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DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

**GENERAL-PURPOSE FINANCIAL STATEMENTS
WITH ACCOUNTANT'S COMPILATION REPORT
AND AGREED-UPON PROCEDURES REPORT
As of and For the Year Ended
December 31, 2001**

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 5/29/02

Deborah D. Dees, CPA
122 Jefferson Street
Mansfield, Louisiana 71052
318-872-3007

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5
Stanley, Louisiana

General-Purpose Financial Statements
As of and for the Year Ended December 31, 2001

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Deborah D. Dees, MBA, CPA



122 JEFFERSON STREET • MANSFIELD, LOUISIANA 71052 • (318) 872-3007 • FAX (318) 872-1357

CERTIFIED PUBLIC ACCOUNTANT

Accountant's Compilation Report

Board of Directors
DeSoto Parish Fire Protection District No. 5
Stanley, Louisiana

I have compiled the accompanying general-purpose financial statements of DeSoto Parish Fire Protection District No. 5 as of and for the year ended December 31, 2001, as required by Louisiana Revised Statute 24:513. The general-purpose financial statements are compiled in accordance with standards established by *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements, and accordingly do not express an opinion or any form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report, dated April 24, 2002, on the results of our agreed-upon procedures.

Deborah D. Dees, CPA

Certified Public Accountant
Mansfield, Louisiana

April 24, 2002

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5
Stanley, Louisiana
ALL FUND TYPES AND ACCOUNT GROUPS
Combined Balance Sheet
December 31, 2001

	GOVERNMENTAL FUNDS		FIDUCIARY FUND	ACCOUNT GROUPS		TOTAL (MEMORANDUM ONLY)
	GENERAL FUND	DEBT SERVICE FUND	AGENCY FUND	GENERAL FIXED ASSETS	GENERAL LONG TERM OBLIGATIONS	
ASSETS AND OTHER DEBITS						
Cash	\$ 27,139	\$	7,571	\$	\$	34,710
Ad Valorem Taxes Receivable	41,296	31,250				72,546
Fixed Assets				730,422		730,422
Amount to be provided for retirement of certificates of indebtedness					60,000	60,000
TOTAL ASSETS	\$ 68,435	\$ 31,250	\$ 7,571	\$ 730,422	\$ 60,000	\$ 897,678
LIABILITIES & FUND EQUITY AND OTHER CREDITS						
Liabilities:						
Certificates of Indebtedness payable					60,000	60,000
TOTAL LIABILITIES					60,000	60,000
Fund Equity and Other Credits:						
Investment in Fixed Assets				730,422		730,422
Fund Balance - Unreserved	68,435		7,571			76,006
Fund Balance - Reserved for debt service		31,250				31,250
TOTAL EQUITY AND OTHER CREDITS	68,435	31,250		730,422		837,678
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 68,435	\$ 31,250	\$ 7,571	\$ 730,422	\$ 60,000	\$ 897,678

See accompanying notes and accountant's compilation report.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5Stanley, Louisiana
GOVERNMENTAL FUNDSCombined Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended December 31, 2001

	GENERAL FUND	DEBT SERVICE FUND	TOTAL (MEMORANDUM ONLY)
REVENUES:			
Ad Valorem taxes	\$ 48,421	\$ 31,250	\$ 79,671
Intergovernmental revenue-state funds			
Revenue Sharing	3,896		3,896
Insurance rebate	3,389		3,389
Interest	3,973		3,973
Miscellaneous Income	463		463
TOTAL REVENUES	60,142	31,250	91,392
EXPENDITURES			
Current:			
Operations	20,728		20,728
Insurance	11,554		11,554
Administration	3,107		3,107
Capital Outlays	158,232		158,232
TOTAL EXPENDITURES	193,621	0	193,621
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(133,479)	31,250	(102,229)
OTHER FINANCING SOURCES			
Certificates of Indebtedness issued	60,000		60,000
TOTAL OTHER FINANCING SOURCES	60,000	0	60,000
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	(73,479)	31,250	(42,229)
FUND BALANCE, BEGINNING OF YEAR	147,914	0	147,914
Prior period adjustment	(6,000)		(6,000)
FUND BALANCE, END OF YEAR	\$ 68,435	\$ 31,250	\$ 99,685

See accompanying notes and accountant's compilation report.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

GOVERNMENTAL FUND TYPESStatement of Revenues, Expenditures, and Changes in Fund Balances Budget (Cash Basis) and Actual
For the Year Ended December 31, 2001

	GENERAL FUND			DEBT SERVICE FUND		
	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES						
Ad Valorem taxes	\$ 47,550	\$ 48,421	\$ 871	\$ 31,250	\$ 31,250	\$ 0
Revenue Sharing	3,550	3,896	346			0
Insurance rebate	3,200	3,389	189			0
Interest	4,000	3,973				0
Miscellaneous Income		463	463			0
TOTAL REVENUES	58,300	60,142	2,215	31,250	31,250	0
EXPENDITURES						
Current:						
Operations	32,000	20,728	11,272			
Insurance	11,000	11,554	(554)			
Administration	6,728	3,107	3,621			
Capital Outlays	159,000	158,232	768			
TOTAL EXPENDITURES	208,728	193,621	15,107	0	0	0
EXCESS(DEFICIT) OF REVENUES OVER EXPENDITURES	(150,428)	(133,479)	17,322	31,250	31,250	0
OTHER FINANCING SOURCES						
Certificates of indebtedness issued	60,000	60,000	0			0
TOTAL OTHER FINANCING SOURCES	60,000	60,000	0	0	0	0
EXCESS(DEFICIT) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	(90,428)	(73,479)	17,322	31,250	31,250	0
FUND BALANCE, BEGINNING OF YEAR	147,916	147,916		0	0	0
Prior period adjustment		(6,000)				
FUND BALANCE, END OF YEAR	\$ 57,488	\$ 68,437	\$ 17,322	\$ 31,250	\$ 31,250	\$ 0

See accompanying notes and accountant's compilation report.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

INTRODUCTION

DeSoto Fire Protection District No.5 was created by the DeSoto Parish Police Jury, as authorized by Louisiana Revised Statute 40:1492 on April 16, 1988. The district is governed by a five-member board appointed for a two-year term in accordance to LRS 40:1496 as follows: two members by the police jury, two members by the Village of Stanley, and one by the other four members. Board members serve without compensation. The District is responsible for maintaining and operating fire stations and equipment and providing fire protection to approximately 1,679 residents living within the 113.5 square miles of the district. The District maintains and operates four stations within its boundaries.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The accompanying general-purpose financial statements of the DeSoto Parish Fire Protection District No. 5 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.

B. REPORTING ENTITY

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

Governmental Accounting Standards Board Statement No. 54 established criteria for determining which component units should be considered part of the DeSoto Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criterion includes:

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

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

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. FUND ACCOUNTING

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

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. Funds of the district are classified as governmental and fiduciary. Governmental funds account for the district's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term debt. Governmental funds of the district include:

General Fund--the operating fund of the district and accounts for all financial resources, except those required to be accounted for in other funds.

Debt Service Fund—accounts for transactions relating to resources retained and used for the payment of principal and interest on those long-term obligations recorded in the general long-term obligations account group.

Fiduciary funds are used to account for assets held on behalf of outside parties, or on behalf of other funds within the district. The fiduciary fund of the district includes:

Agency Fund--accounts for assets that the District holds on behalf of the Ladies' Auxiliary as their agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

D. BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The modified accrual basis of accounting is used by the governmental funds. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

The major source of revenue (ad valorem taxes) is recognized when susceptible to accrual, i.e., when they become measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Expenditures

Expenditures are generally recorded when the related fund liability is incurred, if measurable.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. BUDGET

The District is required by state law to adopt an annual budget. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

A proposed budget is prepared by the governing board in November and made available for public inspection no later than 15 days prior to December 31, of each year. In open meeting prior to December 31, the budget is adopted and becomes part of the official minutes of the District. The proposed budget for the General Fund is prepared on the modified accrual basis of accounting.

Once a budget is approved, it can be amended by approval of a majority of the Board. Amendments are presented at a regular open meeting for Board approval. The budget was amended during the year.

F. CASH

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.

At December 31, 2001, the District has cash in demand and interest-bearing demand deposits totaling \$27,139 (book balance.) These deposits are stated at cost, which approximates market. Under state law, these deposits 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. At December 31, 2001, the district has \$27,182 (bank balance) in deposits. These deposits are secured from risk by \$100,000 of federal deposit insurance.

G. ALLOWANCE FOR DOUBTFUL ACCOUNTS

The District recognizes uncollectible ad valorem tax receivables as bad debts through the establishment of an allowance account at the time information becomes available which would indicate the uncollectibility of the receivable.

H. FIXED ASSETS

Fixed assets are recorded as expenditures at the time purchased, and the related assets are reported in the general fixed assets account group rather than the general fund. All purchased fixed assets are valued at actual historical cost. No depreciation has been provided on general fixed assets.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. LONG-TERM OBLIGATIONS

Long-term obligations expected to be financed from governmental funds are reported in the general long-term obligations account group. Expenditures for principal and interest payments for long-term obligations are recognized in the government funds when due.

K. TOTAL COLUMNS ON STATEMENTS

The total columns on the statements are captioned Memorandum Only to indicate that they are presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

2. LEVIED TAXES

The District levies taxes on real and business personal property located within the boundaries of the District. Property taxes are levied by the District on property values assessed by the DeSoto Parish Tax Assessor and approved by the State of Louisiana Tax Commission. Ad valorem taxes are recorded in the year the taxes are assessed. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Property Tax Calendar:

Assessment date	January 1, 2001
Levy date	June 30, 2001
Tax bills mailed	October 15, 2001
Total taxes are due	December 31, 2001
Penalties & interest added	January 31, 2002
Tax sale	May 15, 2002

The District has authorized 9.15 mills and levied 9.47 mills. The difference between authorized and levied millage is the result of reassessments of taxable property as required by Louisiana Constitution Article VII, Section 18(F). This revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2000. Total assessed value was \$8,610,585 in 2001. Louisiana state law exempted the first \$7,500 of assessed value of taxpayer's primary residence from parish property taxes. This homestead exemption was a total of \$1,955,551 in 2001. Total ad valorem tax revenues recognized in 2001 by the District was \$79,671.

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

2. LEVIED TAXES (continued)

The following are the principal taxpayers for the district:

Taxpayer	Assessed Valuation	Percentage of Total Assessed Valuation
Southwestern Electric	\$ 1,572,209	18.26%
BP America Production Co.	1,292,130	15.01%
Northwest Texas Electric	944,426	10.97%
Central La. Electric Co.	559,080	6.49%
Southern Natural Gas Co.	469,850	5.46%
Duke Energy Field Services	397,420	4.62%
Sustainable Forests LLC	353,484	4.11%
Vastar Resources	244,352	2.84%
Universal Compression, Inc.	242,860	2.82%
Texas Eastern Transmission	200,840	2.33%
Total	\$ <u>6,276,651</u>	72.89%

3. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	Balance 01/01/01	Additions	Deductions	Balance 12/31/01
Firefighting equipment	\$ 476,117	\$ 158,232	\$	\$ 634,349
Land & buildings	96,073			96,073
Total	\$ <u>572,190</u>	\$ <u></u>	\$ <u></u>	\$ <u>730,422</u>

DESOTO PARISH FIRE PROTECTION DISTRICT NO. 5

Stanley, Louisiana

Notes to the Financial Statements

As of and for the Year Ended December 31, 2001

4. LITIGATION AND CLAIMS

The fire district is not involved in any litigation at December 31, 2001, nor is it aware of any unasserted claims.

5. CHANGES IN LONG-TERM DEBT

Certificates of Indebtedness, Series 2001, were issued November 1, 2001, in the amount of \$60,000 for acquiring a new fire truck for the District. The certificates are secured by a special 9.47 mill ad valorem tax. The certificates were issued in the form of two fully registered Certificates of Indebtedness. One Certificate is in the amount of \$46,000 (R-1) and will be paid with two yearly principal payments of \$23,000 plus interest at five percent. The other Certificate (R-2) was issued for \$14,000, is non-interest bearing, and matures with two annual installments on March 1.

The outstanding balance at December 31, 2001, is \$60,000.

6. OPERATING LEASE

The District entered into an operating lease in May of 1989 for the land on which one of the stations is located. The lease term is 98 years and the amount of the lease is one dollar, which was paid at the inception of the lease.

7. RISK FINANCING

The Fire District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, and injuries to volunteers. To handle some risk of loss, the Fire District has workers' compensation insurance and surety bond coverage. No settled claims from these risks have exceeded insurance coverage for the past three years. There are no significant reductions in insurance coverage from coverage in the prior year.

8. PRIOR PERIOD ADJUSTMENT

The prior period adjustment is due to the recognition of ad valorem tax adjustments made in prior years after the revenue/receivables are recorded. The accumulated adjustment for prior years was estimated to be \$6,000.

Independent Accountant's Report on Applying Agreed-Upon Procedures

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

Independent Accountant's Report on Applying Agreed-Upon Procedures

Board of Directors
DeSoto Parish Fire Protection District No 5
Stanley, LA

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed upon by the management of DeSoto Parish Fire Protection District No. 5 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about DeSoto Parish Fire Protection District No. 5's compliance with certain laws and regulations during the year ended December 31, 2001, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for materials and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$15,000 and one expenditure was made for public works exceeding \$100,000. I examined documentation which indicated that this expenditure was made in accordance with the provisions of LSA-RS 38-2211-2251.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

The Board provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

The District does not have any paid employees.

Code of Ethics for public Officials and Public Employees (continued)

4. Determine whether any of the employees included in the listing obtained from management in procedure number 3 above were also included in the listing obtained from management in procedure number 2 above as immediate family members.

A review of the disbursement journal did not indicate any employees.

Budgeting

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

Management provided me with a copy of the original and amended budgets for the general fund.

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

I traced the adoption of the original budget to the minutes of a meeting held on December 8, 2000, which indicated that the budget had been adopted by the *commissioners of DeSoto Fire Protection District No. 5* with no opposition from the five board members. The budget was amended at a meeting held December 9, 2001, and a copy of a revised budget is in the official documents.

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

I compared the revenues and expenditures of the final budget to actual revenue and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

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

a. trace payments to supporting documentation as to correct amount and payee;

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

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

The payments were found to be coded to the correct fund and general ledger accounts.

c. determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the selected disbursements indicated approvals from board members .

Meetings

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

DeSoto Parish Fire Protection District No. 5 is required to post a notice of each meeting and the accompanying agenda on the door of the district's meeting place. Management has asserted that such documents were properly posted, and I noted the posted agendas on three occasions when I visited the Fire Station. There were also copies of the agendas in the files.

Debt

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

I inspected copies of all bank deposit slips for the period under examination and noted deposits which are the proceeds from the \$60,000 Certificate of Indebtedness. These loans were approved by the State Bonding Commission and all required documentation is in the files of the Fire District.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the district for the year indicated no approval for the payments noted.

Prior-Year Comments and Recommendations

12. I reviewed any prior-year suggestions, recommendations, and or comments to determine the extent to which such matters have been resolved. In the agreed-upon procedures engagement for the year ended June 30, 2001, the following were reported:

I reported that some actual expenditures exceeded budgeted amounts by 5%. This appears to be resolved.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

DeSoto Parish Fire Protection District No. 5

Page 4

April 24, 2002

This report is intended solely for the use of management of DeSoto Fire Protection District No. 5 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Deborah A. Allen, CPA

Mansfield, Louisiana

April 24, 2002

Louisiana Attestation Questionnaire

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

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

April 17, 2002 (Date Transmitted)

Deborah D. Dees, CPA
122 Jefferson Street
Mansfield, LA 71052
(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

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

Yes [] No []

Code of Ethics for Public Officials and Public Employees

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

Yes [] No []

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

Yes [] No []

Budgeting

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

Yes [] No []

Accounting and Reporting

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

Yes [] No []

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

Yes [] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes [] No []

Meetings

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

Yes [] No []

Debt

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

Yes [] No []

Advances and Bonuses

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

Yes [] No []

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

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

<u>Robert W. Elliott</u>	Secretary	<u>4/26/02</u>	Date
<u>Robert W. Elliott</u>	Treasurer	<u>4/26/02</u>	Date
<u>Milton W. Baker</u>	President	<u>4/26/02</u>	Date