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Release Date ~~MAR 10 1999~~

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

FINANCIAL STATEMENTS

DECEMBER 31, 1998

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

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LANGLINAIS

&

BROUSSARD

(A Corporation of Certified Public Accountants)

Glen P. Langlais, C.P.A.
Michael P. Broussard, C.P.A.

Gayle Falcon, C.P.A.

Patrick M. Guldry, C.P.A.

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Chip Centrell, C.P.A.

Branda Dubre, C.P.A.

Ken Bonin, C.P.A., M.B.A.

Chris Kohlenberg, C.P.A., M.B.A.

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Board of Commissioners
Vermilion Parish Fire Protection District
Number 7 of the Parish of Vermilion,
State of Louisiana

We have compiled the accompanying financial statements of the Vermilion Parish Fire Protection District Number 7, of the Parish of Vermilion, State of Louisiana, (District) a component unit of the Vermilion Parish Police Jury, State of Louisiana, 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 District. 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 January 13, 1999, on the results of our agreed-upon procedures.



LANGLINAIS & BROUSSARD
Certified Public Accountants

January 13, 1999

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&
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Glen P. Langlinais, C.P.A.
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Chris Kohlenberg, C.P.A., M.B.A.

**INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES**

Board of Commissioners
Vermilion Parish Fire Protection District
Number 7 of the Parish of Vermilion,
State of Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Vermilion Parish Fire Protection District Number 7, of the Parish of Vermilion, State of Louisiana, (District) and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the 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).

No individual expenditures were made during the year for materials and supplies exceeding \$15,000. However, one construction project was started during the year falling under the scope of the public bid law. We examined documentation which indicated that all of expenditures relating to this project 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 year under examination.

The District had no employees during the year under examination.

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.

The District had no employees during the year under examination.

Budgeting

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

The District did not legally adopt a budget for the year under examination as required by the Local Government Budget Act (LSA-RS 39:1301-14).

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

The District did not legally adopt a budget for the year under examination. Therefore, no mention of the budget was noted in the minutes provided by the management of the District.

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

We were unable to perform this comparison due to the fact that no budget was legally adopted by the District.

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 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

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 proper approvals were present for all payments.

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).

Due to the fact that the District is merely required to post the meeting agenda's and meeting notices at the meeting location, we were unable to test compliance. However, nothing came to our attention indicating that the District did not comply with the open meetings law..

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 one deposits which appeared to be proceeds of certificates of indebtedness.

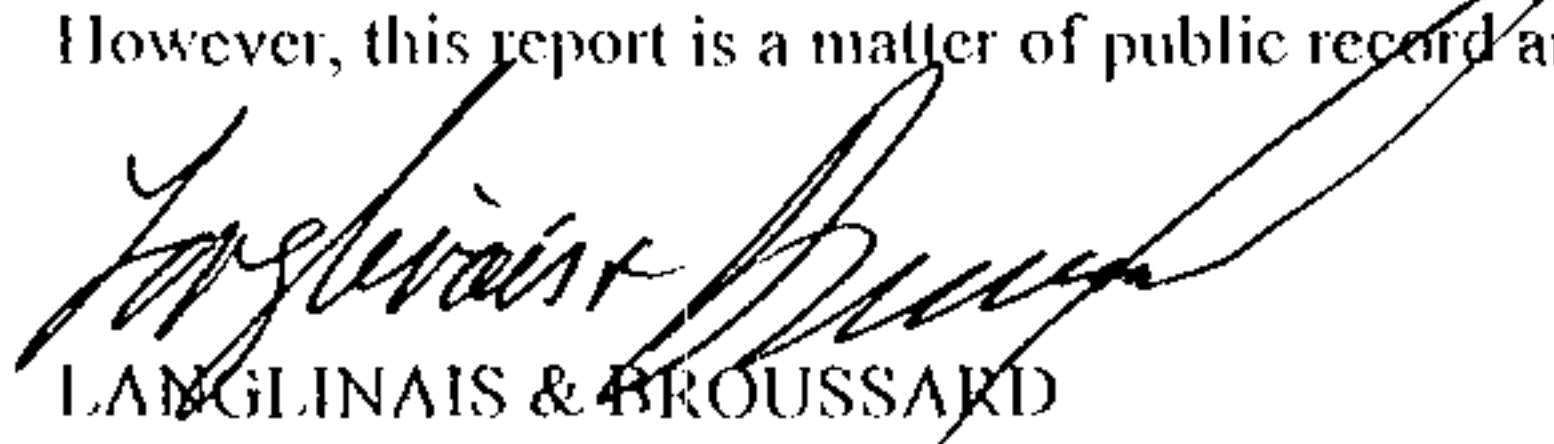
Advances and Bonuses

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.

The District had no employees during the year under examination.

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 District 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.



LANGLINAIS & BROUSSARD
Certified Public Accountants

January 13, 1999

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

**COMBINED BALANCE SHEET - ALL FUND TYPES
AND ACCOUNT GROUPS**

DECEMBER 31, 1998

	<u>GOVERN- MENTAL FUND</u>	<u>ACCOUNTS GROUPS</u>		<u>TOTAL (MEMO- RANDUM ONLY)</u>
	<u>GENERAL</u>	<u>GENERAL FIXED ASSETS</u>	<u>GENERAL LONG- TERM DEBT</u>	
ASSETS AND OTHER DEBITS				
ASSETS:				
Cash and Cash Equivalents	\$ 142,619	\$ -	\$ -	\$ 142,619
Taxes Receivable (net)	174,596	-	-	174,596
Restricted Assets:				
Sinking Fund Cash	3,750	-	-	3,750
Fixed Assets (net)	-	9,293	-	9,293
OTHER DEBITS:				
Amount to be Provided for Retirement of General Long-term Debt	-	-	150,000	150,000
Total Assets and Other Debits	<u>\$ 320,965</u>	<u>\$ 9,293</u>	<u>\$ 150,000</u>	<u>\$ 480,258</u>
LIABILITIES, EQUITY, AND OTHER CREDITS				
LIABILITIES:				
Accrued Interest Payable	\$ 442	\$ -	\$ -	\$ 442
Certificates of Indebtedness	-	-	150,000	150,000
Total Liabilities	<u>442</u>	<u>-</u>	<u>150,000</u>	<u>150,442</u>
EQUITY AND OTHER CREDITS:				
Investment in General Fixed Assets	-	9,293	-	9,293
Fund Balances:				
Reserved for Debt Service	3,308	-	-	3,308
Unreserved and Undesignated	<u>317,215</u>	<u>-</u>	<u>-</u>	<u>317,215</u>
Total Equity and Other Credits	<u>320,523</u>	<u>9,293</u>	<u>-</u>	<u>329,816</u>
Total Liabilities, Equity, and Other Credits	<u>\$ 320,965</u>	<u>\$ 9,293</u>	<u>\$ 150,000</u>	<u>\$ 480,258</u>

See Independent Accountants' Compilation Report and Notes to the Financial Statements.

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - ALL GOVERNMENTAL
FUND TYPES**

**FOR THE YEAR
ENDED DECEMBER 31, 1998**

	<u>GENERAL FUND</u>
REVENUES:	
Property Taxes	\$ 180,750
Interest	<u>4,120</u>
Total Revenues	<u>184,870</u>
EXPENDITURES:	
Current Public Safety:	
Bank Charges	68
Election Expenses	2,332
Capital Outlay	9,293
Debt Service:	
Issuance Costs	2,504
Paying Agent Fees	<u>150</u>
Total Expenditures	<u>14,347</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>170,523</u>
OTHER FINANCING SOURCES (USES):	
Proceeds from Certificates of Indebtedness	<u>150,000</u>
Total Other Financing Sources (Uses)	<u>150,000</u>
Excess of Revenues and Other Financing Sources over (Under) Expenditures and Other Financing Uses	320,523
Fund Balance, Beginning	<u>-----</u>
Fund Balance, Ending	<u>\$ 320,523</u>

See Independent Accountants' Compilation Report and Notes to the Financial Statements.

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -
GENERAL FUND**

**FOR THE YEAR
ENDED DECEMBER 31, 1998**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVOR.)</u>
REVENUES:			
Property Taxes	\$ -	\$ 180,750	\$ 180,750
Interest	-	4,120	4,120
Total Revenues	-	184,870	184,870
EXPENDITURES:			
Current Public Safety:			
Bank Charges	-	68	(68)
Election Expenses	-	2,332	(2,332)
Capital Outlay	-	9,293	(9,293)
Debt Service:			
Issuance Costs	-	2,504	(2,504)
Paying Agent Fees	-	150	(150)
Total Expenditures	-	14,347	(14,347)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	170,523	170,523
OTHER FINANCING SOURCES (USES):			
Proceeds From Certificates of Indebtedness	-	150,000	150,000
Total Other Financing Sources (Uses)	-	150,000	150,000
Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-	320,523	320,523
Fund Balance, Beginning	-	-	-
Fund Balance, Ending	\$ -	\$ 320,523	\$ 320,523

See Independent Accountants' Compilation Report and Notes to the Financial Statements.

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

NOTES TO FINANCIAL STATEMENTS

**AS OF AND FOR THE YEAR
ENDED DECEMBER 31, 1998**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Vermilion Parish Fire Protection District Number 7 of the Parish of Vermilion, State of Louisiana, (District) was formed to oversee the fire protection services for the seventh ward of Vermilion Parish, State of Louisiana.

The District is considered a component unit of the Vermilion Parish Police Jury, State of Louisiana, and, accordingly, the financial position and results of operations of the District are reflected in the financial statements included in the annual financial report of the Vermilion Parish Police Jury. The Vermilion Parish Police Jury exercises oversight responsibility with respect to the District. The Police Jury, however, does not exercise any control over specific expenditures of the District.

All activities over which the District exercises oversight responsibility have been incorporated to form the District's reporting entity. Oversight responsibility is determined by financial interdependency, selection of governing board, designation of management, accountability for financial matters, and ability to significantly influence operations. Such activities include the general operations and support services of the District.

A. FUND ACCOUNTING

The accounts of the District 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, or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into two generic fund types and two broad fund categories.

GOVERNMENTAL FUNDS

Governmental Funds are used to account for the District's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenues available if they are collected within 60 days after year end. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgements which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Property taxes are susceptible to accrual. Other receipts become measurable and available when cash is received by the government and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

Governmental Funds include the following fund types:

General Fund - The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

**AS OF AND FOR THE YEAR
ENDED DECEMBER 31, 1998**

NOTES TO FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ACCOUNT GROUPS

The *General Fixed Assets Account Group* is used to account for general fixed assets. The *General Long-term Debt Account Group* is used to account for general long-term debt and certain other liabilities.

B. DEPOSITS AND INVESTMENTS

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from date of acquisition.

At December 31, 1998, the carrying amounts of the District's deposits (checking accounts) were \$142,619, and the bank balances were \$142,619, of which the entire amount is guaranteed by federal depository insurance or collateral pledged to the entity, but not in the entity's name, and is held in the trust department of the pledging bank's correspondent bank.

C. RECEIVABLES AND PAYABLES

All property tax receivables are shown net of an allowance for uncollectibles. The property tax receivable allowance is equal to 4.77 percent of outstanding property taxes at December 31, 1998.

Property taxes were levied on January 1 on property values assessed on that date. Notices of tax liability are mailed on or about November 1 of the same year and are due and payable at that time. All unpaid taxes levied become delinquent January 1 of the following year. Property tax revenues are recognized in the same fiscal year within which they are billed because they are considered available in that period. Available includes those property tax receivables expected to be collected within sixty days after year end.

D. RESTRICTED ASSETS

Certain cash of the District are restricted for payment of debt service on the District's certificates of indebtedness.

E. FIXED ASSETS AND LONG-TERM LIABILITIES

Fixed assets used in governmental fund types of the District are recorded in the general fixed asset account group at cost. Donated fixed assets are recorded at their estimated fair value at the date of donation. Assets in the general fixed assets account group are not depreciated.

Public domain (infrastructure) general fixed assets (e.g., roads, bridges, sidewalks, and other assets that are immovable and of value only to the District) are not capitalized

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not included in the general fixed assets account group.

The District reports long-term debt of the governmental funds at face value in the general long-term debt account group. Certain other governmental fund obligations not expected to be financed with current available financial resources are also reported in the general long-term debt account group.

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

**AS OF AND FOR THE YEAR
ENDED DECEMBER 31, 1998**

NOTES TO FINANCIAL STATEMENTS

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

For governmental fund types, bond premiums and discounts, as well as issue costs, are recognized during the current period. Bond proceeds are reported as an other financing source net of the applicable premium or discount. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures.

F. FUND EQUITY

Reservations of fund balance represents amounts that are not appropriable or are legally segregated for a specific purpose.

G. TOTAL COLUMNS ON COMBINED STATEMENTS - OVERVIEW

Total columns on the "Combined Statements - Overview" 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. Interfund eliminations have not been made in the aggregation of this data.

H. ESTIMATES

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, as well as revenues and expenses reported for the periods presented. The Hospital regularly assesses these estimates and, while actual results may differ, management believes that the estimates are reasonable.

NOTE 2: PROPERTY TAX REVENUES / RECEIVABLES

For the year ended December 31, 1998, taxes of 7.00 mills were levied on property with assessed valuations totaling \$27,072,260.

Total taxes levied on January 1, 1998, were \$ 189,506. Taxes receivable at June 30, 1998, consisted of the following:

Taxes receivable current roll	\$ 183,351
Taxes receivable prior years	_____
	183,351
Allowance for Uncollectible Taxes	_____(8,755)
Net Taxes Receivable	<u>\$ 174,596</u>

NOTE 3: FIXED ASSETS

Activity in the general fixed assets account group for the District for the year ended December 31, 1998, was as follows:

	BALANCE JANUARY 1, 1998	ADDITIONS	RETIREMENTS	BALANCE DECEMBER 31 1998
- Construction in Process	\$ _____	\$ 9,293	\$ _____	\$ 9,293

**VERMILION PARISH FIRE PROTECTION DISTRICT NUMBER 7
OF THE PARISH OF VERMILION, STATE OF LOUISIANA**

NOTES TO FINANCIAL STATEMENTS

**AS OF AND FOR THE YEAR
ENDED DECEMBER 31, 1998**

NOTE 4: LONG-TERM DEBT

Certificates of Indebtedness. The District issued general obligation certificates of indebtedness to provide funds for the acquisition and construction of major capital facilities and equipment. All the certificates are reported in the general long-term debt account group.

General obligation certificates of indebtedness are direct obligations and pledge the full faith and credit of the District. These certificates have both varying rates of interest and amounts of principal maturing each year. Certificates of indebtedness currently outstanding are as follows:

Certificates of indebtedness, interest from 4.55% to 5.00%, payable in annual installments from \$10,000 to \$20,000 through March 1, 2008	<u>\$ 150,000</u>
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The following are maturities of general long-term debt for each of the next five years:

1999	\$ 10,000
2000	10,000
2001	15,000
2002	15,000
2003	15,000
Thereafter	<u>85,000</u>
	<u>\$ 150,000</u>

During the year ended December 31, 1998, the following changes occurred in liabilities reported in the general long-term debt account group:

	BALANCE JANUARY 1 1998	ADDITIONS	RETIREMENTS	BALANCE DECEMBER 31 1998
Certificates of Indebtedness	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>

NOTE 5: CONSTRUCTION CONTRACT

The District has entered into a contract for the construction of a rural fire station. The contract was signed on November 10, 1998. The contractor has agreed that substantial completion of this project will be achieved no later than 180 consecutive calendar days thereafter. The total contract cost for this project was \$87,185. As of December 31, 1998, \$9,293 has been expended on this project.

Vermilion Parish Fire Protection Dist. No. 7
20321 N. LA Highway 82
P. O. Box 613, Abbeville, LA 70511-0613
(318) 893-8023 or (318) 898-4027

LESTER LUQUETTE,
Chairman
1637 Audubon Rd
Abbeville, LA 70510
318-893-5330

January 15, 1999

RANDY CHOATE,
Vice-Chairman
21432 Choate Rd.
Abbeville, LA 70510
318-893-7101

Legislative Audit Advisory Council
State of Louisiana
P. O. BOX 94397
Baton Rouge, Louisiana 70804-9397

To Whom it May Concern,

SHERRILL SAGRERA,
Secretary/Treasurer
12139 W. LA Highway 82
Abbeville, LA 70510
318-893-0368

In response to The Independent Accountants' Report on Applying Agreed-Upon Procedures which is included in the financial statements of Vermilion Parish Fire Protection District Number 7 of the Parish of Vermilion, State of Louisiana as of and for the year ended December 31, 1998, the following action has been taken to correct the comment listed:

Finding - Budgets

STERLING NOEL
303 Thomas St.
Abbeville, LA 70510
318-893-0775

The Commission failed to prepare and adopt a budget as required by LSA-RS 39:1301-14, the Local Government Budget Act.

The Commission will prepare and adopt the financial budgets for the years ending December 31, 1999 and thereafter as required.

RODNEY PRIMEAUX
14413 Sweetbay Rd.
Abbeville, LA 70510
318-893-4729

I hope the above noted action will correct the problems we have had in the past.

Sincerely,


Sherrill Sagrera
Secretary/Treasurer
Vermilion Parish Fire Protection District Number 7