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R E P O R T

ST. TAMMANY PARISH FIRE PROTECTION
DISTRICT NO. 9

DECEMBER 31, 1998 AND 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.

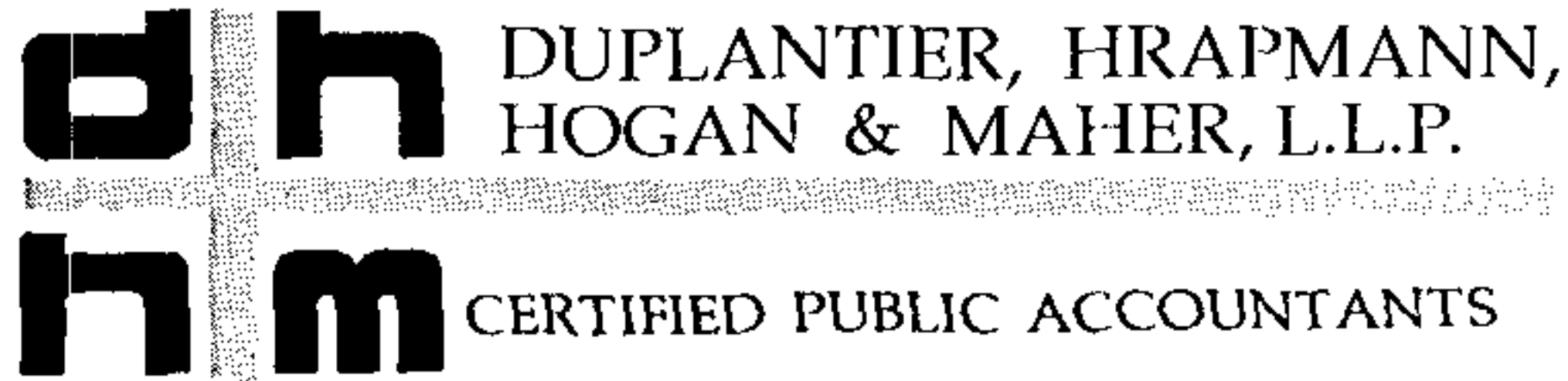
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ST. TAMMANY PARISH FIRE PROTECTION
DISTRICT NO. 9

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DECEMBER 31, 1998 AND 1997

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June 24, 1999

To the Board of Commissioners of
St. Tammany Parish Fire Protection District No. 9
P. O. Box 213
Bush, Louisiana 70431

We have compiled the accompanying financial statements of St. Tammany Parish Fire Protection District No. 9, a component unit of the St. Tammany Parish Police Jury, State of Louisiana, as of and for the years ended December 31, 1998 and 1997, 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 accompanying 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 June 24, 1999 on the results of our agreed-upon procedures.

Duplantier, Hrapmann, Hogan & Maher LLP

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 ALL FUND TYPES AND ACCOUNT GROUPS
 BALANCE SHEET
DECEMBER 31, 1998
 (Unaudited)

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
<u>ASSETS AND OTHER DEBITS</u>				
ASSETS:				
Cash	\$ 98,053	\$ --	\$ --	\$ 98,053
Ad valorem taxes receivable	139,431	--	--	139,431
Land, building and equipment	--	513,852	--	513,852
OTHER DEBITS:				
Amount to be provided for retirement of general long-term obligations	--	--	126,000	126,000
TOTAL ASSETS AND OTHER DEBITS	\$ <u>237,484</u>	\$ <u>513,852</u>	\$ <u>126,000</u>	\$ <u>877,336</u>
<u>LIABILITIES AND FUND EQUITY</u>				
LIABILITIES:				
Accounts payable	\$ 4,123	\$ --	\$ --	\$ 4,123
Certificates of indebtedness	--	--	126,000	126,000
Total liabilities	<u>4,123</u>	<u>--</u>	<u>126,000</u>	<u>130,123</u>
FUND EQUITY:				
Investment in general fixed assets	--	513,852	--	513,852
Fund balance - unrestricted	162,492	--	--	162,492
Fund balance - designated - capital outlay	<u>70,869</u>	<u>--</u>	<u>--</u>	<u>70,869</u>
Total fund equity	<u>233,361</u>	<u>513,852</u>	<u>--</u>	<u>747,213</u>
TOTAL LIABILITIES AND FUND EQUITY	\$ <u>237,484</u>	\$ <u>513,852</u>	\$ <u>126,000</u>	\$ <u>877,336</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 ALL FUND TYPES AND ACCOUNT GROUPS
 BALANCE SHEET
DECEMBER 31, 1997
 (Unaudited)

	GOVERNMENTAL FUND TYPE - GENERAL FUND	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
		GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
<u>ASSETS AND OTHER DEBITS</u>				
ASSETS:				
Cash	\$ 78,488	\$ --	\$ --	\$ 78,488
Ad valorem taxes receivable	155,575	--	--	155,575
Land, building and equipment	--	492,099	--	492,099
OTHER DEBITS:				
Amount to be provided for retirement of general long-term obligations	--	--	141,000	141,000
TOTAL ASSETS AND OTHER DEBITS	\$ 234,063	\$ 492,099	\$ 141,000	\$ 867,162
<u>LIABILITIES AND FUND EQUITY</u>				
LIABILITIES:				
Accounts payable	\$ 3,952	\$ --	\$ --	\$ 3,952
Certificates of indebtedness	--	--	141,000	141,000
Total liabilities	3,952	--	141,000	144,952
FUND EQUITY:				
Investment in general fixed assets	--	492,099	--	492,099
Fund balance - unrestricted	159,242	--	--	159,242
Fund balance - designated - capital outlay	70,869	--	--	70,869
Total fund equity	230,111	492,099	--	722,210
TOTAL LIABILITIES AND FUND EQUITY	\$ 234,063	\$ 492,099	\$ 141,000	\$ 867,162

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 GOVERNMENTAL FUND - GENERAL FUND
 STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE (GAAP)
 FOR THE YEARS ENDED DECEMBER 31, 1998 AND 1997
 (Unaudited)

	GENERAL FUND (GAAP) 1998	GENERAL FUND (GAAP) 1997
REVENUES		
Taxes:		
Ad valorem	\$ 115,873	\$ 152,941
Intergovernmental revenues:		
State revenue sharing	12,214	7,672
Fire insurance rebate	5,065	4,815
Interest	5,565	5,319
Total revenues	<u>138,717</u>	<u>170,747</u>
OTHER FINANCING SOURCES		
Proceeds from long-term debt	--	100,000
Total other financing sources	--	100,000
Total revenues and other financing sources	<u>138,717</u>	<u>270,747</u>
EXPENDITURES		
Public safety - fire protection:		
Communications	1,038	--
Legal and auditing	2,000	3,207
Insurance	12,782	13,926
Office supplies	3,054	625
Payroll taxes	1,416	--
Pensions	4,638	3,952
Repairs	24,611	7,454
Salaries	16,798	--
Telephone	6,482	4,188
Training	1,279	1,629
Truck operating	3,076	1,613
Turnout gear and hoses	6,842	7,592
Utilities	2,086	1,461
Debt service:		
Interest	8,382	3,380
Principal	15,000	13,000
Capital outlay	21,753	177,859
Miscellaneous	4,230	2,792
Total expenditures	<u>135,467</u>	<u>242,678</u>
Excess of revenues and other financing sources over expenditures	3,250	28,069
FUND BALANCE AT BEGINNING OF YEAR	<u>230,111</u>	<u>202,042</u>
FUND BALANCE AT END OF YEAR	<u>\$ 233,361</u>	<u>\$ 230,111</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 GOVERNMENTAL FUND - GENERAL FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED DECEMBER 31, 1998
 (Unaudited)

	GENERAL FUND (NON-GAAP)		
	BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES			
Taxes:			
Ad valorem	\$ 132,000	\$ 132,017	\$ 17
Intergovernmental revenues:			
State revenue sharing	8,200	12,214	4,014
Fire insurance rebate	5,000	5,065	65
Interest	5,500	5,565	65
Total revenues	<u>150,700</u>	<u>154,861</u>	<u>4,161</u>
OTHER FINANCING SOURCES			
Proceeds from long-term debt	--	--	--
Total other financing sources	--	--	--
Total revenues and other financing sources	<u>150,700</u>	<u>154,861</u>	<u>4,161</u>
EXPENDITURES			
Public safety - fire protection:			
Communications	--	1,038	(1,038)
Legal and auditing	2,000	2,000	--
Insurance	12,730	12,782	(52)
Office supplies	3,000	3,054	(54)
Payroll taxes	1,450	1,416	34
Pensions	4,638	4,463	(175)
Repairs	24,000	24,611	(611)
Salaries	17,000	16,798	202
Telephone	6,250	6,482	(232)
Training	1,250	1,279	(29)
Truck operating	2,500	3,076	(576)
Turnout gear and hoses	6,800	6,842	(42)
Utilities	2,050	2,086	(36)
Debt service:			
Interest	8,382	8,382	--
Principal	15,000	15,000	--
Capital outlay	22,200	21,753	447
Miscellaneous	4,200	4,230	(30)
Total expenditures	<u>133,450</u>	<u>135,292</u>	<u>(1,842)</u>
Excess of revenues and other financing sources over expenditures	17,250	19,569	2,319
FUND BALANCE AT BEGINNING OF YEAR	<u>78,488</u>	<u>78,488</u>	--
FUND BALANCE AT END OF YEAR	<u>\$ 95,738</u>	<u>\$ 98,057</u>	<u>\$ 2,319</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 BUSH, LOUISIANA
 GOVERNMENTAL FUND - GENERAL FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED DECEMBER 31, 1997
 (Unaudited)

REVENUES	GENERAL FUND (NON-GAAP)		
	BUDGET	ACTUAL (BUDGETARY BASIS) (Restated)	VARIANCE FAVORABLE (UNFAVORABLE)
Taxes:			
Ad valorem	\$ 127,300	\$ 127,194	\$ (106)
Intergovernmental revenues:			
State revenue sharing	7,500	7,672	172
Fire insurance rebate	4,800	4,815	15
Interest	4,400	5,319	919
Total revenues	<u>144,000</u>	<u>145,000</u>	<u>1,000</u>
OTHER FINANCING SOURCES			
Proceeds from long-term debt	<u>100,000</u>	<u>100,000</u>	--
Total other financing sources	<u>100,000</u>	<u>100,000</u>	--
Total revenues and other financing sources	<u>244,000</u>	<u>245,000</u>	<u>1,000</u>
EXPENDITURES			
Public safety - fire protection:			
Legal and auditing	3,300	3,207	93
Insurance	13,450	13,926	(476)
Office supplies	650	625	25
Pensions	4,000	3,952	48
Repairs	6,800	7,454	(654)
Telephone	4,200	4,188	12
Training	2,000	1,629	371
Truck operating	1,600	1,613	(13)
Turnout gear and hoses	6,400	7,592	(1,192)
Utilities	1,500	1,461	39
Debt service:			
Interest	3,400	3,380	20
Principal	13,000	13,000	--
Capital outlay	171,500	177,859	(6,359)
Miscellaneous	2,750	2,792	(42)
Total expenditures	<u>234,550</u>	<u>242,678</u>	<u>8,128</u>
Excess of revenues and other financing sources over expenditures	9,450	2,322	(7,128)
FUND BALANCE AT BEGINNING OF YEAR	<u>76,166</u>	<u>76,166</u>	--
FUND BALANCE AT END OF YEAR	\$ <u>85,616</u>	\$ <u>78,488</u>	\$ <u>(7,128)</u>

See accountant's report and accompanying notes.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

ORGANIZATION

The St. Tammany Parish Fire Protection District No. 9 (the District) was created by the St. Tammany Parish Police Jury, as authorized by Louisiana Revised Statute 40:1492 effective November 18, 1976. The District primarily purchases and maintains fire equipment and provides fire protection for those areas contained in the district. The Police Jury appoints a five member board to govern District No. 9.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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 (parish government), (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. This criteria includes:

- 1) Appointing a voting majority of an organization's governing body, and
 - a) the ability of the parish government 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 parish government.
- 2) Organizations for which the parish government does not appoint a voting majority but are fiscally dependent on the parish government.
- 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.

For the following reasons, the District is considered to be a component unit of the St. Tammany Parish Police Jury, the reporting entity:

1. The commissioners of the District are appointed by the St. Tammany Parish Police Jury.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

REPORTING ENTITY: (Continued)

2. The District provides fire protection to residents within St. Tammany Parish.

The accompanying financial statements present information only on the funds maintained by the District and do not present information on the parish government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

BASIS OF PRESENTATION:

The accompanying financial statements of the St. Tammany Parish Fire District No. 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.

The District 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. 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.

The accounts of District No. 9 are organized on the basis of one fund (General Fund) and two account groups (General Fixed Assets and General Long-Term Obligations). A description of the fund and account groups follow:

General Fund:

The General Fund is the general operating fund of the District. It is used to account for all financial resources.

General Fixed Assets Account Group:

This account group is established to account for the fixed assets of the District.

General Long-term Obligations Account Group:

This account group is established to account for all long-term obligations of the District.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND EQUITY:

Unrestricted:

Unrestricted fund balance represents those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

Designated - Capital Outlay:

Fund balance - designated - capital outlay represents tentative plans for future use of financial resources.

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 the measurements made, regardless of the measurement focus applied. The records are maintained on the cash basis of accounting. However, the funds reported in the accompanying financial statements have been converted to the modified accrual basis of accounting utilizing the following practices:

Revenues:

Ad valorem taxes and the related State revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed for the calendar year, 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 and February of the ensuing year.

Interest income is recorded when measurable and available.

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

Substantially all other revenues are recorded when received.

Expenditures:

Principal and interest on general long-term obligations are recognized when due.

Substantially all other expenditures are recognized when the related fund liability is incurred.

Other Financing Sources:

Proceeds from long-term obligations are accounted for as other financing sources. These sources are recognized at the time the underlying events occur.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

TOTAL COLUMNS ON BALANCE SHEETS:

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

FIXED ASSETS:

Fixed assets of the general fund are recorded as expenditures at the time they are purchased, constructed or donated, 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, estimated cost, or fair value if donated.

BUDGETARY REPORTING:

Combined statements of revenues, expenditures and changes in fund balance - budget and actual (cash basis) were prepared under control of the Board of Commissioners for the years ended December 31, 1998 and 1997.

Louisiana Statute R.S. 39:1309 requires revision of the budget when actual revenues fail to meet budgeted revenues by 5% or more and/or actual expenditures exceed budgeted expenditures by 5% or more.

The statements of revenues, expenditures, and changes in fund balance - budget and actual for the General Fund presents comparisons of legally adopted budgets with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of resulting timing differences in excess of revenues over expenditures for the years ended December 31, 1998 and 1997, are presented below:

	1998 <u>GENERAL FUND</u>	1997 <u>GENERAL FUND</u>
Excess of revenues over expenditures (budgetary basis)	\$ 19,569	\$ 2,322
Adjustments:		
To adjust revenues and expenditures due to continuing appropriations	<u>(16,319)</u>	<u>25,747</u>
EXCESS OF REVENUES OVER EXPENDITURES (GAAP BASIS)	<u>\$ 3,250</u>	<u>\$ 28,069</u>

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

2. CASH:

Cash consists of amounts in demand deposits. Deposits of the District in the amounts of \$113,707 and \$78,898 (bank balances) are held by one financial institution and are fully insured or collateralized as of December 31, 1998 and 1997, respectively.

3. CHANGES IN GENERAL FIXED ASSETS:

A summary of changes in general fixed assets follows:

	BALANCE JANUARY 1, 1997	1997 ADDITIONS	1997 DELETIONS	BALANCE DECEMBER 31, 1997	1998 ADDITIONS	1998 DELETIONS	DECEMBER 31, 1998
Land and buildings	\$ 77,761	\$ 4,529	\$ --	\$ 82,290	\$ 1,200	\$ --	\$ 83,490
Fire fighting equipment	<u>239,871</u>	<u>169,938</u>	<u>--</u>	<u>409,809</u>	<u>20,553</u>	<u>--</u>	<u>430,362</u>
	<u>\$317,632</u>	<u>\$174,467</u>	<u>\$ --</u>	<u>\$492,099</u>	<u>\$ 21,753</u>	<u>\$ --</u>	<u>\$513,852</u>

4. CHANGES IN GENERAL LONG-TERM OBLIGATIONS:

The following is a summary of the long-term obligation transactions for the years ended December 31, 1998 and 1997:

	\$ 60,000 <u>ISSUE</u>	\$ 70,000 <u>ISSUE</u>	\$100,000 <u>ISSUE</u>	<u>TOTAL</u>
Certificates of indebtedness payable at December 31, 1996	\$ 6,000	\$ 48,000	\$ --	\$ 54,000
Additions - 1997	--	--	100,000	100,000
Reductions - 1997	<u>(6,000)</u>	<u>(7,000)</u>	<u>--</u>	<u>(13,000)</u>
Certificates of indebtedness payable at December 31, 1997	--	41,000	100,000	141,000
Reductions - 1998	<u>--</u>	<u>(7,000)</u>	<u>(8,000)</u>	<u>(15,000)</u>
Certificates of indebtedness payable at December 31, 1998	<u>\$ --</u>	<u>\$ 34,000</u>	<u>\$ 92,000</u>	<u>\$126,000</u>

The \$60,000 issue bore interest at eight percent and matured in 1997. The \$70,000 issue bears interest at seven percent and matures in 2002. The \$100,000 issue bears interest at five and a half percent and matures in 2007. The certificates are secured by the ad valorem tax on property in the District.

The following amounts are expected maturities on the certificates of indebtedness at December 31, 1998 including interest payments of \$19,960:

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
 NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

4. CHANGES IN GENERAL LONG-TERM OBLIGATIONS: (Continued)

	\$70,000 <u>ISSUE</u>	\$100,000 <u>ISSUE</u>	<u>TOTAL</u>
1999	\$10,380	\$ 13,060	\$ 23,440
2000	9,820	13,620	23,440
2001	10,260	13,125	23,385
2002	9,630	13,630	23,260
2003	--	52,435	52,435
Total	<u>\$40,090</u>	<u>\$105,870</u>	<u>\$145,960</u>

5. LEVIED TAXES:

The following is a summary of authorized and levied ad valorem taxes for the years ended December 31, 1998 and 1997:

<u>AUTHORIZED MILLAGE</u>	<u>LEVIED MILLAGE</u>	<u>EXPIRATION DATE</u>
10.00	10.00	2001
10.00	10.00	2002
10.00	10.00	2006

6. USE OF ESTIMATES:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts. Accordingly, actual results could differ from those estimates.

7. DONATED SERVICES:

No amounts have been reflected in the financial statements for donated services. Donated services were not recorded due to the fact that the value of these services were not readily determinable. However, a substantial number of volunteers have donated significant amounts of their time in the fire department's program services.

8. YEAR 2000:

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the District's operations as early as fiscal year 1999.

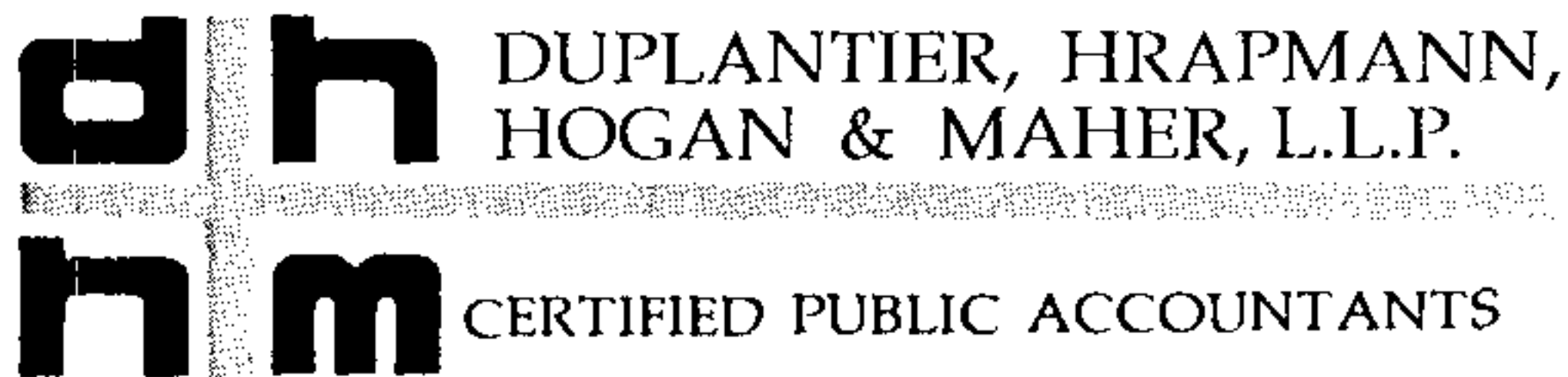
The District has completed a process of identifying computer systems and other electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the District's operations. The District is in the implementation stage in that computer software and hardware are believed to be year 2000 compliant.

However, because of the unprecedented nature of the year 2000 issue, its effect and the success of related efforts will not be fully determinable until the year 2000 and thereafter. Management cannot assure that the District is or will be year 2000 ready, or that parties with whom the District does business will be year 2000 ready.

ST. TAMMANY PARISH FIRE PROTECTION DISTRICT NO. 9
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1998 AND 1997

9. RESTATEMENT:

The Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual for the year ended December 31, 1997 has been restated to conform with the presentation of the December 31, 1998 statement.



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES

June 24, 1999

Board of Commissioners
St. Tammany Parish Fire
Protection District No. 9
P. O. Box 213
Bush, Louisiana 70431

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of St. Tammany Fire Protection District No. 9 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about St. Tammany Parish Fire Protection District No. 9's compliance with certain laws and regulations during the year ended December 31, 1998 included in the *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.

The procedures performed are as follows:

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).

There were no expenditures above the threshold amounts during the year ended December 31, 1998.

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 all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

None of the employees included on the list of employees provided by management [(agreed-upon procedure (3))] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

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

Management provided us with a copy of the original budget and amendments to the budget during the year.

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

We traced the adoption of the original budget and amendments to the minutes of meetings.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues fail to meet budgeted revenues by 5% or more or actual expenditures exceed budgeted expenditures by 5% or more.

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%.

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, (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.

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, payments were properly coded to the correct fund and general ledger account and inspection of documentation supporting each of the six selected disbursements indicated proper approvals.

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).

No exceptions regarding compliance with the laws and regulations were noted.

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 year 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 for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

Our prior year report, dated June 25, 1998, did not include any comments or unresolved issues.

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 the Board of Commissioners and management of St. Tammany 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.

Duplantier, Hapmann, Hogan & Mather LLP