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WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana

Component Unit Financial Statements
As of and 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 clerk of court.

Release Date ~~JUN 9 1999~~ JUN 16 1999

**WARE ONE RURAL FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Rayville, Louisiana**

**Component Unit Financial Statements
 As of and for the Year Ended December 31, 1998
 With Supplemental Information Schedules**

CONTENTS

	Statement	Page
Accountant's Report on the Financial Statements		2
General Purpose Financial Statements:		
Balance Sheet - All Fund Types and Account Groups	A	3
Governmental Funds:		
Statement of Revenues, Expenditures, and Changes in Fund Balances	B	4
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget (Non-GAAP Basis) and Actual - General Fund	C	5
Notes to the Financial Statements		6
	Schedule	Page
Supplemental Information Schedules:		
Schedule of Compensation Paid Board Members	1	14
Summary Schedule of Prior Audit Findings	2	15
Corrective Action Plan for Current Year Audit Findings	3	16
Independent Accountant's Report on Applying Agreed-Upon Procedures		17
Louisiana Attestation Questionnaire		



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

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Accountant's Report

BOARD OF COMMISSIONERS
WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana

I have compiled the accompanying component unit financial statements of the Ward One Rural Fire Protection District, a component unit of the Richland Parish Police Jury, as listed in the Table of Contents, as of December 31, 1998, and for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of the Board. 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.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report, dated June 1, 1999, on the results of my agreed-upon procedures.

Rayville, Louisiana
June 1, 1999

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS**

Balance Sheet, December 31, 1998

	GOVERNMENTAL FUNDS	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONG-TERM OBLIGATIONS	
ASSETS AND OTHER DEBITS				
Assets:				
Cash and cash equivalents	\$76,191	\$	\$	\$76,191
Receivables	92,579			92,579
Meter deposits	200			200
Land, buildings, and equipment		245,834		245,834
Other Debits:				
Amount to be provided for retirement of general long-term obligations			180,000	180,000
TOTAL ASSETS AND OTHER DEBITS	\$168,970	\$245,834	\$180,000	\$594,804
LIABILITIES, EQUITY, AND OTHER CREDITS				
Liabilities:				
Accounts payable	\$158	\$	\$	\$158
General obligation bonds payable			180,000	180,000
Total Liabilities	\$158		\$180,000	\$180,158
Equity and Other Credits:				
Investment in general fixed assets		245,834		245,834
Fund balances:				
Reserved for debt service	50,630			50,630
Unreserved - undesignated	118,182			118,182
Total Equity and Other Credits	168,812	245,834		414,646
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$168,970	\$245,834	\$180,000	\$594,804

See the accountant's report and the accompanying notes.

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 1998**

	GENERAL FUND	TOTAL (MEMORANDUM ONLY)
REVENUES		
Ad valorem taxes	\$71,052	\$71,052
Intergovernmental revenues:		
Parish police jury-2% fire insurance rebate	5,254	5,254
Interest earnings	977	977
Miscellaneous	550	550
Refunds	(1,167)	(1,167)
Total revenues	\$76,666	\$76,666
EXPENDITURES		
General government-other general administration		
-retirement system contribution	2,289	2,289
Public Safety:		
Fuel	1,330	1,330
Insurance	4,048	4,048
Legal and accounting	1,200	1,200
Repairs and maintenance	18,037	18,037
Supplies	1,485	1,485
Training	2,595	2,595
Utilities	1,663	1,663
Capital Outlay	958	958
Debt service:		
Principal	30,000	30,000
Interest	11,795	11,795
Total expenditures	75,400	75,400
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	\$1,266	\$1,266
FUND BALANCES (Deficit) AT BEGINNING OF YEAR	167,546	167,546
FUND BALANCES (Deficit) AT END OF YEAR	\$168,812	\$168,812

See the accountant's report and the accompanying notes.

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
GOVERNMENTAL FUND - GENERAL FUND**

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

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Ad valorem taxes	\$60,000	\$68,839	\$8,839
Intergovernmental revenues:			
Parish police jury-2% fire insurance rebate	5,000	5,254	254
Interest earnings	800	977	177
Miscellaneous	0	550	550
Refunds	0	(1,167)	(1,167)
Total revenues	<u>\$65,800</u>	<u>\$74,453</u>	<u>\$8,653</u>
EXPENDITURES			
General government-other general administration			
-retirement system contribution	0	2,289	(2,289)
Public safety:			
Fuel	1,200	1,225	(25)
Insurance	4,500	4,048	452
Legal and accounting	1,200	1,200	0
Repairs and maintenance	16,686	18,037	(1,351)
Supplies	1,700	1,486	214
Training	3,000	2,595	405
Utilities	2,000	1,736	264
Capital Outlay	0	958	(958)
Debt service:			
Principal	30,000	30,000	0
Interest	11,500	11,795	(295)
Total expenditures	<u>71,786</u>	<u>75,369</u>	<u>(3,583)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(5,986)	(916)	5,070
FUND BALANCE (Deficit) AT BEGINNING OF YEAR	<u>167,546</u>	<u>167,546</u>	<u>0</u>
FUND BALANCE (Deficit) AT END OF YEAR	<u><u>\$161,560</u></u>	<u><u>\$166,630</u></u>	<u><u>\$5,070</u></u>

See the accountant's report and the accompanying notes.

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana**

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

INTRODUCTION

Ward One Rural Fire Protection District was created by resolution of the Richland Parish Police Jury on February 18, 1992, for the purpose of purchasing and maintaining fire equipment and providing fire protection for the people included in the district according to the boundaries set by the Richland Parish Police Jury. The district is governed by a board of commissioners consisting of five members. The commissioners are appointed by the Richland Parish Police Jury and receive no compensation for their services. The district has no employees.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying component unit financial statements of the Ward One Rural Fire Protection District have been prepared in conformity with generally accepted *accounting principles (GAAP) as applied to governmental units*. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

The district is a component unit of the Richland Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because it appoints a voting majority of the board and has the ability to impose its will on them.

C. FUND ACCOUNTING

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. 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.

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

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. Governmental funds of the district include:

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.

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

Revenues

Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on January 1. The taxes are recorded in the year they are assessed. The taxes are generally collected in December of the current year and January and February of the ensuing year. Delinquent taxes are considered fully collectible and therefore no allowance for uncollectible taxes is provided.

Interest income on time deposits are recorded at the end of each quarter when credited by the bank.

Substantially all other revenues are recorded when they become available to the district.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. BUDGETS

The district uses the following budget practices:

Preliminary budgets for the ensuing year are prepared by the secretary-treasurer during November of each year. The Board reviews the proposed budget and makes changes

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

as it deems appropriate. The budget is then adopted during the December meeting. All annual appropriations lapse at year end.

The budget comparison statement included in the accompanying financial statements include the original adopted budget (cash basis) and all subsequent amendments. The following reconciles the excess (deficiency) of revenues over expenditures shown in the combined statement of revenues, expenditures and changes in fund balance (GAAP basis) to the combined statement of revenues, expenditures and changes in fund balance (cash basis):

	<u>December 31, 1998</u>
Excess (deficiency) of revenues over expenditures (GAAP)	\$ 1,266
Adjustments:	
Receivables	(2,214)
Payables	<u>32</u>
Excess (deficiency) of revenues over expenditures (cash)	<u>\$ (916)</u>

F. ENCUMBRANCES

The district does not use the encumbrance system in its record keeping.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest-bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. *Public domain or infrastructures are capitalized. Interest costs incurred during construction are 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.

I. COMPENSATED ABSENCES

The district does not have any full time employees; therefore, it does not have a formal vacation or sick leave policy.

J. LONG-TERM OBLIGATIONS

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

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.

K. FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriate for expenditure or legally segregated for a specific future use.

Designated Fund Balances

Designated fund balances represent tentative plans for future use of financial resources.

L. TOTAL COLUMNS ON STATEMENTS

The 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. LEVIED TAXES

The district is authorized to levy a minimum of 6.00 mills and a maximum of 6.44 mills, annually, on property within the district for maintenance and operation of the district. The district levied 6.44 mills for the year 1999. The tax expires in the year 2002 unless renewed.

3. CASH AND CASH EQUIVALENTS

At December 31, 1998, the district has cash and cash equivalents (book balances) totaling \$76,191 as follows:

Demand deposits	\$25,561
Interest bearing time deposits	<u>50,630</u>
Total	<u><u>\$76,191</u></u>

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

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 has \$76,191 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance.

5. RECEIVABLES

The following is a summary of receivables at December 31, 1998:

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Total</u>
Ad valorem tax	\$92,579	\$92,579
Total	<u>\$92,579</u>	<u>\$92,579</u>

The taxes receivable account represents delinquent accounts for the prior years plus any unpaid current year taxes as of December 31, 1998. No allowance for uncollectibles is maintained.

5. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance January 1, 1998	Additions	Deductions	Balance December 31, 1998
Land	\$6,000	\$	\$	\$6,000
Buildings	75,823			75,823
Equipment	42,591	958		43,549
Vehicles	120,462			120,462
Total	<u>\$244,876</u>	<u>\$958</u>	<u>\$</u>	<u>\$245,834</u>

6. PENSION PLAN

The district has no employees, therefore, it does not have a pension plan of its own. The district contributes to the sheriff's office plan to cover the salaries of the persons collecting the ad valorem taxes for the district.

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

7. LEASES

The district has no operating or capital leases at December 31, 1998. The district has a local service agreement with the Town of Delhi to provide fire protection for the citizens of Delhi. This includes the sharing of equipment and personnel when necessary.

8. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions during the year:

	<u>Debt</u>	<u>Total</u>
Long-term obligations payable at January 1, 1997	\$210,000	\$210,000
Additions		
Deductions	<u>30,000</u>	<u>30,000</u>
Long-term obligations payable at December 31, 1997	<u>\$180,000</u>	<u>\$180,000</u>

The certificates consists of a notes payable to Bank One bearing interest at 6 percent per annum, payable on March 1 and September 1 of each year until the year 2003. The ad valorem tax has been pledged against the certificates to assure repayment of the loan. A sinking fund is required to be maintained each year with an amount equal to the principal and/or interest due in each calendar year. At present the district has \$50,630 in a Sinking fund.

9. LITIGATION AND CLAIMS

The district is not aware of any lawsuits or possible threats of any lawsuits at December 31, 1998.

10. YEAR 2000 ISSUE

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.

Ward One Rural Fire Protection District is aware of the potential problems of year 2000 but has not inventoried any electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the district's operations. As of December 31, 1998, the district does not use computers and the only other electronic devices used are the radios. At this time a phone call to the radio provider will determine the next step if any to be required.

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana
Notes to the Financial Statements (Continued)

The receivables are maintained by the tax collector of the Parish and the books are kept on a manual basis by the secretary/treasurer of the district.

Because of the unprecedented nature of the Year 2000 issue, its effects and the success of related remediation 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, that the district's remediation efforts will be successful in whole or in part, or that parties with whom the district does business will by year 2000 ready.

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, 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 AUDIT FINDINGS

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

CURRENT AUDIT FINDINGS

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

WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana

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

<u>NAME</u>	<u>AMOUNT</u>
Leon Smith, Chairman	\$0
Mary Forehand, Secretary/Treasurer	0
Lucille McEacharn	0
Alfred King	0
Patricia McEacharn	0
	<hr/>
Total	<u><u>\$0</u></u>

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana**

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

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Finding</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>	<u>Additional Explanation</u>
<u>1</u>	<u>12/31/1997</u>	<u>Actual Expenditures exceeded Budget by 14%</u>	<u>Yes</u>		
<u>2</u>	<u>12/31/1997</u>	<u>Approved items by telephone poll</u>	<u>Yes</u>		
<u>3</u>	<u>12/31/1997</u>	<u>Minutes of meetings not published</u>	<u>Yes</u>		

**WARD ONE RURAL FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Rayville, Louisiana**

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

There are no current year findings.



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

Independent Accountant's Report
on Applying Agreed-Upon Procedures

P.O. Box 397
611 Madeline Street
Rayville, LA 71269
Phone: (318) 728-6588

To the Board of Commissioners
Ward One Rural Fire Protection District

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Ward One Rural Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Ward One Rural 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, 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. 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 expenditures for materials and supplies exceeding \$15,000 or public works exceeding \$100,000 were found.

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 me with the required list including the noted information.

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

The District has no employees. It is all volunteer.

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.

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

Management provided me with a copy of the original budget and all amendments.

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

I traced the adoption of the original budget to the minutes of a meeting held on December 9, 1996 which indicated that the budget had been adopted by the commissioners of Ward One Rural Fire Protection District by a vote of 6 in favor and 0 opposed. One amendment made to the budget was approved on December 8, 1998 by a vote of 6 in favor and 0 opposed.

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.

I 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;

I 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 approvals from the treasurer.

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).

Ward One Rural Fire Protection District is only required to post a notice of each meeting and the accompanying agenda on the door of the district's station. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than unmarked copies of the notices and agendas.

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.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

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

The District has no employees to review records for advances or bonuses.

My prior year report, dated June 22, 1998, had some findings, all of which have been resolved as of December 31, 1998. They are listed in a schedule included with this report.

I was 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, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Ward One Rural Fire Protection 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.

A handwritten signature in cursive script that reads "Karen M. Hollis".

June 1, 1999

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

5-25-99 (Date Transmitted)

Karen M Hollis CPA
PO Box 397
Rayville LA 71269

(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 5-25-99 (date of 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 [] 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, and 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 Meetings 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 39:1410.60-1410:65.

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 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.

_____ Secretary _____ Date

_____ Treasurer _____ Date

Leon Smith _____ President _____ Date