

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Component Unit Financial Statements
As of December 31, 2003 and for the Year Then Ended**

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 8-4-04

**START-GIRARD FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Start, Louisiana**

Component Unit Financial Statements
 As of and for the Year Ended December 31, 2003
 With Supplemental Information Schedules

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The CPA. Never Underestimate The Value.

KAREN M. HOLLIS, CPA

Accountant's Report

BOARD OF COMMISSIONERS
START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana

I have compiled the accompanying component unit financial statements of the Start-Girard Fire Protection District, a component unit of the Richland Parish Police Jury, as of December 31, 2003, and for the year ended, and the accompanying supplementary information contained in Schedule I, and II, which are presented only for supplementary analysis purposes, 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 and supplementary schedules information that is the representation of the Board. I have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Management has not presented the management's discussion and analysis information that the Governmental Accounting Standards Board has determined is required to supplement, although not required to be a part of, the basic financial statements.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report, dated July 23, 2004, on results of my agreed-upon procedures.

Rayville, Louisiana
July 23, 2004

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STATEMENT A

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Statement of Net Assets
December 31, 2003**

	<u>GOVERNMENTAL ACTIVITIES</u>
ASSETS	
Cash and cash equivalents	\$139,781
Receivables (net)	35,926
Accrued Interest Receivable	1,483
Capital assets (net)	<u>158,152</u>
TOTAL ASSETS	<u><u>\$335,342</u></u>
LIABILITIES	
Accounts, salaries, and other payables	\$1,164
Bonds payable	<u>59,072</u>
TOTAL LIABILITIES	<u><u>\$60,236</u></u>
NET ASSETS	
Invested in capital assets, net of related debt	\$99,080
Restricted for:	
Debt service	83,775
Unrestricted	<u>92,251</u>
TOTAL NET ASSETS	<u><u>\$275,106</u></u>

See the accountant's report.
The accompanying notes are an integral part of this statement.

Statement B

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Statement of Activities
For the Year Ended December 31, 2003**

	<u>Governmental Activities</u>
EXPENSES:	
Public Safety-fire protection	<u>\$49,429</u>
GENERAL REVENUES:	
Parcel fees	73,400
State fire insurance rebate	5,257
Interest earnings	1,990
Miscellaneous	2,737
Total general revenues	<u>83,384</u>
CHANGE IN NET ASSETS	33,955
NET ASSETS, BEGINNING-RESTATED	<u>241,151</u>
NET ASSETS, ENDING	<u><u>\$275,106</u></u>

See the accountant's report.
The accompanying notes are an integral part of this statement.

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Balance Sheet, Governmental Funds
December 31, 2003**

		<u>GENERAL FUND</u>
ASSETS		
Cash and cash equivalents		\$139,781
Receivables (net)		35,926
Accrued Interest Receivable		1,483
TOTAL ASSETS		<u><u>\$177,190</u></u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts, salaries, and other payables		\$1,164
Total Liabilities		<u>1,164</u>
Fund balances:		
Reserved for:		
Debt services		83,775
Unreserved, reported in:		
General Fund		92,251
TOTAL LIABILITIES AND FUND BALANCES		<u><u>\$177,190</u></u>

**Reconciliation of the Balance Sheet of the Governmental Funds
To the Statement of Net Assets:**

Fund Balance-total governmental funds		\$176,026
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Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds:

Governmental capital assets	274,090	
Less accumulated depreciation	<u>(115,938)</u>	158,152

Long-term liabilities, including bonds payable are not due and payable in the current period and therefore are not reported in the governmental funds:

Governmental bonds payable	<u>(59,072)</u>	<u>(59,072)</u>
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Net assets of governmental activities		<u><u>\$275,106</u></u>
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See the accountant's report.

The accompanying notes are an integral part of this statement.

STATEMENT D

START-GIRARD FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Start, Louisiana

Statement of Revenues, Expenditures and
 and Changes In Fund Balances
 Governmental Funds

For the Year Ended December 31, 2003

	GENERAL FUND
REVENUES	
Parcel fees	\$73,400
Intergovernmental revenues:	
Fire insurance rebate	5,257
Interest earnings	1,990
Miscellaneous	2,737
Total Revenues	<u>83,384</u>
EXPENDITURES	
Fuel	774
Insurance	127
Legal and Accounting	6,106
Repairs and Maintenance	6,249
Supplies	3,409
Telephone	1,782
Training	691
Utilities	5,939
Refunds	16,230
Debt services:	
Principal	23,571
Interest	8,435
Total Expenditures	<u>73,323</u>
NET CHANGE IN FUND BALANCE	10,061
FUND BALANCES, BEGINNING	<u>165,965</u>
FUND BALANCES, ENDING	<u>\$176,026</u>

Reconciliation of the Statement of Revenues, Expenditures, and
 Changes In Fund Balance of Governmental Fund to the
 Statement of Activities:

Net change in fund balances - total governmental funds \$10,061

Amounts reported for governmental activities in the statement of
 activities are different because:

Governmental funds report capital outlays as expenditures.
 However, in the statement of activities, the cost of those
 assets is depreciated over their estimated useful lives.

Expenditures for capital assets	16,230	
Less current year depreciation	<u>(15,907)</u>	323

Repayment of bond principal is an expenditure in the
 governmental funds, but the repayment reduces long-term
 liabilities in the statement of net assets. This is the amount by
 which proceeds exceeded repayments.

Bond and loan proceeds	0	
Principal payments	<u>23,571</u>	<u>23,571</u>

Change in nets assets of governmental activities. \$33,955

See the accountant's report.
 The accompanying notes are an integral part of this statement.

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

Notes to the Financial Statements
As of and for the Year Ended December 31, 2003

INTRODUCTION

Start-Girard Fire Protection District was created by resolution of the Richland Parish Police Jury on March 24, 1987, 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 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.

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Start-Girard Fire Protection District is considered a component unit of the Richland Parish Police Jury. As a component unit, the accompanying financial statements are included within the reporting of the primary government, either blended into those financial statements or separately reported as discrete component units.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the Start-Girard Fire Protection District. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meetings the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. All individual governmental funds and individual enterprise funds are reported as separate columns in the fund financial statements.

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana
Notes to the Financial Statements (Continued)

B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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 collectible 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 generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Start-Girard Fire Protection District reports the following governmental funds:

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

The Start-Girard Fire Protection District has no proprietary fund.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the governments enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
 Start, Louisiana
 Notes to the Financial Statements (Continued)

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and Investments

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Start-Girard Fire Protection District's investment policy allow the entity to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments for the Start-Girard Fire Protection District are reported at fair value. The state investment pool (LAMP) operates in accordance with state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

D. Receivables and Payables

Parcel Fees are levied on a calendar year basis and become delinquent on January 1 of each year. The following is a summary of authorized and levied Parcel Fee:

	<u>Authorized</u>	<u>Levied</u>	<u>Expiration Date</u>
Parcel Fees	\$100 per Parcel	\$100 per Parcel	2014

Delinquent parcel fees are considered fully collectible and therefore no allowance for uncollectible fees is provided.

E. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns 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 Start-Girard Fire Protection District maintains a threshold level of \$1,000 or more for capitalizing capital assets.

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

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
 Start, Louisiana
 Notes to the Financial Statements (Continued)

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. No construction during the current fiscal year.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Useful Lives</u>
Buildings and building improvements	40 years
Vehicles	5-15 years
Equipment	10 years
Land Improvements	20 years

F. Compensated Absences

The Start-Girard Fire protection District is all volunteer and therefore has no policy for compensated absences.

G. Long-Term Obligations

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

H. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

I. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana
Notes to the Financial Statements (Continued)

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.

2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGET INFORMATION. Start-Girard Fire Protection District uses the following budget practices:

Preliminary budgets for the ensuing year are prepared by the secretary-treasurer during November of each year. During November, the Board reviews the proposed budget and makes changes as it deems appropriate. The budget is printed in the official paper of the parish in November. The budget is then adopted during the December meeting. All annual appropriations lapse at yearend. Encumbrance accounting is not used by the District. Budgeted amounts included in the accompanying financial statements include the original adopted budget. There were no amendments during the year ended December 31, 2003.

3. CASH AND CASH EQUIVALENTS

At December 31, 2003, the Start-Girard Fire Protection District has cash and cash equivalents (book balances) totaling \$139,781 as follows:

Demand deposits	\$25,064
Interest-bearing demand deposits	30,943
Time deposits	<u>83,774</u>
Total	<u>\$139,781</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 December 31, 2003, the Start-Girard Fire Protection District has \$139,781 in deposits (collected bank balances). These deposits are secured from risk by \$200,000 of federal deposit insurance.

4. RECEIVABLES

The receivables of \$ 35,926 at December 31, 2003, are as follows:

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
 Start, Louisiana
 Notes to the Financial Statements (Continued)

<u>Class of Receivable</u>	<u>General Fund</u>
Parcel Fees	<u>\$35,926</u>
Total	<u>\$35,926</u>

Parcel Fees are generally shown net of an allowance for uncollectible amounts. These statements contain no provision for uncollectible amounts. The district is of the opinion that such an allowance would be immaterial in relation to the financial statements taken as a whole and consider the fees to be fully collectible.

5. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2003 for the District is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated				
Land	\$11,000			\$11,000
Total capital assets, not being depreciated	<u>\$11,000</u>	<u>0</u>	<u>0</u>	<u>\$11,000</u>
Capital assets being depreciated				
Buildings	\$128,221			\$128,221
Land Improvements	26,634			26,634
Fire trucks and vehicles	51,904			51,904
Machinery and equipment	54,876	1,455		56,331
Total capital assets being depreciated	<u>261,635</u>	<u>1,455</u>	<u>0</u>	<u>263,090</u>
Less accumulated depreciation for:				
Buildings	24,680	3,341		28,021
Land Improvements	6,457	1,332		7,789
Fire trucks and vehicles	37,649	7,127		44,776
Machinery and equipment	31,245	4,107		35,352
Total accumulated depreciation	<u>100,031</u>	<u>15,907</u>	<u>0</u>	<u>115,938</u>
Total capital assets being depreciated, net	<u>\$172,604</u>	<u>(\$14,452)</u>	<u>\$0</u>	<u>\$158,152</u>

Depreciation expense of \$15,907 for the year ended December 31, 2003 was charged to public safety-fire protection governmental functions.

START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
 Start, Louisiana
 Notes to the Financial Statements (Continued)

6. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$1,164 at December 31, 2003, are as follows:

	<u>General Fund</u>
Accounts	<u>\$1,164</u>
Total	<u><u>\$1,164</u></u>

7. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended December 31, 2003:

	<u>Rural Development</u>
Long-term obligations at Beginning of Year	\$82,643
Additions	0
Deductions	<u>23,571</u>
Long-term obligations at End of Year	<u><u>\$59,072</u></u>

The following is a summary of the current (due in one year or less), and the long-term (due in more than one year) portions of long-term obligations as of December 31, 2003:

	<u>Rural Development</u>
Current portion	\$0
Long-term portion	<u>59,072</u>
Total	<u><u>\$59,072</u></u>

All debt outstanding at December 31, 2003, for \$ 59,072, is general obligation bonds (or other as indicated) with maturities to 2014 and interest rates at 5.875%. Bond principal and interest payable in 2004 was paid at December 31, 2003. The individual issues are as follows:

**START-GIRARD FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY**
 Start, Louisiana
 Notes to the Financial Statements (Continued)

<u>Bond</u>	<u>Original Issue</u>	<u>Interest Rate</u>	<u>Final Payment Due</u>	<u>Interest to Maturity</u>	<u>Principal Outstanding</u>	<u>Funding Source</u>
Bond R-1	1/17/1992	5.75%	1/17/2014	\$9,508	\$34,815	USDA- RD
Bond R2	1/17/1992	5.75%	1/17/2007	2,880	24,257	USDA- RD
Total				<u>\$12,388</u>	<u>\$59,072</u>	

All principal and interest requirements are funded in accordance with Louisiana law by the annual parcel fee on taxable property within the District's boundaries.

<u>Year Ending December 31, 2003</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total</u>
2005	\$12,416	\$3,586	\$16,002
2006	13,120	2,882	16,002
2007	3,397	1,535	4,932
2008	3,583	1,349	4,932
2009-2014	<u>26,556</u>	<u>3,036</u>	<u>29,592</u>
Total	<u>\$59,072</u>	<u>\$12,388</u>	<u>\$71,460</u>

8. RESERVED AND DESIGNATED RETAINED EARNINGS/FUND BALANCES

The Start-Girard Fire Protection District has \$83,775 restricted for payment of Rural Development note as per the loan agreement.

9. LITIGATIONS AND CLAIMS

The District is not aware of any lawsuits or possible threats of any lawsuits at December 31, 2003.

Supplemental Information

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Statement of Revenues, Expenditures, and Changes in Fund Balances-
Budget and Actual
General Fund (and All Major Governmental Funds)
For the Year Ended December 31, 2003**

Required Supplemental Information

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with final budget GAAP Basis
	Original	Final		
REVENUES				
Parcel fees	\$72,000	\$72,000	\$73,400	\$1,400
Intergovernmental revenues:				
Fire insurance rebates	5,000	5,000	5,257	257
Interest earnings	3,000	3,000	1,990	(1,010)
Miscellaneous	2,700	2,700	2,737	37
Total Revenues	<u>82,700</u>	<u>82,700</u>	<u>83,384</u>	<u>684</u>
EXPENDITURES				
Fuel	1,000	1,000	774	226
Insurance	6,000	6,000	127	5,873
Legal and Accounting	7,000	7,000	6,106	894
Repairs and Maintenance	15,800	15,800	6,249	9,551
Supplies	4,500	4,500	3,409	1,091
Telephone	1,500	1,500	1,792	(292)
Training	1,000	1,000	691	309
Utilities	4,500	4,500	5,939	(1,439)
Capital Outlay	25,000	25,000	16,230	8,770
Debt service:				0
Principal	8,000	8,000	23,571	(15,571)
Interest	8,000	8,000	8,435	(435)
Total Expenditures	<u>82,300</u>	<u>82,300</u>	<u>73,323</u>	<u>8,977</u>
NET CHANGE IN FUND BALANCE	<u>400</u>	<u>400</u>	<u>10,061</u>	<u>9,661</u>
FUND BALANCE (DEFICIT) AT BEGINNING OF YEAR	<u>165,965</u>	<u>165,965</u>	<u>165,965</u>	<u>0</u>
FUND BALANCE (DEFICIT) AT END OF YEAR	<u>166,365</u>	<u>166,365</u>	<u>176,026</u>	<u>9,661</u>

See the accountant's report.
The accompanying notes are an integral part of this statement.

**START-GIRARD FIRE PROTECTION DISTRICT
RICHLAND PARISH POLICE JURY
Start, Louisiana**

**Schedule of Compensation Paid Board Members
For the Year Ended December 31, 2003**

Board Member	Amount
Johnny Letlow, Chairman	None
Ron Mason, Secretary/Treasurer	None
Bobby Adams	None
Terry Parker	None
Ellis Baimsfather (deceased)	None
Total	<u>None</u>

See the accountant's report.
The accompanying notes are an integral part of this statement.

Other Reports



The CPA. Never Underestimate The Value.

KAREN M. HOLLIS, CPA

**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

To the Board of Commissioners
Start-Girard 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 Start-Girard Fire Protection District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Start-Girard Fire Protection District's compliance with certain laws and regulations during the year ended December 31, 2003 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 and applicable standards of *Government Auditing Standards*. 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 were made during the year for materials and supplies exceeding \$15,000 and no expenditures were made for public works exceeding \$100,000.

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.

Management provided me with the required list.

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).

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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 to the budget during the year.

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 October 7, 2002 which indicated that the budget had been adopted by the commissioners of Start Girard Fire District by a vote of 3 in favor and zero opposed. No amendments were made to the budget during the year.

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

Six 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 secretary and treasurer of the Board of Commissioners.

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).

Start-Girard Fire Protection District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy 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.

A reading of the minutes of the district for the year indicated no approval for the payments noted.

My prior year report, dated June 25, 2003 included no findings.

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 Start-Girard Fire 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Lane M. Hollis

July 23, 2004
Rayville, Louisiana

**START GIRARD FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Start, Louisiana**

**Summary Schedule of Prior Audit Findings
 For the Year Ended December 31, 2003**

<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>
Section I - Internal Control and Compliance Material to the Financial Statements:				
Section II - Internal Control and Compliance Material to Federal Awards:⁴				
Section III - Management Letter:				

There are no prior year findings.

**START GIRARD FIRE PROTECTION DISTRICT
 RICHLAND PARISH POLICE JURY
 Start, Louisiana**

**Corrective Action Plan for Current Year Audit Findings
 For the Year Ended December 31, 2003**

Section I - Internal Control and Compliance Material to the Financial Statements:

Section II - Internal Control and Compliance Material to Federal Awards:

Section III - Management Letter:

<u>03-01</u>	<u>Failure to comply with state law- issuance of report after 6 month issue date.</u>	<u>Have information to CPA earlier.</u>	<u>Johnny Letlow</u>	<u>12/31/04</u>



The CPA. Never Underestimate The Value.

KAREN M. HOLLIS, CPA

July 23, 2004

Board of Commissioners
Start-Girard Fire Protection District

I have compiled the component unit financial statements of the Start-Girard Fire Protection District, a component unit of the Richland Parish Police Jury, for the year ended December 31, 2003, and have issued my reports on the financial statements and attestation report dated July 23, 2004.

As a result of planning and performing the compilation/attestation, certain matters have come to my attention, that are not reflected in any of the aforementioned reports, which I feel worthy of consideration by management. These matters are presented below:

1. Compliance With Law

The report is required by law to be completed and sent to the Legislative Auditor's office within six months of year end. Due to not receiving the information until two days prior to June 30, I was unable to complete the engagement by the due date. I recommend in the future that the information be ready by the end of April to allow time to complete the engagement by the due date. Management has concurred with the matter and will have the information available at an earlier date.

As always, I wish to express my appreciation to you for all the courtesy and assistance I received during this year's compilation/attestation. Your past history of giving serious consideration to my findings and recommendations is a strong indication of your desire to enhance the District's financial management function and achieve your goals toward your stewardship over the District's resources and assets. I hope this year's comments and recommendations will further assist you in these efforts.

Sincerely,

Karen M. Hollis, CPA

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