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LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

LOCKPORT, LOUISIANA

COMPONENT UNIT FINANCIAL STATEMENTS

December 31, 2002

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 5/28/03

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Ann T. Hebert

Certified Public Accountant
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To the Board
Lafourche Parish Fire Protection District No. 2
Lockport, Louisiana

I have compiled the accompanying general purpose financial statements of Lafourche Parish Fire Protection District No. 2, a component unit of the Lafourche Parish Council, as of and for the year ended December 31, 2002, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of the Lafourche Parish Fire Protection District No. 2. I have not audited or reviewed the accompanying general purpose financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

I am independent with respect to Lafourche Parish Fire Protection District No. 2.

In accordance with the Louisiana Government Audit Guide and the provisions of state law, I have issued a report, dated March 26, 2003, on the results of our agreed-upon procedures.

Respectfully submitted,



Ann T. Hebert
Certified Public Accountant

March 26, 2003

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2
Lockport, Louisiana

Management's Discussion and Analysis
For the Year Ended December 31, 2002

Our discussion and analysis of the Lafourche Parish Fire Protection District No. 2 's (hereafter referred to as the District) financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2002.

The Management's Discussion and Analysis is an element of the new reporting model adopted by the Government Accounting Standards Board (GASB) in their Statement No. 34 issued in June 1999. As this is the first year that the District has implemented this model, certain comparative information with the previous year, which is by design included in this reporting model, will not be included in the analysis as permitted by GASB Statement No. 34 with respect to first year reporting.

FINANCIAL HIGHLIGHTS

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 4 and 5) provide information about the activities of the District as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 6. These statements tell how these services were financed in the short term as well as what remains for future spending. The District is a component unit of the Lafourche Parish Council. Its operations are conducted through a general fund and debt service fund.

A summary of the basic government-wide financial statements is as follows:

SUMMARY OF STATEMENT OF NET ASSETS

ASSETS:	
Other Assets	\$ 336,708
Capital assets, net of accumulated depreciation	317,741
Total assets	<u>654,449</u>
LIABILITIES:	
Other liabilities	\$ 19,625
Total liabilities	<u>19,625</u>
Net assets	<u>\$ 634,824</u>
NET ASSETS:	
Investment in capital assets, net of related debt	\$ 317,741
Unreserved fund balance	317,083
Net assets	<u>\$ 634,824</u>

SUMMARY OF STATEMENT OF ACTIVITIES

REVENUES:

General revenues	
Property taxes	\$ 128,362
Other	34,310
Total revenues	<u>\$ 162,672</u>

EXPENSES:

Program expenses	\$ 73,694
Depreciation expense	24,056
Total expenses	<u>97,750</u>
Change in net assets	<u>\$ 64,922</u>

The change in net assets indicates a increase of \$64,922 from operations.

GENERAL FUND BUDGETARY HIGHLIGHTS

The actual revenues exceeded the budgeted amount by \$20,254 while expenditures were \$5,096 over budget. The increase in the revenues is attributed to the increase of the property tax assessments indicated on the assessors tax roll.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The District has authority to levy millage rates up to 5.24 mills. The 2002 rates were levied at 5.24 mills. An increase in the millage is not anticipated for the year 2003.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to Gerard Leonard located at P. O. Box 375, Lockport, LA 70374.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

STATEMENT OF NET ASSETS
December 31, 2002

Statement A

ASSETS

Cash and cash equivalents	\$ 200,575
Receivable	136,133
Capital assets - net of accumulated depreciation	<u>317,741</u>
Total Assets	<u>\$ 654,449</u>

LIABILITIES

Accounts payable	<u>\$ 19,625</u>
Total liabilities	<u>\$ 19,625</u>

NET ASSETS

Invested in capital assets, net of related debt	\$ 317,741
Unreserved net assets: General fund	<u>317,083</u>
Total net assets	<u>\$ 634,824</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2002

Statement B

	<u>PROGRAM REVENUES</u>		
	<u>EXPENSES</u>	<u>CHARGES FOR SERVICES</u>	<u>OPERATING GRANTS AND CONTRIBUTIONS</u>
			<u>TOTAL</u>
EXPENSES:			
Public safety - fire protection:			
Maintenance	\$ 17,946		\$ 17,946
Supplies & training	4,179		4,179
Utilities	12,790		12,790
Fuel	2,953		2,953
General & Administrative	32,406		32,406
Depreciation	24,056		24,056
Other	3,420		3,420
Total governmental activities	<u>\$ 97,750</u>		<u>\$ 97,750</u>
GENERAL REVENUES:			
Ad valorem taxes			\$ 128,362
Intergovernmental revenues:			
State revenue sharing			9,709
State fire insurance rebate			18,527
Interest			6,058
Other			16
			<u>162,672</u>
Changes in net assets			64,922
Net assets:			
Beginning of the year			569,902
End of the year			<u>\$ 634,824</u>

See accountant's compilation report and accompanying notes.

FUND FINANCIAL STATEMENTS

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

BALANCE SHEET -
GOVERNMENTAL FUND
December 31, 2002

Statement C

	Governmental Fund Types
	<u>General</u>
ASSETS	
Cash	\$ 200,575
Receivables -	
Ad valorem taxes	126,425
Louisiana Revenue sharing	<u>9,708</u>
Total assets	<u>\$ 336,708</u>
FUND EQUITY	
Liabilities:	
Accounts payable	<u>\$ 19,625</u>
Fund balance -	
Unreserved	<u>317,083</u>
Total fund equity	<u>317,083</u>
Total liabilities and fund equity	<u>\$ 336,708</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2
 RECONCILIATION OF THE GOVERNMENT FUND BALANCE SHEET
 TO THE GOVERNMENT-WIDE STATEMENT OF NET ASSETS
 December 31, 2002

Statement D

Total fund balances - governmental funds (Statement C)		\$ 317,083
<p>The purchase of capital assets are reported as expenditures as they are incurred in the governmental funds. The Statement of Net Assets reports capital assets as an asset to the District. These capital assets are depreciated over their estimated useful lives in the Statement of Activities and are not reported in the governmental funds.</p>		
Cost of capital assets	\$ 713,600	
Less: Accumulated depreciation	<u>(395,859)</u>	
		<u>317,741</u>
Net Assets (Statement A)		<u><u>\$ 634,824</u></u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 GOVERNMENTAL FUND - GENERAL FUND
 For the year ended December 31, 2002

Statement E

Revenues:	
Taxes - ad valorem	\$ 128,362
Intergovernmental -	
State of Louisiana:	
Revenue sharing	9,709
Insurance rebate	18,527
Use of money and property -	
Interest earned	6,058
Other income	<u>16</u>
Total revenues	<u>162,672</u>
Expenditures:	
General government -	
Intergovernmental	
Ad valorem tax deductions	3,420
Public Safety -	
Operating services	66,095
Material and supplies	4,179
Capital Outlay	<u>163,623</u>
Total public safety	<u>233,897</u>
Total expenditures	237,317
Excess (deficit) revenues over expenditures	<u>(74,645)</u>
Fund balance, beginning	<u>391,728</u>
Fund balance, ending	<u>\$ 317,083</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

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, 2002

Statement F

Net change in fund balances - total governmental funds (Statement E)	\$ (74,645)
Amounts reported for governmental activities in the statement of activities (Statement B) are different as follows:	
Government funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets are allocated over the estimated useful lives as depreciation expense. This is the amount by which capital outlay (163,623) exceeded depreciation (24,056) during the year.	<u>139,567</u>
Change in net assets of governmental activities (Statement B)	<u>\$ 64,922</u>

See accountant's compilation report and accompanying notes.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

In June, 1999, the Governmental Accounting Standards Board (GASB) approved Statement No. 34. The Lafourche Parish Fire Protection District No. 2 has elected to implement the provisions of this statement for the year ended December 31, 2002. The implementation of this statement has created additional statements, schedules, reports, and note disclosures as follows:

- * A Management Discussion and Analysis (MD&A) section providing an analysis of the overall financial position and results of operations.
- * Financial statements prepared using the full accrual accounting methods:
 - Depreciation is recorded on depreciable assets and fixed assets are recorded net of accumulated depreciation.
- * The basic financial statements include Government-Wide Statements and Fund Financial Statements, as explained in the following note disclosures:

The accounting and reporting policies of the Lafourche Parish Fire Protection District No. 2 (the District) conform to generally accepted accounting principles as applicable to governments.

The following is a summary of certain significant accounting policies:

a. REPORTING ENTITY:

The District is a component unit of the Lafourche Parish Council.

The District has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

b. GOVERNMENT-WIDE ACCOUNTING

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

Government-wide statements distinguish between governmental-type and business-type activities. Governmental activities are those financed through taxes, intergovernmental revenues and other non-exchange revenues and are usually reported in governmental and internal service funds. Business activities are financed in whole or in part through fees charged for goods or services to the general public and are usually reported in proprietary funds.

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

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

b. GOVERNMENT-WIDE ACCOUNTING - Continued

Eliminating Internal Activity

Interfund receivables and payables are eliminated in the Statement of Net Assets except for the net residual amounts due between governmental and business-type activities. These are presented as internal balances.

Application of FASB Statements and Interpretations

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

Capitalizing Assets

Assets used in operations with an initial useful life that extends beyond one year are capitalized. Equipment, furniture and fixtures, leasehold improvements, and buildings are depreciated over their estimated useful lives. Depreciation is not calculated on land, land improvements or construction in progress. Accumulated depreciation is recorded at net of depreciable assets in the Statement of Net Assets.

Program Revenues

The Statement of Activities present two categories of program revenues - (1) charges for services and (2) operating grants and contributions.

Charges for services - are revenues from exchanges or exchange like transactions with external parties that purchase, use or directly benefit from the program's goods, services, or privileges. These revenues include fees charged for specific services, licenses and permits, and operating special assessment, and include payments from exchange transactions with other governments.

Operating grants and contributions - are resources that are restricted for operating purposes of a program. They include grants and contributions, with restriction that permit the resources to be used for a program's operating of capital needs, at the recipient government's discretion. If multipurpose contributions and grants that provide financing for more than one program are specifically identified, they are included as program revenues.

c. FUND ACCOUNTING

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

A fund is a separate accounting entity using the modified accrual method to report revenues and expenditures.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

c. FUND ACCOUNTING - continued

Funds of the District are classified as governmental funds. Governmental funds account for District's general activities, including the collection and disbursement of specific or legally restricted monies. Governmental Funds of the District includes:

General Fund - The General fund is the operating fund of the District. It is used to account for all financial resources except those that are required to be accounted for in another fund.

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

d. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities displays information about the reporting government as a whole. Fiduciary funds are not included in the GWFS. Fiduciary funds are reported only in the Statement of Fiduciary Net Assets at the fund financial statement level.

The Statement of Net Assets and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Nonexchange Transactions."

The accounting and financial reporting treatment applied to a fund is determined by its measurable focus. The governmental funds are accounted for using a current financial resources measurement focus and a modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when they are measurable and available. Measurable means the amount of the transaction can be determined and available means collectible when the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt which is recognized when due. Compensated absences and claims and judgments are reported in the governmental fund only if the claims are due and payable.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

d. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING - Continued

Fund Financial Statements (FFS)

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 governmental funds use the following practices in recording revenues and expenditures:

e. BASIS OF ACCOUNTING

Revenues and deferred revenues

Ad valorem taxes are recorded on the modified accrual basis and, therefore, recorded when they are both measurable and available. The calendar for the 2002 ad valorem tax roll was as follows:

	Service charges and <u>Ad valorem taxes</u>
Levy date	December 31, 2002
Due date	December 31, 2002
Lien date	January 1, 2002

State revenue sharing revenues and the 2% fire insurance tax protection rebate are recorded when the District is entitled to the funds.

Expenditures

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

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the District.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

e. BASIS OF ACCOUNTING - Continued

Other Financing Sources (Uses)

Proceeds from the sale of fixed assets and debt acquired for the construction and purchase of fixed assets (capital project fund) are accounted for as other financing sources and are recognized when received. Fixed assets acquired through capital leases are recorded as expenditures and other financing sources at the time of acquisition.

f. BUDGET PRACTICES

The District's procedures in establishing the budgetary data for the financial statements required by the Louisiana Revised Statutes 39:1303 are as follows:

- A proposed budget is submitted by the Chief Executive Officer to the Board no later than fifteen days prior to the beginning of each year.
- After completion of all action necessary to finalize and implement the budget, the budget is adopted by the Board and recorded in the minutes of the District. The board, as allowed by state law, does not obtain public participation in the budget process.
- Budget amendments require the approval of the Board.
- All budgetary appropriations lapse at the end of each year.
- A budget for the General Fund is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board.

g. CASH AND CASH EQUIVALENTS

Cash includes amounts in demand deposits, interest bearing demand deposits, and time deposits. Cash equivalents include amounts in time deposits that mature within 90 days after year end and other investments with original maturities of 90 days or less. Under state law, the District may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or under the laws of the United States.

Under state law, the Districts may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days. However, if the original maturities are 90 days or less, they are classified as cash equivalents.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

h. CAPITAL ASSETS

Capital assets are recorded at historical cost and depreciated over their estimated useful lives.

Estimated useful life is management's estimate of how long the asset is estimated to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Building	40	years
Furniture	5 - 7	years
Equipment	5 - 10	years
Vehicles	5	years

i. VACATION AND SICK LEAVE

The District has no full-time employees. There is no accumulated unpaid vacation at December 31, 2002.

The District does not have a sick leave policy.

NOTE 2 - PROPERTY TAXES

Property taxes are levied each December 1 on the assessed value listed as of the prior January 1 for all real property, merchandise and movable property located in the Parish. Assessed values are established by the Lafourche Parish Assessor's Office and the State Tax Commission as percentages of actual value as specified by Louisiana law. A reevaluation of all property is required to be completed no less than every four years. Taxes are due and payable December 31 with interest being charged on payments after January 1. Taxes can be paid through the tax sale date, which is the last Wednesday in June. Properties for which the taxes have not been paid are sold for the amount of the taxes. The tax rate for collections during the year ended December 31, 2002 was 5.24 mills on property within Fire Protection District No. 2 for the purpose of fire protection within the District and payment of respective debt.

NOTE 3 - RECEIVABLES

Receivables as of December 31, 2002 are as follows:

Due from Sheriff (Collections during December, 2002 not yet remitted)	\$ 120,338
Ad valorem taxes	6,087
Louisiana State Revenue Sharing	9,708
	<u>\$ 136,133</u>

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

NOTES TO FINANCIAL STATEMENTS
December 31, 2002

NOTE 4 - CAPITAL ASSETS

A summary of changes in capital assets and accumulated depreciation for the period are as follows:

	Balance January 1, 2002	Additions (Deletions) 2002	Balance December 31, 2002
Trucks	\$ 437,366	\$ 155,041	\$ 592,407
Equipment	108,111	8,582	116,693
Building	4,500	-	4,500
Total	<u>\$ 549,977</u>	<u>\$ 163,623</u>	<u>\$ 713,600</u>
Accumulated Depreciation	<u>\$ 371,803</u>	<u>\$ 24,056</u>	<u>\$ 395,859</u>

NOTE 5 - COMPENSATION OF BOARD MEMBERS

The District did not pay per diem to any of its Board Members during the year ended December 31, 2002.

NOTE 6 - CONCENTRATION OF CREDIT RISKS

At December 31, 2002, the District has cash (book balances) as follows:

Checking accounts	
Deposits secured by:	
Federal deposit insurance	<u>\$ 25,684</u>

Collateralized deposits - At year end, there was enough FDIC insurance to secure the book balance and the bank balance. The bank balance indicated above is considered as Category 1 deposits. During the year if the bank balance exceeds the FDIC insurance amount, the District's banking institution will pledge FHLMC securities with a market value in excess of the collateralized deposits needed to secure any remaining balances.

	Carrying Amount	Account Value
Deposits in a pool management by Louisiana Asset Management Pool	<u>\$ 174,891</u>	<u>\$ 174,891</u>
Total bank deposits and equivalents in financial institutions	<u>\$ 200,575</u>	

OTHER SUPPLEMENTAL INFORMATION AND REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS

The following pages contain a budget comparison schedule and other reports.

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2

BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 For the Year ended December 31, 2002

	Original Budget	Final Budget	Actual	Variance- with Final Budget Positive (Negative)
Revenues:				
Taxes - ad valorem	\$ 104,000	\$ 107,736	\$ 128,362	\$ 20,626
Intergovernmental - State of Louisiana:				
Revenue sharing	9,700	9,715	9,709	(6)
Insurance rebate	15,000	18,527	18,527	-
Use of money and property - Interest earned	8,100	6,440	6,058	(382)
Other income	-	-	16	16
	<u>136,800</u>	<u>142,418</u>	<u>162,672</u>	<u>20,254</u>
Total revenues				
Expenditures:				
General government - Intergovernmental Ad valorem tax deductions	3,500	3,420	3,420	-
Public Safety -				
Operating services	60,030	60,991	66,095	(5,104)
Material and supplies	7,000	6,400	4,179	2,221
Capital Outlay	10,000	161,410	163,623	(2,213)
	<u>77,030</u>	<u>228,801</u>	<u>233,897</u>	<u>(5,096)</u>
Total public safety				
Total expenditures	<u>80,530</u>	<u>232,221</u>	<u>237,317</u>	<u>(5,096)</u>
Excess (deficit) revenues over expenditures	<u>56,270</u>	<u>(89,803)</u>	<u>(74,645)</u>	<u>15,158</u>
Fund balance, beginning	<u>391,728</u>	<u>391,728</u>	<u>391,728</u>	<u>-</u>
Fund balance, ending	<u>\$ 447,998</u>	<u>\$ 301,925</u>	<u>\$ 317,083</u>	<u>\$ 15,158</u>

See accountant's compilation report and accompanying notes.

OTHER REPORTS

Ann T. Hebert

Certified Public Accountant
901 Ridgefield Road
Thibodaux, Louisiana

(985) 446-0994

Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board
Lafourche Parish Fire Protection District No. 2
Lockport, LA 70301

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Board of the Lafourche Parish Fire Protection District No. 2 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating the Board's assertions about the Lafourche Parish Fire Protection District No. 2's compliance with certain laws and regulations during the twelve months ended December 31, 2002 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, 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 material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-R.S. 38:2211.2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$15,000 or for public works exceeding \$100,000.

Code of Ethics for Public Officials and Public Employees

2. This procedure was not applicable for the twelve months ended December 31, 2002 since Lafourche Parish fire Protection District No. 2 had no employees.

Budgeting

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

Management provided me with a copy of the original budget and its amendment.

4. Trace the budget adoption to the minute book.

I traced the adoption of the original budget to the minutes of a meeting held on December 17, 2001 which indicated that the budget has been accepted by the Board of the Lafourche Parish Fire Protection District No. 2 by unanimous consent. The amended budget was approved November 18, 2002.

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

I compared the revenues and expenditures of the final budget to actual revenues and expenditures and determined that the District was within the 5% thresholds.

Accounting and Reporting

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

(a) trace payments to supporting documentation as to proper 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; and

The payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated proper approval.

Meetings

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

The Lafourche Parish Fire Protection District No. 2 is required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Although management has asserted that such documents were properly posted, I could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

Debt

8. 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 no indebtedness.

Advances and Bonuses

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

This procedure was not applicable for the twelve months ended December 31, 2002 since the Lafourche Parish fire Protection District No. 2 has no employees.

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

This report is intended solely for the use of the Board of the Lafourche Parish Fire Protection District No. 2 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. However, this report is a matter of public record and its distribution is not limited.



Ann T. Hebert
Certified Public Accountant

March 26, 2003

Ann T. Hebert

Certified Public Accountant
901 Ridgefield Road
Thibodaux, Louisiana

(985) 446-0994

LETTER OF FINDINGS

LAFOURCHE PARISH FIRE PROTECTION DISTRICT NO. 2
For the Current Year Ended December 31, 2002

March 26, 2003

No current year findings.

No prior year findings.

Lafourche Parish Fire Protection District #2
P. O. Box 375
Lockport, LA 70374

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

January 29, 2003 (Date Transmitted)

Ann T. Hebert, CPA

901 Ridgefield Road

Thibodaux, LA 70301

(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). December 31, 2002.

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.

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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>Gerard Leonard</u>	Secretary	<u>02/18/2003</u>	Date
<u>Gerard Leonard</u>	Treasurer	<u>02/18/2003</u>	Date
<u>Angie K. Sawyer</u>	President	<u>02/17/2003</u>	Date