

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

RECEIVED
SEP 25 11:02

99700337

5658

22

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana

Component Unit Financial Statements
As of and for the Year Ended
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.

Release Date ~~SEP 30 1998~~

Karen M Hollis, CPA
611 Madeline Street
PO Box 397
Rayville, Louisiana 71269
(318) 728-6588

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana

Component Unit Financial Statements
As of and for the Year Ended June 30, 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 (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

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

Accountant's Report

BOARD OF COMMISSIONERS
MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana

I have compiled the accompanying component unit financial statements of the Mangham Fire Protection District No. 4, a component unit of the Richland Parish Police Jury, as listed in the Table of Contents, as of June 30, 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.

Karen M Hollis

Rayville, Louisiana
September 15, 1998

**MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS**

Balance Sheet, June 30, 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 | \$22,497 | \$ | \$ | \$22,497 |
| Receivables | 4,050 | | | 4,050 |
| Land, buildings, and equipment | | 595,774 | | 595,774 |
| Other Debits: | | | | |
| Amount to be provided for retirement of general long-term obligations | | | 432,562 | 432,562 |
| TOTAL ASSETS AND OTHER DEBITS | \$26,547 | \$595,774 | \$432,562 | \$1,054,883 |
| LIABILITIES, EQUITY, AND OTHER CREDITS | | | | |
| Liabilities: | | | | |
| Accounts payable | \$887 | \$ | \$ | \$887 |
| General obligation bonds payable | | | 432,562 | 432,562 |
| Total Liabilities | \$887 | | \$432,562 | \$433,449 |
| Equity and Other Credits: | | | | |
| Investment in general fixed assets | | 595,774 | | 595,774 |
| Fund balances: | | | | |
| Reserved for debt service | 9,764 | | | 9,764 |
| Unreserved - undesignated | 15,896 | | | 15,896 |
| Total Equity and Other Credits | 25,660 | 595,774 | | 621,434 |
| TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | \$26,547 | \$595,774 | \$432,562 | \$1,054,883 |

See the accountant's report and the accompanying notes.

**MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
GOVERNMENTAL FUNDS**

**Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended June 30, 1998**

| | GENERAL FUND | TOTAL (MEMORANDUM ONLY) |
|--|-----------------|-------------------------------|
| REVENUES | | |
| Parcel Fees | \$74,700 | \$74,700 |
| Intergovernmental revenues: | | |
| Parish police jury-2% fire insurance rebate | 4,049 | 4,049 |
| Interest earnings | 1,021 | 1,021 |
| Miscellaneous | 488 | 488 |
| Refunds | (600) | (600) |
| Total revenues | \$79,658 | \$79,658 |
| EXPENDITURES | | |
| Public Safety: | | |
| Fuel | 671 | 671 |
| Insurance | 15,004 | 15,004 |
| Legal and accounting | 6,714 | 6,714 |
| Medical | 420 | |
| Office supplies | 422 | |
| Repairs and maintenance | 3,863 | 3,863 |
| Supplies | 2,829 | 2,829 |
| Telephone | 1,229 | |
| Utilities | 3,148 | 3,148 |
| Capital Outlay | 3,784 | 3,784 |
| Debt service: | | |
| Principal | 22,305 | 22,305 |
| Interest | 23,829 | 23,829 |
| Total expenditures | 84,218 | 84,218 |
| EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES | (\$4,560) | (\$4,560) |
| FUND BALANCES (Deficit) AT BEGINNING OF YEAR | 32,157 | 32,157 |
| PRIOR PERIOD ADJUSTMENT | (1,937) | (1,937) |
| FUND BALANCES (Deficit) AT END OF YEAR | \$25,660 | \$25,660 |

See the accountant's report and the accompanying notes.

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
GOVERNMENTAL FUND - GENERAL FUND

Statement of Revenues, Expenditures,
and Changes in Fund Balance - Budget
(GAAP Basis) and Actual
For the Year Ended June 30, 1998

| | <u>BUDGET</u> | <u>ACTUAL</u> | <u>VARIANCE FAVORABLE (UNFAVORABLE)</u> |
|--|-----------------|-----------------|---|
| REVENUES | | | |
| Parcel Fees | \$75,500 | \$74,700 | (\$800) |
| Intergovernmental revenues: | | | |
| Parish police jury-2% fire insurance rebate | 4,000 | 4,049 | 49 |
| Interest earnings | 1,000 | 1,021 | 21 |
| Miscellaneous | 0 | 488 | 488 |
| Refunds | 0 | (600) | (600) |
| Total revenues | <u>\$80,500</u> | <u>\$79,658</u> | <u>(\$842)</u> |
| EXPENDITURES | | | |
| Public safety: | | | |
| Fuel | 2,000 | 671 | 1,329 |
| Insurance | 8,500 | 15,004 | (6,504) |
| Legal and accounting | 8,000 | 6,714 | 1,286 |
| Medical | 0 | 420 | (420) |
| Office supplies | 300 | 422 | (122) |
| Repairs and maintenance | 5,000 | 3,863 | 1,137 |
| Supplies | 680 | 2,829 | (2,149) |
| Telephone | 0 | 1,229 | (1,229) |
| Training | 200 | 0 | 200 |
| Utilities | 4,000 | 3,148 | 852 |
| Capital Outlay | 1,000 | 3,784 | (2,784) |
| Debt service: | | | |
| Principal | 25,410 | 22,305 | 3,105 |
| Interest | 25,410 | 23,829 | 1,581 |
| Total expenditures | <u>80,500</u> | <u>84,218</u> | <u>(3,718)</u> |
| EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES | 0 | (4,560) | (4,560) |
| FUND BALANCE (Deficit) AT BEGINNING OF YEAR | 32,157 | 32,157 | 0 |
| PRIOR PERIOD ADJUSTMENT | | (1,937) | (1,937) |
| FUND BALANCE (Deficit) AT END OF YEAR | <u>\$32,157</u> | <u>\$25,660</u> | <u>(\$6,497)</u> |

See the accountant's report and the accompanying notes.

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana

Notes to the Financial Statements
As of and for the Year Ended June 30, 1998

INTRODUCTION

Mangham Fire Protection District No. 4 was created by resolution of the Richland Parish Police Jury in July, 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 Mangham Fire Protection District No. 4 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

As the governing authority of the parish, for reporting purposes, the Richland Parish Police Jury is the financial reporting entity for Richland Parish. The financial reporting entity consists of (a) the primary government (police jury), (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.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Richland 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

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

- a. The ability of the police jury 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 police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
 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.

Because the police jury appoints the governing board, the district was determined to be a component unit of the Richland Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

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.

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

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

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

Parcel fees are assessed on a calendar year basis, become due on November 1 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 deposits is recorded 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 during April of each year. The Board reviews the proposed budget and makes changes as it deems appropriate. The budget is then adopted during the May meeting. All annual appropriations lapse at year end.

The budget comparison statement included in the accompanying financial statements presents the adopted budget (GAAP basis) as no amendments were made during the year. Accounting principles applied for purposes of developing data on a budgetary basis and those used to present financial statements in conformity with generally accepted accounting principles are the same and no adjustment is necessary to convert the actual GAAP data to the budgetary basis.

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

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

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

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

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

The district is authorized to levy a parcel fee not to exceed \$100 annually on property within the district for maintenance and operation of the district. The fee may be collected at the same time as ad valorem taxes and the fee expires in 2017.

3. CASH AND CASH EQUIVALENTS

At June 30, 1998, the district has cash and cash equivalents (book balances) totaling \$22,497 as follows:

| | |
|----------------------------------|------------------------|
| Demand deposits | \$12,733 |
| Interest bearing demand deposits | <u>9,764</u> |
| Total | <u><u>\$22,497</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 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 June 30, 1998, the district has \$22,466 in deposits (collected bank balances). These deposits are secured from risk by \$100,000 of federal deposit insurance.

5. FUND DEFICITS

The district had a general fund deficit of (4,560) at June 30, 1998. The district has been paying a substantial amount for insurance coverage and is in the process of trying to reduce the premiums while retaining the coverage needed. This will help in reducing the expenditures for the next fiscal year.

6. RECEIVABLES

The following is a summary of receivables at June 30, 1998:

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

| <u>Class of Receivable</u> | <u>General Fund</u> | <u>Total</u> |
|----------------------------|-------------------------|----------------|
| Parcel Fees | \$4,050 | \$4,050 |
| Total | <u>\$4,050</u> | <u>\$4,050</u> |

The receivable account represents delinquent accounts for the prior years plus any unpaid current year parcel fees as of June 30, 1998. No allowance for uncollectibles is maintained.

7. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

| | Balance 1-Jul 1997 | Additions | Deductions | Balance 30-Jun 1998 |
|--------------------|--------------------------|----------------|------------|---------------------------|
| Land | \$7,181 | \$ | \$ | \$7,181 |
| Buildings | 140,245 | | | 140,245 |
| Trucks & Equipment | 399,564 | 3,784 | | 403,348 |
| Donated Equipment | 45,000 | | | 45,000 |
| Total | <u>\$591,990</u> | <u>\$3,784</u> | <u>\$</u> | <u>\$595,774</u> |

8. PENSION PLAN

The district has no employees, therefore, it does not have a pension plan of its own.

9. LEASES

The District lease the Fire Station #1 from the Town of Mangham for \$1 per year.

10. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

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

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
Notes to the Financial Statements (Continued)

| | <u>Debt</u> | <u>Total</u> |
|---|------------------|------------------|
| Long-term obligations payable at July 1, 1997 | \$454,867 | \$454,867 |
| Additions | | |
| Deductions | <u>22,305</u> | <u>22,305</u> |
| Long-term obligations payable at June 30, 1998 | <u>\$432,562</u> | <u>\$432,562</u> |

On January 30, 1995, the District issued two Parcel Fee Bonds totaling \$476,000 at an interest rate of 5.25%. The following schedule outlines the bond details and repayment information:

Bond R-1: Principal of \$119,000 with twenty-two annual payments. The first payment on January 31, 1996 was for interest only. The remaining annual payments of \$9,477 will consist of principal and interest.

Bond R-2: Principal of \$357,000 with fifteen annual payments. The first payment on January 31, 1996 was for interest only. The remaining annual payments of \$36,646 will consist of principal and interest.

| <u>Year Ending</u> | <u>Principal</u> | <u>Interest</u> | <u>Total Due</u> |
|--------------------|------------------|-----------------|------------------|
| June 30, 1999 | 23,410 | 22,713 | 46,123 |
| June 30, 2000 | 24,639 | 21,484 | 46,123 |
| June 30, 2001 | 25,933 | 20,190 | 46,123 |
| June 30, 2002 | 27,294 | 18,829 | 46,123 |
| June 30, 2003 | 28,727 | 17,396 | 46,123 |
| June 30, 2004-2017 | <u>302,622</u> | <u>86,577</u> | <u>389,199</u> |
| Totals | <u>432,625</u> | <u>187,189</u> | <u>619,814</u> |

11. LITIGATION AND CLAIMS

The district is not aware of any lawsuits or possible threats of any lawsuits at June 30, 1998.

12. PRIOR PERIOD ADJUSTMENT

The prior period adjustment of (\$1,937) was in relation to the receivables in the prior year. The actual amount was not adjusted to reflect the actual delinquent accounts at that time.

**MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana
SUPPLEMENTAL INFORMATION SCHEDULES
For the Year Ended June 30, 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.

MANGHAM FIRE PROTECTION DISTRICT NO. 4
RICHLAND PARISH POLICE JURY
Mangham, Louisiana

Schedule of Compensation Paid Board Members
For the Year Ended June 30, 1998

| <u>NAME</u> | <u>AMOUNT</u> |
|---------------------|-------------------|
| Gary Piro, Chairman | \$0 |
| John Landers | 0 |
| Samuel Duchesne | 0 |
| Fred Douciere | 0 |
| Royce Lowery | 0 |
| | <hr/> |
| Total | <u><u>\$0</u></u> |

**MANGHAM FIRE PROTECTION DISTRICT NO. 4
 RICHLAND PARISH POLICE JURY
 Mangham, Louisiana**

**Summary Schedule of Prior Audit Findings
 For the Year Ended June 30, 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>6/30/97</u> | <u>Actual revenues failed to meet budgeted by >5%</u> | <u>Yes</u> | <u>Amend budgets in current year and in the future</u> | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

MANGHAM FIRE PROTECTION DISTRICT NO. 4
 RICHLAND PARISH POLICE JURY
 Mangham, Louisiana

Corrective Action Plan for
 Current Year Audit Findings
 For the Year Ended June 30, 1998

| <u>Ref. No.</u> | <u>Description of Finding</u> | <u>Corrective Action Planned</u> | <u>Name(s) of Contact Person(s)</u> | <u>Anticipated Completion Date</u> |
|-----------------|---|--|-------------------------------------|------------------------------------|
| 1 | Actual expenditures exceeded budgeted by 5% | Adjust budget when an unfavorable variance occurs of 5% or more | Gary Piro | October 1, 1998 |
| 2 | Invoice missing for reimbursement of expenses | Fill out expense report and attach receipts for all reimbursements | Gary Piro | October 1, 1998 |
| | | | | |
| | | | | |
| | | | | |



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
Mangham Fire Protection District No. 4

I have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Mangham Fire Protection District No. 4 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Mangham Fire Protection District's compliance with certain laws and regulations during the year ended June 30, 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. There were no 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 06/23/97 which indicated that the budget had been adopted by the commissioners of Mangham Fire Protection District No. 4 by a vote of 5 in favor and 0 opposed. There were no amendments made to the budget.

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 expenditures for the year exceeded budgeted amounts by 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 on four of the six. Two of the six were missing supporting documentation, one was for mowing and one was a reimbursement of expenses.

- (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 the minutes supported approval for payment of the six selected disbursements.

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).

Mangham Fire Protection District No. 4 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.

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.

The prior year report, dated December 5, 1997, had a finding that is listed in a schedule included with this report with actions taken or not taken.

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 Mangham Fire Protection District No. 4 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.

Karen M Hollis

September 15, 1998

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

9-1-98 (Date Transmitted)

Karen M Hollis CPA
611 Madeline St 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 9-1-98 (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

Gary P. ... President 8-24-98 Date