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BROUSSARD FIRE DEPARTMENT

Broussard, Louisiana

FINANCIAL REPORT

June 30, 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 clerk of court.

JAN 27 1999

Release Date _____

EUGENE E. CHIARULLI, JR.

Certified Public Accountant

Lafayette, Louisiana

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EUGENE E. CHIARULLI, JR.

CERTIFIED PUBLIC ACCOUNTANT

212 HEYMANN BLVD.
LAFAYETTE, LA 70503

(318) 233-2802

December 22, 1998

To the Board of Directors
Broussard Fire Department
Broussard, Louisiana

I have compiled the accompanying balance sheet of the Broussard Fire Department as of June 30, 1997, and June 30, 1998, and the related statements of revenue, expenditure and changes in fund balances - budget for the years then ended, in accordance with Standards of 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. I have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or any other form of assurance on them.

Respectfully,



Eugene E. Chiarulli, Jr.
Certified Public Accountant

**BROUSSARD FIRE DEPARTMENT
BROUSSARD, LOUISIANA**

**GENERAL FUND
COMPARATIVE BALANCE SHEET
JUNE 30, 1998 AND 1997**

	1998	1997
ASSETS AND OTHER DEBITS		
Cash	42,905	10,286
Interest-bearing deposits	10,569	29,845
Accrued interest receivable	-0-	166
Total assets & other debits	53,474	40,297
LIABILITIES AND FUND EQUITY		
Liabilities:		
Total liabilities	-0-	-0-
Fund Equity:		
Fund balance, unreserved and undesignated	53,474	40,297
Total liabilities and fund equity	53,474	40,297

See Notes to Financial Statements.

BROUSSARD FIRE DEPARTMENT
Broussard, Louisiana
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
BUDGET (GAAP BASIS) AND ACTUAL

For the Year Ended June 30, 1998
With Comparative Actual Amounts for Year Ended June 30, 1997

	1998			1997
	Budget	Actual	Variance-Favorable (Unfavorable)	Actual
Revenues:				
Intergovernmental				
Annual parish grant	25,000	25,000	-0-	25,000
Town of Broussard	10,000	-	(10,000)	-
Insurance rebate	6,000	11,563	5,563	11,247
Donations	8,700	14,035	5,335	14,562
Miscellaneous	3	1,766	1,763	1,005
Total Revenues	49,703	52,364	2,661	51,814
Expenditures-current:				
Public safety-				
Meals	1,500	509	991	903
Repairs and maintenance	7,000	5,481	1,519	13,297
Supplies	1,800	8,552	(6,752)	5,283
Uniforms	4,000	3,057	943	1,294
Travel and training	4,000	4,089	(89)	2,546
Dues	280	168	112	100
Miscellaneous	6,800	6,416	384	4,793
Expenditures-capital outlay:				
Equipment	24,320	10,915	13,405	35,186
Total Expenditures	49,700	39,187	10,513	53,402
Excess (deficiency) of revenues over expenditures	3	13,177	13,174	(1,588)
Fund balance-beginning	16,601	40,297	23,696	41,885
Fund balance-ending	16,604	53,474	36,870	40,297

See Notes to Financial Statements.

**BROUSSARD FIRE DEPARTMENT
BROUSSARD, LOUISIANA
NOTES TO FINANCIAL STATEMENTS**

1. Summary of Significant Accounting Policies

The accounting and reporting policies of the Broussard Fire Department conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the industry audit guide, *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity The Broussard Fire Department is a non-profit corporation which was created by a resolution dated January 25, 1979, approving an agreement to merge the Broussard Volunteer Fire Department with the Broussard Fire Department. The purpose of the Broussard Fire Department (the surviving corporation) is to impede, prevent, eradicate and extinguish all types of destructive fires within or near the Town of Broussard, Louisiana.

The financial reporting entity consists of (a) the primary government (fire department), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Broussard Fire Department 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 fire department to impose its will on the organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the fire department
2. Organizations for which the fire department does not appoint a voting majority but are fiscally dependent on it.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

A. Financial Reporting Entity (Continued)

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature and significance of the relationship.

The following circumstances were considered in determining that the Broussard Fire Department is not a component unit of the Lafayette Parish Consolidated Government or the Town of Broussard, Louisiana.

- a. A majority of the fire department's board is not appointed by the parish government or the town.
- b. The fire department's budget is not approved by the parish government or the town.
- c. Neither the parish government nor the town are responsible for liabilities of the fire department.
- d. The nature and significance of the fire department's relationship with the parish government and the town is not such that exclusion of the fire department's financial statements would render the financial statements of the parish or the town incomplete or misleading.

Therefore, the Broussard Fire Department was determined to be a separate special purpose government. Also, no organizations have been determined to be component units of the Broussard Fire Department.

- B. Fund Accounting The accounts of the Broussard Fire Department are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

The General Fund is the general operating fund of the fire department. It is used to account for all financial resources except those required to be accounted for in another fund.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

- C. Fixed Assets and Long-Term Liabilities As stipulated in the terms of the agreement to merge the Broussard Volunteer Fire Department and the Broussard Fire Department, all property acquired by the corporation is acquired for and in the name of the municipality, the Town of Broussard, Louisiana. Therefore, all assets are transferred to and included in the Town of Broussard, Louisiana General Fixed Asset Account Group and are not presented as a part of this report.

Long-term liabilities expected to be financed from the General Fund are accounted for in the General Long-Term Debt Account Group. There were no long-term liabilities at June 30, 1998 and 1997.

- D. Basis of Accounting Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of measurements made, regardless of the measurement focus applied.

The General Fund is accounted for using the modified accrual basis of accounting. Its revenues are recognized when they become measurable and available as net current assets. Intergovernmental revenues (in the form of appropriations) are recorded when the Broussard Fire Department is entitled to the funds. All other revenues are recorded when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except that principal and interest on general long-term debt are recognized when due. Purchases of various operating supplies are regarded as expenditures at the time purchased.

- E. Budgets and Budgetary Accounting The Broussard Fire Department follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Fire Chief prepares a proposed budget and submits it to the Board of Directors prior to the beginning of each fiscal year.
2. A summary of the proposed budget is made available for public inspection.
3. The proposed budget is legally adopted prior to the commencement of the fiscal year to which it applies.
4. All budgetary appropriations lapse at the end of each fiscal year.
5. The budget is adopted on a basis consistent with generally accepted accounting principals (GAAP). Budgeted amounts included in the accompanying financial statements are the final amended amounts for the fiscal year.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

- F. Vacation, Sick Leave and Pension Plan The Broussard Fire Department had no employees during the year ended June 30, 1998. Therefore, it did not have a policy on vacation and sick leave, nor did it have a pension plan.
- G. Encumbrances Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Broussard Fire Department.
- H. Comparative Data Comparative data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Broussard Fire Department's financial position and operations.
- I. Dollar Signs All numeric data in the financial statements and accompanying notes are presented in U.S. dollars. Dollar signs have been omitted.

2. Deposits with Financial Institutions

Under state law, the Broussard Fire Department may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. At June 30, 1998, the Fire Department had cash and interest-bearing deposits of \$53,474. Under state law, these deposits (or resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The deposit balance (bank balance) at June 30, 1998, of \$53,474 was secured in full by federal deposit insurance.

3. Board Members

The board members of the Broussard Fire Department receive no compensation.

AGREED-UPON PROCEDURES

EUGENE E. CHIARULLI, JR.

CERTIFIED PUBLIC ACCOUNTANT

212 HEYMANN BLVD.
LAFAYETTE, LA 70503

(318) 233-2802

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

To the Board of Directors
Broussard Fire Department
Broussard, Louisiana

I have performed the procedures enumerated below, which were agreed to by the Board of Directors of the Broussard Fire Department, Broussard, Louisiana, solely to assist you in evaluating the accompanying Statement of Revenues, Expenditures, and Changes in Fund Balances (prepared in accordance with the criteria specified therein) for the year ended June 30, 1998. This agreed-upon procedures engagement was performed in accordance with standards establish by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I 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. I agreed to select all expenditures made during the year for material and supplies exceeding \$10,000 of public works exceeding \$50,000, and to determine whether such purchases were made in accordance with public bid law.

Finding: No expenditures were made during the year for materials and supplies exceeding \$10,000 or public works exceeding \$50,000.

Code of Ethics for Public Officials and Public Employees

2. I agreed to:

(a) determine if there were any employees paid during the period under examination, and if so to 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;

(b) obtain from management a listing of all employees paid during the period under examination; and

(c) determine whether any of those employees included in the listing obtained from management were also included on the listing obtained from management in agreed-upon procedure as immediate family members.

Finding: There were no employees paid during the period under examination.

Budgeting

3. I agreed to obtain a copy of the legally adopted budget and all amendments; trace the budget adoption and amendments to the minute book and to 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%.

Finding: Copies of the legally adopted budget and all amendments were obtained and traced to the minute book. Actual revenues and expenditures did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

4. I agreed to randomly select 6 disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

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

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

Finding: All disbursements selected were properly approved, properly coded and agreed to supporting documents as to proper payee and amount.

Meetings

5. I agreed to 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).

Finding: The 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).

Debt

6. I agreed to examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

Finding: Bank deposits for the period under examination were examined and no deposits appeared to be the proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

7. I agreed to 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.

Finding: There were no employees during the period under examination.

Sincerely,



EUGENE E. CHIARULLI, JR.
Certified Public Accountant

SCHEDULE OF PRIOR AND CURRENT FINDINGS

BROUSSARD FIRE DEPARTMENT
Broussard, Louisiana

Schedule of Prior and Current Findings
Year Ended June 30, 1998

I. Prior Year Findings

Compliance

Finding:

One expenditure totaling \$26,342.50 was not made in accordance with LSA-RS 38:2211-2251 (the public bid law).

Status:

There were no expenditures during the period under examination which required compliance with LSA-RS 38:2211-2251 (the public bid law).

Finding:

There was no evidence that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1-42:12 (the open meetings law).

Status:

Agendas for meetings recorded in the minute book were posted or advertised as required during the period under examination.

II. Current Year Findings and Management's Corrective Action Plan

Compliance

There are no findings that are required to be reported under the above.

BROUSSARD VOLUNTEER FIRE DEPARTMENT

416 E. Main Street
Broussard, Louisiana 70518

September 30, 1998

Eugene E. Chiarulli, Jr.
Certified Public Accountant
212 Heymann Blvd.
Lafayette, LA 70503

In connection with your compilation of our financial statements as of June 30, 1998 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana 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 September 18, 1998.

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 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 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 No

Budgeting

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

Yes No

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, 44:36.

Yes No

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

Yes No

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

Yes No

Meetings

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

Yes 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, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60.

Yes No

Advances and Bonuses

It is true we have not advanced wages or salaries 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 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 noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and 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.

Eugene Garcia Secretary 10/15/98 Date

Eugene Garcia Treasurer 10/15/98 Date

Bryan K. Chapoye President 10/15/98 Date