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WEBSTER PARISH FIRE PROTECTION DISTRICT No. 10 WEBSTER PARISH POLICE JURY Minden, Louisiana

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1998

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 cierk of court.

Release Date APR 2 1 1999

General Purpose Financial Statements As of and for the Year Ended December 31, 1998 With Supplemental Information Schedules

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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 E-MAIL JWM@CWIDE.NET

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

KRISTINE J. HARPER, C.P.A. M. KENT CRAFT, C.P.A. MEMBERS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANTS' COMPILATION REPORT

The Board of Commissioners
Webster Parish Fire Protection District No. 10
Minden, Louisiana

We have compiled the accompanying general purpose financial statements of the Webster Parish Fire Protection District No. 10 as of and for the year ended December 31, 1998, 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 of the Webster Parish Fire Protection District No. 10. 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.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated March 9, 1999, on the results of our agreed-upon procedures.

JAMIESON, WISE & MARTIN

Jamieson Wise + Mote

Minden, Louisiana

March 9, 1999

JAMIESON, WISE & MARTIN

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Commissioners of the Webster Parish Fire Protection District No. 10 of Webster Parish

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. 10 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, 1998 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 \$15,000, or public works exceeding \$100,000, 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, 1998, one expenditure was made for materials and supplies exceeding \$15,000 and no expenditures were made for public works exceeding \$100,000. We examined documentation which indicated that all of these expenditures 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 42:1101-1124 (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. Obtain from management a listing of all employees paid during the periods under examination.

There were no employees paid during the year ended December 31, 1998.

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.

This agreed-upon procedure is not applicable since there were no employees paid during the year ended December 31, 1998.

Budgeting

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

Management provided us with a copy of the original budget. The budget was amended one time during the year ended December 31, 1998.

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

We traced the adoption of the original budget of the minutes of a meeting held on October 15, 1997 which indicated that the budget had been adopted unanimously by the commissioners of the Webster Parish Fire Protection District No. 10. Per minutes of a meeting held November 24, 1998, the budget was amended on November 24, 1998

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceeded budgeted amounts by more than 5%.

Actual revenues and expenditures did not exceed the budgeted amounts by more than 5% for the year ended December 31, 1998.

Accounting and Reporting

- 8. Randomly select 6 disbursements made during the periods 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

Of the six selected disbursements, all of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the treasurer and the chairman of the Board of 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).

Webster Fire Protection District No. 10 is only required to post a notice of each meeting and the accompanying agenda on the door of the district's office building. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than notices of the meetings held during the year.

Debt

10. Examine bank deposits for the periods 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 periods 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 made to employees which may constitute bonuses, advance, or gifts.

A reading of the minutes and review of district records indicated no such payments were made.

Our prior year report, dated June 8, 1998, did not include any comments or unresolved matters.

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 Webster Parish Fire Protection District No. 10 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.

Minden, Louisiana

Jameson Wrice Mate

March 9, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE: (For Attestation Engagements of Government)

March 9, 199 (Date Transmitted)

Jamieson, Wise & Martin,	APAC
Attn: Carlos Martin	
601 Main Street	**************************************
Minden. LA 71055	(Auditors)
,	

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (data of March 9, 1999 completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212 and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [X] No[.]

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [X] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes IX No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) of the budget requirements of LSA-RS 39:34.

Aca [X] No []

All non-exempt povernmental records are available as a public record and have been relained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:35.

Yes [X] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [X] No[]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes [X] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes [X] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Art ide VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes 1 1 No 1 1

Advances and Bonuses

It is true we have not advanced wages of selaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes KU No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncorr pliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the Issuance of your report.

your report.			
Bitty De	Secretary	3-9-99	Date
Bittur Lee	Treasurer	3-9-99	_
Thomas Macce	•		•
	President	<u> </u>	_Date

General Purpose Financial Statements

Balance Sheet - All Fund Types and Account Groups December 31, 1998

	Governmental Fund Type General Fund	Account Group General Fixed Assets	Totals (Memorandum Only)
ASSETS			
Cash and cash equivalents	\$ 112,008	-	112,008
Buildings	-	94,317	94,317
Vehicles	-	248,362	248,362
Equipment and tools		79,410	79,410
Total assets	\$ 112,008	422,089	534,097
LIABILITIES, EQUITY, AND OTHER CRED.	TS		
Equity and Other Credits: Unreserved	\$ 112,008	-	112,008
Investment in general fixed assets	-	422,089	422,089
Total equity and other credits	112,008	422,089	534,097
Total liabilities, equity, and other credits	\$ 112,008	422,089	534,097

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

WEBSTER PARISH FIRE PROTECION DISTRICT NO. 10 WEBSTER PARISH POLICE JURY Minden, Louisiana GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures, and Changes in Fund Balances For the Year Ended December 31, 1998 With comparative totals for the Year Ended December 31, 1997

	1998	1997
Revenues:		
Ad valorem taxes	\$ 105,826	102,119
Donations	600	600
Intergovernmental revenue	7,432	7,195
Interest	5,637	5,733
Miscellaneous	105	1,160
Total revenues	119,600	116,807
Expenditures:		
Tax assessor fees	3,750	3,631
Supplies and small tools	4,756	462
Insurance	4,870	7,184
Repairs and maintenance	8,294	4,168
Fuel	1,000	524
Office expense	1,674	7
Legal and professional	1,300	975
Utilities	830	1,008
Advertising	265	-
Capital outlay - vehicles	68,500	-
Debt service:		
Bond trustee fees	850	600
Bond principal and interest	136,217	45,316
Total expenditures	232,306	63,875
Excess (deficiency) of revenues over expenditures before extraordinary loss	(112,706)	52,932
Extraordinary item - loss on early defeasance of debt	(2,169)	
Excess (deficiency) of revenues over expenditures and extraordinary loss	(114,875)	52,932
Fund balance at beginning of year	226,883	173,951
Fund balance at end of year	\$ 112,008	226,883

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

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 10 WEBSTER PARISH POLICE JURY Minden, Louisiana GOVERNMENTAL FUND - GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (GAAP Basis) and Actual For the Year Ended December 31, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:	<u> </u>	<u> </u>	
Ad valorem taxes	\$ 99,000	105,826	6,826
Donations	600	600	•
Intergovermental revenue	7,200	7,432	232
Miscellaneous income	-	105	105
Interest	4,990	5,637	647
Total revenues	111,790	119,600	7,810
Expenditures:			
Tax assessor fees	3,900	3,750	150
Advertising	275	265	10
Supplies and small tools	4,800	4,756	44
Insurance	5,000	4,870	130
Repairs and maintenance	8,500	8,294	206
Fuel	1,500	1,000	500
Office expense	1,700	1,674	26
Legal and professional	1,500	1,300	200
License and fees	-	-	-
Utilities	900	830	70
Capital Outlay - vehicles	68,500	68,500	-
Debt service:			
Bond trustee fees	850	850	-
Bond principal and interest	138,386	136,217	2,169
Total expenditures	235,811	232,306	3,505
(Deficiency) of revenues over expenditures before extraordinary loss	(124,021)	(112,706)	11,315
Extaordinary item - loss on early defeasance of debt		(2,169)	(2,169)
(Deficiency) of revenues over expenditures		/A.A·	
and extraordinary loss	(124,021)	(114,875)	9,146
Fund balance at beginning of year	226,883	226,883	
Fund balance at end of year	\$ 102,862	112,008	9,146

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

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

Introduction

The Webster Parish Fire Protection District No. 10 was created by resolution of the Webster Parish Police Jury in 1990. The District began collecting ad valorem taxes in January 1991. The District board consists of five commissioners. Two commissioners are appointed by the Webster Parish Police Jury and the remaining three commissioners are appointed by the residents of the Webster Parish Fire Protection District No. 10.

1. Summary of Significant Accounting Policies

BASIS OF PRESENTATION

The accompanying general purpose financial statements of the Webster Parish Fire Protection District No. 10 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

The district is a component unit of the Webster Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because the district provides fire protection to residents within Webster Parish, a specific benefit to the jury. In addition, the jury has the ability to impose its will on the district. 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 district uses funds and account groups to report on its financial position and the results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

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

Funds of the district are classified as governmental funds. Governmental funds account for the district's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. The governmental fund of the district includes:

1. 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.

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 generally are included on the balance sheet. Operating statements for these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental fund. The governmental fund uses the following practices in recording revenues and expenditures:

Revenues - Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of the mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not by paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Intergovernmental revenues are recorded when the District is entitled to the funds.

Interest income is recorded monthly when the interest is earned and credited to the account.

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

Substantially all other revenues are recorded when received.

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

BUDGET PRACTICES

The district adopted a GAAP basis budget for its General Fund for the year ended December 31, 1998. All changes to the original budget must be approved by the Board of Commissioners.

ENCUMBRANCES

The district doe not use encumbrance method accounting.

CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing deposits, and certificates of deposit. Under state law, the district may deposit funds in demand deposits, interest-bearing deposits, or times deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized in the general fixed assets account group. Public domain or infrastructures are not capitalized. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost or estimated cost if historical cost is not available.

Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

LONG-TERM OBLIGATIONS

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

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. CASH

At December 31, 1998, the District has cash and cash equivalents (book balances) totaling \$112,008 as follows:

Demand deposits	\$	1,276
Money market accounts		9,654
Certificates of deposit	_1	01,078
Total	\$ _1	12,008

These deposits are stated at cost, which approximated market. Under state law, these deposits 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, 1998, the district had \$111,407 in deposits (collected bank balances). These deposits are secured from risk by \$100,675 of federal deposit insurance and by \$10,732 of pledged securities.

Cash includes amounts in demand deposits, money market accounts, and certificates of deposit. Under state law, the District may deposit funds in demand deposits, interest-bearing demand

Notes to the Financial Statements As of and for the Year Ended December 31, 1998

deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

3. Levied Taxes

The following is a summary of authorized and levied ad valorem taxes for the year ended December 31, 1998:

	Levied
	Millage
Maintenance	4.00
Debt Service	9.27

4. General Fixed Assets

The changes in general fixed assets for the year ended December 31, 1998, follows:

		Land &		
	<u>Total</u>	Buildings	<u>Vehicles</u>	<u>Equipment</u>
Balance @ 1/1/98	\$ 352,788	94,317	179,862	78,609
1998 additions	69,301	-	68,500	801
1998 deletions		-	=	<u></u>
Balance @ 12/31/98	\$ <u>422,089</u>	<u>94,317</u>	<u>248,362</u>	<u>79,410</u>

WEBSTER PARISH FIRE PROTECTION DISTRICT No. 10 WEBSTER PARISH POLICE JURY

Minden, Louisiana

Notes to the Financial Statements
As of and for the Year Ended December 31, 1998

5. Changes in Long-Term Debt

The following is a summary of bond transactions of the District for the year ended December 31, 1998:

Bonds Payable, January 1, 1998	\$ 130,000
Bonds retired	(40,000)
Bonds defeased	(90,000
Bonds Payable, December 31, 1998	\$ 1—————————————————————————————————————

On June 16, 1998, the Board approved the defeasance of all outstanding General Obligation Bonds, Series 1990, of the Fire Protection District #10. On August 11, 1998, as settlement for defeasance of the outstanding General Obligation Bonds, Series 1990, the District purchased US Treasury Securities with funds from the debt service fund in the amount of \$93,835.75 and deposited these securities with the Trust Company of Louisiana (escrow agent.) As of December 31, 1998, the bonds are no longer outstanding indebtedness of the District. Moneys remaining in the Sinking fund can be expended on purposes for which the Series 1990 Bonds were originally issued.

6. Extraordinary item

During the year ended December 31, 1998, the District incurred an extraordinary loss from the defeasement of the outstanding General Obligation Bonds, Series 1990. On August 11, 1998, as settlement for the defeasance of the bonds, the District purchased two (2) US Treasury Notes, including accrued interest, and established an escrow fund cash deposit with The Trust Company of LA for a total of \$ 93,836. The US Treasury Notes were purchased at a premium, including accrued interest in the amount of \$ 1,667. As a result of the early extinguishment of the outstanding Series 1990 bonds, the District incurred a loss of \$ 2,169.

Outstanding principal due as of 8/11/98	\$ 90,000
Accrued interest purchased as of 8/11/98	1,667
Purchase price of T-Notes as of 8/11/98	<u>(93,836</u>)
Extraordinary loss on early extinguishment of debt	\$ <u>(2,169</u>)

WEBSTER PARISH FIRE PROTECTION DISTRICT NO. 10 WEBSTER PARISH POLICE JURY Minden, Louisiana SUPPLEMENTAL INFORMATION SCHEDULES For the Year Ended December 31, 1998

COMPENSATION PAID BOARD MEMBERS

A schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

PRIOR YEAR FINDINGS

The follow-up and corrective action taken on all prior year findings is presented in the summary schedule of prior year findings (Schedule 2).

CURRENT YEAR FINDINGS

The corrective action plan for current year findings is presented in Schedule 3.

Schedule of Compensation Paid Board Members For the Year Ended December 31, 1998

The Board of Commissioners listed below were not compensated for their service to the district.

Thomas Moore

Chairman

Fred Stewart

Vice-Chairman

Bettye Lee

Secretary-Treasurer

Lane Davidson

Commissioner

Johnny Herman

Commissioner

Summary Schedule of Prior Year Findings For the Year Ended December 31, 1998

There were no findings which were required to be reported as a result of performing agreed-upon procedures on management's representations contained in the Louisiana Attestation Questionnaire for the year ended December 31, 1997.

Corrective Action Plan for Current Year Findings For the Year Ended December 31, 1998

There were no findings required to be reported as a result of performing agreed-upon procedures on management's representations contained in the Louisiana Attestation Questionnaire for the year ended December 31, 1998.