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**NATCHITOCHE PARISH  
FIRE PROTECTION DISTRICT NO. 3**

**FINANCIAL REPORT  
December 31, 2003**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 8-11-04

Natchitoches Parish Fire Protection District No. 3  
Financial Report  
December 31, 2003

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Required Supplementary Information		
Managements' Discussion and Analysis	-	1-4
Accountants' Compilation Report	-	5
Basic Financial Statements		
Government-Wide Financial Statements		
Statement of Net Assets	A	8
Statement of Activities	B	9
Fund Financial Statements		
Balance Sheet-Governmental Fund	C	11
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Assets	D	12
Statement of Revenues, Expenditures, and Changes in Fund Balance-Governmental Fund	E	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances- Governmental Funds to the Statement of Activities	F	14
Notes to Financial Statements	-	16-25
Other Required Supplementary Information		
Budgetary Comparison Schedule-General Fund	G	27
Supplementary Information		
Independent Accountants' Report on Applying Agreed-Upon Procedures	H	28-30
Louisiana Attestation Questionnaire	I	31-33
Management Letter	J	34

# NATCHITOCHEES PARISH FIRE PROTECTION DISTRICT NO. 3

**P. O. Box 141  
Clarence, LA 71414-0141**

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis is an element of the new reporting model adopted by the *Governmental Accounting Standards Board (GASB)* in their Statement No. 34. As this is the first year the District will be reporting under this new model, certain comparative information with the previous year, which is by design included in this model, will not be presented in the analysis, as permitted by GASB No. 34 with respect to first year reporting.

### Financial Highlights

This annual report consists of a series of new financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending. The District is a component unit of the Natchitoches Parish Police Jury. Its operations are conducted through a general fund.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Assets

ASSETS:

Assets	\$ 75,268
Capital assets, net of accumulated depreciation	<u>145,605</u>
Total Assets	<u>\$220,873</u>

LIABILITIES:

Current Portion Long-term Debt	\$ 10,000
Long-term Debt	<u>55,000</u>
Total Liabilities	<u>\$ 65,000</u>
Net Assets	<u>\$155,873</u>

NET ASSETS:

Investment in capital assets, net of related debt	\$ 80,605
Unreserved fund balance	<u>75,268</u>
Total Net Assets	<u>\$155,873</u>

## Summary of Statement of Activities

## REVENUES:

## General Revenues:

Taxes	\$22,206
Grant	24,883
Other	<u>3,643</u>

Total Revenues \$50,732

## EXPENSES:

Public Safety	\$32,313
General and Administration	10,446
Depreciation Expense	<u>16,805</u>

Total Expenses \$59,564

Change in Net Assets \$ (8,832)

- This District's assets exceeded its liabilities by \$155,873 (net assets) for the year.
- Unreserved net assets of \$75,268 represent the portion available to maintain the District's obligation to both citizens and creditors.

General Fund Budgetary Highlights

The actual revenues were below the budgeted amount for the year by \$7,768, as we had budgeted a grant at \$29,900 at year-end and only \$24,883 had been received. Actual expenses were under the budgeted amount by \$5,991.

Economic Factors and Next Year's Budget

The primary revenue source for the District is property taxes. This tax is not subject to changes in the economy, in the short-term. However, in the long-term, significant increases/decreases in the tax base would be evident. The budget for FY 2004 will change significantly as both revenues and expenditures will be less than FY 2003, as we are not projecting any grant revenues for FY 2004.

Contacting the Fire District

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the District at P. O. Box 141, Clarence, Louisiana 71414-0141.

**Johnson, Thomas & Cunningham**  
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1962-1996)

Mark D. Thomas, CPA – A Professional Corporation  
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ACCOUNTANT'S COMPILATION REPORT ON THE FINANCIAL STATEMENTS

Natchitoches Parish Fire  
Protection District No. 3  
P. O. Box 141  
Clarence, LA 71414-0141

We have compiled the accompanying financial statements of the governmental activities and major fund information of the Natchitoches Parish Fire District No. 3, a component unit of the Natchitoches Parish Police Jury, as of and for the year ended December 31, 2003, which collectively comprise the District's basic financial statements as listed in the Table of Contents, 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.

The Management's Discussion and Analysis and budgetary comparison information on pages 1 through 4 and 26 through 27 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. Management has prepared the Management's Discussion & Analysis information. We have compiled the other supplementary information from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information or on Management's Discussion & Analysis.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated July 8, 2004, on the results of our agreed-upon procedures.

**Johnson, Thomas & Cunningham**  
Johnson, Thomas & Cunningham, CPA's

July 8, 2004  
Natchitoches, LA 71457

## BASIC FINANCIAL STATEMENTS



**GOVERNMENT-WIDE  
FINANCAL STATEMENTS**

Natchitoches Parish Fire Protection District No. 3  
Statement of Net Assets  
December 31, 2003

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
<b>Current Assets:</b>	
Cash & Cash Equivalents	\$ 56,881
Receivables (Net)	<u>18,387</u>
Total Current Assets	\$ 75,268
<b>Non-current Assets:</b>	
Capital Assets (Net)	<u>145,605</u>
Total Assets	<u>\$220,873</u>
<b>LIABILITIES:</b>	
<b>Current Liabilities:</b>	
Current Portion Long-term Debt	\$ 10,000
<b>Non-current Liabilities:</b>	
Long-term Debt	<u>55,000</u>
Total Liabilities	<u>\$ 65,000</u>
<b>NET ASSETS:</b>	
Invested in Capital Assets, Net of Related Debt	\$ 80,605
Unrestricted	<u>75,268</u>
Total Net Assets	<u>\$155,873</u>
Total Liabilities and Net Assets	<u>\$220,873</u>

See accountant's compilation report and notes to financial statements.

Natchitoches Parish Fire Protection District No. 3  
Statement of Activities  
December 31, 2003

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Assets Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
<b>Governmental Activities:</b>				
General Government	\$27,251	\$0	\$ 0	\$ (27,251)
Public Safety	<u>32,313</u>	<u>0</u>	<u>24,883</u>	<u>(7,430)</u>
<b>Total Governmental   Activities</b>	<b><u>\$59,564</u></b>	<b><u>\$0</u></b>	<b><u>\$(24,883)</u></b>	<b><u>\$ (34,681)</u></b>
<b>General Revenues:</b>				
<b>Taxes:</b>				
Property Taxes				\$ 22,206
Intergovernmental				3,093
Interest				464
Miscellaneous				<u>86</u>
<b>Total General Revenues</b>				<b><u>\$ 25,849</u></b>
<b>Change in Net Assets</b>				<b>\$ (8,832)</b>
<b>Net Assets January 1, 2003     (Restated, see Note 3)</b>				<b><u>164,705</u></b>
<b>Net Assets December 31, 2003</b>				<b><u>\$155,873</u></b>

See accountant's compilation report and notes to financial statements.

**FUND FINANCIAL STATEMENTS**

Natchitoches Parish Fire Protection District No. 3  
Balance Sheet-Governmental Fund  
December 31, 2003

Assets:

Cash	\$56,881
Receivables	<u>18,387</u>
Total Assets	<u>\$75,268</u>

Liabilities:	\$ 0
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Fund Balance:

Unreserved	<u>75,268</u>
Total Liabilities and Fund Balance	<u>\$75,268</u>

See accountant's compilation report and notes to financial statements.

Natchitoches Parish Fire Protection District No. 3  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Assets  
December 31, 2003

Total Fund Balance for the Governmental Fund at December 31, 2003	\$ 75,268
Total Net Assets reported for Governmental Activities in the Statement of Net Assets is different because:	
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:	
Land, Equipment, Buildings, and Vehicles, Net of Accumulated Depreciation	145,605
Long-Term Liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the Funds	<u>(65,000)</u>
Total Net Assets of Governmental Activities at December 31, 2003	<u>\$155,873</u>

See accountant's compilation report and notes to financial statements.

Natchitoches Parish Fire Protection District No. 3  
Statement of Revenues, Expenditures and Changes in Fund Balance-  
Governmental Fund  
Year Ended December 31, 2003

	<u>Total</u>
<b>REVENUES:</b>	
Taxes	\$22,206
Intergovernmental	27,976
Miscellaneous	<u>550</u>
Total Revenues	<u>\$50,732</u>
<b>EXPENDITURES:</b>	
Current-	
General Government-	
Insurance	\$ 3,755
Office Expense	1,359
Telephone & Utilities	<u>1,409</u>
Total General Government	<u>\$ 6,523</u>
Public Safety-	
Maintenance & Supplies	\$32,313
Capital Expenditures	<u>750</u>
Total Public Safety	<u>\$33,063</u>
Debt Service-	
Principal Payments	\$ 9,000
Interest	<u>3,923</u>
Total Debt Service	<u>\$12,923</u>
Total Expenditures	<u>\$52,509</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (1,777)
Fund Balance-Beginning of Year	<u>77,045</u>
Fund Balance-End of Year	<u>\$75,268</u>

See accountant's compilation report and notes to financial statements.

Natchitoches Parish Fire Protection District No. 3  
Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balance of the Governmental Funds  
to the Statement of Activities  
For the Year Ended December 31, 2003

Total Net Change in Fund Balance at December 31, 2003, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (1,777)
The Change in Net Assets reported for Governmental Activities in the Statement of Activities is different because:	
ADD: Principal paid on long-term debt is shown as as an expenditure in governmental funds, but it reduces long-term debt in the Statement of Net Assets	9,000
ADD: Capital Outlay costs which are considered expenditures on the Statement of Revenues, Expenditures and Changes in Fund Balance, are shown as increases in assets on the Statement of Net Assets	750
LESS: Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets. Depreciation expense for the year ended December 31, 2003	<u>(16,805)</u>
Total changes in Net Assets at December 31, 2003, per Statement of Activities	<u>\$ (8,832)</u>

See accountant's compilation report and notes to financial statements.



**NOTES TO FINANCIAL STATEMENTS**

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

**1. Introduction:**

Fire Protection District No. 3, of Natchitoches Parish, Louisiana was created in June 1982, by ordinance of the Natchitoches Parish Policy Jury. The District is charged with providing fire protection for the citizens of District No. 3 of Natchitoches Parish.

**2. Summary of Significant Accounting Policies:**

The accounting and reporting policies of Natchitoches Parish Fire Protection District No. 3 conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

**A. Reporting Entity-**

As the governing authority of the Parish, for reporting purposes, the Natchitoches Parish Police Jury is the financial reporting entity for Natchitoches 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.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Natchitoches Parish Police Jury for financial reporting purposes. The basic criteria 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 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.

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

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 created by ordinance Fire District No. 3, the District was determined to be a component unit of the Natchitoches 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.

**B. Basis of Presentation-**

**Government-Wide Financial Statements (GWFS)**

The Statement of Net Assets and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

**C. Fund Accounting-**

The accounts of the District are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

The District maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The major fund of the District is described below:

Governmental Fund-

General Fund

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

D. Measurement Focus/Basis of Accounting-

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus-

On the government-wide Statement of Net Assets and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement is used as appropriate.

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on the balance sheet. The operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

- b. The government-wide financial statement utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost of recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.
- c. The government-wide financial statement utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost of recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net assets.

**Basis of Accounting-**

In the government-wide Statement of Assets and Statement of Activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic assets used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

**E. Assets, Liabilities, and Equity-**

**Cash and Interest-Bearing Deposits-**

For purposes of the Statement of Net Assets, cash and interest-bearing deposits include all demand accounts and savings accounts of the District.

**Capital Assets-**

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$500 or more for capitalizing capital assets.

**Natchitoches Parish Fire Protection District No. 3**  
**Notes to Financial Statements**  
**December 31, 2003**

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, computers	5 years
Firefighting equipment	10 years
Ladders, hoses, airpacks	7 years
Radios	10 years
Fire trucks	10 years
Other vehicles	5 years
Buildings	40 years

**Equity Classifications-**

In the government-wide statements, equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt--Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets---Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net assets---All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

**F. Budget-**

Prior to the beginning of each fiscal year, the Natchitoches Parish Fire Protection District No. 3 adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

G. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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 and the reported amounts of revenues, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

**3. Changes in Accounting Principles:**

For the year ended December 31, 2003, the District has implemented GASB Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. GASB No. 34 creates new basic financial statements for reporting on the District's financial activities. The financial statements now include government-wide financial statements prepared on the accrual basis of accounting, and fund financial statements which present information for individual major funds rather than by fund type which has been the mode of presentation in previously issued financial statements.

The implementation of GASB No. 34 caused the opening fund balance at December 31, 2002, to be restated in terms of "net assets" as follows:

Total fund balance-Governmental Fund at December 31, 2002		\$ 77,045
Add: Cost of capital assets at December 31, 2002	\$235,127	
Less: Accumulated Depreciation at December 31, 2002	(73,467)	
Less: Long-term debt at December 31, 2002	(74,000)	<u>87,660</u>
Net Assets at December 31, 2002		<u>\$164,705</u>

**4. Cash and Cash Equivalents:**

For reporting purposes, cash and cash equivalents include demand deposits, time deposits, and certificates of deposit. At December 31, 2003, the District had cash and cash equivalents (collected bank balances) totaling \$56,928. Cash and cash equivalents are stated at cost, which approximates market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal



Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the District. The deposits at December 31, 2003, were secured as follows:

Demand Deposits	\$ 7,878
Savings Account	<u>49,050</u>
Total	<u>\$56,928</u>
FDIC Insurance	<u>\$56,928</u>

**5. Capital Assets:**

Capital asset balances and activity for the year ended December 31, 2003, is as follows:

Governmental Activities	Balance 01-01-03	Additions	Deletions	Balance 12-31-03
Capital Assets Not Depreciated:				
Land	\$ <u>4,500</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>4,500</u>
Capital Assets Depreciated:				
Firefighting equipment	\$ 24,885	\$ 750	\$ 0	\$ 25,635
Fire trucks	120,101	0	0	120,101
Buildings	<u>85,641</u>	<u>0</u>	<u>0</u>	<u>85,641</u>
Total Assets	<u>\$235,127</u>	<u>\$ 750</u>	<u>\$ 0</u>	<u>\$235,877</u>
Less, Accumulated Depreciation:				
Firefighting equipment	\$ 14,318	\$ 3,186	\$ 0	\$ 17,504
Fire trucks	50,576	11,478	0	62,054
Buildings	<u>8,573</u>	<u>2,141</u>	<u>0</u>	<u>10,714</u>
Total Depreciation	<u>\$ 73,467</u>	<u>\$16,805</u>	<u>\$ 0</u>	<u>\$ 90,272</u>
Net Capital Assets	<u>\$161,660</u>	<u>\$16,055</u>	<u>\$ 0</u>	<u>\$145,605</u>

Depreciation expense of \$16,805 was charged to the general government function.

**6. Compensated Absences:**

The District does not have any employees, therefore no entry is made to record compensated absences.



Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

**7. Ad Valorem Taxes:**

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the District in June or July and are actually billed to taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are recognized as revenue when billed. The Natchitoches Parish Sheriff's office bills and collects property taxes using the assessed values determined by the Tax Assessor of Natchitoches Parish.

The Natchitoches Parish Sheriff's office bills and collects property taxes for the District. Collections are remitted to the District monthly. The District recognizes property tax revenues when levied.

Property Tax Calendar

Assessment date	January 1, 2003
Levy date	June 30, 2003
Tax bills mailed	October 15, 2003
Total taxes are due	December 31, 2003
Penalties and interest added	January 31, 2004
Lien date	January 31, 2004
Tax Sale	May 15, 2004

The District is permitted to levy taxes up to 10% of the assessed property valuation for each specified purpose, or, in the aggregate for all purposes 25% of the assessed valuation for the payment of principal and interest on long-term debt after the approval by the voters of the District. Property taxes are recorded as receivables and revenues in the year assessed.

Assessed values are established by the Natchitoches Parish Tax Assessor each year on a uniform basis at the following ratios to fair market value:

10% land	15% machinery
10% residential improvements	15% commercial improvements
15% industrial improvements	25% public service properties, excluding land

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2000. Total assessed value was \$3,689,840 in 2003. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was a total of \$1,119,870 of the assessed value in 2003. For the year ended December 31, 2003, taxes of 9.82 mils were levied on the property and were dedicated to fire protection. Taxes collected totaled \$22,206, after adjustments from the prior year.

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

**8. Pending Litigation:**

There were no civil suits seeking damages against the District outstanding at December 31, 2003.

**9. Related Party Transactions:**

The District had no identified related party transactions for the year ended December 31, 2003.

**10. Compensation Paid to Board Members:**

The members of the Board of Commissioners of the District receive no compensation for their services.

**11. Receivables:**

The following is a summary of receivables at December 31, 2003:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes- Ad Valorem	<u>\$18,387</u>

Substantially all receivables are considered to be fully collectible, and no allowance for uncollectibles is used.

**12. Certificates of Indebtedness:**

For the year ended December 31, 1999, Fire District No. 3 issued \$100,000 of Certificates of Indebtedness for the purpose of acquiring, constructing, and/or improving fire protection facilities and equipment. These certificates are to be repaid from a pledge and dedication of revenues of a special ad valorem tax levied for the years 2000 to 2008.

Certificates of Indebtedness outstanding at December 31, 2003 are as follows:

<u>Issue</u>	<u>Issue Date</u>	<u>Final Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Outstanding</u>
Certificate of Indebtedness	6/14/99	03/01/09	Variable	\$65,000

Natchitoches Parish Fire Protection District No. 3  
Notes to Financial Statements  
December 31, 2003

The annual debt service requirements to maturity including interest payments of \$12,938 are as follows:

<u>Payment Date</u>	<u>Principal Due</u>	<u>Interest Rate</u>	<u>Interest Due</u>	<u>Annual Debt Service</u>
March 1, 2004	\$10,000	5.250%	\$ 3,518	\$13,518
March 1, 2005	10,000	5.250%	2,993	12,993
March 1, 2006	10,000	5.250%	2,468	12,468
March 1, 2007	11,000	5.500%	1,943	12,943
March 1, 2008	12,000	5.500%	1,338	13,338
March 1, 2009	<u>12,000</u>	5.650%	<u>678</u>	<u>12,678</u>
Totals	<u>\$65,000</u>		<u>\$12,938</u>	<u>\$77,938</u>

**OTHER REQUIRED  
SUPPLEMENTARY INFORMATION**

Natchitoches Parish Fire Protection District No. 3  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2003

	2003			Variance Favorable (Unfavorable)
	Budget		Actual	
	Original	Final		
<b>REVENUES:</b>				
Taxes	\$25,000	\$25,000	\$22,206	\$(2,794)
Intergovernmental	2,600	2,600	3,093	493
Grant	29,900	29,900	24,883	(5,017)
Interest	0	0	464	464
Miscellaneous	<u>1,000</u>	<u>1,000</u>	<u>86</u>	<u>(914)</u>
Total Revenues	<u>\$58,500</u>	<u>\$58,500</u>	<u>\$50,732</u>	<u>\$(7,768)</u>
<b>EXPENDITURES:</b>				
General Government	\$ 5,737	\$ 5,737	\$ 6,523	\$ (786)
Public Safety	40,410	40,410	33,063	7,347
Debt Service	<u>12,353</u>	<u>12,353</u>	<u>12,923</u>	<u>(570)</u>
Total Expenditures	<u>\$58,500</u>	<u>\$58,500</u>	<u>\$52,509</u>	<u>\$ 5,991</u>

**Johnson, Thomas & Cunningham**  
**Certified Public Accountants**

Eddie G. Johnson, CPA – A Professional Corporation (1962-1996)

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INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Natchitoches Parish Fire  
Protection District No. 3  
P. O. Box 141  
Clarence, LA 71414-0141

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Natchitoches Parish Fire Protection District No. 3 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Natchitoches Parish Fire District No. 3's compliance with certain laws and regulations during the year ended December 31, 2003, 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.

**PUBLIC BID LAW**

1. Select all expenditures made during the year for materials 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 found to be in violation.

**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 period under examination.

The District has no employees.

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.

Not applicable.

#### **BUDGETING**

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

Management provided us with a copy of the original budget.

6. Trace the budget adoption to the minute book.

We traced the adoption of the budget to the minutes of the District. The budget was adopted by a unanimous decision.

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

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues for the year were less than budgeted amounts by more than the 5% variance allowed.

#### **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:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of supporting documentation showed written approval. In addition, non-recurring entries were discussed and approved in the minutes.

#### **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).

The District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Management has asserted that such documents were properly posted.

#### **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 any other indebtedness which have not been approved by the State Bond Commission.

We inspected copies of all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness that had not been approved by the State Bond Commission.

#### **ADVANCES AND BONUSES**

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

No violations found.

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 Natchitoches Parish Fire Protection District No. 3 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, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

#### **Johnson, Thomas & Cunningham**

Johnson, Thomas & Cunningham, CPA's

July 8, 2004  
Natchitoches, Louisiana



**NATCHITOCHE PARISH  
FIRE PROTECTION DISTRICT NO. 3**

**LOUISIANA ATTESTATION QUESTIONNAIRE**

Johnson, Thomas & Cunningham, CPA's  
321 Bienville Street  
Natchitoches, LA 71457

In connection with your compilation of our financial statements as of December 31, 2003 and for the period 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 regulations 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 December 31, 2003.

**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 X 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 X 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 X 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 39:43.

Yes X 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 X No \_\_\_

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:453, and/or 39:92, as applicable.

Yes X No \_\_\_

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

Yes X No \_\_\_

**Meetings**

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

Yes X 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 47:1410.60.

Yes X 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 72-729.

Yes X 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/Treasurer Jackie Flynt Date 12-30-03

Note - Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contact with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.

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July 9, 2004

Natchitoches Parish Fire District No. 3  
P. O. Box 141  
Clarence, LA 71414

RE: Management Letter  
Financial Report – December 31, 2003

During the course of preparing your compilation with attestation report for the year ended December 31, 2003, we have the following to report to you:

1. Condition:

Louisiana Revised Statutes require that compilation with attestation reports, be submitted to the Legislative Auditor within six months of the close of the fiscal year. Your report was due to the state not later than June 30, 2004. All documents needed by us to prepare your report were not provided until July 6, 2004.

Recommendation:

The District institutes procedures to ensure that all required information is submitted to the auditor within 45 days after its year-end.

2. Condition:

Louisiana Revised Statutes require that the budget be amended if either actual revenues fail to meet budgeted amounts by 5% or more; actual expenditures exceed budgeted amounts by 5% or more. For the year ended December 31, 2003, the actual revenues failed to meet the budgeted revenues by 5% or more.

Recommendation:

The District should monitor actual versus budgeted revenues/expenditures in the future and make the necessary budget amendments.

**Johnson, Thomas & Cunningham**  
Johnson, Thomas & Cunningham, CPA's