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ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
St. Tammany Parish Police Jury
Mandeville, Louisiana
General Purpose Financial Statements
Report on Examination of Financial Statements
As of and For the Year Ended December 31, 1957

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 4-15-96

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4

St. Tammany Parish Police Jury

Mandeville, Louisiana

General Purpose Financial Statements

As of and For the Year Ended December 31, 1997

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January 26, 1998

INDEPENDENT AUDITOR'S REPORT

St. Tammany Parish Fire Protection District No. 4
Mandeville, Louisiana

We have audited the accompanying financial statements of the St. Tammany Parish Fire Protection District No. 4, as of and for the year ended December 31, 1997 as listed in the table of contents. These financial statements are the responsibility of the St. Tammany Parish Fire District No. 4's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-330, Audits of State and Local Governments. Those standards and OMB Circular A-330 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the St. Tammany Parish Fire Protection District No. 4 as of December 31, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.


DILLARD, JEANFREAU & WINTERS

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
OFFICE OF THE COMPTROLLER
REPORT ON THE FINANCIAL STATEMENTS OF
THE STATE OF MICHIGAN
FOR THE YEAR ENDING 1964

	1964		1963	
	Actual	Budget	Actual	Budget
ASSETS				
Cash and cash equivalents	\$ 504,744	\$ -	\$ -	\$ 504,744
Investments	504,744	-	-	504,744
Revolutions, net of allowances for uncollectibles	-	-	-	-
Ad valorem taxes	3,492,841	-	-	3,492,841
State revenue sharing	187,227	-	-	187,227
Accrued interest	6,000	-	-	6,000
Emergency medical service	275,000	-	-	275,000
Prepaid insurance	5,000	-	-	5,000
Property, plant and equipment	-	3,000,000	-	3,000,000
Deposits	83	-	-	83
Amount to be provided for retirement of compensated absence	-	-	123,000	123,000
TOTAL ASSETS	\$4,372,612	\$3,000,000	\$3,123,000	\$4,210,562
LIABILITIES				
Accounts payable	\$ 17,830	\$ -	\$ -	\$ 17,830
Accrued liabilities	107,040	-	-	107,040
Long-term debt	-	-	312,000	-
Compensated absence	-	-	123,000	123,000
TOTAL LIABILITIES	\$125,870	\$-	\$312,000	\$140,870
FUND EQUITY				
Investment in general fixed assets	-	3,000,000	-	3,000,000
Fund balance	-	-	-	-
Unreserved	-	-	-	-
Designated	100,000	-	-	100,000
Undesignated	3,381,312	-	-	3,381,312
TOTAL FUND EQUITY	\$3,481,312	\$3,000,000	\$-	\$3,481,312
TOTAL LIABILITIES AND FUND EQUITY	\$4,498,482	\$3,000,000	\$312,000	\$4,391,872

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE 3004
MONROEVILLE, LOUISIANA
COMPREHENSIVE FUND - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 1991

	(monocash only)	
	1991	1990
REVENUES:		
Parish Sources:		
Ad valorem tax	53,182,928	53,882,319
Tax on fire insurance premiums	51,259	49,649
State Sources:		
State revenue sharing	181,388	170,043
Forestry grant	-	676
Other:		
Interest	127,881	84,149
Emergency Medical Service	310,958	384,223
Miscellaneous	2,709	8,583
Gain on disposition of equipment	39,501	53,832
Total Revenues	<u>54,695,323</u>	<u>55,338,645</u>
EXPENDITURES:		
Accounting and professional	28,628	28,188
Advertising	1,621	999
Building maintenance	10,881	15,817
Civil Service	848	887
Conferences and training	28,782	16,495
Capital Outlays	196,808	526,340
Reduction from ad valorem tax for:		
Assessor's Collection Fees	26,756	89,586
Dues and subscriptions	2,498	3,790
Employee's retirement	128,248	98,138
Equipment repairs and maintenance	45,433	40,932
Film, video tapes and developing	658	722
Fire Prevention	2,788	2,874
Gas and Oil	19,048	17,308
Insurance - general	148,208	158,325
Insurance - group	189,814	190,512
Insurance - life	4,329	4,361
Judicial supplies	8,288	6,418
Judicial supplies and costs	42,033	37,652
M.F.D. volunteers	4,810	3,609
Miscellaneous	2,982	4,169
Office supplies	18,320	18,428
Payroll taxes	150,258	188,691
Per Diem	938	3,148
Salaries	1,782,870	1,408,963
Telephone	20,182	18,178
Travel	12,574	18,536
Uniforms	20,748	14,187
Utilities	21,733	28,681
Volunteer pension	14,174	13,228
Total Expenditures	<u>3,987,818</u>	<u>3,081,616</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANN PARISH STATE SPOTLIGHT AIRCRAFT NO. 2
21 TAMMANN ROAD - PO BOX 1001
ANDOVER, LOUISIANA
GOVERNMENTAL FUND - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED DECEMBER 31, 2022

	TOTALS	
	(Memorandum only)	1997
	1997	1998
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 927,484	\$ 514,094
FUND BALANCE AT BEGINNING OF YEAR	<u>3,213,813</u>	<u>3,285,375</u>
	3,841,301	3,075,198
DECREASE IN FUND BALANCE - Future Equipment Acquisitions	(153,375)	75,138
INCREASE IN FUND BALANCE - Emergency Purchases	38,900	(38,500)
INCREASE IN FUND BALANCE - Future Building Costs	<u>64,840</u>	<u>-</u>
FUND BALANCE AT END OF YEAR	<u>\$3,789,346</u>	<u>\$2,912,817</u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
OF TERRACE PARISH POLICE DISTRICT
MONROEVILLE, LOUISIANA**

**COMPLEMENTAL FUND - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
REPORT AND ACTUAL
YEAR ENDED DECEMBER 31, 1991**

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Parish Sources:			
Ad valorem tax	\$1,797,241	\$1,181,038	\$ 616,203
Tax on fire insurance premiums	51,289	51,259	-
State Sources:			
State revenue sharing	169,251	161,288	18,068
Other:			
Interest income	95,588	127,583	32,001
Emergency medical service	115,088	110,888	45,000
Gain on disposition of equipment	40,401	38,581	(1800)
Miscellaneous	0	2,722	2,702
Total Revenues	2,118,558	1,492,324	626,234
EXPENDITURES:			
Accounting and Professional	25,500	26,028	(5,528)
Advertising	900	1,021	(121)
Building maintenance	12,000	28,881	1,881
Civil Service	1,500	648	852
Conventions and training	18,000	20,782	(1,782)
Capital outlays	601,480	188,809	412,671
Deduction from ad valorem tax for:			
Assessor collection fees	-	86,766	(86,766)
Fees and subscriptions	3,280	3,499	219
Employee retirement	123,369	124,340	(971)
Equipment repairs and maintenance	47,500	45,433	2,067
Films, Video Tapes & developing	800	880	220
Fire Prevention week	4,500	3,780	720
Gas and oil	19,800	18,844	(956)
Insurance - general	148,833	148,300	533
Insurance - group	205,333	187,534	17,799
Insurance - life	5,810	4,359	1,451
Janitorial supplies	4,400	4,888	(488)
Medical supplies and exams	48,400	42,033	6,367
M.F.D. volunteers	4,000	4,000	-
Miscellaneous	800	1,282	(482)
Office supplies	28,480	18,320	10,160
Payroll taxes	153,792	150,259	3,533
Per Diem	3,800	700	3,100
Salaries	1,752,610	1,782,070	(29,460)
Telephone	28,000	20,182	7,818
Travel	12,000	12,874	(874)
Uniforms	19,800	20,782	(982)
Utilities	21,000	21,733	(733)
Volunteer Paymets	11,374	11,374	-
Total Expenditures	2,328,918	2,887,838	(558,920)

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH POLY-PARTICULAR DISTRICT NO. 4
AT TAMMANY POLICE STATION, NEW
ORLEANS, LOUISIANA
GOVERNMENTAL FUNDS - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE -
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 1997

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
Excess (Deficiency) of Revenues over (under) Expenditures	\$2,000	\$27,404	\$25,404
Fund Balance - Beginning of Year	<u>1,183,180</u>	<u>2,892,437</u>	<u>1,709,257</u>
	1,241,435	2,941,381	2,699,886
Decrease in Fund Balance - Future Equipment Acquisitions	(183,375)	(183,375)	-
Increase in Fund Balance - Emergency Purchases	36,500	36,500	-
Increase in Fund Balance - Future Building Costs	<u>51,840</u>	<u>51,840</u>	<u>-</u>
Fund Balance At End of Year	<u>\$1,183,180</u>	<u>\$2,782,266</u>	<u>\$ 2,602,886</u>

The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MOOREVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

INTRODUCTION

The St. Tammany Parish Fire Protection District No. 4 is a component unit of the St. Tammany Parish Police Jury created by ordinance of the St. Tammany Parish Council on January 18, 1998. The Fire District is administered by a board of commissioners of five members. Two members are appointed by the St. Tammany Parish Police Jury and two members are appointed by the City of Mooreville. These four members select the fifth member who serves as the chairman. Each commissioner is entitled to receive a per diem payment of \$25 for each board meeting attended. The Fire District provides fire protection for the entire fourth ward of St. Tammany Parish which has a population of 26,042. The St. Tammany Parish Fire Protection District No. 4 maintains and operates four fire protection facilities and has 68 employees.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION

The accompanying general purpose financial statements of the St. Tammany Parish Fire Protection District No.4 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 (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 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. The criteria includes:

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MINNIEVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

REPORTING ENTITY (CONT'D)

- a. 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.

The St. Tammany Parish Fire Protection District No. 4 was determined to be a component unit of the St. Tammany Parish Police Jury, the reporting entity, because the reporting entity's financial statements would be misleading if data of the St. Tammany Parish Fire Protection District No. 4 was not included because of the significance of the relationship and scope of public service. 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.

FUND ACCOUNTING

The St. Tammany Parish Fire Protection District No. 4 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.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MAKERVILLE, LOUISIANA
NOTE TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

FUND ACCOUNTING (CONT'D)

Funds of the St. Tammany Parish Fire Protection District No.4 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 St. Tammany Parish Fire Protection District No.4 include:

General Fund

The general fund accounts for all of the financial activities of the St. Tammany Parish Fire Protection District No. 4. These activities are funded primarily by ad valorem taxes.

General Fixed Assets and General Long-Term Debt

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. Depreciation has not been provided on general fixed assets. All fixed assets are valued at historical cost or estimated historical cost. When items are retired, the General Fixed Assets Account Group is reduced for the related cost. Assets that have been donated to the St. Tammany Parish Fire Protection District No. 4 are recorded at fair market value at the time of donation.

Long-term debt expected to be financed from governmental funds are accounted for in the general long-term debt 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.

BAIS 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:

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MONROEVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

BAIS OF ACCOUNTING (CONT'D)

Revenues

Revenues are recognized when they become measurable. All revenues are susceptible to accrual. Ad valorem taxes attach as an enforceable lien on property as of May 10, 1996. Taxes are levied on November 18, 1997 and are due and payable December 31, 1997. All unpaid taxes levied December 18, 1997 become delinquent January 1, 1998. Property tax revenues are recognized when they become available. Available includes those property tax receivables expected to be collected within sixty days after year end.

Expenditures

Expenditures are recognized when goods or services have been received.

BUDGET PRACTICES

The St. Tammany Parish Fire Protection District No. 4 utilizes the following budgetary practices:

A budget is adopted annually for the General Fund in accordance with Louisiana Revised Statutes 28:1204 and 28:1205. The 1997 budget was first published in the official parish journal on November 27, 1996 and made available for public inspection on the same date. The public meeting for the proposed budget was held on December 10, 1996 and also adopted on that date. Formal budgetary integration is employed as a management control device during the year. The budget is prepared on the modified accrual basis of accounting. Budgeted amounts included in the accompanying financial statements are the final authorized amounts as revised during the year. Unused appropriations for all of the budgeted funds lapse at the end of the year. The St. Tammany Parish Fire Protection District No. 4 approves the budget and any revisions. Periodically, individual items of budgeted revenues and expenditures are compared to actual amounts. If it appears that a budget revision is necessary, the Board of Commissioners of the Fire District will approve revising the budget. For the year ended December 31, 1997 in the General Fund, actual revenues exceeded budgeted revenues by over 5% and the actual fund balance was over 5% more than the budgeted amount. expenditures may not exceed available funds.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MONROELAKE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

CASH AND CASH EQUIVALENTS AND INVESTMENTS

Cash includes amounts in demand deposits, interest bearing demand deposits and money market accounts. It is the policy of the St. Tammany Parish Fire Protection District No. 4 to treat highly liquid investments with a maturity of ninety (90) days or less as cash equivalents. Under state law the St. Tammany Parish Fire Protection District No. 4 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 St. Tammany Parish Fire Protection District No.4 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. Investments are stated at cost.

PREPAID INSURANCE

Prepaid insurance represents the unexpired portion of insurance policies in effect at the Balance Sheet date.

FIXED ASSETS

Fixed assets are recorded as expenditures at the time 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.

CONTINGENT LIABILITIES

The St. Tammany Parish Fire Protection District No. 4 has the following policy relating to vacation and sick leave:

Annual Leave

Annual leave accrues at the rate of 7.75 hours for employees hired prior to June 3, 1986 and at the rate of 7.25 hours for employees hired after June 3, 1986 per pay period for two weeks of service performed by employees on a 68 hour work week and 17 1/2 hours for each month of service performed by employees on a 40 hour work week. After 10 years of service, annual leave accrues at the rate of 8.10 hours

LA PARISH FIRE FIGHTERS DISTRICT NO. 4
OF THIBODOX PARISH, LOUISIANA
INDUSTRIAL, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

COMBATED ANNUAL LEAVE ACCOUNT

per pay period for each two weeks of service performed by employees on a 40 hour week week. Annual leave not taken during a year can be accumulated. Accumulation of annual leave is limited to 336 hours per employee on December 31st of each calendar year.

Sick Leave

Employees of the Fire District are entitled to full pay during sickness or incapacity, not brought about by their own negligence for a period of not more than 62 weeks. Sick leave cannot be accumulated.

The cost of current leave privileges, computed in accordance with GASB Codification Section 688, is recognized as a current-year expenditure in the General Fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group.

FUND BALANCE

Designated Fund Balance

Balance 12/31/96	\$349,882
Additions per 1997 Budget	189,375
Disbursements	66,861
Reductions Per Amended Budget	138,130
 Balance 12/31/97	 <u>334,266</u>

The fund balance designated for future volunteer pension costs was set up to provide a pension plan for volunteers beginning in 1993. The volunteer pension went into effect in 1994. In 1994 the fund balance designated for future volunteer pension costs was reduced by \$6,882 for payment of prior costs.

TOTAL COLUMNS ON STATEMENTS

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MONROEVILLE, LOUISIANA
NOTE TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

EMERGENCY MEDICAL SERVICE

In 1994 the Fire District started providing emergency medical transportation to the residents of the fourth ward of St. Tammany Parish. Residents who use the medical transportation service are charged a fee of \$100.

NOTE 2 - LEVIED TAXES

Ad valorem tax millages authorized and levied for the year ended December 31, 1997 were 25.80.

NOTE 3 - CASH AND CASH EQUIVALENTS

At December 31, 1997, the district has cash and cash equivalents (bank balances) totaling \$229,744 as follows:

Cash on hand	\$ 100
Interest bearing demand deposits	178,500
Demand deposits	3,410
Money market accounts	<u>58,834</u>
Total	<u>\$229,744</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits for 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 December 31, 1997, the district has \$481,439 in deposits (collected bank balances). These deposits are secured from risk by \$398,000 of federal deposit insurance and \$1,806,387 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1237 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 30 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT No. 4
BY TAMMANY PARISH POLICE BUREAU
 MONROEVILLE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 4 - INVESTMENTS

At December 31, 1997 the St. Tammany Parish Fire Protection District No. 4 has investments totaling \$624,256 as follows:

	<u>Carrying Amount</u>	<u>Market Value</u>
U.S. Government Securities	\$ 624,256	\$ 624,256
Total	<u>\$ 624,256</u>	<u>\$ 624,256</u>

The investments are in the name of the St. Tammany Parish Fire Protection District No. 4 and are held at the St. Tammany Parish Fire Protection District No. 4's office. Because the U.S. Government Securities are in the name of the district and are held by the district or its agent, the U.S. Government Securities are considered insured and registered, category 1, in applying the credit risk of GASB Codification Section 250.104.

During 1997, the St. Tammany Parish Fire Protection District No. 4 had other investments in U.S. Government Obligations which are not on hand at December 31, 1997.

NOTE 5 - RECEIVABLES

The following is a summary of receivables at December 31, 1997:

<u>Class of Receivable</u>	<u>General Fund</u>
Ad valorem taxes	\$1,082,081
State revenue sharing	181,259
Emergency medical service	225,018
Accrued interest	<u>4,000</u>
Total	<u>\$1,492,358</u>

The receivable for Ad valorem taxes is net of an allowance at December 31, 1997 of \$283,488. The allowance is set up at 7.5% of the total Ad valorem tax allocated to the St. Tammany Parish Fire Protection District No. 4 per the tax rolls of St. Tammany Parish and expected to be collected.

The emergency medical service is net of an allowance at December 31, 1997 of \$101,000. The allowance has been set up at 11% of the outstanding receivable at December 31, 1997.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE DEPT.
FINANCIAL STATEMENTS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

NOTE 6 - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1987	Additions	Deductions	Balance December 31, 1987
Land	\$ 72,800	\$ -	\$ -	\$ 72,800
Buildings	734,400	27,800	-	762,200
Leasehold Improvements	309,273	16,011	-	415,284
Equipment and Fixtures	606,580	83,548	-	790,128
Office Furniture	70,798	4,113	-	74,911
Medical Equipment	57,487	17,493	-	74,980
Transportation Equipment	1,421,327	24,700	83,861	1,462,166
Total	2,912,265	183,652	83,861	3,012,056

NOTE 7 - PENSION PLAN

LOUISIANA FIREFIGHTERS RETIREMENT SYSTEM

Substantially all employees of St. Tammany Parish Fire Protection District No. 4 are members of the Louisiana Firefighters Retirement System (System), a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

Membership in the Louisiana Firefighters Retirement System is mandatory for all full-time firefighters employed by a municipality, parish or fire protection district that did not erect an ordinance before January 1, 1988, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 28 years of creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to three and one-third percent of their final-average salary for each year of creditable service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 24 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

ST. TAMMERY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMERY PARISH POLICE DEPT.
MONROE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1997

NOTE 7 - PENSION PLAN ACCOUNTS

LOUISIANA FIREFIGHTERS RETIREMENT SYSTEM ACCOUNTS

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 84006, Baton Rouge, Louisiana 70804, or by calling (504)923-4042.

Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the St. Tammany Parish Fire Protection District No. 4 is required to contribute at an actuarially determined rate. The current rate is 7.28 percent of annual covered payroll. The contribution requirements of plan members and the St. Tammany Parish Fire Protection District No. 4 are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employee contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The St. Tammany Parish Fire Protection District No. 4's contributions to the System for the years ending December 31, 1997, 1996 and 1995, were \$124,340, \$86,138 and \$68,285, respectively, equal to the required contributions for each year.

NOTE 8 - DEFERRED COMPENSATION PLAN

The St. Tammany Parish Fire Protection District No. 4 offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. The St. Tammany Parish Fire Protection District No. 4 has no liability for losses under the Plan and does not guaranty any of the benefits under the plan.

NOTE 9 - COMPENSATED ABSENCES

At December 31, 1997, employees of the district have accumulated and vested \$113,638 of employee leave benefits, which was reported in accordance with GASB Codification Section 665. of this amount, \$113,638 is recorded within the general long-term obligations account group.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 4
ST. TAMMANY PARISH POLICE JURY
MONROE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 1987

NOTE 10 - ACCRUED LIABILITIES

At December 31, 1987 accrued liabilities consist of:

Accrued payroll taxes	\$ 100
Accrued salaries	51,278
Accrued assessor collection fee	<u>38,753</u>
	\$140,143

NOTE 11 - CHANGES IN GENERAL LONG-TERM OBLIGATION

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

<u>Compensated</u>	
<u>Absences</u>	
Long-term obligations payable	
at December 31, 1986	583,617
Additions	111,999
Deductions	<u>(161,278)</u>
Long-term obligations payable	
at December 31, 1987	\$534,338

NOTE 12 - OPERATING LEASE

The St. Tammany Parish Fire Protection District No. 4 leases land for a parking lot under an operating lease which expires in 2005.

The minimum annual commitments under noncancelable operating leases for each of the next five years are as follows:

<u>Fiscal Year</u>	<u>Land</u>
1988	\$ 100
1989	100
2000	100
2001	100
2002	<u>100</u>
Total	\$ 500

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 1
ST. TAMMANY PARISH POLICE JURY
MONTEVILLE, LOUISIANA
SCHEDULE OF COMPENSATION OF SAID BOARD MEMBERS
FOR THE YEAR ENDED DECEMBER 31, 1997

COMPENSATION PAID BOARD MEMBERS

The schedule of compensation paid to board members is presented in compliance with House Concurrent Resolution No. 54 of the 1973 Session of the Louisiana Legislature. Payment of per diem is made in accordance with Louisiana Revised Statute 48:1488 which authorizes per diem payments of \$30 per board meeting attended.

Schedule of Compensation Paid Board Members
 For the Year Ended December 31, 1997

<u>NAME</u>	<u>AMOUNT</u>
Leonard Frouch	\$ 270.00
Wale Naverre	210.00
E.J. Dennis	- *
Leopold Cyprien	340.00
Don Requinneau	- *
Total	<u>\$ 820.00</u>

*Serves without compensation

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT No. 4
ST. TAMMANY PARISH POLICE JURY
MONROE, LOUISIANA
SUMMARY OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 1997

The St. Tammany Parish Fire Protection District No. 4 has a policy which pays an incentive to employees not using sick leave. In our report dated January 17, 1997, for the year ended December 31, 1994, we stated that this incentive may have been considered a bonus in violation of Article 7, Section 14 of the Louisiana Constitution. Subsequent to our report the Louisiana Attorney General ruled that the St. Tammany Parish Fire Protection District No. 4 was not in violation of Article 7, Section 14 of the Louisiana Constitution.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE RELATED MATTERS
NOTED IN A FINANCIAL STATEMENT AUDIT CONDUCTED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

St. Tammany Parish Fire Protection District No. 4
Mandeville, Louisiana

We have audited the general purpose financial statements of the St. Tammany Parish Fire Protection District No. 4 as of and for the year ended December 31, 1997 and have issued our report thereon dated January 16, 1998.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit of the general purpose financial statements of the St. Tammany Parish Fire Protection District No. 4, for the year ended December 31, 1997, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of the St. Tammany Parish Fire Protection District No. 4, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become obsolete because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories: payroll, cash receipts, cash disbursements, accounts payable, purchasing and receiving, general ledger and property and equipment.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Gillard, Jackson & Winters



Metairie, LA
January 16, 1998

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH LAWS AND REGULATIONS
BASED ON AN ASPECT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

St. Tammany Parish Fire Protection District No. 4
Mandeville, LA

We have audited the general purpose financial statements of the St. Tammany Parish Fire Protection District No. 4, as of and for the year ended December 31, 1997, and have issued our report thereon dated January 28, 1998.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the St. Tammany Parish Fire Protection District No. 4, is the responsibility of the St. Tammany Parish Fire Protection District No. 4's management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the compliance with certain provisions of laws, regulations and contracts. However, the objective of our audit of the general purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

Material instances of noncompliance consist of failures to follow requirements or violations of prohibitions contained in statutes, regulations, contracts, or grants that cause us to conclude that the aggregation of the misstatements resulting from those failures or violations is material to the general-purpose financial statements. The results of our tests of compliance disclosed no material instances of noncompliance.

We considered this in forming our opinion on whether the 1967 general-purpose financial statements are presented fairly, in all material respects, in conformity with generally accepted accounting principles, and this report does not affect our report dated January 16, 1968, on those general-purpose financial statements.

The results of our tests of compliance indicate that, with respect to the items tested, St. Tammany Parish Fire Protection District No. 4, complied in all material respects, with the provisions referred to in the third paragraph of this report; and with respect to items not tested, nothing came to our attention that caused us to believe that the St. Tammany Parish Fire Protection District No. 4 had not complied, in all material respects, with these provisions.

This report is intended for the information of management and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Dillard, Anderson & Winters

Metairie, Louisiana
January 16, 1968

W. L. Anderson, Jr. & W. L. Winters