



# PARADIS VOLUNTEER FIRE DEPARTMENT, INC.

PARADIS, LOUISIANA

## FINANCIAL REPORT

For the Year Ended December 31, 2021

**T.S. KEARNS & CO.**  


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# PARADIS VOLUNTEER FIRE DEPARTMENT, INC.

Paradis, Louisiana

## FINANCIAL REPORT

For the year ended December 31, 2021

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**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
Paradis, Louisiana

**FINANCIAL REPORT**  
For the year ended December 31, 2021

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Paradis Volunteer Fire Department, Inc.  
Paradis, Louisiana

### **Report on the Audit of the Financial Statements**

#### **Opinions**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Paradis Volunteer Fire Department, Inc. (the Department) as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Paradis Volunteer Fire Department, Inc. as of December 31, 2021 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

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 Responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Department and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Department's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government*

*Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Department's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 23 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis information that the accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Department's basic financial statements. The other supplementary information on page 24 is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2022 on our consideration of the Department's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Department's internal control over financial reporting and compliance.



Thibodaux, Louisiana  
June 30, 2022

# **Basic Financial Statements**

## **Government-Wide Financial Statements**

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
PARADIS, LOUISIANA

STATEMENT OF NET POSITION  
December 31, 2021

	<b>Governmental Activites</b>
<b>Assets</b>	
Current assets:	
Cash and cash equivalents	\$ 760,173
Prepaid insurance	13,786
Receivables:	
Ad valorem taxes	281,758
Sales taxes	27,366
Total current assets	1,083,082
Noncurrent assets:	
Capital assets, net of accumulated depreciation	1,349,086
Total noncurrent assets	1,349,086
<b>Total Assets</b>	<b>\$ 2,432,169</b>
<b>Liabilities</b>	
Current liabilities	
Accounts payable	\$ 10,998
Accrued payroll	1,109
Long term liabilities due < 1 year	46,172
Total current liabilities	58,278
Noncurrent liabilities	
Long term liabilities due > 1 year	191,242
Total noncurrent liabilities	191,242
<b>Total Liabilities</b>	<b>\$ 249,520</b>
<b>Deferred Inflows of Resources</b>	
Ad valorem tax revenue	\$ 30,008
<b>Total Deferred Inflows of Resources</b>	<b>\$ 30,008</b>
<b>Net Position</b>	
Net investment in capital assets	\$ 1,111,672
Net position - Unrestricted	1,040,969
<b>Total Net Position</b>	<b>\$ 2,152,641</b>

The accompanying notes are an integral part of this statement



**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**

PARADIS, LOUISIANA

Statement of Activities  
For the Year Ended December 31, 2021

	Program Revenues			Net (Expense) Revenue and Changes in Net Position
	Expenses	Charges for Services	Operating Grants & Contributions	
<b>Expenses:</b>				
Governmental activities:				
Public safety - fire protection:				
Salaries and related benefits	\$ 58,269	-	-	\$ (58,269)
Repairs and maintenance	38,364	-	-	(38,364)
Professional services	6,500	-	-	(6,500)
Insurance	38,651	-	-	(38,651)
Fuel	5,126	-	-	(5,126)
Supplies and materials	25,334	-	-	(25,334)
Utilities	27,460	-	-	(27,460)
Training	7,108	-	-	(7,108)
Personnel insurance and medical	2,452	-	-	(2,452)
Dues and memberships	4,078	-	-	(4,078)
Office expense	13,377	-	-	(13,377)
Installation of officers	2,322	-	-	(2,322)
Meals	7,739	-	-	(7,739)
Miscellaneous	1,900	-	-	(1,900)
Depreciation expense	122,267	-	-	(122,267)
Interest Expense	2,602	-	-	(2,602)
<b>Total Governmental activities</b>	<b>\$ 363,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (363,550)</b>

**General Revenues:**

Ad valorem tax	\$ 251,750
Sales tax - 1/8 percent	144,264
Donations	6,270
Fire insurance rebate	9,029
Interest income	655
Other revenues	955

**Total general revenues** \$ 412,923**Special Items:**

Proceeds from insurance claims	\$ 230,267
Gain on sale of asset	64,000

**Total special items** \$ 294,267**Change in net position** \$ 343,640**Net Position - Beginning** 1,809,001**Net Position - Ending** \$ 2,152,641

The accompanying notes are an integral part of this statement

# **Basic Financial Statements**

## **Fund Financial Statements**

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
PARADIS, LOUISIANA

Balance Sheet - Governmental Funds  
December 31, 2021

	<u>General Fund</u>	<u>Private Contributions Fund (Non-Major)</u>	<u>Totals (Memo Only)</u>
<b>Assets</b>			
Cash and cash equivalents	\$ 744,832	\$ 15,341	\$ 760,173
Prepaid Insurance	13,785	-	13,785
Receivables:			
Ad valorem taxes	281,758	-	281,758
Sales taxes	27,366	-	27,366
<b>Total Assets</b>	<u>1,067,741</u>	<u>15,341</u>	<u>1,083,082</u>
<b>Liabilities</b>			
Current liabilities			
Accounts payable	10,998	-	10,998
Accrued payroll	1,108	-	1,108
<b>Total Liabilities</b>	<u>12,106</u>	<u>-</u>	<u>12,106</u>
<b>Deferred Inflows of Resources</b>			
Ad valorem tax revenue	30,008	-	30,008
<b>Total Deferred Inflows of Resources</b>	<u>30,008</u>	<u>-</u>	<u>30,008</u>
<b>Fund balance</b>			
Nonspendable - prepaid expenses	13,785	-	13,785
Fund Balance - Unassigned	1,011,842	15,341	1,027,183
<b>Total Fund Balance</b>	<u>\$ 1,025,627</u>	<u>\$ 15,341</u>	<u>\$ 1,040,968</u>

The accompanying notes are an integral part of this statement

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**

PARADIS, LOUISIANA

Statement Revenues, Expenditures, and Changes in Fund Balances  
- Governmental Funds

For the Year Ended December 31, 2021

	General Fund	Private Contributions Fund (Non-Major)	Totals (Memo Only)
<b>Revenues</b>			
Ad valorem tax	\$ 251,750		\$ 251,750
Sales tax - 1/8 percent	144,264		144,264
Donations	-	\$ 6,270	6,270
Fire insurance rebate	9,029		9,029
Interest income	655	-	655
Other revenues	955		955
<b>Total revenues</b>	<b>\$ 406,653</b>	<b>\$ 6,270</b>	<b>\$ 412,923</b>
<b>Expenditures</b>			
Public safety - fire protection:			
Current:			
Salaries and related benefits	\$ 58,269		\$ 58,269
Repairs and maintenance	38,364		38,364
Professional services	6,500		6,500
Insurance	38,652		38,652
Fuel	5,126		5,126
Supplies and materials	22,139		22,139
Utilities	27,460		27,460
Training	7,108		7,108
Small furniture and equipment	3,195		3,195
Personnel insurance and medical	2,452		2,452
Dues and memberships	4,078		4,078
Office expense	13,377		13,377
Installation of officers	2,322		2,322
Meals	7,739		7,739
Miscellaneous	521	\$ 1,380	1,901
Capital Outlay:			
Equipment purchases	483,278		483,278
Retirement of long-term debt:			
Debt Service	11,240		11,240
Interest	2,602		2,602
<b>Total expenditures</b>	<b>\$ 734,422</b>	<b>\$ 1,380</b>	<b>\$ 735,802</b>
<b>Other Financing Sources (Uses)</b>			
Proceeds from insurance claims	\$ 230,267	\$ -	\$ 230,267
Proceeds of long-term capital-related debt	248,654	-	248,654
Proceeds from sale of assets	64,000	-	64,000
<b>Total other financing sources and uses</b>	<b>542,921</b>	<b>-</b>	<b>542,921</b>
<b>Excess of revenues over/(under) expenditures</b>	<b>\$ 215,152</b>	<b>\$ 4,890</b>	<b>\$ 220,042</b>
<b>Fund Balance - Beginning</b>	<b>810,475</b>	<b>10,451</b>	<b>820,926</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,025,627</b>	<b>\$ 15,341</b>	<b>\$ 1,040,968</b>

The accompanying notes are an integral part of this statement

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**

PARADIS, LOUISIANA

Reconciliation of the Governmental Fund Balance Sheet to the  
Government-Wide Statement of Net Position

December 31, 2021

Total Fund Balances - Governmental Funds	\$	1,040,968
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Amounts reported for governmental activities in the Statement  
of Net Position are different because:

Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Governmental Fund Balance Sheet		1,349,086
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Long-term liabilities are not due and payable in the current period and therefore not reported in the governmental funds		<u>(237,414)</u>
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Total Net Position - Governmental activities	\$	<u><u>2,152,641</u></u>
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The accompanying notes are an integral part of this statement

# PARADIS VOLUNTEER FIRE DEPARTMENT, INC.

PARADIS, LOUISIANA

## Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities

For the Year Ended December 31, 2021

Net Change in Fund Balances - Governmental Funds	\$	220,042
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Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives and reported as depreciation expense.

Capital assets purchased	483,278	
Depreciation expense	<u>(122,267)</u>	361,011

Governmental funds report debt services payments as expenditures. However, in the statement of activities the repayment of principal indebtedness reduces long-term liabilities and does not affect the statement of activities.

11,241

Proceeds of long-term capital-related debt are not considered income in the Statement of Activities

(248,654)

Change in Net Position - Governmental activities

\$ 343,640

The accompanying notes are an integral part of this statement

## **Notes to the Financial Statements**

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

**INTRODUCTION**

The Paradis Volunteer Fire Department, Inc. (the department) was organized as a non-profit corporation as defined by Revised Statutes of Louisiana Title 12, Section 101 (8). The department is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Its objective is to provide fire protection to the Parish of St. Charles.

The department receives funding from local and state government sources and must comply with the same requirements of these funding source entities. However, the Department is a "primary government" and is not included as a component unit of any other St. Charles Parish governmental "reporting entity" as defined in GASB pronouncements, since the entity is a non-profit corporation, and the board members have decision making authority, the power to designate management, the ability to significantly influence operations and primary accountability for fiscal matters. The department includes all activities that are controlled by it as a quasi-public non-profit corporation organized to provide fire protection to the Parish of St. Charles. The department has no component units.

The accounting and reporting policies of the department conform to generally accepted accounting principles as applicable to governmental units.

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Basis of Presentation**

The accompanying financial statements of Paradis Volunteer Fire Department, Inc. have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies established in GAAP and used by the department are discussed below,

The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999, as amended by GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*.

**Government-Wide Financial Statements (GWFS)**

The statement of net position and statement of activities display information about the reporting government as a whole. They include the fund of the reporting entity, which is considered to be a governmental activity.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Department's governmental activities. Direct expenses are



**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

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 revenue.

**Fund Financial Statements (FFS)**

The accounts of the Department are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The funds of the Department are classified as governmental funds. The emphasis on fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. The Department has two governmental funds. A fund is considered major if it is the primary operating fund of the entity or meets the following criteria:

- a. Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, 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, deferred outflows of resources, liabilities, deferred inflows of resources, 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 funds of the Department are described below:

Major Fund:  
Governmental Fund - General Fund

The General Fund, as provided by Louisiana Revised Statute 13:781 is the principal fund of the Department and is used to account for the operations of the Department. General operating expenditures are paid from this fund.

Non-Major Fund:  
Governmental Fund – Private Contributions Fund

The purpose of this fund is to account for funds collected by the Department from private sources such as donations. These funds are accounted for separately from the public funds which are held in the general fund.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

**C. 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 position and the statement of activities, governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position.

All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with its activities are reported. Government-wide fund equity is classified as net position. In the fund financial statements, the "current financial resources" measurement focus is used. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available spendable financial resources during a given period. This fund uses fund balance as its measure of available spendable financial resources at the end of the period.

**Basis of Accounting**

In the government-wide statement of net position 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, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

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. Revenues are classified by source and expenditures are classified by function and character. 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.

The Department reports deferred inflows of resources on its governmental fund balance sheet. For governmental fund financial statements, deferred inflows arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows also arise when resources are received before the Department has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Department has a legal claim to the resources, the deferred inflow is removed from the balance sheet and revenue is recognized.

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

**D. Budgets and Budgetary Accounting**

The Department prepares a budget for its General fund which is approved by its board of directors. However, the budget is not legally adopted or required in the basic financial presentation. The budget is reviewed monthly by the finance committee and quarterly by the full membership and compared to actual expenditures for use in managing expenditures.

**E. Encumbrances**

The Department does not use encumbrance accounting.

**F. Cash and Interest-bearing Deposits**

Under state law, the Department may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

For purposes of the statement of net position, cash and interest-bearing deposits include all demand accounts, savings accounts and certificates of deposit with an original maturity of less than 90 days, and are stated at cost, which approximates fair market value.

**G. Investments**

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of state or national banks having their principal office in Louisiana or any other federally insured investment.

The Department's only investments are certificates of deposit, with an original maturity of greater than 90 days, which are stated at cost, which approximates market. Investments in certificates of deposit are reported at cost because they are "nonparticipating" interest-earning investment contracts as discussed in GASB 31. The term "nonparticipating" means that the investment value does not vary with market interest rate changes. Investments which include securities traded on a national or international exchange are valued based on their last reported sales price (fair value). Investments that do not have an established market are reported at estimated fair value.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

**H. Prepaid Expenditures**

Payments made for goods and services that will benefit periods beyond December 31, 2021 have been recorded as prepaid expenditures.

**I. Receivables**

Ad Valorem taxes are levied on a calendar year basis and become delinquent on January 1 of each year. Delinquent property taxes are considered fully collectible and therefore no allowance for uncollectible fees is provided. Any prior-year delinquent property taxes are recorded as receivable; in addition to the current year assessment.

Sales tax receivables are recorded based on current year actual amounts collected within 60 days after year end.

**J. Inventories**

Physical inventories consist of expendable supplies held for consumption. Because inventories are expended within one operating cycle they are recorded as expenditures when paid for and are not recorded as an inventory asset.

**K. Deferred Outflows of Resources and Deferred Inflows of Resources**

In some instances, the GASB requires an entity to delay recognition of decreases in net position as expenditures until a future period. In other instances, entities are required to delay recognition of increases in net position as revenues until a future period. In these circumstances, deferred outflows and deferred inflows of resources result from the delayed recognition of expenditures or revenues, respectively.

**L. 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.

**M. Capital Assets**

Capital assets, which include property, vehicles, and equipment, purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Donated assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is recorded using the straight-line method over the useful lives of the assets as follows:

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

<u>Description</u>	<u>Estimated Lives</u>
Buildings	40 years
Building improvements	10-40 years
Equipment	5-15 years
Vehicles	5-15 years

In the fund financial statements, capital assets used in the Department's operations are accounted for as capital outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

**N. Long-Term Obligations**

In the government-wide financial statements, debt and principal payments of both government and business-type activities are reported as decreases in the balance of the liability on the Statement of Net Position. In the fund financial statements, however, debt and principal payments of governmental funds are recognized as expenditures when paid.

**O. Equity Classifications**

In the Government-Wide Financial Statements, the difference between a government's assets and liabilities is recorded as net position. The three components of net position are as follows:

1. Net Investment in Capital Assets This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowing attributable to the acquisition, construction or improvement of capital assets.
2. Restricted Net Position Net positions that are restricted by external sources such as creditors, grantors, contributors, or by law through either enabling legislation or constitutional provisions are reported separately as restricted net position. When assets are required to be retained in perpetuity, these non-expendable net positions are recorded separately from expendable net positions. These are components of restricted net positions.
3. Unrestricted Net Position All other net positions 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. As such, fund balance of the governmental fund is classified as follows:

1. Nonspendable Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. The Department has prepaid insurance which is considered *nonspendable* fund balance on the fund financial statements.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

2. Restricted Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. Committed Amounts that can be used only for specific purposes determined by a formal decision of the Board.
4. Assigned Amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes by a decision of the Board.
5. Unassigned All other spendable amounts.

When an expenditure is incurred for the purposed for which both restricted and unrestricted fund balance is available, the Board considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Board considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board has provided otherwise in its commitment or assignment actions.

**NOTE 2. CASH AND CASH EQUIVALENTS**

At December 31, 2021, the department has demand deposits and certificates of deposit (book balances) totaling \$760,173, as follows:

Demand Deposits	\$ 660,173
Time and Savings Deposits	<u>100,000</u>
Total	<u>\$ 760,173</u>

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

**NOTE 3. CUSTODIAL CREDIT RISK**

Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution the department's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party. These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.  
PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

bank balances) must be secured by federal deposit insurance or similar federal security 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. These securities are held in the name of the Department or the pledging fiscal agent bank by a holding or custodial bank that is mutually acceptable to both parties.

Deposit balances (bank balances) at December 31, 2021 in the amount of \$766,917 were secured with \$250,000 of federal deposit insurance and pledged securities of \$516,917, respectively. Deposits secured by pledged securities are exposed to custodial credit risk. These deposits are uninsured and collateralized with securities held by the pledging institution's trust department or agent, by not in the Department's name. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the department that the fiscal agent has failed to pay deposited funds on demand. The department does not have a policy for custodial credit risk.

**NOTE 4. RECEIVABLES**

Receivables at December 31, 2021 consisted of Ad Valorem taxes in the amount of \$281,758, this amount represents current year tax roll, in addition to prior year delinquent taxes and sales taxes in the amount of \$27,366.

**NOTE 5. CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2021, was as follows:

	<u>Balance 12/31/2020</u>	<u>Additions</u>	<u>Dispositions</u>	<u>Balance 12/31/2021</u>
Capital assets being depreciated:				
Equipment	\$ 627,854	\$ 25,775	-	\$ 653,629
Buildings	1,005,266	6,381	-	1,011,648
Vehicles	1,309,131	451,122	(276,770)	1,483,481
Totals	<u>2,942,251</u>	<u>483,278</u>	<u>(276,770)</u>	<u>3,148,758</u>
Less: accumulated depreciation	<u>(1,954,176)</u>	<u>(122,267)</u>	<u>276,770</u>	<u>(1,799,672)</u>
Net capital assets	<u>\$ 988,075</u>	<u>\$ 361,011</u>	<u>-</u>	<u>\$1,349,086</u>

Depreciation expense for the year of \$122,267 was charged to public safety.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

**NOTE 6. LONG-TERM DEBT**

On September 28, 2021, the Department obtained financing for a new fire apparatus. The amount financed was \$248,654 and is secured by excess annual revenues above statutory, necessary and usual charges for each of the fiscal years during which the debt is outstanding. Interest on the loan is 4.25% with a maturity date of September 2026.

A summary of the changes in general long-term debt obligations of the department is as follows:

Long-term obligations payable at December 31, 2020	\$	-
Additions		248,654
Reductions		(11,240)
Long-term obligations payable at December 31, 2021	\$	237,414

During the year, the department paid \$11,240 in principle and \$2,602 interest expense. All principal and interest requirements are funded in accordance with Louisiana law by the general revenues of the Department. The amounts due on outstanding debt, including interest, are as follows:

Year ending December 31,	Principal	Interest	Total Debt Service Requirement
2022	46,172	9,198	55,369
2023	48,173	7,197	55,369
2024	50,260	5,109	55,369
2025	52,439	2,931	55,369
2026	40,370	697	41,067
	\$237,414	\$25,131	\$262,545

The department had no short-term debt in 2021.

**NOTE 7. AD VALOREM TAX**

Effective July 21, 1990, the voters of St. Charles Parish approved a property tax millage in the amount of 1.6 mills. This tax is collected by the St. Charles Parish Sheriff to be used for the fire protection of the Parish of St. Charles. The funds are distributed to the nine individual Fire Departments of the St. Charles Parish Firemen's Association, Inc. by the parish's Department of Finance. The department's share of the total property tax for the year ended December 31, 2021 was \$251,750 paid at a millage rate of 1.58.



**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

The St. Charles Parish Assessor levies the ad valorem tax each year on November 15 based upon the assessed value, less homestead exemptions. The 1st day of January preceding the annual levy date (Nov. 15th) is used as the date to value the property subject to tax. The tax becomes due on November 15 and is considered delinquent if not paid by December 31. Most of the property tax revenues are collected during the months of December, January, and February.

**NOTE 8. TAX ABATEMENTS**

The St. Charles Parish Government enters into property tax abatement agreements with local businesses. Based on various Louisiana economic development programs, local taxing authorities may grant property tax abatements for the purpose of attracting or retaining businesses within their jurisdictions.

For the fiscal year ended December 31, 2021, the Paradis Volunteer Fire Department, Inc.'s portion of the total tax abatements were \$21,087.

**NOTE 9. FIRE PROTECTION CONTRACT**

Effective March 1, 1980, sales tax in the amount of one-eighth of one percent is collected by the St. Charles Parish School Board and administered by the Parish President. The sales tax is to be used for the fire protection of the Parish of St. Charles. The funds are distributed monthly by the Parish President to the individual fire departments of the St. Charles Parish Firemen's Association, Inc. Effective April 4, 2011 (Ord#11-4-4), the sales tax is distributed on the following basis:

<u>Department</u>	<u>Basis</u>	<u>Funds</u>
Bayou Gauche Volunteer Fire Dept., Inc.	\$2,500	3.78%
Des Allemands Volunteer Fire Dept., Inc.	\$2,500	4.10%
East Side St. Charles Volunteer Fire Dept.	\$2,500	22.72%
Hahnville Volunteer Fire Dept., Inc.	\$2,500	7.00%
Killona Volunteer Fire Dept. Inc.	\$2,500	1.47%
Luling Volunteer Fire Dept., Inc.	\$2,500	30.85%
Norco Area Volunteer Fire Dept., Inc.	\$2,500	9.81%
Paradis Volunteer Fire Dept., Inc.	\$2,500	4.93%
St. Rose Volunteer Fire Dept., Inc.	\$2,500	15.34%

The department receives a monthly base amount of \$2,500 plus 4.93% of the remaining funds. The total revenue under this agreement for the year ended December 31, 2021 was \$144,264.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
**PARADIS, LOUISIANA**

Notes to the Financial Statements  
For the year ended December 31, 2021

Sales tax receivable at December 31, 2021 of \$27,366 consists of the department's share of the 1/8<sup>th</sup> cent sales tax for the months of November and December 2021, collected by the St. Charles Parish School Board and remitted by St. Charles Parish in January and February 2022.

**NOTE 10. LEASES**

The department has two leases for the two pieces of land that its stations are on. The first lease is for the piece of land where Station #1 is located. This lease is with Ms. Margaret Dewitt and states that the department may use the land exclusively at no cost as long as it is providing fire protection. The second lease is for the piece of land where Station #2 is located. This lease is with Texaco and states that the department may use the land exclusively at no cost as long as it is providing fire protection.

**NOTE 11. RISK MANAGEMENT**

The department is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; illnesses or injuries to its volunteers; and natural disasters. The department has purchased commercial insurance to cover or reduce the risk of loss. No settlements were made during the current or prior three fiscal years that exceeded the department's insurance coverage.

On August 29, 2021, Hurricane Ida, a category 4 storm, made landfall in Port Fourchon, Louisiana. The Department suffered damages to the stations and equipment. \$230,267 was collected from insurance for which the proceeds will be used to make necessary repairs. A claim was filed with FEMA in the year 2021 for reimbursements during and after the storm. However, it is unknown at this time if funding will be approved.

**NOTE 12. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through June 30, 2022, which is the date the financial statements were available to be issued.

**NOTE 13. LITIGATION AND CLAIMS**

At December 31, 2021, the department had no litigation or claims pending.

## Required Supplemental Information

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC**  
**Paradis, Louisiana**

**Budget Comparison Schedule**  
**General Fund - Non-GAAP (Cash) Basis**  
**For the Year ended December 31, 2021**

	<u>Final Budget</u>	<u>Actual</u>	<u>Variance - favorable (unfavorable)</u>
<b>Revenues:</b>			
Ad valorem tax	\$ 270,000	289,506	\$ 19,506
Sales tax	132,000	143,611	11,611
Fire insurance rebate	-	9,029	9,029
Interest	-	655	655
Other revenue	103,500	304,224	200,724
	<u>\$ 505,500</u>	<u>\$ 747,026</u>	<u>\$ 241,526</u>
<b>Expenditures:</b>			
Repairs and maintenance	\$ 37,850	49,240	(11,390)
Professional fees	6,250	13,500	(7,250)
Insurance	52,500	40,566	11,934
Fuel	4,000	4,923	(923)
Supplies and materials	17,000	12,756	4,244
Utilities and telephone	24,800	27,929	(3,129)
Personnel	79,500	57,702	21,798
Training	12,500	7,108	5,392
Intallation	5,000	2,322	2,678
Dues and subscriptions	3,700	4,078	(378)
Office expense	10,685	13,751	(3,066)
Meals	5,000	7,869	(2,869)
Miscellaneous	5,000	506	4,494
Capital outlay	323,000	233,956	89,044
Debt service	20,000	13,842	6,158
	<u>\$ 606,785</u>	<u>\$ 490,048</u>	<u>\$ 116,737</u>
Excess (deficiency) of revenues over expenditures	(101,285)	256,978	
Fund balance, beginning	<u>not budgeted</u>	<u>810,475</u>	
Fund balance, ending	<u>not budgeted</u>	<u>1,067,453</u>	

The accompanying notes are an integral part of this statement.

## **Supplemental Information**

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**  
PARADIS, LOUISIANA

For the Year Ended December 31, 2021

*Schedule of Compensation, Benefits and Other Payments to Agency Head or  
Chief Executive Officer*

**Agency Head Name: Oliver Dufrene, Jr., Chief**

<b>Purpose</b>	<b>Amount</b>
Salary	0
Benefits-insurance	0
Benefits-retirement	0
Benefits-other	0
Car allowance	0
Vehicle provided by government	0
Per diem	0
Reimbursements	0
Travel	0
Registration fees	0
Conference travel	0
Continuing professional education fees	0
Housing	0
Unvouchered expenses	0
Special meals	0
Dues	0

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3) on Supplemental Reporting.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.  
PARADIS, LOUISIANA**

**Summary Schedule of Prior Audit Findings  
For the Year Ended December 31, 2021**

**Section I - Internal Control and Compliance material to the financial statements**

**Ref. No.**

1220-01

**Description of Finding**

Inadequate Segregation of Duties

The size of the Paradis Volunteer Fire Department, Inc.'s operations and its limited staff preclude an adequate segregation of duties and other features of an adequate system of internal control, although to employ such controls may not be cost beneficial.

**Corrective Action Taken**

This deficiency cannot be remedied in a cost-effective manner.

**Name of Contact Person**

Hannah D. Rawls, Treasurer

**Section II - Management Letter**

No management letter was issued in the prior year.

**PARADIS VOLUNTEER FIRE DEPARTMENT, INC.  
PARADIS, LOUISIANA**

**Corrective Action Plan for Current Year Audit Findings  
For the Year Ended December 31, 2021**

**Section I - Internal Control and Compliance material to the financial statements**

**Ref. No.**

2021-001      Inadequate Segregation of Duties

**Criteria:** Effective internal controls require adequate segregation of duties to allow for prevention and detection of errors and possible misappropriation of funds.

**Condition:** Due to the limited number of personnel, one individual is responsible for almost all of the key accounting functions of the Department.

**Cause:** Due to the small number of personnel, the Department did not have adequate segregation of duties within the accounting department.

**Effect:** A single person having responsibility for more than one area of recording, authorization, custody of assets, and execution of transactions could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner.

**Recommendation:** Based on the size of the operation and the cost benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

**Management's Response to Finding 2021-001:**

No response is considered necessary.

**Section II - Management Letter**

No management letter issued.



**OTHER REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**To the Paradis Volunteer Fire Department, Inc.  
Paradis, Louisiana**

We have audited, in accordance with the 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, the financial statements of the governmental activities and each major fund of the Paradis Volunteer Fire Department, Inc. (the Department), as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Department's basic financial statements, and have issued our report thereon dated June 30, 2022.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Department's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Department's internal control. Accordingly, we do not express an opinion on the effectiveness of the Department's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of current and prior year findings and management's corrective action plan as item 2021-001 that we consider to be material weaknesses.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Department's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a

direct and material effect on the financial statements. 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 instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Paradis Volunteer Fire Department, Inc.'s Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Department's response to the findings identified in our audit and described in the accompanying schedule of audit findings and management's corrective action plan. The Department's response was not subjected to the other auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Although the intended use of this report may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Thibodaux, Louisiana  
June 30, 2022



# **PARADIS VOLUNTEER FIRE DEPARTMENT, INC.**

**PARADIS, LOUISIANA**

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

### **Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures**

**Year Ended December 31, 2021**



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South end of Canal Boulevard  
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**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Commissioners  
Paradis Volunteer Fire Department, Inc.  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Paradis Volunteer Fire Department's management is responsible for those C/C areas identified in the SAUPs.

The Paradis Volunteer Fire Department, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget  
Not applicable to a nonprofit organization.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

Exception noted. There is no written policy on purchasing; however, the Department adheres to the St. Charles Firemen's Association's spending

guidelines which address the Public Bid Law requirements for purchases up to \$30,000 in addition to other spending guidelines.

- c) **Disbursements**, including processing, reviewing, and approving

Exception noted. The Department has no written policy over this area.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Exception noted. The Department has no written policy over this area.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Exception noted. The Department has no written policy over this area.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

Exception noted. The Department has no written policy over this area.

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)

Exception noted. The Department has no written policy over this area.

- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Exception noted. There is no written policy on travel and expense reimbursements; however, the Department adheres to the St. Charles Firemen's Association's spending guidelines which address all of the above sections except for required approvers.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Not applicable to a nonprofit organization.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Not applicable to a nonprofit organization.

- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Exception noted. The Department has no written policy over this area.

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Not applicable to a nonprofit organization.

### **Board or Finance Committee**

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- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

No exception noted. The board met on a frequency in accordance with the board's bylaws. All meetings maintained a quorum.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all

special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

No exception noted. The board minutes did not reflect evaluation of budget-to-actual comparisons. However, spending in areas that exceeded the budget was discussed and motions were passed by the board to accept or decline the purchase.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable to a nonprofit organization.

### ***Bank Reconciliations***

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3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

No exceptions noted. The bank reconciliations selected included an electronic date providing evidence that the reconciliations were performed within 2 months of the related statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Exception noted. The bank reconciliations selected did not include evidence that a member of management who does not handle cash, post ledgers, or issue checks has reviewed the reconciliation.



- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Not applicable. There were no items outstanding for more than 12 months of the statement closing date.

### ***Collections (excluding electronic funds transfers)***

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4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Obtained a list of deposit sites from management and management provided representation that the listing is complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers.

No exceptions noted. The Department does not utilize the use of cash drawers or registers; therefore, employees do not share cash drawers or registers.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Exception noted. The employee responsible for collecting cash is also responsible for preparing or making bank deposits.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Exception noted. The employee responsible for collecting cash is also responsible for posting collections entries to the general ledger.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Exception noted. The employee responsible for reconciling cash collections to the general ledger is also responsible for collecting cash.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Exception noted. The Department does not have this type of insurance policy.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Not applicable as all collections are noncash and are checks received through the mail.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions noted. Traced supporting documentation to the deposit slip.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

No exceptions noted. Traced the deposit slip totals to the actual deposit per bank statement.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Exceptions noted. Checks are received by mail; however, the date of the receipt is not recorded on the remittance. Therefore, it was not possible to determine exactly how many days between the time of receipt and the time of deposit. An analysis of the deposits per bank statement would appear that deposits were

made timely as the Department receives approximately one check per month, per account at most, and the actual deposits per bank statement reflected that schedule.

- e) Trace the actual deposit per the bank statement to the general ledger.

No exceptions noted. The actual deposits per the bank statements were traced to the general ledger.

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, & petty cash purchases)***

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Obtained a listing of locations that process payments for the fiscal period, and management provided representation that the list is complete.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

No exceptions noted. At least two persons are involved in these procedures.

- b) At least two employees are involved in processing and approving payments to vendors.

No exceptions noted. At least two persons are involved in these procedures.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.

Exception noted. The person who is responsible for processing payments does have the ability to modify the vendor files. There is no periodic review of the vendor file.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Exception noted. The person responsible for signing checks and mailing checks is the same person who is responsible for processing payments.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

a) Observe that the disbursement matched the related original invoice/billing statement.

No exceptions noted. Selected disbursements matched the related original invoice.

b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Exceptions noted. Selected disbursements did not include evidence of segregation of duties. However, the board requires all checks to be signed by two board members. The board also reviews the list of expenditures at the monthly meetings.

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards for the fiscal period and the names of the persons who maintained possession of the cards, and management provided representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the

authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Exceptions noted. No evidence provided that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions. Observed that there were no finance charges or late fees assessed on the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

No exceptions noted.

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***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Not applicable. The Department did not have any travel or travel related reimbursements during the year.

### **Contracts**

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Not applicable. The only contract in force during the period was the practitioner's contract.

### **Payroll and Personnel**

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16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Obtained a listing of employees and officials employed during the fiscal period, and management provided representation that the listing is complete.

17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not

eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions noted. Daily attendance and leave were properly documented.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Exceptions noted. There was no evidence, written nor electronic, that the supervisor approved the attendance of the employee. However, there was evidence that the timesheet was sent to the supervisor prior to payment.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Not applicable. No leave was accrued nor taken during the pay period selected.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions. Rates paid agreed with board approved pay rates.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Not applicable. No employee terminations during the fiscal period.

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Management provided representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

## ***Ethics***

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Not applicable to a nonprofit organization.

### ***Debt Service***

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21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Not applicable to a nonprofit organization.

### ***Fraud Notice***

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the Department attorney of the parish in which the entity is domiciled.

Management has asserted that the Department did not have any misappropriations of public funds or assets during the reporting period.

24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions noted. Fraud posters were not posted on the Department's premises nor on its website.



## ***Information Technology Disaster Recovery/Business Continuity***

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25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

## ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Not applicable to a nonprofit organization.

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**Managements Response:** The Department's Board agrees with all exceptions and will continue to work to improve processes to ensure effective and efficient handling of all transactions and compliance with all requirements.

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We were engaged by the Paradis Volunteer Fire Department, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Paradis Volunteer Fire Department, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Thibodaux, Louisiana  
June 30, 2022