of the deposits appear to be proceeds of bank loans, bonds, or life insurances.

*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, advances, or gifts.

No payments to employees appear to be 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 Livingston Parish Fire Protection District No. 2 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and takes responsibility for the sufficiency of the procedures for their purposes. However, this report in a matter of public record and its distribution is not limited.



Bruce Harbell and Company, CPAs  
A Professional Accounting Corporation

May 8, 1978