

**SABINE PARISH FIRE PROTECTION DISTRICT NO. 1,  
WARDS NO. 3 AND 4  
SABINE PARISH, LOUISIANA  
FINANCIAL REPORT  
YEAR ENDED DECEMBER 31, 2023**

Sabine Parish Fire Protection District No. 1  
Wards No. 3 and 4  
Financial Report  
December 31, 2023

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**Sabine Parish Fire Protection District No. 1,  
Wards No. 3 and 4  
Florien, Louisiana**

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

This section of the annual financial report for Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4, (hereafter referred to as the Fire District) presents an overview and analysis of the Fire District’s financial activities for the year ended December 31, 2023. The intent of the MD&A is to look at the Fire District’s financial performance as a whole. It should, therefore be read in conjunction with this report. Certain comparative information is presented to provide an overview of the Fire District’s operations.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the Fire District as a whole and presents a longer-term view of the Fire District’s finances. These statements tell how these services were financed in the short-term as well as what remains for future spending.

**Government-Wide Financial Statements**

- The Statement of Net Position presents all of the Fire District’s assets and liabilities, with the difference between the two reported as “net position”. Over time, increases or decreases in the Fire District’s net position may serve as a useful indicator of whether the financial position of the Fire District is improving or deteriorating.
- The Statement of Activities presents information showing how the Fire District’s net position changed during the current year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Therefore, some revenues and some expenses that are reported in this statement will not result in cash flows until future years.

**Fund Financial Statements**

The services provided by the Fire District are financed through a governmental fund. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Fire District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Fire District conducts its day-to-day operations through a governmental fund, the General Fund. These statements provide a short-term view of the Fire District’s finances and assists in determining whether there will be adequate financial resources available to meet the current needs of the Fire District.

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

Summary of Statement of Net Position

	<u>2023</u>	<u>2022</u>
ASSETS:		
Current and Other Assets	\$1,000,782	\$ 923,707
Capital Assets, Net of Accumulated Depreciation	<u>843,743</u>	<u>562,455</u>
Total Assets	<u>\$1,844,525</u>	<u>\$1,486,162</u>
LIABILITIES:		
Current and Other Liabilities	\$ <u>52,915</u>	\$ <u>35,063</u>
NET POSITION:		
Net Investment in Capital Assets	\$ 843,743	\$ 562,455
Unrestricted	<u>947,867</u>	<u>888,644</u>
Total Net Position	<u>\$1,791,610</u>	<u>\$1,451,099</u>

Summary of Statement of Activities

	<u>2023</u>	<u>2022</u>
REVENUES:		
General Revenues-		
Taxes	\$552,968	\$ 513,343
Other	6,268	6,196
Operating Grants	66,803	84,679
Capital Grants	<u>297,089</u>	<u>0</u>
Total Revenues	\$923,128	\$ 604,218
EXPENSES:		
Current-		
Public Safety	<u>582,618</u>	<u>706,940</u>
Change in Net Position	<u>\$340,510</u>	<u>\$(102,722)</u>

- The Fire District's assets exceeded its liabilities by \$1,791,610 (net position) for the year. For the prior year this was \$1,451,099.
- Unrestricted Net Position of \$947,867 represents the portion available to maintain the Fire District's obligation to both citizens and creditors. This is an increase of \$59,223 from prior year.

### General Fund Budgetary Highlights

At December 31, 2023, actual revenues and expenditures were within the 5% variance when compared to final budgeted revenues and expenditures.

### Capital Assets

The Fire District's investment in capital assets as of December 31, 2023 amounts to \$843,743 (net of accumulated depreciation). This investment in capital assets includes land, buildings, vehicles, and fire safety equipment. Current year capital additions included improvements to the Central fire station.

### Economic Factors and Next Year's Budget

The primary revenue source for the Fire District is property taxes. This type of tax is not subject to changes in the economy in the short-term. However, in the long-term, significant increases or decreases in the tax base would be evident. Revenues and expenditures for 2024 are not expected to change significantly from 2023.

### Contacting the Fire District

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Fire District's finances and to demonstrate the Fire District's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the Fire District at P. O. Box 205, Many, LA 71449.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation  
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**INDEPENDENT AUDITORS' REPORT**

The Board of Commissioners  
Sabine Parish Fire Protection District No. 1,  
Wards No. 3 and 4  
Florien, Louisiana

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

***Opinions***

We have audited the accompanying financial statements of the governmental activities and major fund of the Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4 (Fire District), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Fire District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Fire District as of December 31, 2023, and the respective changes in financial position 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 and the *Louisiana Governmental Audit Guide*. 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 Fire District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related 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 these 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 Fire District's ability to continue as a going concern for twelve months beyond the financial statements 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 opinion. 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 Fire District'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 Fire District'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 Management's Discussion and Analysis and Budgetary Comparison Schedule 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 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. 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 responses 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.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Fire District's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes 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 relates 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 Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is fairly stated, in all material respects, in relation to the 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 October 1, 2024, on our consideration of the Fire District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of the Fire District's 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 Fire District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated October 1, 2024 on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

October 1, 2024



## BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE  
FINANCIAL STATEMENTS

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Statement of Net Position  
December 31, 2023

ASSETS:

Current Assets-

Cash & Cash Equivalents	\$ 506,996
Revenue Receivable	467,358
Prepaid Expenses	<u>26,428</u>

Total Current Assets \$1,000,782

Non-Current Assets-

Capital Assets (Net of Accumulated Depreciation)	<u>843,743</u>
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Total Assets \$1,844,525

LIABILITIES:

Accounts Payable	\$ 25,407
Payroll Liabilities	<u>27,508</u>

Total Liabilities \$ 52,915

NET POSITION:

Net Investment in Capital Assets	\$ 843,743
Unrestricted	<u>947,867</u>

Total Net Position \$1,791,610



FUND FINANCIAL STATEMENTS

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Balance Sheet-Governmental Fund  
December 31, 2023

Assets:

Cash & Cash Equivalents	\$ 506,996
Revenue Receivable	467,358
Prepaid Expenses	<u>26,428</u>
Total Assets	<u>\$1,000,782</u>

Liabilities:

Accounts Payable	\$ 25,407
Payroll Liabilities	<u>27,508</u>
Total Liabilities	<u>\$ 52,915</u>

Fund Balance:

Nonspendable	\$ 26,428
Unassigned	<u>921,439</u>
Total Fund Balance	<u>\$ 947,867</u>
Total Liabilities and Fund Balance	<u>\$1,000,782</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Reconciliation of the Governmental Fund  
Balance Sheet to the Statement of Net Position  
December 31, 2023

Total Fund Balance for the Governmental Fund \$ 947,867

Amounts reported for Governmental Activities in the  
Statement of Net Position are different because:

The following used in Governmental Activities are not  
current financial resources and, therefore, are not reported  
in the Governmental Fund Balance Sheet:

Capital Assets	3,493,612
Less, Accumulated Depreciation	<u>(2,649,869)</u>

Total Net Position of Governmental Activities at December 31, 2023 \$ 1,791,610

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Statement of Revenues, Expenditures and Changes in Fund Balance-  
Governmental Fund  
Year Ended December 31, 2023

REVENUES:	
Taxes	\$552,968
Intergovernmental	363,892
Miscellaneous-	
Interest	192
Other	<u>6,076</u>
Total Revenues	<u>\$923,128</u>
EXPENDITURES:	
Public Safety-	
Current-	
Personnel costs	\$233,686
Occupancy	26,608
Insurance	49,866
Operating Services	179,583
Capital Outlay	<u>374,162</u>
Total Expenditures	<u>\$863,905</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 59,223
Fund Balance-Beginning of Year	<u>888,644</u>
Fund Balance-End of Year	<u>\$947,867</u>

See independent auditors' report and notes to financial statements.



Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Reconciliation of the Statement of Revenues, Expenditures  
and Changes in Fund Balance of the Governmental Fund  
to the Statement of Activities  
for the Year Ended December 31, 2023

Net Change in Fund Balance-Governmental Fund \$ 59,223

Some revenues reported in the Statement of Activities do not provide current financial resources and these are not reported as revenues in governmental funds. Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the funds. These timing differences are summarized below:

Capital Outlay	374,162
Depreciation Expense	<u>(92,875)</u>
Change in Net Position, per Statement of Activities	<u>\$340,510</u>

## NOTES TO FINANCIAL STATEMENTS

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

Introduction:

The Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4, was created by the Sabine Parish Police Jury, as authorized by Louisiana Revised Statutes 40:1492, for the purpose of providing fire protection for the citizens of the Fire District. The Fire District is governed by a board of five commissioners appointed by the Police Jury and the Village of Florien. The commissioners serve two-year terms. The Fire District was created to acquire and maintain buildings, machinery, equipment, water tanks, water hydrants and water lines, and any other such things necessary to provide proper fire protection and control within the Fire District.

1. Summary of Significant Accounting Policies:

The accounting and reporting policies of Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4, conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

A. Reporting Entity-

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

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Sabine Parish Police Jury for financial reporting purposes. The basic criteria 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 criteria 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. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the Sabine Parish Police Jury created by ordinance Fire Protection District No. 1, Wards No. 3 and 4, the Fire District was determined to be a component unit of the Sabine Parish Police

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

Jury the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Fire District and do not present information on the Sabine Parish Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Position and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Net Position presents the governmental-type activities on a consolidated basis, and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Fire District's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, 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 revenues.

C. Fund Accounting-

The accounts of the Fire District are organized 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 maintained is consistent with legal and managerial requirements.

The Fire District maintains only one fund. It is categorized as a governmental fund. A fund is considered major if it is the primary operating fund of the entity.

The major fund of the Fire District is described below:

Governmental Fund-

General Fund

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

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

D. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Position and the Statement of Activities display information about the Fire District as a whole. Both of these statements have been prepared using the economic 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.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both 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 pay liabilities of the current period. The Fire District considers all revenues "available" if collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

E. Assets, Liabilities, and Equity-

Cash and Interest-Bearing Deposits-

Cash – includes not only currency on hand but also demand deposits with banks or other financial institutions and other kinds of accounts that have the general characteristics of demand deposits in that the customer may deposit additional funds at any time and also effectively may withdraw funds at any time without prior notice or penalty.

Cash equivalents – includes all short term, highly liquid investments that are readily convertible to known amounts of cash and are so near their maturity that they present insignificant risk of changes in value because of interest rates. Generally, only investments that, at the date of purchase, have a maturity date no longer than three months qualify under the definition.

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

#### Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized. Depreciation of all exhaustible capital assets used by the Fire District is recorded as an expense against operations in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is computed using the straight-line method over the estimated useful life of the assets, generally 10 to 40 years for buildings and building improvements, and 5 to 10 years for moveable property. Expenditures for maintenance, repairs and minor renewals are charged to earnings as incurred. Major expenditures for renewals and betterment are capitalized.

#### Compensated Absences-

The Fire District does not have full time employees, therefore, no liability for compensated absences has been recorded in the accompanying financial statements.

#### Equity Classifications-

In the government-wide statements, equity is classified as net position and displayed in three components:

- a. Net investment in capital assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position - Consists of net resources with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net position - All other net resources that do not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies unrestricted resources first, unless a determination is made to use restricted resources. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

In the fund statements, governmental fund equity is classified as fund balance and displayed in five components. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- a. Nonspendable fund balance - amounts that are not in a spendable form (such as prepaid expenses) or are required to be maintained intact;
- b. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- c. Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- d. Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- e. Unassigned fund balance - amounts that are available for any purpose; positive amounts are reported only in the general fund.

The Board of Commissioners establishes (and modifies or rescinds) fund balance commitments and assignments by passage of an ordinance or resolution.

The General Fund has an unassigned fund balance of \$921,439. If applicable, the Fire District would typically use restricted fund balances first, followed by committed resources and assigned resources as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first and to defer the use of these other classified funds.

F. Budget-

Formal budgetary accounting is employed as a management control. The Fire District prepares and adopts a budget each year in accordance with the Louisiana Revised Statutes. The operating budget is prepared based on prior year's revenues and expenditures and the estimated changes therein for the current year, using the full accrual basis of accounting. The Fire District amends its budget when projected revenues are expected to be less than budgeted revenues by five percent or more and/or projected to be more than budgeted amounts by five percent or more. All budget appropriations lapse at year end.

G. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

2. Cash and Cash Equivalents:

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law, the Fire District may deposit funds within a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the Fire District may invest in time certificates of deposit of state banks organized under the laws of Louisiana, in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

The cash and cash equivalents of the Fire District are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Fire District will not be able to recover its deposits. 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 or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. 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 Fire District that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Fire District's name.

Deposits in bank accounts are stated at cost, which approximates market. Bank account balances at December 31, 2023, totaled \$507,736 and of this amount, \$320,000 was secured by FDIC Insurance. The remaining amount of \$187,736 was secured by the pledge of securities owned by the depository bank.

3. Receivables:

The following is a summary of receivables at December 31, 2023:

Ad valorem taxes	\$458,360
State revenue sharing	<u>8,998</u>
Total	<u>\$467,358</u>

Substantially all receivables are considered to be fully collectible, and no allowance for uncollectible is used.

4. Leases:

The Fire District was not obligated under any capital or operating lease commitments at December 31, 2023.



Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

5. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2023, is as follows:

<u>Governmental Activities</u>	<u>Balance 01-01-23</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12-31-23</u>
Capital Assets Not Depreciated:				
Land	\$ 12,000	\$ 0	\$0	\$ 12,000
Construction in Progress	76,567	374,162	0	450,729
Capital Assets Depreciated:				
Fire Trucks/Automobiles	2,291,005	0	0	2,291,005
Machinery & Equipment	219,715	0	0	219,715
Buildings	<u>520,163</u>	<u>0</u>	<u>0</u>	<u>520,163</u>
Total Assets	<u>\$3,119,450</u>	<u>\$374,162</u>	<u>\$0</u>	<u>\$3,493,612</u>
Less Accumulated Depreciation:				
Fire Trucks/Equipment	\$1,948,092	\$ 68,072	\$0	\$2,016,164
Machinery & Equipment	159,437	12,902	0	172,339
Buildings	<u>449,465</u>	<u>11,901</u>	<u>0</u>	<u>461,366</u>
Total Depreciation	<u>\$2,556,994</u>	<u>\$ 92,875</u>	<u>\$0</u>	<u>\$2,649,869</u>
Net Capital Assets	<u>\$ 562,456</u>	<u>\$281,287</u>	<u>\$0</u>	<u>\$ 843,743</u>

Depreciation expense of \$92,875 was charged to the public safety function.

6. Ad Valorem Taxes:

The Fire District levies taxes on real and business personal property located within the boundaries of Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4. Property taxes are levied by the Fire District on property values assessed by the Sabine Parish Tax Assessor and approved by the State of Louisiana.

The Sabine Parish Sheriff's office bills and collects property taxes for the Fire District. Collections are remitted to the Fire District monthly. The Fire District recognizes property tax revenues when levied.

Property Tax Calendar

Assessment date	January 1
Levy date	June 30
Tax bills mailed	October 15
Total taxes are due	December 31
Penalties and interest added	January 31
Lien date	January 31
Tax Sale	May 15

A 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, 2021. Total assessed value was \$124,962,135 in 2023. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Notes to Financial Statements  
December 31, 2023

from parish property taxes. This homestead exemption was a total of \$16,528,654 of the assessed value in 2023.

For the year ended December 31, 2023, taxes of \$552,968 (5.11 mills) were levied on the property and were dedicated to fire protection.

7. Pending Litigation:

There was no outstanding litigation against the Fire District as of December 31, 2023.

8. Compensation Paid to Board Members:

A detailed of compensation paid to individual board members for the year ended December 31, 2023 follows:

David Davis	\$ 420
Kenny Carter	330
Robert Hable	300
James Kennedy	360
Cindy Manasco	<u>270</u>
Total	<u>\$1,680</u>

9. Subsequent Events:

Management has evaluated events through October 1, 2024, the date on which the financial statements were available for issue. There were no items to be reported as subsequent events.

OTHER REQUIRED  
SUPPLEMENTARY INFORMATION

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2023

	Original <u>Budget</u>	Final <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES:				
Taxes	\$480,000	\$ 565,000	\$552,968	\$(12,032)
Intergovernmental-				
State Revenue Sharing	12,500	18,000	13,497	(4,503)
Local - Fire Insurance Rebate	45,000	53,000	53,306	306
State Aid to Local Governments	0	300,000	297,089	(2,911)
Miscellaneous-				
Interest	35	200	192	(8)
Other	<u>2,600</u>	<u>6,000</u>	<u>6,076</u>	<u>76</u>
Total Revenues	<u>\$540,135</u>	<u>\$ 942,200</u>	<u>\$923,128</u>	<u>\$(19,072)</u>
EXPENDITURES:				
Public Safety-				
Current-				
Personnel Costs	\$232,920	\$ 234,420	\$233,686	\$ 734
Occupancy	44,000	27,800	26,608	1,192
Insurance	50,000	50,000	49,866	134
Operating Services	146,250	143,100	179,583	(36,483)
Capital Outlay	<u>60,000</u>	<u>368,000</u>	<u>374,162</u>	<u>(6,162)</u>
Total Expenditures	<u>\$533,170</u>	<u>\$ 823,320</u>	<u>\$863,905</u>	<u>\$(40,585)</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 6,965	\$ 118,880	\$ 59,223	\$(59,657)
Fund Balance-Beginning of Year	<u>888,644</u>	<u>888,644</u>	<u>888,644</u>	<u>0</u>
Fund Balance-End of Year	<u>\$895,609</u>	<u>\$1,007,524</u>	<u>\$947,867</u>	<u>\$(59,657)</u>

See independent auditors' report and notes to financial statements.

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
For the Year Ended December 31, 2023

Agency Head Name: Scott Gowen, Fire Chief

<u>Purpose</u>	<u>Amount</u>
Salary	\$14,400
Benefits- SS & Med.	1,102
Contract Labor	0
Reimbursement of Expenses	51

See independent auditors' report.

OTHER REPORTS/SCHEDULES

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

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INDEPENDENT AUDITORS' 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*

The Board of Commissioners  
Sabine Parish Fire Protection District No. 1,  
Wards No. 3 and 4  
Florien, 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 and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities and major fund as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Sabine Parish Fire Protection Fire District No. 1, Wards No. 3 and 4's (Fire District) basic financial statements and have issued our report thereon dated October 1, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Fire District's internal control over financial reporting (internal control) as a basis for designing 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 Fire District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Fire District'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Fire District'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 determination of 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 one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* (see 2023-001).

### **Sabine Parish Fire Protection District No.1, Wards No. 3 and 4's Response to Findings**

*Governmental Auditing Standards* requires the auditor to perform limited procedures on the Fire District's response to the findings identified in our audit and described in the accompanying Schedule of Audit Findings. Sabine Parish Fire Protection District No.1, Wards No. 3 and 4'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 the response.

### **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. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

October 1, 2024



Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Schedule of Audit Findings  
Year Ended December 31, 2023

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4, as of and for the year ended December 31, 2023.
2. The audit did not disclose any material weaknesses in internal control.
3. The audit disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* (Items 2023-001).

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Compliance-

*2023-001 Late Submission of Report*

*Criteria* – Louisiana law requires that the Fire District have an annual audit performed and submitted to the Legislative Auditor within six (6) months after the close of the fiscal year.

*Condition* – For the year ended December 31, 2023, the Fire District did not submit the annual audit within six months after the close of their fiscal year.

*Cause* – The Fire District’s books and records were not available for the auditors to begin work before the filing deadline.

*Effect* – The Fire District is not in compliance with state law until the audit report is filed with the Legislative Auditor.

*Recommendation* – The District should institute procedures to ensure that the books and records are prepared, reconciled and available within 45 days after the end of their fiscal year.

*Management’s Response* – The Fire District will adopt procedures to ensure that the books and records are prepared, reconciled and available within 45 days after the end of their fiscal year.

III. PRIOR YEAR FINDINGS

*2022-001 Late Submission of Report*

*Condition* – The Fire District did not submit annual audit within six months after the close of their fiscal year.

*Status* – At December 31, 2023, this condition still exists see Finding 2023-001.

**T | C | B | T**  
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**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES**

To the Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4 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, 2023 through December 31, 2023. The Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4’s (Fire District) management is responsible for those C/C areas identified in the SAUPs.

The Fire District 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 LLA’s SAUPs for the fiscal period January 1, 2023 through December 31, 2023. 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 for 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***

---

1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories (or noted that the entity does not have any written policies and procedures), as applicable:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***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.)

- **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 schedule.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.
  - a) Procedure Results - We noted exceptions. The Fire District has no written policies and procedures.

### ***Board or Finance Committee***

---

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed 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.
  - Observed that 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.

- Obtained the prior year audit report and observed the unassigned fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observed 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.

a) Procedure Results – We noted no exceptions with regard to Board or Finance Committee.

### ***Bank Reconciliations***

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3. We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, and obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:

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

a) Procedure Results – We noted an exception with regard to Bank Reconciliations. There was no evidence of management review of the bank reconciliations selected.

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

---

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).

5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:

- Employees that are responsible for cash collections do not share cash drawers/registers.
- 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.
- 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.

- 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.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was enforced during the fiscal period.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under “Bank Reconciliations” above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
- We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed that 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).
  - We traced the actual deposit per the bank statement to the general ledger.
- a) Procedure Results – We noted no exceptions with regard to Collections.

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

---

8. We obtained a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. We randomly selected the required amount of disbursement locations (up to five).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. We obtained 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 we observed that job duties are properly segregated such that:
- At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.

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

- We observed that the disbursement matched the related original itemized invoice and that documentation indicates that deliverables included on the invoice were received by the entity.
- We observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

a) Procedure Results – We noted no exceptions with regard to Non-Payroll Disbursements.

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

---

11. We obtained 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. We obtained management's representation that the listing is complete.

12. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:

- We observed that 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) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
- We observed that finance charges and late fees were not assessed on the selected statements.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (1) an original itemized receipt that identified 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, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

a) Procedure Results – We noted no exceptions with regard to Credit Cards/Debit Cards/Fuel Cards/P-Cards.

#### ***Travel and Expense Reimbursement***

---

14. We obtained 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. We randomly selected five reimbursements, and obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
  - a) Procedure Results – We noted no exceptions with regard to Travel and Expense Reimbursements.

### ***Contracts***

---

15. We obtained 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. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to five) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed that 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).
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.
- a) Procedure Results – We noted no exceptions with regard to Contracts.

### ***Payroll and Personnel***

---

16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected five employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
17. We randomly selected one pay period during the fiscal period. For the five employees/officials selected under #16 above, we obtained attendance and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees/officials.

- We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
18. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. If applicable, we agreed the hours to the employees or officials' cumulative leave records, and the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and the termination payment to entity policy.
19. We obtained management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, workers' compensation premiums, etc.) have been paid, and associated forms have been filed, by required deadlines.
- a) Procedure Results – We noted no exceptions with regard to Payroll and Personnel.

### ***Ethics***

---

20. Using the five randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, we obtained ethics compliance documentation from management, and:
- We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - We observed that 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.
- a) Procedure Results – We noted no exceptions with regard to Ethics.

### ***Debt Service***

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21. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each bond/note issued.
22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).
- a) Procedure Results – We noted no exceptions with regard to Debt Service.



### ***Fraud Notice***

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23. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the Fire District attorney of the parish in which the entity is domiciled.
24. We observed whether 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.
- a) Procedure Results – We noted no exceptions with regard to the Fraud Notice.

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

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25. We performed the following procedures:
- We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup occurred within the past week. If backups are stored on the physical medium (e.g., tapes, CDs), we observed that backups are encrypted before being transported.
  - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
  - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed 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 randomly selected the employees/officials from procedure #17 under "Payroll and Personnel" above, obtained cybersecurity training documentation from management, and observed that the documentation demonstrates that the selected employees/officials with access to the entity's information technology assets have completed cybersecurity training as required by R.S. 42:1267.
- a) Procedure Results – We performed the procedure and discussed the results with management. No documentation demonstrating cybersecurity training.

### ***Prevention of Sexual Harassment***

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26. We randomly selected the employees/officials from procedure #17 under "Payroll and Personnel" above, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
28. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:

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

a) Procedure Results – We noted no exceptions with regard to Sexual Harassment.

We were engaged by the Fire District 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 Fire District 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.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

October 1, 2024

Sabine Parish Fire Protection District No. 1, Wards No. 3 and 4  
Management's Responses to Exceptions to  
Statewide Agreed-Upon Procedures  
For the Year Ended December 31, 2023

MANAGEMENT'S RESPONSE TO EXCEPTIONS:

Written Policies and Procedures:

Exception - The written policies and procedures do not address any financial matters.

Response - We will develop written policies and procedures to address matters as considered best practices.

Bank Reconciliations:

Exception - There was no evidence of management review of the bank reconciliations.

Response - We will implement procedures to ensure and document management review of all bank reconciliations.

Cybersecurity Training:

Exception - There was no documentation demonstrating cybersecurity training.

Response - We will document cybersecurity training as required by R.S. 42:1267.