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**ALLEN PARISH FIRE PROTECTION  
DISTRICT NO. 5**  
Oberlin, Louisiana  
Financial Report  
Year ended 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

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**JOHN S. DOWLING & COMPANY**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

Russell J. Stelly, CPA  
Chizal S. Fontenot, CPA  
James L. Nicholson, Jr., CPA  
G. Kenneth Pavy, II, CPA  
Darren J. Cart, CPA  
Michael A. Roy, CPA  
Lisa T. Manuel, CPA

John S. Dowling, CPA  
1904-1984

Retired

Harold Dupre, CPA  
1996  
John Newton Stout, CPA  
1998  
Dwight Ledoux, CPA  
1998  
Joel Lanclos, Jr., CPA  
2003

COMPILATION REPORT

Board of Commissioners  
Allen Parish Fire Protection District No. 5  
Oberlin, Louisiana

We have compiled the accompanying financial statements of the governmental activities and major funds of the Allen Parish Fire Protection District No. 5 (the District), a component unit of the Allen 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 basic financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

The Allen Parish Fire Protection District No. 5 has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be part of, the basic financial statements.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated June 30, 2004, on the results of our agreed-upon procedures.

*John S. Dowling & Company*

Opelousas, Louisiana  
June 30, 2004

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE  
FINANCIAL STATEMENTS (GWFS)**

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Statement of Net Assets  
December 31, 2003

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and interest-bearing deposits	\$ 113,640
Due from other governmental units	147,718
Capital assets, net	<u>702,424</u>
Total assets	<u>963,782</u>
<b>LIABILITIES</b>	
Accounts, salaries and other payables	1,106
Interest payable	13,082
Long-term liabilities:	
Due within one year	35,000
Due in more than one year	<u>775,000</u>
Total liabilities	<u>824,188</u>
<b>NET ASSETS</b>	
Invested in capital assets, net of related debt	(107,576)
Unrestricted	<u>247,170</u>
Total net assets	<u>\$ 139,594</u>

See accompanying notes and accountants' report.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Statement of Activities  
For the Year Ended December 31, 2003

	Program Revenues		Net (Expense) Revenues and Changes in Net Assets
	Charges for Services	Operating Grants and Contributions	
Governmental activities:			
General government	\$ 132,701	\$ 9,748	\$ (122,953)
Interest on long-term debt	39,910	-	(39,910)
Total governmental activities	<u>\$ 172,611</u>	<u>\$ 9,748</u>	<u>(162,863)</u>
General revenues:			
Taxes:			
Property taxes, levied for general purposes			58,828
Property taxes, levied for debt service			93,748
Interest and investment earnings			2,146
Total general revenues			<u>154,722</u>
Change in net assets			(8,141)
Net assets - January 1, 2003			<u>147,735</u>
Net assets - December 31, 2003			<u>\$ 139,594</u>

See accompanying notes and accountants' report.

**FUND FINANCIAL STATEMENTS (FFS)**



ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Balance Sheet - Governmental Funds  
December 31, 2003

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
<b>ASSETS</b>				
Cash and interest-bearing deposits	\$ 72,935	\$ 40,569	\$ 136	\$ 113,640
Receivables -				
Ad valorem taxes	56,955	90,763	-	147,718
Due from other funds	<u>-</u>	<u>1,149</u>	<u>495</u>	<u>1,644</u>
Total assets	<u>\$ 129,890</u>	<u>\$ 132,481</u>	<u>\$ 631</u>	<u>\$ 263,002</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 712	\$ -	\$ -	\$ 712
Payroll tax payable	394	-	-	394
Due to other funds	<u>1,149</u>	<u>495</u>	<u>-</u>	<u>1,644</u>
Total liabilities	<u>2,255</u>	<u>495</u>	<u>-</u>	<u>2,750</u>
Fund balances:				
Reserved for debt service	-	131,986	-	131,986
Designated	-	-	631	631
Unreserved, undesignated	<u>127,635</u>	<u>-</u>	<u>-</u>	<u>127,635</u>
Total fund balances	<u>127,635</u>	<u>131,986</u>	<u>631</u>	<u>260,252</u>
Total liabilities and fund balances	<u>\$ 129,890</u>	<u>\$ 132,481</u>	<u>\$ 631</u>	<u>\$ 263,002</u>

See accompanying notes and accountants' report.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Reconciliation of the Governmental Funds Balance Sheet  
to the Statement of Net Assets  
December 31, 2003

Total fund balances for the governmental funds at December 31, 2003		\$ 260,252
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 funds. Those assets consist of:		
Land	\$ 12,000	
Buildings and improvements, net of \$29,724 accumulated depreciation	133,250	
Machinery and equipment, net of \$274,677 accumulated depreciation	<u>557,174</u>	702,424
Long-term liabilities at December 31, 2003:		
Bonds payable	\$(810,000)	
Accrued interest payable	<u>(13,082)</u>	<u>(823,082)</u>
Total net assets of governmental activities at December 31, 2003		<u>\$ 139,594</u>

See accompanying notes and accountants' report.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balances -  
Governmental Funds  
For the Year Ended December 31, 2003

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
<b>Revenue:</b>				
Ad valorem taxes	\$ 58,828	\$ 93,748	\$ -	\$ 152,576
Grants	9,748	-	-	9,748
Interest	879	606	661	2,146
Total revenues	<u>69,455</u>	<u>94,354</u>	<u>661</u>	<u>164,470</u>
<b>Expenditures:</b>				
Current -				
Professional fees	4,361	-	-	4,361
Auto expense	2,598	-	-	2,598
Fuel	3,415	-	-	3,415
Insurance	14,306	-	-	14,306
Maintenance	1,005	-	-	1,005
Miscellaneous	-	22	100	122
Pension commission	1,930	3,075	-	5,005
Postage	147	-	-	147
Salaries	19,800	-	-	19,800
Supplies	6,707	-	-	6,707
Taxes and licenses	1,515	-	-	1,515
Utilities	3,551	-	-	3,551
Capital outlay	-	-	8,485	8,485
Debt service -				
Principal	-	35,000	-	35,000
Interest and fiscal charges	-	40,430	-	40,430
Total expenditures	<u>59,335</u>	<u>78,527</u>	<u>8,585</u>	<u>146,447</u>
Excess (deficiency) of revenues over expenditures	<u>10,120</u>	<u>15,827</u>	<u>(7,924)</u>	<u>18,023</u>
<b>Other financing sources (uses):</b>				
Transfers in	-	-	7,795	7,795
Transfers out	<u>(7,795)</u>	<u>-</u>	<u>-</u>	<u>(7,795)</u>
Total other financing sources (uses):	<u>(7,795)</u>	<u>-</u>	<u>7,795</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	2,325	15,827	(129)	18,023
Fund balances, beginning	<u>125,310</u>	<u>116,159</u>	<u>760</u>	<u>242,229</u>
Fund balances, ending	<u>\$ 127,635</u>	<u>\$ 131,986</u>	<u>\$ 631</u>	<u>\$ 260,252</u>

See accompanying notes and accountants' report.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of the Governmental Funds  
to the Statement of Activities  
For the Year Ended December 31, 2003

Total net changes in fund balances at December 31, 2003 per Statement of Revenues, Expenditures and Changes in Fund Balances	\$ 18,023
The change in net assets reported for governmental activities in the statement of activities is different because:	
Add: Capital outlay costs which are considered as expenditures on Statement of Revenues, Expenditures and Changes in Fund Balances	8,485
Less: Depreciation expense for the year ended December 31, 2003	(70,169)
Add: Principal retirement considered as an expenditure on Statement	35,000
Less: Difference between interest on long-term debt on modified accrual basis versus interest on long-term debt on accrual basis	<u>520</u>
Total changes in net assets at December 31, 2003 per Statement of Activities	<u>\$ (8,141)</u>

See accompanying notes and accountants' report.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

(1) Summary of Significant Accounting Policies

The accompanying financial statements of the Allen Parish Fire Protection District No. 5, (the District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. In the government-wide financial statements, the Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case, GASB prevails. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of these notes.

Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the industry audit guide, Audits of State and Local Governments, issued by the American Institute of Certified Public Accountants and the Louisiana Governmental Audit Guide.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

Allen Parish Fire Protection District No. 5 was created under the provisions of Louisiana Revised Statutes 40:1492-1501, for the purpose of providing fire protection for the citizens of Ward 1 of Allen Parish. The district is governed by a board of commissioners composed of five members appointed by the Allen Parish Police Jury.

As the governing authority of the parish, for reporting purposes, the Allen Parish Police Jury is the financial reporting entity for the District. 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 Allen Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of significant Accounting Policies (Continued)

1. Appointing a voting majority of an organizations' 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.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury appoints all members to the governing body and has the ability to impose its will on the District, the District was determined to be a component unit of the Allen 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 the 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 display information about the reporting government as a whole. They include all funds of the reporting entity. The effect of interfund activity has been removed from these statements. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange 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 and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, 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.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

C. Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are summarized by providing a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The District maintains three funds. They are categorized as governmental funds. 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 funds of the District are described below:

Governmental Funds -

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.

Debt Service Fund –

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs.

Capital Projects Fund –

The Capital Projects Fund is used to account for financial resources received and used for the acquisition, construction or improvement of capital facilities and equipment not reported in the other governmental funds.



ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

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 focus is used as appropriate:

- a. The governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. Their funds use fund balance as their measure of available spendable financial resources at the end of the period.
- 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 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 net 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 asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.



ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

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 (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

Cash includes amounts in demand deposits and time deposits with original maturities of 90 days or less. Under state law, the District 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.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or 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 equal the amount on deposit with the fiscal agent. At December 31, 2003 the District had \$113,640 in deposits (collected bank balances). Deposits of \$113,640 were secured from risk by federal deposit insurance.

Due to/from other funds

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed.

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. The District does not have public domain or infrastructure outlays. The District does not capitalize interest costs incurred on fixed assets. 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.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives 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 estimated useful lives by type of asset is as follows:

Building and improvements	20-25 years
Machinery and equipment	5-15 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 provisions 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 financial 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. Revenues, Expenditures, and Expenses

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by character and function. In the fund financial statements, expenditures are classified by character.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

G. Budget and Budgetary Accounting

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

Prior to December 15, the Treasurer submits to the Chairman and Board of Commissioners a proposed operating budget for the period commencing the following January 1.

A summary of the proposed budget is published and the public notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.

A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing.

After the holding of the public hearing and the completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of resolution prior to the commencement of the fiscal year for which the budget is being adopted.

Budgetary amendments involving the transfer of funds from one department, program or function to another or involving increases in expenditures resulting from revenues exceeding amounts estimated require the approval of the Board of Commissioners.

All budgetary appropriations lapse at the end of each fiscal year.

Budgets for all funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as amended by the Board of Commissioners.

H. Use of Estimates

The preparation of financial statements in conformity with U.S. 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 expenditures during the reporting period. Actual results could differ from those estimates.

I. Bad Debts

Uncollectible amounts due for ad valorem taxes and other revenues are recognized as bad debts at the time information becomes available which would indicate uncollectibility of the receivable. Although the specific charge-off method

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

Note (1) – Summary of Significant Accounting Policies (Continued)

is not in conformity with generally accepted accounting principles (GAAP), no allowance for uncollectible receivables was made due to immateriality at December 31, 2003.

(2) 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 Statement 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 Statement No. 34 caused the opening fund balance at December 31, 2002 to be restated in terms of “net assets” as follows:

Total fund balances - Governmental Funds - at December 31, 2002		\$ 242,229	
Add: Cost of capital assets at December 31, 2002	\$ 998,340		
Less: Accumulated depreciation at December 31, 2002	<u>(234,232)</u>	764,108	
Less: Bond principal at December 31, 2002	(845,000)		
Accrued interest payable at December 31, 2002	<u>(13,602)</u>	<u>(858,602)</u>	
Total restated fund balance - Governmental Funds - at December 31, 2002		<u>\$ 147,735</u>	

(3) Due from Other Governmental Units

Amounts due from other governmental units at December 31, 2003 consisted of the following:

Amount due from the Allen Parish Sheriff’s Office for property taxes and related interest.	<u>\$ 147,718</u>
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ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

(4) Capital Assets

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

	<u>Balance</u> 01/01/03	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> 12/31/2003
Capital assets not being depreciated:				
Land	\$ 12,000	\$ -	\$ -	\$ 12,000
Other capital assets:				
Buildings and improvements	162,379	595	-	162,974
Machinery and equipment	<u>823,961</u>	<u>7,890</u>	-	<u>831,851</u>
Total	<u>998,340</u>	<u>8,485</u>	-	<u>1,006,825</u>
Less accumulated depreciation:				
Buildings and improvements	23,186	6,538	-	29,724
Machinery and equipment	<u>211,046</u>	<u>63,631</u>	-	<u>274,677</u>
Total	<u>234,232</u>	<u>70,169</u>	-	<u>304,401</u>
Net capital assets	<u>\$ 764,108</u>	<u>\$ (61,684)</u>	<u>\$ -</u>	<u>\$ 702,424</u>

Depreciation expense of \$70,169 was charged to the general government function.

(5) Ad Valorem Taxes

Property tax millage rates are adopted in December for the calendar year in which the taxes are levied and recorded. All taxes are due and collectible when the assessment rolls are filed on or before November 15<sup>th</sup> of the current year, and become delinquent after December 31<sup>st</sup>. Property taxes not paid by the end of February are subject to lien.

For the years ended December 31, 2003 and 2002, taxes of 19.53 mills were levied on property with taxable assessed valuations totaling \$7,918,300 and \$7,587,335, and were dedicated as follows:

Maintenance	7.53 mills
Bond sinking	12.00 mills

Total taxes levied for 2003 and 2002 were \$154,645 and \$148,181. Taxes receivable at December 31, 2003 were \$147,718.

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Notes to Basic Financial Statements  
December 31, 2003

(6) Changes in Long-Term Debt

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

	Bonds Payable
Long-term debt payable at January 1	\$ 845,000
Additions	-
Deductions	(35,000)
Long-term debt payable at December 31	\$ 810,000

Bonds payable is comprised of the following individual issue:

\$950,000 general obligation bonds dated June 1, 1998 due in annual installments of \$35,000 to \$75,000 through March 1, 2018; interest at 4.50% to 5.10%; secured by levy and collection of ad valorem taxes

The bonds are due as follows:

Year Ending December 31,	Principal	Interest	Total
2004	\$ 35,000	\$ 38,811	\$ 73,811
2005	40,000	37,030	77,030
2006	40,000	35,110	75,110
2007	40,000	33,140	73,140
2008	45,000	30,993	75,993
2009 - 2013	265,000	119,895	384,895
2014 - 2018	345,000	45,680	390,680
	\$ 810,000	\$ 340,659	\$ 1,150,659

(7) Risk Management

The District is exposed to various risks of loss related to torts; theft of damage to destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

**REQUIRED  
SUPPLEMENTARY INFORMATION**



ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Budgetary Comparison Schedule  
General Fund  
For the Year Ended December 31, 2003  
With Comparative Actual Amounts for the Year Ended December 31, 2002

	2003				2002 Actual
	Budget		Actual	Variance Favorable (Unfavorable)	
	Original	Final			
Revenue:					
Ad valorem taxes	\$ 55,000	\$ 56,000	\$ 58,828	\$ 2,828	\$ 56,743
Local sources - donations	-	8,000	9,748	1,748	9,980
Interest	-	720	879	159	1,261
Total revenues	<u>55,000</u>	<u>64,720</u>	<u>69,455</u>	<u>4,735</u>	<u>67,984</u>
Expenditures:					
Current -					
General government:					
Professional fees	2,700	4,200	4,361	(161)	2,250
Advertising	150	100	-	100	-
Auto expense	1,900	3,200	2,598	602	4,055
Fuel	2,000	3,500	3,415	85	2,982
Insurance	13,000	15,000	14,306	694	11,775
Maintenance	1,400	1,200	1,005	195	3,366
Miscellaneous	-	-	-	-	164
Office supplies	700	1,000	-	1,000	876
Pension commission	1,500	1,900	1,930	(30)	1,924
Postage	50	170	147	23	140
Salaries	19,800	19,800	19,800	-	19,050
Supplies	5,900	6,000	6,707	(707)	6,814
Taxes and licenses	1,550	1,530	1,515	15	1,347
Utilities	3,450	4,000	3,551	449	3,510
Total general government	<u>54,100</u>	<u>61,600</u>	<u>59,335</u>	<u>2,265</u>	<u>58,253</u>
Capital outlay	900	1,000	-	1,000	-
Total expenditures	<u>55,000</u>	<u>62,600</u>	<u>59,335</u>	<u>3,265</u>	<u>58,253</u>
Excess of revenues over expenditures	-	2,120	10,120	8,000	9,731
Other financing uses:					
Transfers out	-	-	(7,795)	(7,795)	-
Excess of revenues over expenditures and other uses	-	2,120	2,325	205	9,731
Fund balance, beginning	<u>125,310</u>	<u>125,310</u>	<u>125,310</u>	-	<u>115,579</u>
Fund balance, ending	<u>\$125,310</u>	<u>\$127,430</u>	<u>\$127,635</u>	<u>\$ 205</u>	<u>\$125,310</u>

See accountants' report.





**JOHN S. DOWLING & COMPANY**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

Russell J. Stelly, CPA  
Chizal S. Fontenot, CPA  
James L. Nicholson, Jr., CPA  
G. Kenneth Pavy, II, CPA  
Darren J. Cart, CPA  
Michael A. Roy, CPA  
Lisa T. Manuel, CPA

John S. Dowling, CPA  
1904-1984

Retired

Harold Dupre, CPA  
1996  
John Newton Stout, CPA  
1998  
Dwight Ledoux, CPA  
1998  
Joel Lanclos, Jr., CPA  
2003

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

Allen Parish Fire Protection District No. 5  
Oberlin, Louisiana

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of Allen Parish Fire Protection District No. 5 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Allen Parish Fire Protection District No. 5'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, 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 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 or 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 us 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 us with the required list.

Allen Parish Fire Protection District No. 5  
Page 2

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

Management provided us with a copy of the 2003 budget. There was an amendment to the budget during the year.

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

The current budget was properly adopted and this is recorded in the minutes of the meetings. 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.

We compared the revenues and expenditures of the budget to actual revenues and expenditures. Actual revenues did not fail to meet the budgeted revenues by 5% or more and actual expenditures did not exceed budgeted amounts by 5% or more.

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 6 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 6 selected disbursements indicated approval from the independently elected official.

Allen Parish Fire Protection District No. 5  
Page 3

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 agendas for the meetings were properly posted as required by the open meetings law.

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.

We 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, advances, or gifts.

We inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

Allen Parish Fire Protection District No. 5 prior year financial statements were compiled and did not include any comments.

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 Allen Parish Fire Protection District No. 5 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.

*John S. Dowling & Company*

Opelousas, Louisiana  
June 30, 2004

ALLEN PARISH FIRE PROTECTION DISTRICT NO. 5  
Oberlin, Louisiana

Summary Schedule of Current and Prior Year Audit Findings  
and Corrective Action Plan  
Year Ended December 31, 2003

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description of Findings</u>	<u>Corrective Action Taken</u>	<u>Corrective Action Planned</u>	<u>Contact Person</u>	<u>Anticipated Date of Completion</u>
<b>CURRENT YEAR (12/31/03)</b>						
<u>Internal Control:</u>						
<u>02-1©</u>	1999	Due to the small number of employees, the District did not have adequate segregation of functions within the accounting system.	N/A	No response is considered necessary.	Martha LeBleu, Bookkeeper	N/A
<b>PRIOR YEAR (12/31/02)</b>						
<u>Internal Control:</u>						
<u>01-1(IC)</u>	1999	Due to the small number of employees, the District did not have adequate segregation of functions within the accounting system.	N/A	No response is considered necessary.	Martha LeBleu, Bookkeeper	N/A

## LOUISIANA ATTESTATION QUESTIONNAIRE

December 31, 2003

John S. Dowling & Company  
P.O. Box 1549  
4766 I-49 North Service Road  
Opelousas, LA 70571-1549

In connection with your compilation of our financial statements as of June 30, 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 (November 6, 1998).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes  No **Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes  No 

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes  No **Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes  No **Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes  No

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

Yes  No

**Meetings**

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

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<u><i>Robert E. ...</i></u>	President	<u>6-28-04</u>	Date