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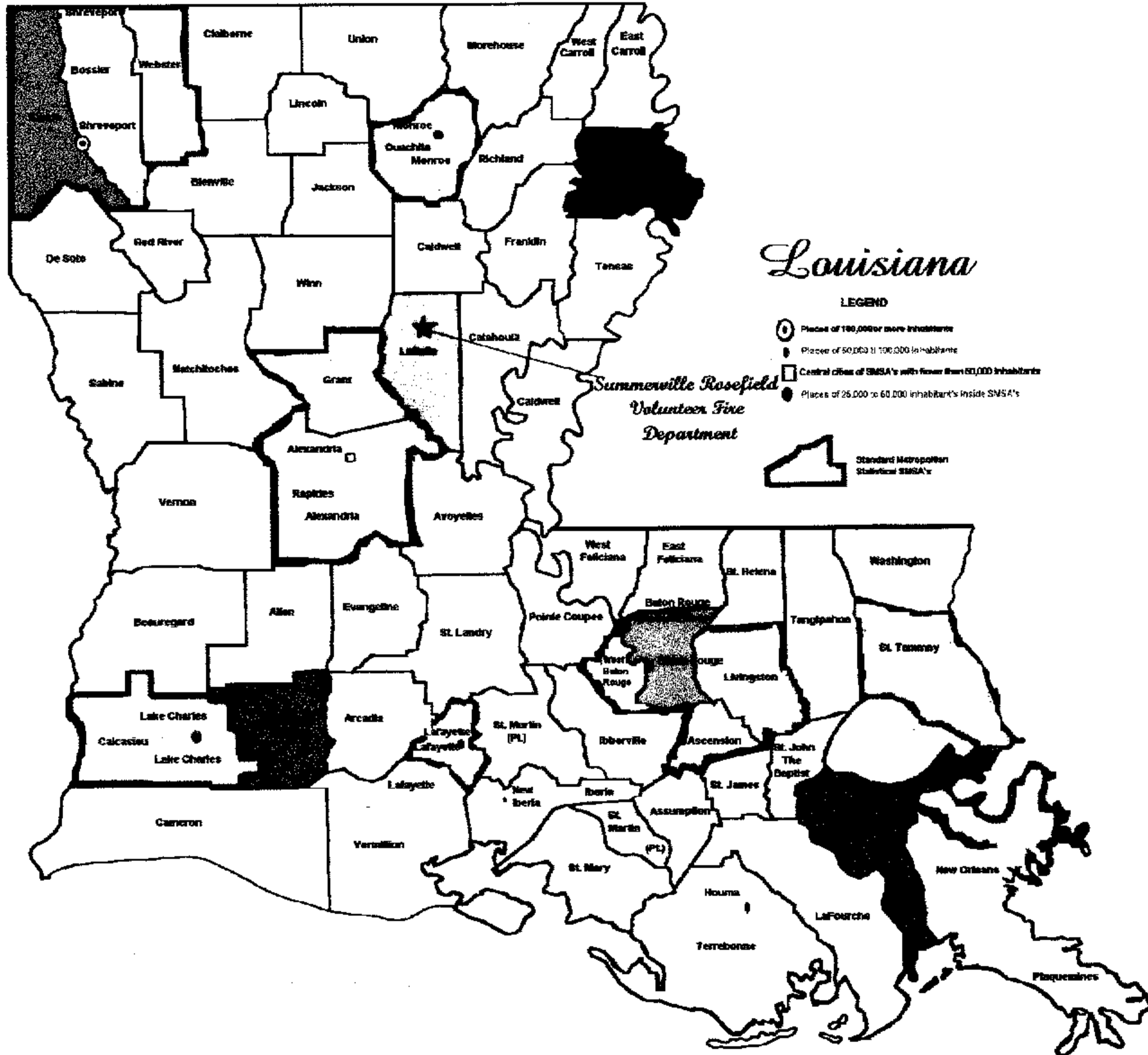
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**SUMMERVILLE - ROSEFIELD VOLUNTEER FIRE
DEPARTMENT
LASALLE PARISH, LOUISIANA
COMPONENT UNIT
FINANCIAL STATEMENTS
UNAUDITED
DECEMBER 31, 2003**

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 9.1.04

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana



* The Summerville - Rosefield Volunteer Fire Department operates two fire stations with trucks to respond to fires in the communities of Summerville - Rosefield Community.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

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

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JOHN R. VERCHER PC

Certified Public Accountant

P.O.Box 1608

Jena, Louisiana 71342

Tel: (318) 992-6348

Fax: (318) 992-4374

ACCOUNTANT'S COMPILATION REPORT ON COMPONENT UNIT FINANCIAL STATEMENTS

Summerville – Rosefield Volunteer Fire Department
Members of the Board
PO Box 1482
Jena, Louisiana 71340

I have compiled the component unit financial statements and graphs of the Summerville - Rosefield Volunteer Fire Department, as of and for the year ended December 31, 2003, as listed in the table of contents, in accordance with Statements of 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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Government Audit Guide and the provisions of state law, I have issued a report, dated February 6, 2004, on the results of our agreed-upon procedures.

February 6, 2004
Jena, Louisiana

John R. Vercher

JOHN R. VERCHER PC

Certified Public Accountant

P.O. Box 1608

Jena, Louisiana 71342

Tel: (318) 992-6348

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Summerville - Rosefield Volunteer Fire Department
Members of the Board
PO Box 1482
Jena, Louisiana 71340

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Summerville - Rosefield Volunteer Fire Department and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Summerville - Rosefield Volunteer Fire Department'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. 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).
 - * I found expenditures in the amount of \$118,500 and \$27,000. The \$27,000 payment represent a down payment on a new firetruck and the \$188,500 payment represents the loan proceeds that paid the balance on the truck. The firetruck was purchased through the state bid contract.
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).

Budgeting

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

- * The Department prepared a budget for its general fund. The budget was amended during the year.

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

- * I traced the adoption of the budget to the minute book.

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%.

- * The Department operated within its budgetary guidelines during the year.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee;

- * I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(b) determine if payments were properly coded to the correct fund and general ledger account; and

- * All of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

- * Inspection of documentation supporting each of the six selected disbursements indicated approvals from the clerk and the chairman 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).

- * The Department meets on the third Monday of each month.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

- * I inspected copies of all bank deposit slips for the period under examination and noted a deposit of \$118,500 representing a loan to purchase a new firetruck.

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 fire department is an all volunteer fire department and has no payroll therefore, the examination of expenditures did not determine any payments had been made to employees which constituted bonuses, advances or gifts.

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 did 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 Summerville - Rosefield Volunteer Fire Department 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.

John R. Vercher

Jena, Louisiana

February 6, 2004

**SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
(COMPONENT UNIT)
ALL FUNDS AND ACCOUNT GROUPS
BALANCE SHEET**

For the Year Ended December 31, 2003

	<u>Account Groups</u>			<u>Total</u>
	<u>General Fund</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	
<u>ASSETS</u>				
Cash	\$ 22,636	\$ -0-	\$ -0-	\$ 22,636
Taxes Receivables	74,136	-0-	-0-	74,136
Fixed Assets	-0-	217,057	-0-	217,057
Amount To Be Provided For Retirement of General Long-Term Debt	-0-	-0-	104,843	104,843
TOTAL ASSETS	<u>\$ 96,772</u>	<u>\$ 217,057</u>	<u>\$ 104,843</u>	<u>\$ 418,672</u>
<u>LIABILITIES AND FUND BALANCE</u>				
Accounts Payable	\$ 412	\$ -0-	\$ -0-	\$ 412
Pension Payable	2,478	-0-	-0-	2,478
Capital Leases Payable	-0-	-0-	104,843	104,843
Investments in General Fixed Assets	-0-	217,057	-0-	217,057
Fund Balance	93,882	-0-	-0-	93,882
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 96,772</u>	<u>\$ 217,057</u>	<u>\$ 104,843</u>	<u>\$ 418,672</u>

"See Accountant's Compilation Report"

The notes to the financial statements are an integral part of this statement.

**SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
(COMPONENT UNIT)
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE – BUDGET (GAAP BASIS) AND ACTUAL
ALL GOVERNMENTAL FUND TYPES**

For the Year Ended December 31, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:			
Ad Valorem Taxes	\$ 76,000	\$ 84,722	\$ 8,722
Revenue Sharing	-0-	4,095	4,095
2% Fire Insurance Tax	4,300	4,326	26
Other	1,908	4,044	2,136
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total Revenues	\$ 82,208	\$ 97,187	\$ 14,979
Expenditures:			
Insurance	\$ 8,000	\$ 7,081	\$ 919
Office Supplies	6,000	5,749	251
Vehicle Expense	8,000	7,364	636
Utilities	4,388	2,863	1,525
Equipment	170,000	154,843	15,157
Repair, Maintenance and Supplies	-0-	14,954	(14,954)
Fire Station	35,366	20,113	15,253
Miscellaneous	65,282	-0-	65,282
Pension	-0-	2,478	(2,478)
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total Expenditures	\$ 297,036	\$ 215,445	\$ 81,591
Excess of Revenues Over (Under) Expenditures Before Other Financing Sources (Uses)	\$ (214,828)	\$ (118,258)	\$ 96,570
Other Financing Sources (Uses)			
Loans	\$ 118,500	\$ 118,500	\$ -0-
Total Other Financing Sources (Uses)	\$ 118,500	\$ 118,500	\$ -0-
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Excess of Revenues Over (Under) Expenditures After Other Financing Sources (Uses)	\$ (96,328)	\$ 242	\$ 96,570
Fund Balance – January 1	96,328	93,640	(2,688)
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Fund Balance – December 31	\$ -0-	\$ 93,882	\$ 93,882
	<u>-----</u>	<u>-----</u>	<u>-----</u>

“See Accountant’s Compilation Report”

The notes to the financial statements are an integral part of this statement.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

Notes to the Financial Statements

INTRODUCTION

The Summerville – Rosefield Volunteer Fire Department operates two fire stations with trucks to respond to fires in the communities of Summerville – Rosefield Community.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying financial statements of the Summerville – Rosefield Volunteer Fire Department have been prepared in accordance with generally accepted accounting principals. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

B. REPORTING ENTITY

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity.

The Department applies all GASB pronouncements as well as the Financial Accounting Standards Board pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Component Units

The Summerville – Rosefield Volunteer Fire Department's board is composed of 5 boardmembers appointed by the LaSalle Parish Police Jury. The department is thus considered a component unit of the LaSalle Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying financial statements present information only on the funds maintained by the Summerville – Rosefield Volunteer Fire Department and do not present information on the LaSalle Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise that governmental reporting entity. The boardmembers and their salaries are as follows:

<u>Name</u>	<u>Salary</u>
David Smith, President	\$ -0-
David Roark, Vice President	-0-
Pete Ainsworth	-0-
Leon Keel	-0-
Glenn Roark	-0-

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Catahoula, Louisiana

Notes to the Financial Statements (Continued)

C. FUND ACCOUNTING

The Volunteer Fire Department uses funds 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.

Funds of the Volunteer Fire Department are classified as governmental (General Fund). This fund is described as follows:

GENERAL FUND

The General Fund is the principle and only fund of the Volunteer Fire Department and accounts for the operations of the Fire Department. The Ad Valorem tax collected is accounted for in this fund. General operating expenditures are paid from this fund.

ACCOUNTS GROUPS

General Fixed Assets Account Group

This account group is established to account for all fixed assets of the Department.

General Long-Term Debt Account Group

This account group is established to account for all long-term obligations of the Department.

D. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the account and reported in the financial statements. Basis of accounting related to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the cash basis of accounting. The governmental funds use the following practices in recording revenues and expenditures;

REVENUES

Ad Valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed and the taxes are assessed on a calendar year basis, becoming due on November 15 of each year and delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT

Jena, Louisiana

Notes to the Financial Statements (Continued)

D. BASIS OF ACCOUNTING – (CONT.)

REVENUES – (CONT.)

All other revenues are generally recognized under the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Available means collectible within the current period or soon enough thereafter to pay current liabilities.

EXPENDITURES

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

E. BUDGET PRACTICES

The Summerville – Rosefield Volunteer Fire Department prepared a budget for the year ending December 31, 2003 at the regular monthly meeting December 16, 2002. The board approved the budget. The budget was amended during the year and amendments approved at the regular monthly meeting December 15, 2003.

F. ENCUMBRANCES

The Fire Department does not account for encumbrances.

G. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits. Under state law, the Volunteer Fire Department may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Volunteer Fire Department may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Cash and investments are stated at cost.

H. INVENTORY

Inventories of materials and supplies are considered immaterial and are reported as expenditures when paid.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

Notes to the Financial Statements (Continued)

I. FIXED ASSETS

The LaSalle Parish Police Jury owns two fire stations, four fire trucks and various other equipment. The Summerville – Rosefield Volunteer Fire Department operates the facility to provide fire protection to the communities of Summerville and Rosefield. The Summerville – Rosefield Volunteer Fire Department owns the equipment listed below:

	Balance 12/31/2002	Additions	Deletions	Balance 12/31/2003
Various Equipment	\$ 35,101	\$ 9,343	\$ -0-	\$ 44,444
Trucks	7,000	145,500	-0-	152,500
Fire Station	-0-	20,113	-0-	20,113
	Totals	\$ 174,956	\$ -0-	\$ 217,057

J. COMPENSATED ABSENCES

The Volunteer Fire Department has no employees therefore, they have no policy relating to vacation and sick leave.

2. CASH AND CASH EQUIVALENTS

Deposits

It is the Department's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The District's deposits are categorized to give an indication of the level of risk assumed by the Department at year-end. The categories are describes as follows:

- **Category 1** – Insured or collateralized with securities held by the Department or by its agent in the Department's name.
- **Category 2** – Collateralized with securities held by the pledging financial institution's trust department or agent in the Department's name.
- **Category 3** – Uncollateralized.

	Bank Balance 12/31/20032
Bank of Jena	\$ 22,637
Secured as Follows: FDIC (<i>Category – 1</i>)	\$ 22,637

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

Notes to the Financial Statements (Continued)

3. RECEIVABLE – AD VALOREM TAXES

Ad Valorem Tax Receivable \$ 74,136

No allowance for doubtful accounts has been made as the amount is considered immaterial.

4. AD VALOREM TAXES

Ad Valorem Taxes are levied on July 20, become due when billed by the Parish Tax Collector and become delinquent January 1, of the following year.

Property Tax Calendar	
Assessment Date	January 1
Levy Date	No Later Than June 1
Tax Bills Mailed	On or About October 15
Total Taxes are Due	December 31
Penalties and Interest are Added	January 1
Lien Date	January 1

For the year ended December 31, 2003, taxes of 20.05 mills were levied on property with assessed valuations totaling \$3,621,170.

5. CHANGES IN LONG-TERM DEBT

The following is a summary of notes of the Summerville Rosefield Volunteer Fire Department for the year ended December 31, 2003:

	Notes Payable At 12/31/2002	New Debt	Principai Paid	Notes Payable At 12/31/2003
First Bankers Corporation	<u>\$ -0-</u>	<u>\$ 118,500</u>	<u>\$ 13,657</u>	<u>\$ 104,843</u>

Notes payable administered by the general fund

First Banker Corporation lease purchase agreement for a new firetruck in the amount of \$118,500 to be paid in six annual installments of \$22,740 beginning January 01, 2004 and ending January 01, 2009.

104,943

The Summerville – Rosefield Volunteer Fire Department had no related party transactions as of December 31, 2003.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

Notes to the Financial Statements (Continued)

5. CHANGES IN LONG-TERM DEBT – (CONT.)

Debt service requirements including interest of District in five year increments:

	Notes
2004	\$ 22,740
2005	22,740
2006	22,740
2007	22,740
2009	22,739
2009	22,739
Total	\$ 136,438

6. USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

JOHN R. VERCHER PC

Certified Public Accountant

P.O.Box 1608

Jena, Louisiana 71342

Tel: (318) 992-6348

Fax: (318) 992-4374

MANAGEMENT LETTER COMMENTS

During the course of my compilation, I observed conditions and circumstances that may be improved. Below are findings noted for improvement, my recommendation for improvement and the Department's plan for corrective action.

No current year management letter comments.

SUMMERVILLE – ROSEFIELD VOLUNTEER FIRE DEPARTMENT
Jena, Louisiana

MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the Summerville – Rosefield Volunteer Fire Department, Parish of LaSalle, Louisiana has provided the following action summaries relating to findings brought to their attention as a result of their compilation for the year ended December 31, 2002.

2002-M-1) Amended Budgets – (Resolved)

Finding: The Department overspent its budget by \$4,366 or 11% during the year. The state budget act requires that governments prepare budgets for all its governmental funds and amend those budgets when an unfavorable variance of more than 5% occurs.

Corrective Action Taken: The Department began preparing comparative financial reports each month comparing actual revenues and expenditures to budgeted revenues and expenditures and amended the budget when an unfavorable variance of more than 5% occurs.

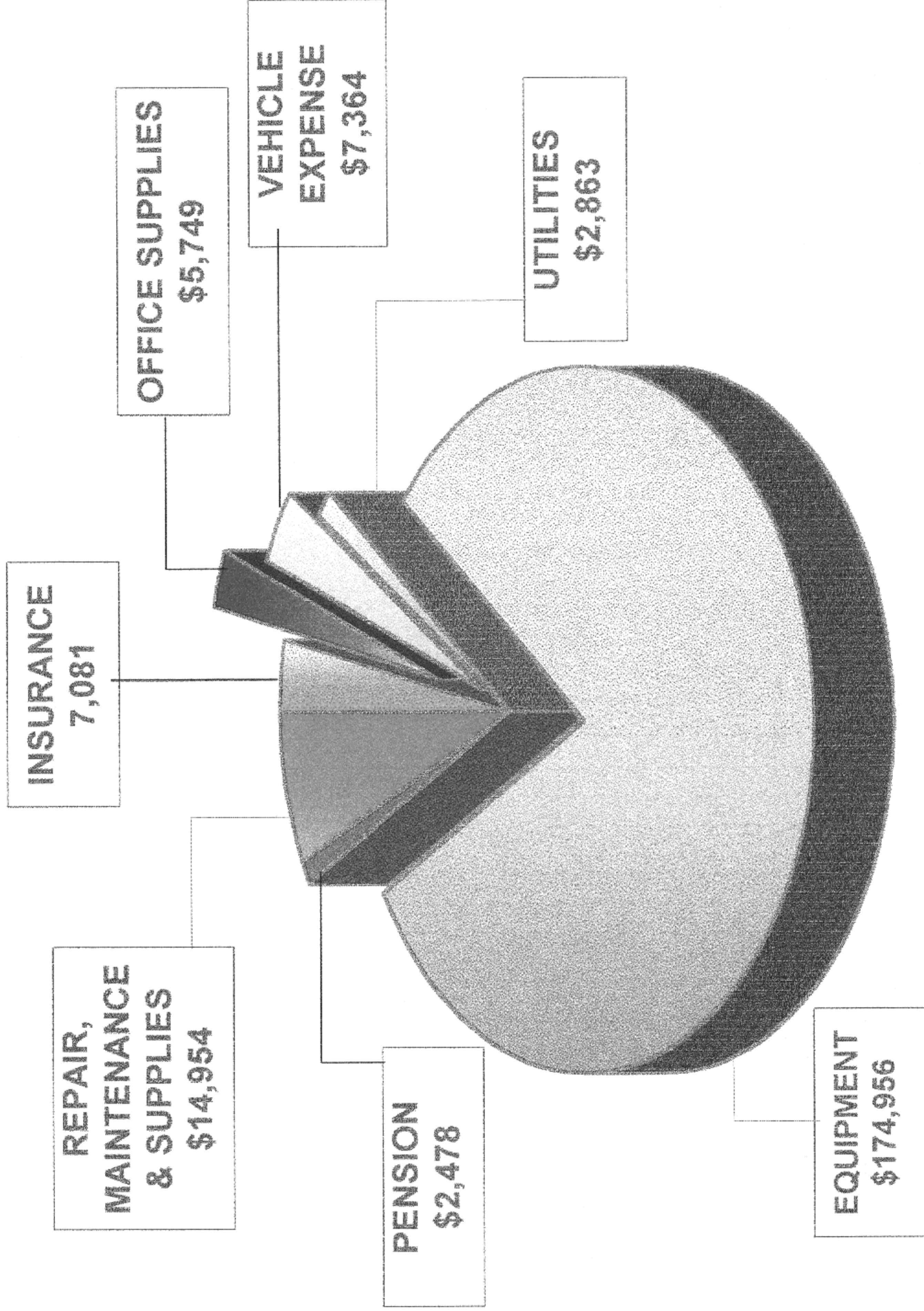
2002-M-2) Voluntary Assessments on Community Water Bills – (Resolved)

Finding: It has come to my attention that the local water systems in the Summerville-Rosefield area assess their customers a charge for the Summerville-Rosefield Volunteer Fire Department. Payment of these amounts are voluntary on the part of the water customers. However, these amounts are not paid to the Department. These funds are accounted for by another nonprofit group.

Corrective Action: The Department requested that all funds collected by the water district on behalf of the Summerville-Rosefield Volunteer Fire Department be remitted to the Department and accounted for in its general fund.

Graphs

**SUMMERVILLE ROSEFIELD VOL FIRE DEPT.
EXPENDITURES FOR YEAR ENDED 12-31-2003**



LOUISIANA ATTESTATION QUESTIONNAIRE

February 6, 2004

John R. Vercher, CPA
210 N. 2nd St.
PO Box 1608
Jena, La. 71342

In connection with your compilation of our financial statements as of December 31, 2003 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 March 21, 2003 (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 [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 39:34.

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, 33:463, 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 39:1410.60-1410.65.

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 79-729.

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.

<u>Shawn Keel</u>	Secretary	<u>02/05/04</u>	Date
<u>Non N. Jones</u>	Treasurer	<u>2/5/04</u>	Date
<u>David Smith</u>	President	<u>2/16/04</u>	Date