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**DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana**

**General Purpose Financial Statements  
With Accountant's Compilation Report  
and Agreed-Upon Procedures Report  
As of and for the 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 6-23-04

**MARY JO FINLEY, CPA, INC.**  
**A PROFESSIONAL CORPORATION**

DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana

General Purpose Financial Statements  
With Accountant's Compilation Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
December 31, 2003

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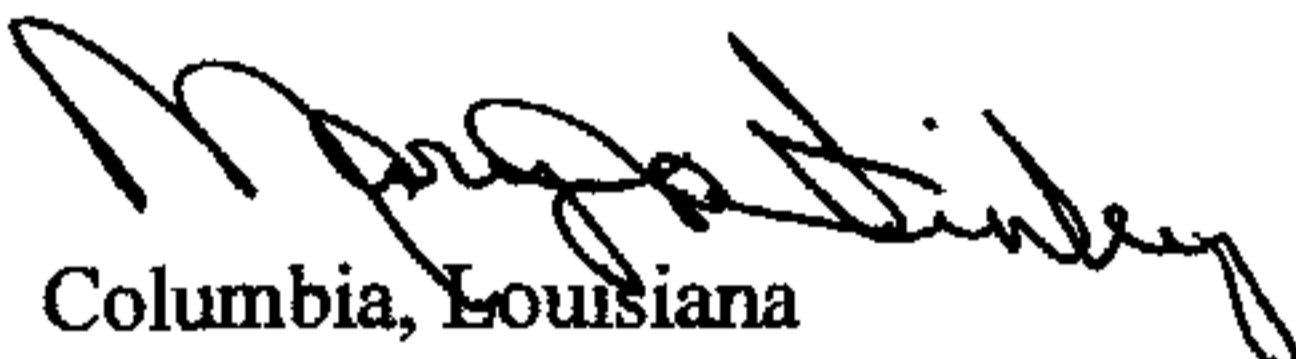
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A Professional Corporation  
129 Chambola Drive  
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**Accountant's Compilation Report**

BOARD OF COMMISSIONERS  
DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana

I have compiled the accompanying general purpose financial statements, as listed in the foregoing table of contents, of the District No. 6, Claiborne Parish Fire Department, Inc., a component unit of the Claiborne Parish Police Jury, as of December 31, 2003, and for the year then ended, in accordance with standards established by *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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance on them.

  
Columbia, Louisiana  
May 21, 2004

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

DISTRICT NO. 6  
 CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
 Lisbon, Louisiana  
 ALL FUND TYPES AND ACCOUNT GROUPS

Combined Balance Sheet, December 31, 2003

	GOVERNMENTAL FUND TYPE - GENERAL FUND	...ACCOUNT GROUPS... GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	TOTAL (MEMORANDUM ONLY)
<b>ASSETS AND OTHER DEBITS</b>				
Cash	\$3,865			\$3,865
Investments	46,036			46,036
Receivables - ad valorem taxes	195,310			195,310
Land, buildings, and equipment		\$1,283,896		1,283,896
Amount to be provided for retirement of General Long Term Debt			\$141,945	141,945
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$245,211</b>	<b>\$1,283,896</b>	<b>\$141,945</b>	<b>\$1,671,052</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities:</b>				
Accounts payable	\$9,702			\$9,702
Payroll taxes payable	941			941
Lease Payable			\$141,945	141,945
<b>Total Liabilities</b>	<b>10,643</b>	<b>NONE</b>	<b>141,945</b>	<b>152,588</b>
<b>Fund Equity:</b>				
Investment in general fixed assets		\$1,283,896		1,283,896
Fund balance - unreserved - undesignated	234,568			234,568
<b>Total Fund Equity</b>	<b>234,568</b>	<b>1,283,896</b>	<b>NONE</b>	<b>1,518,464</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$245,211</b>	<b>\$1,283,896</b>	<b>\$141,945</b>	<b>\$1,671,052</b>

See accompanying notes and Accountant's compilation report.

DISTRICT NO. 6  
 CLAIBORNE PARISH FIRE DEPARTMENT, INC  
 Lisbon, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
 Changes in Fund Balance

<b>REVENUES</b>	
Ad valorem taxes	\$234,475
Intergovernmental - state funds - fire insurance rebate	5,866
Use of money and property	4,327
Other revenues	2,145
Total revenues	<u>246,813</u>
<b>EXPENDITURES</b>	
Current - public safety:	
Personal services	7,297
Operating services	93,420
Material and supplies	14,510
Travel and other	2,270
Debt service	84,800
Capital outlay	73,974
Intergovernmental	7,811
Total expenditures	<u>284,082</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<b>(37,269)</b>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<b><u>271,837</u></b>
<b>FUND BALANCE AT END OF YEAR</b>	<b><u><u>\$234,568</u></u></b>

See accompanying notes and Accountant's compilation report.

DISTRICT NO. 6  
 CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
 Lisbon, Louisiana  
 GOVERNMENTAL FUND TYPE - GENERAL FUND

Statement of Revenues, Expenditures, and  
 Changes in Fund Balance -  
 Budget (Cash-Basis) and Actual  
 For the Year Ended December 31, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<b>REVENUES</b>			
Ad valorem taxes	\$251,335	\$251,432	97
Intergovernmental revenue	5,866	5,866	
Use of money and property	4,096	4,327	231
Other revenues	3,320	2,145	(1,175)
Total revenues	<u>264,617</u>	<u>263,770</u>	<u>(847)</u>
<b>EXPENDITURES</b>			
Current - public safety:			
Personal services	7,500	7,297	203
Operating services	96,951	95,490	1,461
Material and supplies	17,600	14,020	3,580
Travel and other		2,443	(2,443)
Debt service	84,800	84,800	
Capital Outlay	76,000	73,974	2,026
Intergovernmental	7,636	7,636	
Total expenditures	<u>290,487</u>	<u>285,660</u>	<u>4,827</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	(25,870)	(21,890)	3,980
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>71,000</u>	<u>70,851</u>	<u>(149)</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$45,130</u>	<u>\$48,961</u>	<u>\$3,831</u>

**DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana**

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

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

District No. 6, Claiborne Parish Fire Department, Inc. was originally created as the Lisbon Fire Protection District by resolution of the Claiborne Parish Police Jury on May 7, 1987. The district was incorporated on August 6, 1987. The name of the district was changed to District No. 6, Claiborne Parish Fire Department, Inc., by resolution of the police jury on February 11, 1988. The district was created to purchase and maintain fire equipment and provide fire protection for people within the district as provided by Louisiana Revised Statutes 40:1491-1501. Fire protection for the district is provided totally by volunteers. The district has fire stations located in Lisbon, Sharon, Arizona and Antioch. A resolution by the Claiborne Parish Police Jury on August 5, 1993, allowed District No. 6, Claiborne Parish Fire Department, Inc., to annex the station at Summerfield and to add stations at Hebron, Bailey Town, and Gorden. The district is governed by a five member board of commissioners: two members appointed by the Claiborne Parish Police Jury, two members appointed by the Mayor and Board of Aldermen of the Village of Lisbon, and one member by the other four members. Members serve two-year terms.

**A. REPORTING ENTITY**

As the governing authority of the parish, for reporting purposes, the Claiborne Parish Police Jury is the financial reporting entity for Claiborne Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Claiborne Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and



DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana  
Notes to the Financial Statements (Continued)

- a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
  3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury created the district, appoints certain commissioners of the district, and has the ability to impose its will on the district, the district was determined to be a component unit of the Claiborne Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Claiborne Parish financial reporting entity.

## **B. FUND ACCOUNTING**

The district uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types." Governmental funds are used to account for a government's general activities, when the focus of attention is on the

**DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.**

Lisbon, Louisiana

**Notes to the Financial Statements (Continued)**

providing of services to the public as opposed to proprietary funds when the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The district's current operations require the use of only governmental fund types (General Fund). The General Fund is the general operating fund of the district and is used to account for all financial activities not required to be accounted for in other funds. Primary funding is provided by an ad valorem tax approved by voters of the district and state fire insurance rebates.

**C. FIXED ASSETS AND LONG-TERM DEBT**

General fixed assets are not capitalized in the fund used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures (capital outlay) in the governmental fund and the related assets are reported in the general fixed assets account group. All purchased general fixed assets are valued at historical cost. Donated fixed assets are recorded at their fair market value on the date of donation. Approximately 99 per cent of general fixed assets are valued at actual cost while the remaining 1 per cent are valued at estimated cost, based on the actual historical cost of like items. No depreciation has been provided on general fixed assets.

The cost of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized.

Long-term debt expected to be financed from governmental funds is accounted for in the general long-term debt account group, not in the governmental funds.

**D. BASIS OF ACCOUNTING**

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available"

DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana  
Notes to the Financial Statements (Continued)

means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The district uses the following practices in recognizing and reporting revenues and expenditures:

**Revenues**

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the current year.

Other intergovernmental revenues are recorded when the district is entitled to the funds.

Interest income on demand deposits is recorded when the interest has been earned and the amount is determinable.

Based on the above criteria, ad valorem taxes and other intergovernmental revenues have been treated as susceptible to accrual.

**Expenditures**

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

**E. BUDGET PRACTICES**

The proposed budgets, prepared on the cash basis of accounting, were prepared and adopted by the board of commissioners in December, 2002. The budget is established and controlled by the board of commissioners at the object level of expenditure. Encumbrance accounting is not utilized in the district's records. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the board of commissioners.

Formal budgetary integration is not employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements

DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.

Lisbon, Louisiana

Notes to the Financial Statements (Continued)

include the original adopted budgets and all subsequent amendments. The following reconciles the excess of revenues over expenditures as shown on the budget comparison Statement C (budget basis) to the same amounts shown on Statement B (GAAP basis):

Excess (Deficiency) of revenues over expenditures (Budgetary basis)	(\$21,890)
Adjustments:	
Receivables	(16,955)
Payables	<u>1,576</u>
Excess of revenues and other source over expenditures (GAAP basis)	<u>(\$37,269)</u>

**F. CASH**

Under state law, the district may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The district may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2003, the district has demand deposits (book balances) totaling \$3,865.

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 bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 2003, total \$8,421 and are fully secured by federal deposit insurance.

**G. INVESTMENTS**

Investments held at December 31, 2003 consist of \$46,036 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at December 31, 2004 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

**DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.**

Lisbon, Louisiana

**Notes to the Financial Statements (Continued)**

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

**G. TOTAL COLUMN ON COMBINED  
BALANCE SHEET**

The total column in the combined balance sheet is captioned Memorandum Only (Overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with U.S. generally accepted accounting principles. Neither is such data comparable to a consolidation.

DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
 Lisbon, Louisiana  
 Notes to the Financial Statements (Continued)

**H. RISK MANAGEMENT**

The fire district is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees. To handle such risk of loss, the police jury maintains coverage on the fire district. The policy covers general liability, property, employee liability, and public officials liability. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2003.

**2. LEVIED TAXES**

The district is authorized to levy a maximum tax of 11.15 mills on property within the boundaries of the district for maintenance and operation of the district. The district levied 11.97 mills for 2003. The tax will expire with the 2006 tax roll.

The difference between authorized and levied millage is the result of reassessments of taxable property in the parish, as required by Article VII, Section 18 of the Louisiana Constitution of 1974. The following are the principal taxpayers for the parish and their 2003 assessed valuation.

	2003 Assessed Valuation	Percent of Total Assessed Valuation
Texas Gas Transmission Corp.	\$4,403,180	5.15%
Ludlow Corporation	3,613,020	4.23%
Marathon Oil Company	3,238,580	3.79%
Duke Energy Field Services, Inc.	2,628,070	3.07%
Entergy Louisiana, Inc.	1,692,470	1.98%
Hunt Oil Company	1,687,840	1.97%
Centerpoint Energy Gas Transmission	1,658,280	1.94%
Claiborne Electric Co-op, Inc.	1,544,330	1.81%
Bellsouth Telecommunications	1,450,560	1.70%
XTO Energy	<u>1,311,940</u>	<u>1.53%</u>
Total	<u>\$23,228,270</u>	<u>27.17%</u>

**3. CHANGES IN GENERAL FIXED ASSETS**

The following presents the changes in general fixed assets for the year ended December 31, 2003:

See Accountant's compilation report.

DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.

Lisbon, Louisiana

Notes to the Financial Statements (Continued)

	Balance at January 1,	Additions	Deletions	Balance at December 31,
Land	\$2,000			\$2,000
Buildings	116,730			116,730
Furniture and equipment	6,304			6,304
Machinery and Equipment	473,275	\$6,339		479,614
Vehicles	95,878	67,635		163,513
Assets under capital lease	515,734			515,734
Total	<u>\$1,209,921</u>	<u>\$73,974</u>	<u>NONE</u>	<u>\$1,283,895</u>

**4. CHANGES IN GENERAL LONG-TERM DEBT**

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

	Capital Leases
Long-term debt payable at January 1, 2003	\$215,026
Additions	NONE
Reductions	<u>(73,081)</u>
Long-term debt payable at December 31, 2003	<u>\$141,945</u>

**5. CAPITAL LEASE**

The district records items under capital lease as an asset and an obligation in the accompanying financial statements. During 1997, the district entered into a capital lease for a pumper mounted on a freightliner FL80 chassis and a pumper mounted on a Ford F800 chassis. The lease had an original recorded amount of \$276,448. This lease paid out during 2003. The district also entered into a capital lease during 1999 for two pumpers mounted on International 4900 chassis. The lease had an original recorded amount of \$239,186. Lease obligations are retired from the General Fund. The following is a summary of future minimum lease payments, together with the present value of the net minimum lease payments, as of December 31, 2003:

2004	\$28,136
2005	28,136
2006	28,136
2007	28,136
2008	28,136
2009	<u>28,136</u>

DISTRICT NO. 6 CLAIBORNE PARISH FIRE DEPARTMENT, INC.

Lisbon, Louisiana

Notes to the Financial Statements (Continued)

Total	\$168,816
Less amount representing interest	<u>(26,871)</u>
Present value of net minimum lease payments	<u>\$141,945</u>

**6. LITIGATION AND CLAIMS**

At December 31, 2003, the district is not involved in any litigation, nor is it aware of any unasserted claims.



**SUPPLEMENTAL INFORMATION SCHEDULE**

**DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana**

**SUPPLEMENTAL INFORMATION SCHEDULE  
For the Year Ended December 31, 2003**

**COMPENSATION PAID COMMISSIONERS**

The schedule of compensation paid to commissioners is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. The commissioners receive \$30 per meeting.

DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana

Schedule of Compensation Paid Commissioners  
For the Year Ended December 31, 2003

Jack Bailey	\$330
Sonny Greeson	360
Gary Hoof	210
Danny Lee	330
Joe Richardson	<u>360</u>
Total	<u>\$1,590</u>

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

The following independent Accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Mary Jo Finley, CPA**  
A Professional Corporation  
129 Chambola Drive  
Columbia, LA 71418  
Phone (318) 649-5089

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

BOARD OF COMMISSIONERS  
DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed upon by the management of District No. 6, Claiborne Parish Fire Department, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about District No. 6, Claiborne Parish Fire Department, Inc.'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 the 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 each year under examination for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

A review was made of all disbursements for the year. That review disclosed 4 expenditures made during the period under examination for materials and supplies exceeding \$15,000. Two expenditures were for the lease payments, one for maintenance/services to pumper trucks, and one for payment for Emergency Services Insurance Program. There were no expenditures that required bids. No expenditures were disclosed for public works exceeding \$100,000.

DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
Lisbon, Louisiana  
Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2003

**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 the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure 3 above appeared on the list provided by management in agreed-upon procedure 2 above.

**Budgeting**

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

Management provided us with a copy of the original budgets and amendments.

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

I traced the adoption of the original budgets to the minutes of meetings held on December, 2002, which indicated that the budgets had been adopted by the Board of Commissioners of District No. 6, Claiborne Parish Fire Department, Inc. by votes of all in favor and none opposed. I also traced the adoption of amendment to the 2003 budget to the minutes of the meeting held on December 8, 2003.

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

I compared the revenues and expenditures of the final budgets to actual revenues and

DISTRICT NO. 6  
CLAIBORNE PARISH FIRE DEPARTMENT, INC.  
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Independent Accountant's Report on  
Applying Agreed Upon Procedures,  
December 31, 2003

expenditures. Actual revenues did not fail to meet budgeted amounts by 5% or more, nor did actual expenditures exceed budgeted amounts by 5% or more.

**Accounting and Reporting**

8. Randomly select 6 disbursements made during each period under examination and;
- (a) trace payments to supporting documentation as to correct amount and payee;
  - (b) determine if payments were properly coded to the correct fund and general ledger account;
  - (c) determine whether payments received approval from proper authorities.

An examination of six randomly selected disbursements disclosed the following:

- (a) All six selected disbursements were for the proper amount as reflected on supporting documentation and were made to the correct payee.
- (b) All six disbursements were coded to the correct fund and general ledger account.
- (c) Inspection of documentation supporting each of the six disbursements indicated approvals from one board member. Further, the types of disbursements made were included in the district's approved budget.

**Meetings**

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1-12 (the opening meetings law).

I inquired of management whether agendas for meetings were posted at the meeting place at least twenty-four hours prior to the meeting. Management stated that agendas were posted and a copy is retained with the minutes. From examination of these notices I determined that the date and time of posting is written on the notice to indicate compliance.

**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.

DISTRICT NO. 6  
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Applying Agreed Upon Procedures,  
December 31, 2003

I inspected copies of all deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

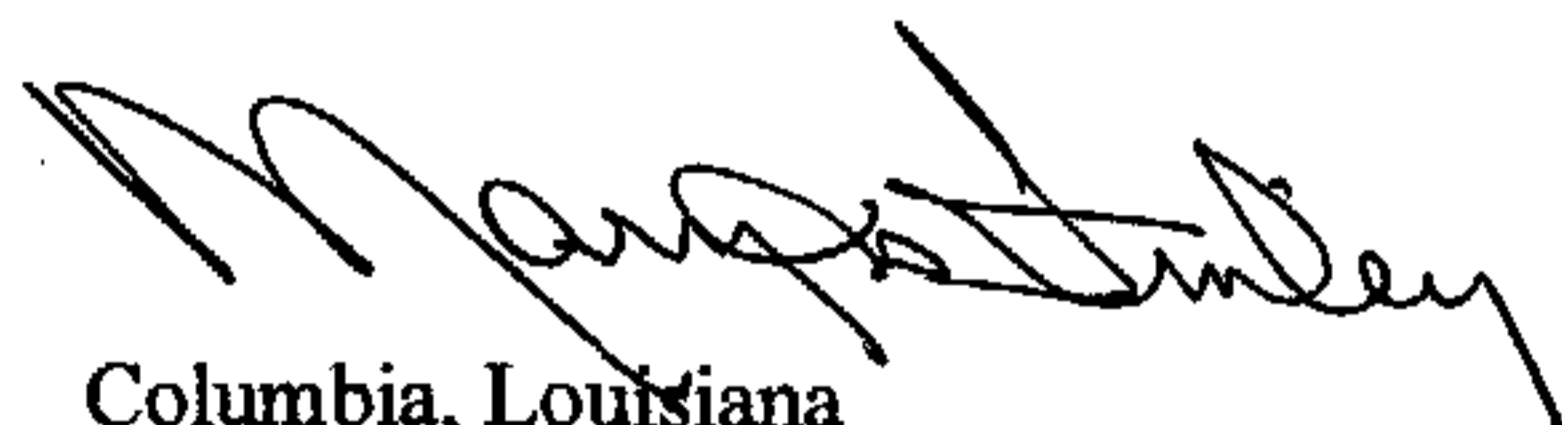
**Advances and Bonuses**

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.

As stated in number 3 above, the district has one paid employee. A reading of the minutes of the board for the year indicated no approval for payment of bonuses, advances, or gifts. I also inspected disbursements journals for of the year and noted no instances which would indicate payments to board members or employees which would constitute 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 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 the District No. 6, Claiborne Parish Fire Department, Inc. 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. Although the intended use of these reports may be limited, under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.



Columbia, Louisiana  
May 21, 2004



### **Louisiana Attestation Questionnaire**

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

Mary Jo Finley, CPA, Inc.  
129 Chambola Drive  
Columbia, LA 71418

In connection with your compilation of our financial statements of the Claiborne Parish Fire Protection District No. 6 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 regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on information available to us as of May 21, 2004.

**PUBLIC BID LAW**

1. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

Yes  No  N/A

**CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. No employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of LSA-RS 42:1101-1124.

Yes  No  N/A

3. 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 which would constitute a violation of LSA-RS 42:1119.

Yes  No  N/A

**BUDGETING**

4. We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes  No  N/A

## ACCOUNTING AND REPORTING

5. 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  N/A

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

Yes  No  N/A

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

Yes  No  N/A

## MEETINGS

8. We have complied with the provisions of the Opening Meetings Law, LSA-RS 42:1-12.

Yes  No  N/A

## DEBT

9. We have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes  No  N/A

## ADVANCES AND BONUSES

10. 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  N/A

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 non-compliance which may occur subsequent to the issuance of your report.

  
Chairman

May 21, 2004  
Date