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#### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA

#### **BASIC FINANCIAL STATEMENTS**

YEAR ENDED JUNE 30, 2004

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 1-12-05

## FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2004 WITH SUPPLEMENTAL INFORMATION SCHEDULES

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## FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED JUNE 30, 2004 WITH SUPPLEMENTAL INFORMATION SCHEDULES

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#### FINANCIAL STATEMENTS

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#### JOHN D. BUTLER & COMPANY

A PROFESSIONAL ACCOUNTING CORPORATION
P. O. BOX 30
BAKER, LOUISIANA 70704-0030

(225) 775-4982

#### INDEPENDENT AUDITORS' REPORT

November 24, 2004

Board of Commissioners of the Fire Protection District No. 1 Of West Feliciana Parish, Louisiana P. O. Box 1190 St. Francisville, Louisiana 70775

We have audited the accompanying basic financial statements of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana, a component unit of the West Feliciana Parish Policy Jury, as of and for the year ended June 30, 2004, as listed in the table of contents. These basic financial statements are the responsibility of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's management. Our responsibility is to express an opinion on these basic financial statements based on our audit. The prior year comparative information was derived from the District's 2003 financial statements in which an unqualified opinion was expressed. Those financial statements were audited by another auditor whose report thereon has been furnished to us.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana as of June 30, 2004, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Board of Commissioners of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana November 24, 2004 Page Two

As described in Note 9, the District has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, "Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments", as of June 30, 2004.

The required supplemental information, as listed in the table of contents, is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. This required supplemental information is the responsibility of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's management. It has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects when considered in relation to the basic financial statements taken as a whole.

In accordance with Government Auditing Standards, we have also issued our report dated November 24, 2004, on our consideration of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The accompanying supplemental information listed in the table of contents under Supplemental Information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Sincerely,

John D. Butler & Company

A Professional Accounting Corporation

John Bitletto.

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### REQUIRED SUPPLEMENTAL INFORMATION (PART 1 OF 2)

The purpose of this section is to offer management's discussion and analysis of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's (hereafter referred to as the District) financial performance during the year ended June 30, 2004. It should be read in conjunction with the financial report taken as a whole.

#### Overview of the Financial Statement Presentation

These financial statements are comprised of three components - (1) government-wide financial statements, (2) fund financial statements and (3) notes to the financial statements. There is also other supplementary information contained in this report provided for additional information.

#### Highlights of the Fire District as a Whole

For the past few years, the Fire District has been acquiring property for and planning a fire training center that will enable the Fire District to better train and prepare our firefighters to perform in an efficient and safe manner. This training complex will include a new fire station and administration building in addition to the training facilities. The total estimated cost of the complex is in the \$5,000,000 range. The project is funded 100% by a five-year six (6) mill property tax that was approved in the year 2000.

Government-wide Financial Statements. The government-wide financial statements present financial information for all activities of the District from an economic resource measurement focus using the accrual basis of accounting. These provide both short-term and long-term information about the District's overall financial status. They include a statement of net assets and statement of activities.

Statement of Net Assets. This statement presents information on all of the District's assets and liabilities with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or not.

Statement of Activities. This statement presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the District's financial reliance on general revenues.

The government-wide financial statements can be found on pages 10-11 of this report.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has only one category of funds: governmental funds.

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements except that the focus with fund statements is to provide a distinct view of the District's governmental funds only. These statements report short-term fiscal accountability emphasizing the use of spendable resources during the year and balances of spendable resources available at the end of the year.

Because the view of governmental funds is short-term and the view of the government-wide financial statements is long-term, it is useful to compare these two perspectives. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provides reconciliation to the government-wide statements to assist in understanding the differences between the two viewpoints.

Governmental funds of the District include a general fund and a capital projects fund. The fund financial statements can be found on pages 13-17 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The index of the notes is found on page 19 with the actual notes beginning immediately afterwards.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's budgetary comparisons on page 31. This schedule indicates the District's compliance with its adopted and final revised budgets.

#### **Financial Analysis of the District**

Net assets are an indicator of the District's financial position from year to year. A summary of net assets follows.

### **SUMMARY OF NET ASSETS Governmental Activities**

Assets	<u>2004</u>	<u>2003</u>
Current assets	\$ 2,550,517.12	\$ 2,263,538.46
Land	293,929.20	250,369.20
Capital assets, net	2,234,124.99	1,501,187.24
Total Assets	5,078,571.31	4,015,094.90
T * L494*		
Liabilities		
Current liabilities	111,828.14	39,320.38
Net Assets		
Invested in capital assets, net of		
related debt	2,528,054.19	1,751,556.44
Unrestricted	2,43 <u>8,688.98</u>	2,224,218.08
Total Net Assets	<u>4,966,743.17</u>	3,975,774.52

A summary of changes in net assets is as follows:

### SUMMARY OF CHANGES IN NET ASSETS Governmental Activities

	<u>2004</u>	2003
Revenues		
Grants and contributions	\$ 43,560.00	\$ 138,690.00
General revenues:		
Ad valorem taxes	1,558,075.86	1,581,659.00
Fire insurance rebates	33,074.23	30,745.00
Interest earned	23,756.54	21,607.00
Other revenues	<u>32,449.74</u>	.00
Total Revenues	1,690,916.37	1,772,701.00
Expenses		
General government	118,892.09	104,240.00
Public safety	<u>581,055.63</u>	<u>491,056.00</u>
Total Expenses	699,947.72	595,296.00

		<u>2004</u>	<u>2003</u>
Change in net assets	\$	990,968.65	\$ 1,177,405.00
Net assets, beginning, as restated		3,975,774.52	2,798,369.52
Net assets, ending	;	<u>4,966,743.17</u>	3,975,774.52

#### **Budgetary Highlights**

The District had \$13,150 more in revenues than anticipated while expenditures were over budget by \$7,235.

#### **Capital Asset and Debt Administration**

Capital Assets: The District's investment in capital assets, net of accumulated depreciation and related debt at June 30, 2004 and 2003, was \$2,528,054.19 and \$1,751,556.44, respectively. Additions in 2004 included land, a vehicle, life-saving equipment and continued construction of the training center. Prior year additions included land, a fire engine and life-saving equipment.

Capital assets at year-end are summarized as follows:

### CAPITAL ASSETS Net of Accumulated Depreciation Governmental Activities

	2004	<u>2003</u>
Non-depreciable Assets		
Land	\$ 293,929.20	\$ 250,369.20
Depreciable Assets		
Buildings	1,679,160.01	844,285.62
Vehicles/fire engines	1,706,820.91	1,702,775.41
Equipment	228,613.35	200,053.40
Accumulated depreciation	(1,380,469.28)	(1,245,927.19)
Net	<u>2,528,054.19</u>	1,751,556.44

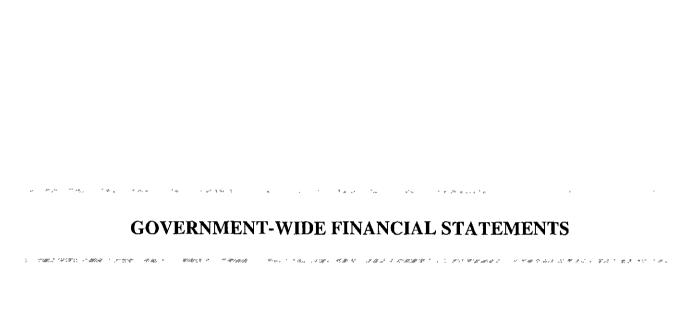
Long-Term Debt: The District currently has no long-term debt.

#### **Economic Environment and Next Year's Budget**

The Fire District has been focused on improving training facilities for our firefighters, acquiring property for new stations in areas as growth in the Parish occurs and replacing our fleet of aging fire apparatus as needed. Duke Entergy Corporation donated a tract of property on LA Highway 10 to the Fire District, and soon we will begin planning and construction of a new fire station at this location.

#### **Request for Information**

This financial report is designed to provide a general overview of the District's finances, comply with finance-related laws and regulations and demonstrate the District's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Chief Tommy Boyett, at P. O. Box 1190, St. Francisville, Louisiana 70775, 225-635-4312.



## FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA STATEMENT OF NET ASSETS JUNE 30, 2004

#### With Comparative Totals as of June 30, 2003

	Governmental Activities				
		2004	2003		
<u>ASSETS</u>					
Cash and cash equivalents	\$	11,759.89	\$ 41,128.00		
Investments		2,502,833.17	2,186,522.31		
Receivables, net of uncollectible allowance		35,524.06	35,488.15		
Deposits		400.00	400.00		
Land		293,929.20	250,369.20		
Capital assets, net of accumulated depreciation		2,234,124.99	1,501,187.24		
Total Assets		5,078,571.31	4,015,094.90		
LIABILITIES					
Accounts payable		110,100.14	37,705.38		
Accrued salaries		1,728.00	1,615.00		
Total Liabilities		111,828.14	39,320.38		
NET ASSETS, as restated					
Investment in capital assets, net of related debt		2,528,054.19	1,751,556.44		
Unrestricted		2,438,688.98	2,224,218.08		
Total Net Assets	\$	4,966,743.17	\$ 3,975,774.52		

## OF WEST FELICIANA PARISH, LOUISIANA FIRE PROTECTION DISTRICT NO. 1 STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2004

				Program Revenues	iues		Net Revenues (Expenses)
inctions/Programs	Ш	Expenses	Charges for Services	Operating Grants and Contributions		Capital Grants and Contributions	Governmental Activities
<b>overnmental Activities</b> General government Public safety	↔	118,892.09 581,055.63	↔	€	<del>∨</del> >	43,560.00	\$ (118,892.09) (537,495.63)
Total Governmental Activities	89	699,947.72	\$	€9	<del>⇔</del>	43,560.00	(656,387.72)
	Gener	General Revenues					
	Ad	Ad valorem taxes					1,558,075.86
	Fire	Fire insurance rebates	ates				33,074,23
	Inte	Interest earned					23,756.54
	Oth	Other revenues					32,449.74
	Ţ	Total General Revenues	Revenues				1,647,356.37
	Change	Change in Net Assets	<b>(2</b> )				59.896'066
	Net As	Net Assets, beginning, as restated	g, as restated				3,975,774.52
	Net As	Net Assets, ending					\$ 4,966,743.17

Governmental Activities General government

Functions/Programs

The accompanying notes are an integral part of these statements.

#### FUND FINANCIAL STATEMENTS

#### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH BALANCE SHEET GOVERNMENTAL FUNDS JUNE 30, 2004

#### With Comparative Totals as of June 30, 2003

ASSETS		<u>General</u>		Capital Projects		Gover	otal nmei inds	2003
Cash and cash equivalents	\$	11,759.89	\$	-	\$	11,759.89	\$	41,128.00
Investments		1,592,878.91		909,954.26		2,502,833.17		2,186,522.31
Ad valorem taxes receivable		2,449.83		-		2,449.83		4,743.00
Fire insurance rebates receivable		33,074.23		-		33,074.23		30,745.15
Deposits		400.00				400.00		400.00
TOTAL ASSETS	\$	1,640,562.86	\$	909,954.26	\$	2,550,517.12	\$	2,263,538.46
LIABILITIES AND FUND BALAN	<u>CES</u>							
Liabilities:								
Accounts payable	\$	22,767.14	\$	87,333.00	\$	110,100.14	\$	37,705.38
Accrued salaries	4	1,728.00	•	-	*	1,728.00	•	1,615.00
		<u>,,                                   </u>						
Total Liabilities		24,495.14		87,333.00		111,828.14		39,320.38
Fund Balances:								
Designated for buildings		_		822,621.26		822,621.26		816,230.00
Designated for apparatus		207,130.44		-		207,130.44		147,079.27
Unreserved, undesignated		1,408,937.28		_		1,408,937.28		1,260,908.81
omossi (od, diloesignated		1, 100,737.20				1,100,737.20		1,200,500.01
Total Fund Balances		1,616,067.72		822,621.26		2,438,688.98		2,224,218.08
TOTAL LIABILITIES AND								
FUND BALANCES	\$	1,640,562.86	\$	909,954.26	\$	2,550,517.12	\$	2,263,538.46

# FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS JUNE 30, 2004

	<u>2004</u>
Total Fund Balances - Total Governmental Funds	\$ 2,438,688.98
Amounts reported for governmental activities in the Statement of Net Assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Funds Balance Sheet	2,528,054.19
Total Net Assets - Governmental Activities	\$ 4,966,743.17

# FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS JUNE 30, 2004

#### With Comparative Totals for the Year Ended June 30, 2003

REVENUES		<u>General</u>	Capital Projects	 Govern	otal nmer	2003
Ad valorem taxes	\$	1,558,075.86	\$ -	\$ 1,558,075.86	\$	1,581,659.00
Fire insurance rebates		33,074.23	 	 33,074.23	<u>-</u>	30,745.00
Total Revenues		1,591,150.09	-	1,591,150.09		1,612,404.00
EXPENDITURES						
General government		118,892.09	-	118,892.09		102,006.33
Public safety		423,484.54	-	423,484.54		368,066.67
Capital outlay		99,194.45	 834,874.39	 934,068.84	·	451,567.00
Total Expenditures		641,571.08	 834,874.39	 1,476,445.47	· <u> </u>	921,640.00
Excess of Revenues over Expenditures		949,579.01	(834,874.39)	114,704.62		690,764.00
OTHER FINANCING SOURCES (U	SES	)				
Grant proceeds		-	-	-		138,690.00
Proceeds from sale of vehicle		2,368.00	-	2,368.00		-
Other revenues		44,000.00	29,641.74	73,641.74		-
Interest earned		12,772.63	10,983.91	23,756.54		21,607.00

# FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES (Continued) GOVERNMENTAL FUNDS JUNE 30, 2004

#### With Comparative Totals for the Year Ended June 30, 2003

		Capital	 Total Governme Funds	
	General	<u>Projects</u>	<u>2004</u>	<u>2003</u>
Operating transfers in Operating transfers out	\$ (800,640.00)	800,640.00	\$ 800,640.00 \$ (800,640.00)	<u>-</u>
Total Other Financing Sources (Uses)	(741,499.37)	841,265.65	 99,766.28	160,297.00
Net Change in Fund Balances	208,079.64	6,391.26	214,470.90	851,061.00
Fund Balances, beginning	1,407,988.08	816,230.00	 2,224,218.08	1,373,157.08
Fund Balances, ending	\$ 1,616,067.72 \$	822,621.26	\$ 2,438,688.98 \$	2,224,218.08

# FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES YEAR ENDED JUNE 30, 2004

	<u>2004</u>
Net Changes in Fund Balances - Total Governmental Funds	\$ 214,470.90
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlay as expenditures.	
However, in the Statement of Activities, the cost of those assets	
is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded	
depreciation in the current period.	799,526.75
assets without recognition of any gain or loss associated with	
the sale. This is the cost of the vehicle sold during the year.	(23,029.00)
Change in Net Assets - Governmental Activities	\$ 990,968.65

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	NOTES TO FI	NANCIAL STATI	EMENTS	

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#### INTRODUCTION

The Fire Protection District No. 1 of West Feliciana Parish, Louisiana (hereinafter referred to as the District) is a component unit of the West Feliciana Parish Police Jury and was created in 1996 as provided by Louisiana Revised Statute 40:1496. The District serves as a parish-wide agency for the purpose of acquiring, maintaining and operating buildings, machinery, equipment, water tanks and any other such things necessary to provide fire prevention and protection within its boundaries.

The District is managed by a Board of Commissioners composed of 7 members that are appointed by the parish governing authority to serve two-year terms. Commissioners, as authorized by Louisiana Revised Statute 38:3304, receive a per diem to attend meetings or conduct board-approved business not to exceed \$60 per day.

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the Louisiana Governmental Audit Guide, and to the industry audit guide Audits of State and Local Governmental Units.

The following is a summary of certain significant accounting policies:

Financial 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. For financial reporting purposes, in conformance with GASB Codification Section 2100, the District is considered a component unit of the West Feliciana Parish Police Jury because the Jury exercises oversight responsibility in that the Jury appoints the board members and public service is rendered within the Jury's boundaries. The accompanying financial statements present only the transactions of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana.

Government-wide Accounting: In accordance with Government Accounting Standards Board Statement No. 34, the District has presented a statement of net assets and statement of activities for the District as a whole. These statements include the primary government and its component units, if applicable, with the exception of fiduciary funds. Those funds are reported separately. Government-wide accounting is designed to provide a more comprehensive view of the government's operations and financial position as a single economic entity.

Government-wide statements distinguish between governmental and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business

activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

Policies specific to the government-wide statements are as follows:

#### Eliminating Internal Activity

Interfund receivables and payable are eliminated in the statement of net assets except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances. The allocation of overhead expenses, from one function to another or within the same function, is eliminated in the statement of activities. Allocated expenses are reported by the function to which they were allocated.

#### Application of FASB Statements and Interpretations

Reporting on governmental-type and business-type activities are based on FASB Statements and Interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

#### Capitalizing Assets

Tangible and/or intangible assets used in operations with an initial useful life that extends beyond one year are capitalized. Infrastructure assets such as roads and bridges are also capitalized. Capital assets are recorded at their historical cost and are depreciated using the straight-line method of depreciation over their estimated useful lives. They are reported net of accumulated depreciation on the statement of net assets.

Using the requirements of GASB Statement No. 34, the District is considered a Phase 3 government, as its total annual revenues are less than \$10 million. Such governments are not required to report major general infrastructure assets retroactively. The District has opted not to retroactively report these types of capital assets.

#### Program Revenues

The Statement of Activities presents three categories of program revenues – (1) charges for services; (2) operating grants and contributions; and (3) capital grants and contributions. Charges for services are those revenues arising from charges to customers who purchase, use or directly benefit from goods and services provided by the District. Grants and contributions, whether operating or capital in nature, are revenues arising from receipts that are reserved for a specific use.

#### Indirect Expenses

Expenses are reported according to function except for those that meet the definition of special or extraordinary items. Direct expenses are specifically associated with a service or program. Indirect expenses include general government or administration that cannot be specifically traced to a service or program. Governments are not required to allocate indirect expenses to other functions, and the District has chosen not to do so.

Operating Revenues

Proprietary funds separately report operating and non-operating revenues.

Reserved Net Assets

Reserved net assets are those for which a constraint has been imposed either externally or by law. The District recognized the use of reserved resources for expenditures that comply with the specific restrictions. Reserved resources are exhausted before unreserved net assets are used.

Fund Accounting: The District 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 entity with a self-balancing set of accounts. Funds of the District are classified under one category: governmental. This category, in turn, is divided into separate fund types. The fund classifications and a description of each existing fund type follow:

Governmental Funds: Governmental funds account for all or most of the District's general activities, including the collection and disbursement of specific or legally reserved monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the District include:

- 1. General accounts for all activities not required to be reported in another fund;
- 2. Capital Projects accounts for the flow of resources related to the construction, acquisition or renovation of capital assets.

Basis of Accounting/Measurement Focus: In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification, and subsequent GASB pronouncements, are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The type of financial statement presentation determines the accounting and financial reporting treatment applied to a fund.

The government-wide statements are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of governmental and business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are

incurred in the statement of activities. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

The fund statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements present increases and decreases in net current assets. Expenditures for capital assets are reported as current expenses, and such assets are not depreciated. Principle and interest paid on long-term debt is reported as current expenses.

Budgets and Budgetary Accounting: The District adopts an annual budget for all of its funds, prepared in accordance with the basis of accounting utilized by that fund. The Board must approve any revisions that alter the total expenditures. Budgeted amounts shown are as originally adopted and as amended by the Board. Budget amendments are passed on an as-needed basis. A balanced budget is required.

Cash and Cash Equivalents: Cash includes amounts in demand and interest bearing demand deposits. Cash equivalents include amounts in investments 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.

**Investments:** Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

**Inventory:** Inventory of the District includes only office supplies, the amount of which is considered immaterial. Therefore, the acquisition of such items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**Receivables:** Trade receivables are recorded at management's estimate of the amount that is expected to be collected. This is based in part on historical information. There is no allowance recorded in the accompanying financial statements as management expects 100% of its outstanding receivables to be collected.

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Capital Assets: The District's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows: Buildings – 15-40 years; equipment – 7-10 years; and vehicles/fire engines – 5-20 years.

In June 1999, the GASB issued Statement No. 34 which requires the inclusion of infrastructure assets used in governmental activities in the basic financial statements retroactively reported back to 1982. An exception exists for local governments with annual revenues of less than \$10 million. As a result of this exception, the District has elected to not report its governmental infrastructure retroactively. From this point forward, the District will use the basic approach to infrastructure reporting for its governmental activities when applicable.

Compensated Absences: At June 30, 2004, there were no accumulated leave benefits computed in accordance with GASB Codification Section C60.150. Employees are required to use vacation leave in the year that it is earned.

Long-Term Obligations: In the government-wide financial statements, debt principal payments of government activities are reported as decreases in the balance of the liability on the statement of net assets. In the fund financial statements, however, debt principal payments of governmental funds are recognized as expenditures when paid.

**Net Assets/Fund Balances:** In the statements of net assets, the difference between a government's assets and liabilities is recorded as net assets. The three components of net assets is as follows:

Invested in Capital Assets, Net of Related Debt

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

Restricted Net Assets

Net Assets that are reserved by external sources such as banks or by law are reported separately as restricted net assets. When assets are required to be retained in perpetuity, these non-expendable net assets are recorded separately from expendable net assets. These are components of restricted net assets.

**Unrestricted Net Assets** 

This category represents net assets not appropriable for expenditures or legally segregated for a specific future use.

In the Balance Sheet of governmental funds, fund balances are segregated as follows:

Reserved

These resources are segregated because their use is earmarked for a specific use.

Unreserved

This category represents that portion of equity not appropriable for expenditures or legally segregated for a specific future use.

**Interfund Transactions:** All interfund transactions except quasi-external transactions are reported as operating transfers. These are eliminated in the government-wide statements.

#### NOTE 2 – CASH AND CASH EQUIVALENTS

The following is a summary of cash and cash equivalents (book balances) at June 30, 2004 and 2003:

	<u>Gene</u> <u>2004</u>	<u>General Fund</u> 2004 2003		Capital Projects Fund 2004 2003		
Demand deposits Interest-bearing	\$ 1,106.74	\$ 1,583.82	\$	.00	\$	.00
demand deposits	10,653.15	39,544.18		00		.00
Total	11,759.89	41,128.00		00	<u></u>	.00

These deposits are stated at cost, which approximates market. Under state law, they must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank that is mutually acceptable to both parties.

The collected bank balances at June 30, 2004 and 2003, were \$87,368.30 and \$46,000.00, respectively. All District deposits with financial institutions are fully insured.

#### **NOTE 3 – INVESTMENTS**

The District has investments in a local government investment pool that is administered by a non-profit corporation, LAMP, Inc. This corporation was organized under the laws of the State of Louisiana, and its purpose is to provide a safe environment for the placement of public funds in short-term, high-quality investments. Investments included in its portfolio, that is restricted to those issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its assigns, include only those with maturities of ninety days or less. This design allows participants immediate access to their funds. The balances of these accounts at June 30, 2004 and 2003, were \$2,502,833.17 and \$2,186,522.31, respectively.

#### NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2004, was as follows:

	Beginning <u>Balance</u>	Additions	Retirement	Ending <a href="Ending-state">Balance</a>
Capital Assets, not being depreciated Land	\$ 250,369.20	\$ 43,560.00	\$ .00 \$	293,929.20
Capital Assets, being depreciated Buildings	844,285.62	834,874.39		1,679,160.01
Less: accumulated depreciation Net Buildings	259,591.00 584,694.62	28,433.42 806,440.97	.00.	<u>288,024.42</u> 1,391,135.59
Vehicles/Fire Engines	1,702,775.41	27,075.40	•	1,706,820.91
Less: accumulated depreciation Net Vehicles/Fire Engines	894,256.89 808,518.52	84,365.97 (57,291.47)	.00 (23,029.00)	978,622.86 728,198.05
Equipment	200,053.40	28,559.95	.00	228,613.35
Less: accumulated depreciation	92,079.30	21,742.70	.00	113,822.00
Net Equipment	107,974,10	6,817.25	00	114,791.35
Net Capital Assets, being depreciated	1,501,187.24	755,966.75	(23,029.00)	2,234,124.99
Net Capital Assets	1,751,556.44	799,526.7	5(23,029.00)	2,528,054.19

Depreciation expense of \$134,542.09 was charged to public safety expenses during the year.

#### NOTE 5 – ACCOUNTS AND OTHER PAYABLES

The following is a summary of payables at June 30, 2004:

Class of Payables	General	Capital <u>Projects</u>	<u>Total</u>
Trade accounts Salaries	\$ 22,767.14 	\$ 87,333.00 	\$ 110,100.14 1,728.00
Total	<u>24,495.14</u>	87,333.00	111,828.14

#### NOTE 6 – LEAVE

Annual and Sick Leave. The District's employees earn and accumulate annual and sick leave at varying rates depending on their years of full-time service. Leave earned during the year is required to be used during that same year. As a result, there are no compensated absences at year end.

#### NOTE 7 - RETIREMENT SYSTEM

Substantially all of the employees of the District are members of the Louisiana Firefighters Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan. The System is a statewide public retirement system for the benefit of firefighters, which is administered and controlled by a separate board of trustees.

All full-time and eligible firefighters employed by a municipality, parish or fire protection district that did not enact an ordinance prior to January 1, 1980, are required to participate. At retirement age, employees are entitled to annual benefits equal to 3 1/3% of their final average salary for each year of creditable service not to exceed 100% of their final average salary. Final average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of service) and receive the benefit accrued to their date of termination. Vested employees are entitled to a retirement benefit, payable monthly for life at (a) age 50 with at least 20 years of service or (b) age 55 with at least 12 years of service. The System also provides death and disability benefits. Covered employees are required to contribute 8% of their covered salary to the plan, and the District contributes an additional 21.0% each year. These requirements are set by state statute and differ from the contribution requirement determined using actuarial methods. The System issues an annual financial report that is available to the public including financial statements and required supplementary information of the System. That report may be obtained by contacting the Firefighters' Retirement System, P. O. Box 94095, Baton Rouge, La. 70804, 225-925-4060.

One employee, who was not eligible to participate in the System at the time of his employment, is covered under a 403(b) plan administered by First Financial Administrators. The District contributes 9% of covered salary each year to this plan.

Contributions for retirement for the years ended June 30, 2004 and 2003, were \$4,615.56 and \$2,026.00, respectively, equal to the required contributions for each year.

#### **NOTE 8 – LONG-TERM LIABILITIES**

The District does not currently have any long-term debt. The initial funding for the District's stations and other capital expenditures was through general obligation bonds issued by the West Feliciana Parish Police Jury who is responsible for their retirement. As such, this obligation is not reported on the basic financial statements of the District.

At June 30, 2004, the Police Jury had accumulated \$103,636 in their debt service fund for future debt requirements. During the current year, there was interest of \$30,162 and principal of \$170,000 paid on the retirement of these bonds. Future payments are as follows:

FYE	<u>Interest</u>	<u>Principal</u>	<u>Total</u>
June 30, 2005 June 30, 2006	\$ 20,440.00 \$ 10,900.00	180,000.00 200,000.00	\$ 200,440.00 210,900.00
Total	31,340.00	380,000.00	411,340.00

#### NOTE 9 - NET ASSETS RESTATED

With the adoption of GASB No. 34, the net assets at the beginning of the year required restatement. In the government-wide financial statement, capital assets previously reported in the General Fixed Asset Account Group were recognized net of accumulated deprecation. The impact of theses changes on net assets is as follows:

	Net Assets, as Previously Report	ed Adjustment	Net Assets, as Restated
Governmental Activities Invested in Capital Assets,			
Net of related debt	\$ .00	\$ 1,751,556.44	\$ 1,751,556.44
Unrestricted	<u>2,224,218.08</u>	.00	2,224,218.08
Total	2,224,218.08	1,751,556.44	3,975,774.52

#### NOTE 10 - DESIGNATED NET ASSETS

The Board designated a portion of the District resources for a particular purpose. Designations are not legally binding and can be amended by the Board at any time. Designated net assets have been set aside for the construction of an administrative and training center as well as the replacement of fire protection equipment and engines. Resources available for these designations include investments of \$822,621.26 at June 30, 2004, and \$816,230.00 at June 30, 2003.

#### NOTE 11 – LEVIED TAXES

Ad valorem taxes, which are received in arrears, are levied by the District and collected by the West Feliciana Parish Police Jury. Taxes for 2003 were levied at 6.65 mills. The Police Jury mails tax notices in November. Due by December 31<sup>st</sup>, the taxes are remitted each month by the Police Jury based on the prior month's collections.

#### **NOTE 12 – LEASES**

Operating Leases. The District renewed an annual lease agreement with Xerox Corp. for a copier at \$107.45 per month. There was \$967.05 paid on this lease during the year.

Capital Leases. The District has no capital leases.

#### **NOTE 13 – INTERFUND TRANSACTIONS**

Transfers among governmental funds was as follows:

	<u>G</u>	eneral	Capital Projects
Transfers from other funds Transfers to other funds	\$ <u>800</u>	.00 ,640.00	\$ 800,640.00
Total	<u>800</u>	,640.00	 <u>800,640.00</u>

The purpose of these transfers were for the construction of the District's training facility.

#### NOTE 14 - RELATED PARTY TRANSACTIONS

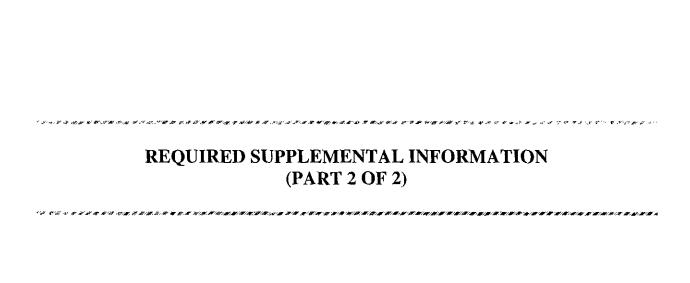
There are no related party transactions that require disclosure in the accompanying basic financial statements.

#### **NOTE 15 – LITIGATION**

There is no litigation that would require disclosure in the accompanying basic financial statements.

#### **NOTE 16 – SUBSEQUENT EVENTS**

There were no events between the close of the year through issuance of this report that would materially impact these basic financial statements.



# FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA BUDGETARY COMPARISON SCHEDULE GENERAL FUND YEAR ENDED JUNE 30, 2004

	Budgeted Original	Amounts Final	Actual Amounts (Budgetary <u>Basis)</u>	Variance with Final Budget Positive (Negative)
REVENUES	Original	1 11141	<u>1543157</u>	(Noganito)
	\$ 1,520,533.00	\$ 1,558,000.00	\$ 1,558,075.86	\$ 75.86
Ad valorem taxes		•		•
Insurance rebates	20,000.00	20,000.00	33,074.23	13,074.23
Total Revenues	1,540,533.00	1,578,000.00	1,591,150.09	13,150.09
EXPENDITURES				
General government	110,277.00	124,277.00	118,892.09	5,384.91
Public safety	496,933.00	439,933.00	423,484.54	16,448.46
Capital outlay	947,500.00	905,000.00	934,068.84	(29,068.84)
r				
Total Expenditures	1,554,710.00	1,469,210.00	1,476,445.47	(7,235.47)
-			<del></del>	
Excess of Revenues over Expenditures	(14,177.00)	108,790.00	114,704.62	5,914.62
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of vehicle	~	-	2,368.00	2,368.00
Other revenues	1,000.00	29,000.00	73,641.74	44,641.74
Interest earned	10,000.00	17,000.00	23,756.54	6,756.54
Total Other Financing Sources (Uses)	11,000.00	46,000.00	99,766.28	53,766.28
Change in Fund Balances	(3,177.00)	154,790.00	214,470.90	59,680.90
Fund Balances, beginning	2,224,218.08	2,224,218.08	2,224,218.08	
Fund Balances, ending	\$ 2,221,041.08	\$ 2,379,008.08	\$_2,438,688.98	\$ 59,680.90

#### SUPPLEMENTAL INFORMATION

#### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA SCHEDULE OF PER DIEM PAID TO BOARD MEMBERS JUNE 30, 2004

Commissioner	A	mount
John Bickham	\$	30.00
Ray Dreher		630.00
A. Raymond Minor		600.00
Herman Thibodeaux		570.00
Charles Stewart		660.00
Gerald Whitehouse		720.00
Curtis Wilson		660.00
Melvin Young		630.00
Total	<u>\$ 4</u>	<u>,470,00</u>

See Auditor's Report.

#### JOHN D. BUTLER & COMPANY

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P. O. BOX 30
BAKER, LOUISIANA 70704-0030

(225) 775-4982

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

November 24, 2004

Board of Commissioners of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana P. O. Box 1190 St. Francisville, Louisiana 70775

We have audited the financial statements of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana as of and for the year ended June 30, 2004, and have issued our report thereon dated November 24, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Board of Commissioners of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana November 24, 2004 Page Two

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Fire Protection District No. 1 of West Feliciana Parish, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of management and Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, the Legislative Auditor distributes this report as a public document.

Sincerely,

John D. Butler & Company

John Butler & Co.

A Professional Accounting Corporation

### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2004

We have audited the financial statements of the Fire Protection District No. 1 of West Feliciana Parish, Louisiana as of and for the year ended June 30, 2004, and have issued our report thereon dated November 24, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2004, resulted in an unqualified opinion.

#### Section I **Summary of Auditor's Reports** 1. Report on Internal Control and Compliance Material to the Financial Statements Internal Control Material Weakness □ No Reportable Condition □ No Compliance Compliance Material to F/S □ No 2. Federal Awards N/A Section II **Financial Statement Findings** N/A Section III **Federal Award Findings and Questioned Costs**

N/A

#### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS YEAR ENDED JUNE 30, 2004

 ${\bf Section} \ {\bf I} \qquad {\bf Internal} \ {\bf Control} \ {\bf and} \ {\bf Compliance} \ {\bf Material} \ {\bf to} \ {\bf the} \ {\bf Financial} \ {\bf Statements}$ 

N/A

Section II Internal Control and Compliance Material to Federal Awards

N/A

Section III Management Letter

N/A

#### FIRE PROTECTION DISTRICT NO. 1 OF WEST FELICIANA PARISH, LOUISIANA MANAGEMENT'S CORRECTIVE ACTION PLAN YEAR ENDED JUNE 30, 2004

Section I Internal Control and Compliance Material to the Financial Statements

N/A

Section II Internal Control and Compliance Material to Federal Awards

N/A

Section III Management Letter

N/A