

9844

RECEIVED
LEGISLATIVE AUDITOR
MAY 21 AM 10:01

**OFFICIAL
FILE COPY**

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

FINANCIAL STATEMENTS

FOR THE 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 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 MAY 27 1998

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Financial Statements
As of and for the year ended December 31, 1997

TABLE OF CONTENTS

	<u>Page Number</u>
Accountants' Compilation Report	1
Independent Accountants' Report on Applying Agreed-Upon Procedures	2
Louisiana Attestation Questionnaire	6
Component Unit Financial Statements:	
Balance Sheet - All Fund Types and Account Groups	9
Governmental Funds:	
Statements of Revenue, Expenditures, and Changes in Fund Balances	10
Statement of Revenue, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual	11
Notes to Financial Statements	12
Summary of Prior Year Findings	16
Corrective Action Plan	17

JAMIESON, WISE & MARTIN

A PROFESSIONAL ACCOUNTING CORPORATION

601 MAIN STREET P. O. BOX 897
MINDEN, LOUISIANA 71058-0897
(318) 377-3171
FAX (318) 377-3177

MICHAEL W. WISE, C.P.A.
CARLOS E. MARTIN, C.P.A.
DAVID W. TINSLEY, C.P.A.

KRISTINE J. HARPER, C.P.A.

WM. PEARCE JAMIESON, C.P.A. (1991)

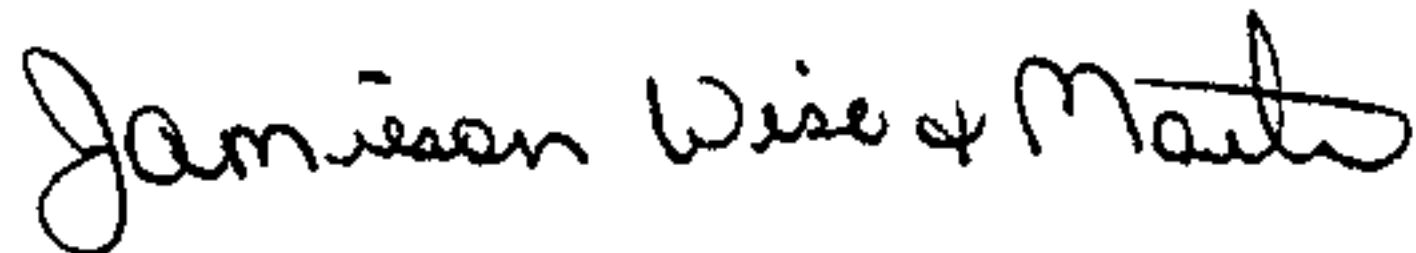
MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANTS' COMPILATION REPORT

To the Board of Commissioners of Webster
Parish Fire Protection District No. 9
Shongaloo, Louisiana

We have compiled the component unit financial statements as of December 31, 1997, and for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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



April 22, 1998
Minden, LA

JAMIESON, WISE & MARTIN

A PROFESSIONAL ACCOUNTING CORPORATION

601 MAIN STREET P. O. BOX 897
MINDEN, LOUISIANA 71058-0897
(318) 377-3171
FAX (318) 377-3177

MICHAEL W. WISE, C.P.A.
CARLOS E. MARTIN, C.P.A.
DAVID W. TINSLEY, C.P.A.
KRISTINE J. HARPER, C.P.A.

WM PEARCE JAMIESON, C.P.A. (1991)
MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Commissioners of Webster Parish Fire Protection District No. 9:

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Webster Parish Fire Protection District No. 9 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Webster Parish Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 1997 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

For the year ended December 31, 1997, one expenditure was made for materials and supplies exceeding \$5,000 and no expenditures were made for public works exceeding \$50,000. We examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1224 (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 us with the required list including the noted information.

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

For the year ended December 31, 1997, no employees were noted.

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.

For the year ended December 31, 1997, the Webster Parish Fire Protection District No. 9 paid no employees.

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

Management provided us with a copy of the original budget. We noted no amendments were made to the budget during the year ended December 31, 1997.

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 February 12, 1997, which indicated that the budget had been adopted by the commissioners of the Webster Parish Fire Protection District No. 9 by a unanimous vote, after the fiscal year had begun.

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%, except for the following line items of the Special Revenue Fund which were in excess of amounts budgeted for the year:

Water user donations	73%
Insurance	79%
Supplies	100%
Professional fees	100%
Tax assessor fees	31%
Miscellaneous	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;

We examined supporting documentation for each of the six selected disbursements and found that two of the six items examined were overpaid. All items were made to the correct payee.

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

All six 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 all items selected were initialed to evidence approval and marked as paid with both the date and check number.

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 Webster Parish Fire Protection District No. 9 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 asserted that such documents were properly posted. We noted no evidence to support this assertion.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

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 Bonuses

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

A reading of the minutes of the District indicated no approval for the payments noted. We noted no paid employees for the year ended December 31, 1997. We also inspected records for the year and noted no instances which would indicate payments to employees which would constitute 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 the Webster Parish Fire Protection District No. 9 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Jamison Wise & Math

Minden, Louisiana
April 22, 1998

Component Unit Financial Statements

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
 WEBSTER PARISH POLICE JURY
 Shongaloo, Louisiana

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

	Governmental Fund Types	Account Groups	Total
	Special Revenue	General Fixed Assets	(Memorandum Only)
ASSETS AND OTHER DEBITS			
Cash	\$ 34,465	-	34,465
Deposits	270	-	270
Land, buildings, improvements and equipment	-	180,695	180,695
Total assets and other debits	\$ 34,735	180,695	215,430
LIABILITIES AND FUND EQUITY			
Liabilities			
Accounts payable	\$ 419	-	419
Total liabilities	419	-	419
Fund equity:			
Investment in general fixed assets	-	180,695	180,695
Fund balances:			
Unreserved - undesignated	34,316	-	34,316
Total fund equity	34,316	180,695	215,011
Total liabilities and fund equity	\$ 34,735	180,695	215,430

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 9
 WEBSTER PARISH POLICE JURY
 Shongaloo, Louisiana

Statements of Revenue, Expenditures and Changes in Fund Balances
 All Governmental Fund Types
 For the year ended December 31, 1997

	1997
REVENUES	
Ad valorem taxes	\$ 39,097
Interest	1,325
Water Meter Receipts	409
Donations	1,099
Other revenues	445
Total revenues	42,375
 EXPENDITURES	
Current - public safety:	
Insurance	5,355
Supplies	3,302
Repairs and maintenance	2,545
Utilities	1,664
Fuel	525
Professional fees	300
Tax assessor fees	1,431
Office expense	179
Capital Outlay	33,624
Miscellaneous	85
Total expenditures	49,010
 (Deficiency) of revenues over expenditures	 (6,635)
 Other financing sources:	
Grant proceeds	20,000
Total other financing sources	20,000
 Excess of revenues and other sources over expenditures	 13,365
 Fund balances at beginning of year	 20,951
 Fund balances at end of year	 \$ 34,316

The accompanying notes are an integral part of this statement.

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
 WEBSTER PARISH POLICE JURY
 Shongaloo, Louisiana

Governmental Fund Type - Special Revenue
 Statement of Revenue, Expenditures and Changes in
 Fund Balance - Budget (GAAP Basis) and Actual
 For the year ended December 31, 1997

	Budget	Actual	Variance- Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$ 30,000	39,097	9,097
Interest	120	1,325	1,205
Donations	300	1,099	799
Water User Donations	1,500	409	(1,091)
Other revenues	-	445	445
Total revenues	<u>31,920</u>	<u>42,375</u>	<u>10,455</u>
EXPENDITURES			
Current - public safety:			
Insurance	3,000	5,355	(2,355)
Supplies	-	3,302	(3,302)
Repairs and maintenance	2,825	2,545	280
Utilities	1,680	1,664	16
Fuel	500	525	(25)
Professional fees	-	300	(300)
Tax assessor fees	1,092	1,431	(339)
Office expense	500	179	321
Miscellaneous	-	85	(85)
Capital outlay	<u>48,750</u>	<u>33,624</u>	<u>15,126</u>
Total expenditures	<u>58,347</u>	<u>49,010</u>	<u>9,337</u>
(Deficiency) of revenues over expenditures	(26,427)	(6,635)	19,792
OTHER FINANCING SOURCES:			
Grant proceeds	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Total other financing sources	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures	(6,427)	13,365	19,792
Fund balances at beginning of year	<u>20,951</u>	<u>20,951</u>	<u>-</u>
Fund balances at end of year	<u>\$ 14,524</u>	<u>\$ 34,316</u>	<u>\$ 19,792</u>

The accompanying notes are an integral part of this statements.

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Notes to Financial Statements
As of and for the Year Ended December 31, 1997

1. Summary of Significant Accounting Policies

The Webster Parish Fire District No. 9 of Webster Parish was created by resolution of the Webster Parish Police Jury. The District began collecting ad valorem taxes in January 1990. The District board consists of five members.

The significant accounting policies followed by the Webster Parish Fire Protection District #9 in preparation of the accompanying financial statements are set forth below.

The following is a summary of certain significant accounting policies:

- A. Basis of Presentation - The accompanying component unit financial statements of the Webster Parish Fire District #9 have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.
- B. Reporting entity - As the governing authority of the parish, for reporting purposes, the Webster Parish Police Jury is the financial reporting entity for Webster Parish. The financial reporting entity consists of (a) the primary government (Webster Parish 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 Webster 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.

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Notes to Financial Statements
As of and for the Year Ended December 31, 1997

2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on that 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 Webster Parish Police Jury appoints all members of the board of directors and is able to impose its will on the district, the district was determined to be a component unit of the Webster 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. Basis of accounting - The modified accrual basis of accounting is used by the Webster Parish Fire Protection District #9. Under the modified accrual basis of accounting revenues are recognized when they become measurable and available as net current assets and expenditures are recognized when the liability occurs.

Expenditures - Expenditures are approved by the Board at the monthly board meetings.

Taxes - District property taxes are levied and collected by the parish tax collectors. Property tax revenues are recognized as revenues when received.

- D. Fixed Assets - Fixed assets are accounted for in the General Fixed Assets Account Group, and are recorded as expenditures in the governmental fund when purchased. All fixed assets are stated at historical cost.

- E. Budget practices

The district uses the following budget practices:

The District adopted a budget for each year. The District adopts and controls budgets and the level of expenditures. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes to the original budget must be approved by the Board of Commissioners.

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Notes to Financial Statements
As of and for the Year Ended December 31, 1997

F. Total columns on combined statements

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.

2. Ad Valorem Taxes

The District has been authorized to levy a 10 mil ad valorem tax. The authorization to levy the tax in that portion of the district is for 10 years beginning with tax year 1989. Taxes are assessed on the calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The taxes are generally collected in December of the current year and January through February of the ensuing year.

3. Cash and cash equivalents

At December 31, 1997 the district has cash and cash equivalents totaling \$ 34,465 as follows:

Interest-bearing accounts	\$ <u>34,465</u>
Total	\$ <u>34,465</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 pledged securities plus the federal deposit insurance must at all times at least 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 \$34,218 in deposits (collected bank balances). These deposits are secured from risk by \$34,218 of federal deposit insurance. Because bank deposits are adequately secured from risk by federal deposit insurance, the district does not have pledged securities as of December 31, 1997.

Even though pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise & sell the pledged securities within 10 days of being notified by the district that the fiscal agent has failed to pay deposited funds upon demand.

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 9
 WEBSTER PARISH POLICE JURY
 Shongaloo, Louisiana

Notes to Financial Statements
 As of and for the Year Ended December 31, 1997

4. Fixed assets

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>January 1</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>December 31, 1996</u>
Buildings	\$ 92,148	1,780	-	93,928
Vehicles	28,889	30,000	-	58,889
Other	<u>26,034</u>	<u>1,844</u>	<u>-</u>	<u>27,878</u>
Totals	<u>\$ 147,071</u>	<u>33,624</u>	<u>-</u>	<u>180,695</u>

5. Grant

During the year ended December 31, 1997, the Webster Parish Fire Protection District #9 received a \$20,000 grant from the State of Louisiana Rural Development Fund to aid in the purchase of a pumper truck.

6. Officers

The following serve as officers:

Doy Haynes	Chairman
Joy Webb	Vice-Chairman
Jack Barnhill, Jr.	Secretary-Treasurer
Bobby Ward	Member
Charles Harmon	Member

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Summary of Prior Year Findings
As of and for the year ended December 31, 1997

In the compilation report issued for the year ended December 31, 1996, there were no findings noted that needed to be reported.

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana

Corrective Action Plan
As of and for the year ended December 31, 1997

The following details management's response to the findings noted as a result of performing agreed-upon procedures on management's representations contained in the Louisiana Attestation Questionnaire:

FINDING: *Budgeting*

Adoption of the original budget was on February 12, 1997, after the fiscal year had begun.

Management's response:

Management intends to complete and submit proposed budgets no later than fifteen days prior to the beginning of each fiscal year as required by LSA-RS 39:1305.

FINDING: *Budgeting*

Actual revenues & expenditures exceed budgeted amounts by more than 5%.

Management's response:

Management intends to monitor revenues and expenditures more closely in order to make necessary amendments to the budget for unfavorable variances noted, as required by LSA-RS 39:1310.

FINDING: *Accounting & reporting*

Payments made on two transactions was for more than the amount due on the invoice.

Management's response:

Management intends to develop procedures to prevent future overpayments of invoices.

WEBSTER PARISH FIRE PROTECTION DISTRICT #9
WEBSTER PARISH POLICE JURY
Shongaloo, Louisiana


Corrective Action Plan
As of and for the year ended December 31, 1997

FINDING: *Meetings*

No evidence was noted to support management's assertion that such documents were properly posted.

Management's response:

Management intends to make an attempt to provide evidence to support the assertion that agendas for meetings are properly posted or advertised as required by LSA-RS 42:1 through 42:12.

Signature: 

Date: 27 April 1998