

**East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana**

**Financial Statements With Auditor's Report**

**As of and For the Year Ended December 31, 2023**

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana

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## Independent Auditors' Report

Board of Commissioners  
East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana

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

#### ***Opinions***

We have audited the financial statements of the governmental activities and major fund of East Central Bossier Parish Fire District No. 1, a component unit of the Bossier Parish Police Jury, as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the East Central Bossier Parish Fire District No. 1's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of East Central Bossier Parish Fire District No. 1, as of December 31, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of East Central Bossier Parish Fire District No. 1 and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about East Central Bossier Parish Fire District No. 1's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

#### ***Auditors' Responsibilities for the Audit of the Financial Statements***

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



that an audit conducted in accordance with GAAS 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 judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgement 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 East Central Bossier Parish Fire District No. 1'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 East Central Bossier Parish Fire District No. 1'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 on pages 4 – 9, budgetary comparison information on pages 35 – 36, the Schedule of Contributions on page 37, and the Schedule of Proportionate Share of Net Pension Liability on page 38, 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***

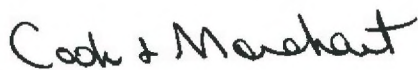
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the East Central Bossier Parish Fire District No. 1's basic financial statements. The accompanying other supplementary information, Schedule of Compensation, Benefits, and Other Payments to Agency Head, shown on page 39, 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 shown on page 39 is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2024, on our consideration of East Central Bossier Parish Fire District No. 1'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 East Central Bossier Parish Fire District No. 1'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 East Central Bossier Parish Fire District No. 1's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
June 25, 2024

## **EAST CENTRAL BOSSIER PARISH FIRE DISTRICT NO. 1**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of East Central Bossier Parish Fire District No. 1's financial performance provides an overview of the East Central Bossier Parish Fire District No. 1's financial activities for the fiscal year ended December 31, 2023. Please read it in conjunction with the District's financial statements, which begin on page 10.

#### **FINANCIAL HIGHLIGHTS**

The East Central Bossier Parish Fire District No. 1's net position decreased by \$103,148 or 3%.

The East Central Bossier Parish Fire District No. 1's total general revenues were \$1,972,752 in 2023 compared to \$1,779,639 in 2022.

During the year ended December 31, 2023, the East Central Bossier Parish Fire District No. 1 had total expenses, excluding depreciation, of \$2,155,050 compared to \$1,828,031 in 2022.

The East Central Bossier Parish Fire District No. 1's net pension liability increased \$93,945 from \$1,652,139, in 2022 to \$1,746,084, in 2023.

#### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 and 11) provide information about the activities of the East Central Bossier Parish Fire District No. 1 as a whole and present a longer-term view of the District's finances. Fund financial statements start on page 12. For governmental activities, these statements tell how these services were financed in the short term as well as what **remains** for future spending. Fund financial statements also report the East Central Bossier Parish Fire District No. 1's operations in more detail than the government-wide statements by providing information about the East Central Bossier Parish Fire District No. 1's most significant funds.

The East Central Bossier Parish Fire District No. 1 was determined to be a component unit of the Bossier Parish Police Jury. The police jury is financially accountable for the district because it appoints or ratifies a voting majority of the board and has the ability to impose its will on them. The accompanying financial statements present information only on the funds maintained by the East Central Bossier Parish Fire District No. 1.

#### **Reporting the East Central Bossier Parish Fire District No. 1 as a Whole**

Our analysis of the East Central Bossier Parish Fire District No. 1 as a whole begins on page 10. One of the most important questions asked about the East Central Bossier Parish Fire District No. 1's finances is "Is the East Central Bossier Parish Fire District No. 1 as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of



Activities report information about the funds maintained by the East Central Bossier Parish Fire District No. 1 as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual *basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the East Central Bossier Parish Fire District No. 1's *net position* and changes in it. You can think of the East Central Bossier Parish Fire District No. 1's net position – the difference between assets and liabilities – as one way to measure the East Central Bossier Parish Fire District No. 1's financial health, or *financial position*. Over time, *increases* or *decreases* in the East Central Bossier Parish Fire District No. 1's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the District's property tax base, to assess the overall health of the District.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the East Central Bossier Parish Fire District No. 1 as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the East Central Bossier Parish Fire District No. 1 are reported here which consists primarily of personal services, materials and supplies, travel, repairs and maintenance and other program services. Ad valorem taxes finance most of these activities.

### **Reporting the District's Most Significant Funds**

Our analysis of the major funds maintained by the East Central Bossier Parish Fire District No. 1 begins on page 12. The fund financial statements begin on page 12 and provide detailed information about the most significant funds maintained by the East Central Bossier Parish Fire District No. 1 – not the East Central Bossier Parish Fire District No. 1 as a whole. The East Central Bossier Parish Fire District No. 1's *governmental funds* use the following accounting approaches:

Governmental funds – All of the East Central Bossier Parish Fire District No. 1's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash.

The governmental fund statements provide a detailed *short-term view* of the East Central Bossier Parish Fire District No. 1's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain East Central Bossier Parish Fire District No. 1 expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

## THE EAST CENTRAL BOSSIER PARISH FIRE DISTRICT NO. 1 AS A WHOLE

The East Central Bossier Parish Fire District No. 1's total net position changed from a year ago, decreasing from \$3,574,792 to \$3,471,644. Our analysis below will focus on key elements of the total governmental funds for both December 31, 2023 and 2022 years.

**Table 1**  
**Statement of Net Position**

	Governmental Activities	
	2023	2022
Current and other assets	\$ 5,663,166	\$ 5,434,404
Capital assets	1,068,505	1,052,350
Total Assets	<u>6,731,671</u>	<u>6,486,754</u>
Deferred outflows of resources		
Pension related	<u>774,930</u>	<u>795,496</u>
Current liabilities	174,325	69,262
Long-term liabilities	1,841,100	1,734,292
Total Liabilities	<u>2,015,425</u>	<u>1,803,554</u>
Deferred inflows of resources		
Pension related	165,207	206,139
Ad valorem taxes	<u>1,854,325</u>	<u>1,697,765</u>
Total Deferred Inflows of Resources	<u>2,019,532</u>	<u>1,903,904</u>
Net Position		
Investment in capital assets	1,068,505	1,052,350
Restricted	195,267	204,650
Unrestricted	2,207,872	2,317,792
Total Net Position	<u>\$ 3,471,644</u>	<u>\$ 3,574,792</u>

Net position of the East Central Bossier Parish Fire District No. 1's governmental activities decreased by \$103,148 or 3%, as shown in table 1. Unrestricted net position, the part of net position that can be used to finance East Central Bossier Parish Fire District No. 1 expenses without constraints or other legal requirements, decreased from \$2,317,792, at December 31, 2022 to \$2,207,872 at December 31, 2023.



**Table 2**  
**Change in Net Position**

	Governmental Activities	
	2023	2022
Revenues		
Operating grants and contributions	\$ 209,554	\$ 183,596
General Revenues		
Ad valorem taxes	1,666,259	1,571,936
Intergovernmental	125,630	146,695
Interest and dividend income	150,163	61,008
Miscellaneous	200	
Gain on disposal of capital assets	30,500	
Total revenues	<u>2,182,306</u>	<u>1,963,235</u>
Expenses		
General government	58,551	53,857
Public safety - fire protection	2,226,903	1,904,255
	<u>2,285,454</u>	<u>1,958,112</u>
Increases (decrease) in net position	<u>\$ (103,148)</u>	<u>\$ 5,123</u>

Total revenues increased from total revenues in the year ended December 31, 2022 of \$1,963,235 to total revenues of \$2,182,306 in the year ended December 31, 2023. The increase is due, in part, to increased ad valorem taxes and increased interest income as a result of higher interest rates in 2023.

## **THE DISTRICT'S FUNDS**

As the District completed the year, its governmental funds (as presented in the balance sheet on page 12) reported a fund balance of \$3,485,975, which is less than last year's fund balance of \$3,537,945.

### **General Fund Budgetary Highlights**

The District adopted a budget for its General Fund for the year ended December 31, 2023. There were no amendments to the budget during the year. The District's budgetary comparison is presented as required supplementary information and shown on page 35. Highlights for the year are as follows:

- Revenues were higher than anticipated due to high than anticipated property tax collections and interest income.
- Expenditures were lower than budgeted due to contingency funds not expended.

The District's General Fund fund balance of \$3,485,975 reported on page 14 differs from the General Fund's *budgetary* fund balance of \$3,537,209 reported in the budgetary comparison schedule on page 35. This is primarily due to the District budgeting on the cash basis of accounting.

## CAPITAL ASSETS

At the end of December 31, 2023 and 2022, the East Central Bossier Parish Fire District No. 1 had invested \$1,068,505 and \$1,052,350, respectively, in capital assets. (see table below)

**Table 3**  
**Capital Assets At Year End**  
**(Net of Depreciation)**

	Governmental Activities	
	2023	2022
Land	\$ 177,019	\$ 177,019
Buildings	306,937	330,905
Equipment	36,610	45,529
Vehicles	493,001	437,379
Building Improvements	54,938	61,518
Total	<u>\$ 1,068,505</u>	<u>\$ 1,052,350</u>

This year's major additions included:

Equipment	\$ 7,297	\$ 13,017
Vehicles	139,262	
Building Improvements		30,514
Total	<u>\$ 146,559</u>	<u>\$ 43,531</u>

More detailed information about the capital assets are presented in Note 6 to the financial statements.



## DEBT ADMINISTRATION

Long-term liabilities of East Central Fire District #1 are summarized as follows:

**Table 4**  
**Long-term Liabilities at Year End**

	Governmental Activities 2023	Governmental Activities 2022
Net pension liability	\$ 1,746,084	\$ 1,652,139
Volunteer incentive program	95,016	82,153
	<u>\$ 1,841,100</u>	<u>\$ 1,734,292</u>

More detailed information about the long-term liabilities is presented in Note 4 to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The East Central Bossier Parish Fire District No. 1's management considered many factors when setting a fiscal year December 31, 2024 budget. Property tax millage will remain at 19 mills. Amounts available for appropriation are expected to remain approximately the same. Expenditures for 2024 are expected to remain consistent with 2023.

## CONTACTING THE FIRE DISTRICT NO. 1'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the East Central Bossier Parish Fire District No. 1 and to show the East Central Bossier Parish Fire District No. 1's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the East Central Bossier Parish Fire District No. 1.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Statement of Net Position  
December 31, 2023

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 3,342,324
Investments	95,016
Accounts receivable	1,907,018
Prepaid expenses	148,541
Restricted cash and cash equivalents	170,267
Capital assets	
Depreciable (net)	891,486
Non-depreciable	177,019
Total assets	<u>6,731,671</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension related	<u>774,930</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	174,325
Long-term liabilities:	
Due within one year	95,016
Due within more than one year	<u>1,746,084</u>
Total liabilities	<u>2,015,425</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Unavailable revenue	
Ad Valorem taxes	1,854,325
Pension related	<u>165,207</u>
Total deferred inflows of resources	<u>2,019,532</u>
<b>NET POSITION</b>	
Investment in capital assets	1,068,505
Restricted-Camp Minden	195,267
Unrestricted	<u>2,207,872</u>
Total net position	<u>\$ 3,471,644</u>

See accompanying notes to the basic financial statements.



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2023

	<u>Governmental Activities</u>
Expenses:	
General government	\$ 58,551
Public Safety - fire protection	<u>2,226,903</u>
Total expenses	<u>2,285,454</u>
Program revenues:	
Operating grants and contributions	<u>209,554</u>
Net program expenses	<u>(2,075,900)</u>
General revenues:	
Ad valorem taxes	1,666,259
Intergovernmental	
Fire insurance rebate	125,630
Interest and dividends	150,163
Miscellaneous	200
Gain on disposal of asset	<u>30,500</u>
Total general revenues	<u>1,972,752</u>
Change in net position	(103,148)
Net position - beginning	<u>3,574,792</u>
Net position - ending	<u><u>\$ 3,471,644</u></u>

See accompanying notes to the basic financial statements.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Balance Sheet  
Governmental Fund  
December 31, 2023

	General Fund
Assets	
Cash and cash equivalents	\$ 3,342,324
Investments	95,016
Accounts receivable	1,907,018
Restricted cash and cash equivalents	170,267
Total assets	<u>\$ 5,514,625</u>
Liabilities, Deferred Inflows of Resources, and Fund Balances	
Liabilities	
Accounts payable and accrued expenses	\$ 174,325
Total liabilities	<u>174,325</u>
Deferred inflows of resources	
Unavailable revenue	
Ad Valorem taxes	1,854,325
Total deferred inflows of resources	<u>1,854,325</u>
Fund balances	
Restricted-Camp Minden	195,267
Committed	
Volunteer incentive program	95,016
Capital improvements	2,162,620
Unassigned	1,033,072
Total fund balances	<u>3,485,975</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 5,514,625</u>

See accompanying notes to the basic financial statements.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Reconciliation of the Balance Sheet of the Governmental Fund  
to the Statement of Net Position  
December 31, 2023

Fund balances - total governmental fund	\$ 3,485,975
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Amounts reported for governmental activities in the statement of activities  
are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	1,068,505
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The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources - prepaid expenses	148,541
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Other long-term amounts are not available to pay for current-period expenditures and therefore are not available in the governmental funds.	
Deferred outflows - pension related	774,930

Long-term liabilities and other amounts are not due and payable in the current period and therefore are not reporting in the funds.	
VIP Program	(95,016)
Net pension liability	(1,746,084)
Deferred inflows - pension related	(165,207)

Net position of governmental activities	\$ 3,471,644
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See accompanying notes to the basic financial statements.



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Fund  
For the Year Ended December 31, 2023

	General Fund
Revenues	
Ad valorem taxes	\$ 1,666,259
Intergovernmental	
Fire insurance rebate	125,630
State of Louisiana	131,213
Miscellaneous	200
Interest and dividends	150,163
	<u>2,073,465</u>
Total revenues	
	<u>2,073,465</u>
Expenditures	
Current:	
General government	58,551
Public Safety	1,950,825
Capital Outlay	146,559
	<u>2,155,935</u>
Total expenditures	
	<u>2,155,935</u>
Excess (deficiency) of revenues over (under) expenditures	(82,470)
Other financing sources	
Insurance proceeds	30,500
Total other financing sources	<u>30,500</u>
Net change in fund balance	(51,970)
Fund balances at beginning of year	<u>3,537,945</u>
Fund balances at end of year	<u>\$ 3,485,975</u>

See accompanying notes to the basic financial statements.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of the Governmental Fund to the Statement of Activities  
For the Year Ended December 31, 2023

Net change in fund balances - total governmental fund	\$	(51,970)
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$146,559) exceeded depreciation expense (\$130,404) for the year.		16,155
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The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.		19,109
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Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.		(12,863)
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Revenues that are not available to pay current obligations are not reported in the fund financial statements, but they are presented as revenues in the statement of activities.

Non-employer contributions to cost-sharing pension plan		78,341
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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.

Pension expense		(151,920)
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Change in net position of governmental activities	\$	<u>(103,148)</u>
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See accompanying notes to the basic financial statements.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Financial Statements  
December 31, 2023

## INTRODUCTION

The East Central Bossier Parish Fire District No. 1 (the district) was created by the Bossier Parish Police Jury, as authorized by Louisiana Revised Statute (R.S.) 40:1492. The district is governed by a five member board of commissioners appointed by the Bossier Parish Police Jury. The Board of Commissioners received no compensation during 2023. The district is responsible for maintaining and operating fire stations and equipment and providing fire protection within the boundaries of the district.

### (1) Summary of Significant Accounting Policies

The East Central Bossier Parish Fire District No. 1's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the East Central Bossier Parish Fire District No. 1 are discussed below.

#### A. Reporting Entity

The district is a component unit of the Bossier Parish Police Jury, the financial reporting entity. The police jury is financially accountable for the district because it appoints or ratifies a voting majority of the board and has the ability to impose its will on them.

The accompanying financial statements present information only on the funds maintained by the district and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

#### B. Basic Financial Statements – Government-Wide Statements

The East Central Bossier Parish Fire District No. 1's basic financial statements include both government-wide (reporting the funds maintained by the East Central Bossier Parish Fire District No. 1 as a whole) and fund financial statements (reporting the East Central Bossier Parish Fire District No. 1's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The East Central Bossier Parish Fire District No. 1's general fund is classified as governmental activities. The East Central Bossier Parish Fire District No. 1 does not have any business-type activities.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The East Central Bossier Parish Fire District No. 1's net position is reported in three parts – investment in capital assets, restricted, and unrestricted net position.

(Continued)



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Financial Statements  
December 31, 2023  
(Continued)

The government-wide Statement of Activities reports both the gross and net cost of each of the East Central Bossier Parish Fire District No. 1's functions. The functions are supported by program revenues and general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. Program revenues of the District consist of nonemployer contributions to cost-sharing pension plan, restricted intergovernmental revenues, and on-behalf payments from the State of Louisiana. The net costs (by function) are normally covered by general revenues.

This government-wide focus is more on the sustainability of the East Central Bossier Parish Fire District No. 1 as an entity and the change in the East Central Bossier Parish Fire District No. 1's net position resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the East Central Bossier Parish Fire District No. 1 are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the East Central Bossier Parish Fire District No. 1:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the East Central Bossier Parish Fire District No. 1:

- a. General fund is the general operating fund of the East Central Bossier Parish Fire District No. 1. It is used to account for all financial resources except those required to be accounted for in another fund.

The emphasis in fund financial statements is on the major funds in the governmental category. GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds.

The following major fund is presented in the fund financial statements:

General Fund – accounts for all financial resources except those required to be accounted for in another fund.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures 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.

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1. Accrual:

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Revenues of the East Central Bossier Parish Fire District No. 1 consist principally of property taxes, other intergovernmental revenues, donations, and interest income. Property taxes are recorded in the year for which the taxes are levied and budgeted. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. The 2023 tax levy is intended to fund the 2024 fiscal year; therefore, the levy has been recorded as a receivable and deferred inflows of resources. Interest income is recorded when earned. Donations and other intergovernmental revenues are recorded when received in cash because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The district uses the following budget practices:

1. A preliminary budget for the ensuing year is prepared by the Board of Commissioners prior to December 16 of each year and is made available for public inspection.
2. After completion of all action necessary to finalize and implement the budget, the budget is adopted through passage of a resolution.
3. All budgetary appropriations lapse at the end of each fiscal year.
4. The budget is established and controlled by the Board of Commissioners at the object level of expenditure. All changes in the budget must be approved by the board.
5. The budget is adopted on a cash basis for all funds. There were no amendments to the 2023 budget.

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F. Cash, Cash Equivalents, and Investments

Cash includes amounts in petty cash, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those 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 money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

G. Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The Federal Government has a reversionary interest in property purchased with federal funds. Its disposition as well as the ownership of any proceeds therefrom is subject to federal regulations.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings	12 – 40 years
Vehicles	2 – 22 years
Equipment	4 – 18 years

H. Compensated Absences

Full-time employees of the district earn five days of vacation leave each year. Vacation and sick leave do not accumulate.

At December 31, 2023, there were no employee leave benefits requiring recognition. The cost of leave privileges is recognized as current-year expenditure when leave is actually taken.

I. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

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J. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

K. Deferred Outflows/Inflows of Resources

The District's governmental activities and governmental funds report a separate section for deferred inflows of resources. This separate financial statement element *deferred inflows of resources* represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The item, unavailable revenue, is reported in the governmental funds balance sheet and statement of net position. The District reports unavailable revenue from property taxes and other receipts. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available or the period for which they are levied and budgeted. On the government-wide statement of net position, the District also reports deferred inflows of resources from pension-related amounts.

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has deferred outflows of resources related to pensions reported in the government-wide statement of net position.

L. Net Position

Government-wide net position is divided into three components: Net investment in capital assets consists of the historical cost of capital assets less accumulated depreciation and less any debt that remains outstanding that was used to finance those assets plus deferred outflows of resources less deferred inflows of resources related to those assets. Restricted net position consists of assets that are restricted by the district's creditors (for example, through debt covenants), by the state enabling legislation (through restrictions on shared revenues), by grantors (both federal and state), and by other contributors (less related liabilities and deferred inflows of resources). All other net position is reported as unrestricted net position. When an expense is incurred that can be paid using either restricted or unrestricted resources (net position), the district's policy is to first apply the expense toward restricted resources and then toward unrestricted resources.

M. Pension Plan

The District is a participating employer in a cost-sharing, multiple-employer, defined benefit pension plans as described in Note 8. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of each of the plans, and additions to/deductions for the plans fiduciary net position, have been determined on the same basis as they are reported by the plan.

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N. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. Nonspendable - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. Restricted - amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed - amounts that can be used only for the specific purposes as a result of constraints imposed by the board of commissioners (the district's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the board of commissioners remove those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).
4. Assigned - amounts that are constrained by the district's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications.

The district's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications - committed and then assigned fund balances before using unassigned fund balances.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

O. Fair Value Measurements

Generally accepted accounting principles require disclosure to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels:

Level 1 inputs - The valuation is based on quoted market prices for identical assets or liabilities traded in active markets;

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Level 2 inputs – The valuation is based on quoted market prices for similar instruments traded in active markets, quoted prices for identical or similar instruments in markets that are not active, and inputs other than quoted prices that are observable for the asset or liability;

Level 3 inputs – The valuation is determined by using the best information available under the circumstances and might include the government's own data but should adjust those data if (a) reasonably available information indicates that other market participants would use different data or (b) there is something particular to the government that is not available to other market participants.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on lowest level of any input that is significant to the fair value measurement.

(2) Levied Taxes

The following is a summary of authorized and levied ad valorem taxes:

	<u>Authorized Millage</u>	<u>Levied Millage</u>	<u>Expiration Date</u>
Operating	19.00	19.00	2028

(3) Cash, Cash Equivalents, and Investments

At December 31, 2023, the District has cash, cash equivalents, and investments (book balances) totaling \$3,607,607, as detailed below:

A. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2023 (book balances) totaled \$3,512,591, in interest bearing demand deposits and a brokerage account. Included in this amount is \$1,149,492 in a brokerage account which consisted of money market funds which were backed by U.S. government securities or repurchase agreements backed by U.S. government securities. Also included in cash and cash equivalents is \$170,267, which is restricted for Camp Minden activities. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

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B. Investments

Investments at December 31, 2023, consist of certificates of deposits with initial maturities greater than 90 days. The certificates of deposit are carried at cost, which approximates market. The investments are presented in the financial statements at fair value using level 2 fair value measure.

C. Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2023, \$42,457 of the District's bank balances of \$3,710,327, was exposed to custodial credit risk as uninsured deposits protected and collateralized with pledged securities held by the pledging bank's trust department not in the District's name. Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified that the fiscal agent has failed to pay deposited funds upon demand.

(4) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2023, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Volunteer incentive program	\$ 82,153	\$ 13,100	\$ ( 237)	\$ 95,016	\$ 95,016
Net pension liability	<u>1,652,139</u>	<u>93,945</u>		<u>1,746,084</u>	
Total long-term liabilities, governmental activities	<u>\$1,734,292</u>	<u>\$107,045</u>	<u>\$ ( 237)</u>	<u>\$ 1,841,100</u>	<u>\$ 95,016</u>

(5) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at December 31, 2023, consisted of the following:

Salaries and benefits	\$ 16,433
Accounts	<u>157,892</u>
	<u>\$ 174,325</u>

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(6) Capital Assets

Capital asset activity for the year ended December 31, 2023, was as follows:

	Balance at Jan. 1, 2023	Additions	Deletions	Balance at Dec. 31, 2023
<u>Governmental Activities:</u>				
Capital assets, not being depreciated:				
Land	\$ 177,019	\$ _____	\$ _____	\$ 177,019
Total capital assets, not being depreciated	<u>177,019</u>	<u>_____</u>	<u>_____</u>	<u>177,019</u>
Capital assets, being depreciated:				
Buildings	770,647			770,647
Equipment	462,496	7,297		469,793
Vehicles	2,398,198	139,262	( 44,627)	2,492,833
Building Improvements	<u>119,031</u>	<u>_____</u>	<u>_____</u>	<u>119,031</u>
Total capital assets, being depreciated at historical cost	<u>3,750,372</u>	<u>146,559</u>	<u>( 44,627)</u>	<u>3,852,304</u>
Less accumulated depreciation:				
Buildings	( 439,742)	( 23,968)		( 463,710)
Equipment	( 416,967)	( 16,216)		( 433,183)
Vehicles	( 1,960,819)	( 83,640)	44,627	( 1,999,832)
Building Improvements	<u>( 57,513)</u>	<u>( 6,580)</u>	<u>_____</u>	<u>( 64,093)</u>
Total accumulated depreciation	<u>( 2,875,041)</u>	<u>( 130,404)</u>	<u>44,627</u>	<u>( 2,960,818)</u>
Total capital assets, being depreciated, net	<u>875,331</u>	<u>16,155</u>	<u>_____</u>	<u>891,486</u>
Governmental activities capital assets, net	<u>\$ 1,052,350</u>	<u>\$ 16,155</u>	<u>\$ _____</u>	<u>\$ 1,068,505</u>

Depreciation expense for the year ended December 31, 2023, was \$130,404.

(7) On-behalf Payments

The District received a total of a total of \$78,000 in firemen supplemental pay from the State of Louisiana. The District recognizes this supplemental pay received by the employees as revenues and expenditures of the District. The revenue is reported in the General Fund under intergovernmental revenues and the expenditure is reported as public safety expenditures.

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(8) Pension Plan

The District participates in the State of Louisiana Firefighters' Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan established by Act 434 of 1979 to provide retirement, disability and survivor benefits to firefighters in Louisiana.

**PLAN DESCRIPTION**

Benefit provisions are authorized within Act 434 of 1979 and amended by LRS 11:2251-11:2272. The following is a brief description of the plan and its benefits and is provided for general information purposes only. Participants should refer to the appropriate statutes for more complete information.

**Eligibility Requirements**

Any person who becomes an employee as defined in RS 11:2252 on and after January 1, 1980 shall become a member as a condition of employment. Members in the System consist full-time firefighters, eligible employees of the retirement system, or any person in a position as defined in the municipal fire and police civil service system that earns at least \$375 per month, excluding state supplemental pay, and is employed by a fire department of any municipality, parish, or fire district of the State of Louisiana, except for Orleans Parish and the City of Baton Rouge.

No person who has attained age fifty or over shall become a member of the System, unless the person becomes a member by reason of a merger or unless the System received an application for membership before the applicant attained the age of fifty. No person who has not attained the age of eighteen years shall become a member of the System.

Any person who has retired from service under any retirement system or pension fund maintained basically for public officers and employees of the state, its agencies or political subdivisions, and who is receiving retirement benefits therefrom may become a member of this System, provided the person meets all other requirements for membership. Service credit from the retirement system or pension plan from which the member is retired shall not be used for reciprocal recognition of service with this System, or for any other purpose in order to attain eligibility or increase the amount of service credit in this System.

**Retirement Benefits**

Employees with 20 or more years of service who have attained age 50, or employees who have 12 years of service who have attained age 55, or 25 years or service at any age are entitled to annual pension benefits equal to 3.333% of their average final compensation based on the 36 consecutive months of highest pay multiplied by their total years of service, not to exceed 100%. Employees may elect to receive their pension benefits in the form of a joint and survivor annuity.

If employees terminate before rendering 12 years of service, they forfeit the right to receive the portion of their accumulated plan benefits attributable to their employer's contributions.

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Benefits are payable over the retirees' lives in the form of a monthly annuity. A member may elect an unreduced benefit or any of seven options at retirement.

See R.S. 11:2256(A) for additional details on retirement benefits.

**Disability Benefits**

A member who acquires a disability, and who files for disability benefits while in service, and who upon medical examination and certification as provided for in Title 11, is found to have a total disability solely as the result of injuries sustained in the performance of his official duties, or for any cause, provided the member has at least five years of creditable service and provided that the disability was incurred while the member was an active contributing member in active service, shall be entitled to disability benefits under the provisions of R.S. 11:2258(B).

**Death Benefits**

Benefits shall be payable to the surviving eligible spouse or designated beneficiary of a deceased member as specified in R.S. 11:2256(B) and (C).

**Deferred Retirement Option Plan**

After completing 20 years of creditable service and attaining the age of 50 years, or 25 years at any age, a member may elect to participate in the deferred retirement option plan (DROP) for up to 36 months.

Upon commencement of participation in the deferred retirement option plan, employer and employee contributions to the System cease. The monthly retirement benefit that would have been payable is paid into the deferred retirement option plan account. Upon termination of employment, a participant in the program has several options to receive their DROP benefit. A member may (1) elect to roll over all or a portion of their DROP balance into another eligible qualified plan, (2) receive a lump-sum payment from the account, (3) receive single withdrawals at the discretion of the member, (4) receive monthly or annual withdrawals, or (5) receive an annuity based on the deferred retirement option plan account balance. These withdrawals are in addition to his regular monthly benefit.

If employment is not terminated at the end of the 36 months, the participant resumes regular contributions to the System. No withdrawals may be made from the deferred retirement option plan account until the participant retires.

**Initial Benefit Option Plan**

Effective June 16, 1999, members eligible to retire and who do not choose to participate in DROP may elect to receive, at the time of retirement, an initial benefit option (IBO) in an amount up to 36 months of benefits, with an actuarial reduction of their future benefits. Such amounts may be withdrawn or remain in the IBO account earning interest at the same rate as the DROP account.

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**Cost of Living Adjustments (COLAs)**

Under the provisions of R.S. 11:246 and 11:2260(A)(7), the board of trustees is authorized to grant retired members and widows of members who have retired an annual cost of living increase of up to 3% of their current benefit, and all retired members and widows who are 65 years of age and older a 2% increase in their original benefit. In order for the board to grant either of these increases, the System must meet certain criteria detailed in the statute related to funding status and interest earnings (R.S. 11:243). In lieu of these COLAs, pursuant to R.S. 11:241, the board may also grant an increase based on a formula equal to up to \$1 times the total number of years of credited service accrued at retirement or at death of the member or retiree plus the number of years since retirement or since death of the member or retiree to the system's fiscal year end preceding the payment of the benefit increase. If there are not sufficient funds to fund the benefit at the rate of one dollar per year for such total number of years, then the rate shall be reduced in proportion to the amount of funds that are available to fund the cost-of-living adjustment.

**CONTRIBUTIONS**

Contribution requirements for employers, non-employer contributing entities, and employees are established and may be amended in accordance with Title 11 and Title 22 of the Louisiana Revised Statutes.

**Employer and Employee Contributions**

According to State statute, employer contributions are actuarially determined each year. For the year ended June 30, 2023, employer and employee contribution rates for members above the poverty line were 33.25% and 10.0%, respectively. The employer and employee contribution rates for those members below the poverty line were 35.25% and 8.0%, respectively. The District's contributions to the System for the years ended December 31, 2023, 2022, and 2021 were \$247,650, \$209,786, and \$213,002, respectively.

**Non-employer contributions**

According to state statute, the System receives insurance premium tax funds from the state of Louisiana. The tax is considered support from a non-employer contributing entity and appropriated by the legislature each year based on an actuarial study. Non-employer contributions are recognized as revenue during the year ended June 30, 2023 and were excluded from pension expense. Non-employer contributions received by the System and attributable to the District during the year ended December 31, 2023 were \$78,341.

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**PENSION LIABILITIES, PENSION EXPENSE, AND DEFERRED OUTFLOWS OF RESOURCES AND DEFERRED INFLOWS OF RESOURCES RELATED TO PENSIONS**

At December 31, 2023, the District reported a liability of \$1,746,084 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportion of the net pension liability was based on the historical employer contributions. The employer's proportion was determined on a basis that is consistent with the manner in which contributions to the pension plan are determined. The allocation percentages were used in calculating each employer's proportionate share of the pension amounts.

The allocation method used in determining each employer's proportion was based on the combined contributions to the System during the year ended June 30, 2023 as compared to the total of all combined contributions to the System during the fiscal year ended June 30, 2023. At June 30, 2023, the District's proportion was .267525%, which was an increase of .033222% from its proportion measured as of June 30, 2022.

For the year ended December 31, 2023, the District recognized pension expense of \$401,196, plus employer's amortization of change in proportionate share and the difference between employer contributions and proportionate share of contributions, \$(1,626).

At December 31, 2023, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 54,515	\$ 59,822
Changes of assumptions	105,655	
Net difference between projected and actual earnings on pension plan investments	236,660	
Changes in proportion and differences between employer contributions and proportionate share of contributions	253,369	105,385
Employer contributions subsequent to the measurement date	124,731	
Total	<u>\$ 774,930</u>	<u>\$ 165,207</u>

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The District reported a total of \$124,731 as deferred outflow of resources related to pension contributions made subsequent to the measurement period of June 30, 2023, which will be recognized as a reduction in net pension liability in the year ended December 31, 2024.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expenses as follows:

<u>Year</u>	<u>Amount</u>
2024	\$ 125,611
2025	84,833
2026	236,059
2027	(4,700)
2028	8,746
2029	34,443
Total	<u>\$ 484,992</u>

**ACTUARIAL METHODS AND ASSUMPTIONS**

The net pension liability was measured as the portion of the present value of projected benefit payments to be provided through the pension plan to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the pension plan's fiduciary net position.

For each year, the actuary determines the reasonable range of the actuarial valuation interest rate, an expected long-term portfolio rate of return and standard deviation based upon the System's target asset allocation and a long-term time horizon. These rates were based on an analysis of the System's portfolio along with expected long term rates of return, standard deviations of return, and correlations between asset classes collected from a number of investment consulting firms in addition to the System's investment consultant, NEPC. Using these values and assuming that future portfolio returns are normally distributed, ten thousand trials of returns over the upcoming thirty years was performed. The results of these trials were organized into percentiles and a reasonable range equal to the 40th through 60th percentiles was set. For the fiscal year ended June 30, 2023, the reasonable range was set at 6.03% through 7.18% and the Board of Trustees elected to set the System's assumed rate of return at 6.90% for Fiscal 2023. The actuarial valuation interest rates selected by the board, which were within the reasonable range, were 6.90% for fiscal year 2023.

The remaining actuarial assumptions utilized for this report for fiscal years 2023 are based on the results of an actuarial experience study for the period July 1, 2014 – June 30, 2019, unless otherwise specified in this report. Additional details are given in the actuary's complete 2020 Experience Study Report. Additional information on the actuarial methods and assumptions used in determining the total pension liability as of June 30, 2023, is as follows:

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Valuation Date	June 30, 2023
Actuarial Cost Method	Entry Age Normal Cost
Estimated Remaining Service Life	7 years, closed period
Investment Rate of Return	6.90% per annum (net of investment expenses, including inflation)
Inflation Rate	2.50% per annum
Salary Increases	14.10% in the first two years of service and 5.20% with 3 or more years of service; includes inflation and merit increases
Cost of Living Adjustments	For the purpose of determining the present value of benefits, COLAs were deemed not to be substantively automatic and only those previously granted were included.

The long-term expected real rate of return is an important input into the actuary's determination of the reasonable range for the discount rate which is used in determining the total pension liability. The actuary's method incorporates information from multiple consultants and investments firms regarding future expected rates of return, variances, and correlation coefficients for each asset class. The change integrates data from multiple sources to produce average values thereby reducing reliance on a single data source.

The June 30, 2023, estimated long-term expected rate of return on pension plan investments was determined by the System's actuary using the System's target asset allocation as of January 2023 and the G.S. Curran & Company Consultant Average study for 2023. The Consultant Average Study included projected nominal rates of return, standard deviations of returns, and correlations of returns for a list of common asset classes collected from a number of investment consultants and investment management firms. Each consultant's response included nominal expected long term rates of return. In order to arrive at long-term expected arithmetic real rates of return, the actuary normalized the data received from the consultant's responses in the following ways. Where nominal returns received were arithmetic, the actuary simply reduced the return assumption by the long-term inflation assumption. Where nominal returns were geometric, the actuary converted the return to arithmetic by adjusting for the long-term standard deviation and then reduced the assumption by the long-term inflation assumption. Using the target asset allocation for the System and the average values for expected real rates of return, standard deviation of returns, and correlation of returns, an arithmetic expected nominal rate of return and standard deviation for the

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(Continued)

portfolio was determined. Subsequent to the actuary's calculation of the long term expected real rate of return in January 2023, the Board voted to amend the target asset allocation. These changes include an increase to target weight in public equity, a decrease in the target weight in fixed income, and the inclusion of a target weight in private real assets. The changes to the target asset allocation are reflected in the table below. The System's long-term assumed rate of inflation of 2.50% was used in this process for the fiscal year ended June 30, 2023.

Best estimates of arithmetic real rates of return for each major class included in the System's target asset allocation as of June 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rates of Return</u>
Fixed income		
U.S. Core Fixed Income	20.00%	1.89%
U.S. TIPS	2.00%	1.72%
Emerging Market Debt	4.00%	4.30%
Equity		
US Equity	29.50%	6.24%
Non-US Equity	11.50%	6.49%
Global Equity	10.00%	6.49%
Emerging Market Equity	5.00%	8.37%
Multi-Asset Strategies		
Global Tactical Asset Allocation	0.00%	4.02%
Alternatives		
Real Estate	6.00%	4.41%
Real Assets	3.00%	5.62%
Private Equity	9.00%	9.57%
Totals	<u>100%</u>	

The discount rate used to measure the total pension liability was 6.90%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates, and that contributions from participating employers and non-employer contributing entities will be made at the actuarially-determined rates approved by the Board of Trustees and by the Public Retirement Systems' Actuarial Committee taking into consideration the recommendation of the System's actuary. Based on these assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

(Continued)



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Financial Statements  
December 31, 2023  
(Continued)

**SENSITIVITY TO CHANGES IN DISCOUNT RATE**

The following presents the net pension liability of the participating employers calculated using the discount rate of 6.90%, as well as what the employers' net pension liability would be if it were calculated using a discount rate that is one percentage point lower 5.90% or one percentage point higher 7.90% than the current rate as of June 30, 2023.

	<u>Changes in Discount Rate</u>		
	1% Decrease <u>5.90%</u>	Current Discount Rate <u>6.90%</u>	1% Increase <u>7.90%</u>
Net Pension Liability	\$ 2,693,683	\$1,746,084	\$ 955,744

**CHANGE IN NET PENSION LIABILITY**

The changes in the net pension liability for the year ended June 30, 2023 were recognized in the current reporting period as pension expense except as follows:

*Differences between Expected and Actual Experience:*

The differences between expected and actual experience with regard to economic or demographic factors in the measurement of the total pension liability were recognized as pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Differences between Projected and Actual Investment Earnings:*

The differences between projected and actual investment earnings on pension plan investments were recognized in pension expense using the straight-line amortization method over a closed five-year period.

*Changes of Assumptions:*

The changes of assumptions about future economic or demographic factors were recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with pensions through the pension plan.

*Change in Proportion:*

Changes in the employer's proportionate shares of the collective net pension liability and collective deferred outflows of resources and deferred inflows of resources since the prior measurement date were recognized in employer's pension expense (benefit) using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided pensions through the pension plan.

(Continued)

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Financial Statements  
December 31, 2023  
(Continued)

**CONTRIBUTIONS - PROPORTIONATE SHARE**

Differences between contributions remitted to the System and the employer's proportionate share are recognized in pension expense using the straight-line amortization method over a closed period equal to the average of the expected remaining service lives of all employees that are provided with a pension through the pension plan. The resulting deferred inflow/outflow and amortization is not reflected in the schedule of employer amounts due to differences that could arise between contributions reported by the System and contributions reported by the participating employer.

**PLAN FIDUCIARY NET POSITION**

Plan fiduciary net position is a significant component of the System's collective net pension liability. The System's plan fiduciary net position was determined using the accrual basis of accounting. The System's assets, liabilities, revenues and expenses were recorded with the use of estimates and assumptions in conformity with accounting principles generally accepted in the United States of America. Such estimates primarily related to unsettled transactions and events as of the date of the financial statements and estimates over the determination of the fair market value of the System's investments. Accordingly, actual results may differ from estimated amounts. The Plan's fiduciary net position has been determined on the same basis as that used by the plan. Detailed information about the fiduciary net position is available in a stand-alone audit report on their financial statements for the year ended June 30, 2023. Access to these reports can be found on the Louisiana Legislative Auditor's website, [www.lila.la.gov](http://www.lila.la.gov).

**RETIREMENT SYSTEM AUDIT REPORT**

Firefighters' Retirement System issued a stand-alone audit report on its financial statements for the year ended June 30, 2023. Access to the audit report can be found on the System's website: [www.lafirefightersret.com](http://www.lafirefightersret.com) or on the Office of Louisiana Legislative Auditor's official website: [www.lila.la.gov](http://www.lila.la.gov).

(9) Accounts Receivable

Accounts receivable at December 31, 2023, consisted of the following:

Ad Valorem taxes	\$ 1,851,518
Insurance proceeds	30,500
State of Louisiana-Camp Minden	25,000
Total	<u>\$ 1,907,018</u>

(Continued)



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Financial Statements  
December 31, 2023  
(Continued)

(10) Tax Abatement

As of December 31, 2023, the District is subject to tax abatement agreements which were entered into by the State of Louisiana through the Industrial Tax Exemption Program (ITEP). The agreements allows localities to abate property taxes for a variety of economic development purposes, including job creation, as well as business relocation, retention, and expansion. The District has not made any commitments as part of the agreements other than to reduce taxes.

Industrial Tax Exemption (ITEP):

The Louisiana Industrial Ad Valorem Tax Exemption Program (ITEP) is an original state incentive program which offers an attractive tax incentive for manufacturers within the state. The program abates, up to ten years, local property taxes (Ad Valorem) on a manufacturer's new investment and annual capitalized additions related to the manufacturing site with the approval of the Governor. The legal authority is Article 7, Section 21(F) of the Louisiana Constitution.

Gross Dollar Amount by Which the District's Tax Revenues Were Reduced: The District estimates property tax revenues have been reduced by \$55,037 for the year.

(11) Risk Management

The District purchases commercial insurance to provide workers compensation coverage and general liability and property insurance. There were no significant reductions in insurance coverage from the prior year.

(12) Subsequent Events

In May of 2024, the District signed a contract to purchase certain real property in the amount of \$1,120,000. With the signed contract, the District made a \$10,000 deposit, with the remainder to be paid on the closing date.

Subsequent events have been evaluated through June 25, 2024, the date the financial statements were available to be issued.



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Cash Basis) and Actual  
General Fund  
For the Year Ended December 31, 2023

	Budgeted Amounts Original & Final	Actual Amounts (Budgetary Basis)	Variance- Favorable (Unfavorable)
Revenues			
Ad valorem taxes	\$ 1,597,596	\$ 1,666,259	\$ 68,663
Intergovernmental-fire insurance rebate	80,000	125,630	45,630
Miscellaneous	200	3,413	3,213
Interest income	10,000	149,412	139,412
Total revenues	1,687,796	1,944,714	256,918
Expenditures			
Current:			
General government	61,459	53,857	7,602
Public Safety	3,067,674	1,834,010	1,233,664
Capital Outlay	75,000	47,118	27,882
Total expenditures	3,204,133	1,934,985	1,269,148
Net change in fund balance	(1,516,337)	9,729	1,526,066
Fund balances at beginning of year	1,516,337	3,527,480	2,011,143
Fund balances at end of year	\$	\$ 3,537,209	\$ 3,537,209

The accompanying notes are an integral part of this statement.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Notes to Required Supplementary Information  
December 31, 2023

The District's budget is adopted on a cash basis for all funds. There were no amendments to the 2023 budget. Budget comparison statements included in the accompanying financial statements include the original and adopted budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ 9,729
Adjustments:	
Revenue accruals – net	159,251
Expenditure accruals – net	<u>( 220,950)</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ ( 51,970)</u>

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Schedule of Contributions  
For the Year Ended December 31, 2023

State of Louisiana Firefighters' Retirement System

<u>Year Ended December 31</u>	<u>Statutorily Required Contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered-employee payroll</u>	<u>Contributions as a percentage of covered-employee payroll</u>
2023	\$ 247,650	\$ 247,650	\$	\$ 744,814	33.25%
2022	209,786	209,786		626,750	33.47%
2021	213,002	213,002		631,957	33.71%
2020	194,394	194,394		647,920	30.00%
2019	175,859	175,859		648,419	27.12%
2018	132,466	132,466		502,109	26.38%
2017	125,067	125,067		483,206	25.88%
2016	123,646	123,646		471,067	26.25%
2015	119,836	119,836		424,366	28.24%

\*Amounts presented were determined as of the end of the fiscal year (December 31).

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Schedule of Proportionate Share of Net Pension Liability  
For the Year Ended December 31, 2023

State of Louisiana Firefighters' Retirement System

<u>Year Ended June 30</u>	<u>Proportion of the net pension liability</u>	<u>Proportionate share of the net pension liability</u>	<u>Covered-employee payroll</u>	<u>Proportionate share of the net pension liability as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2023	0.26753%	\$ 1,746,084	\$ 718,152	243.14%	77.69%
2022	0.23430%	1,652,139	589,934	280.05%	74.68%
2021	0.25882%	917,223	644,663	142.28%	86.78%
2020	0.26291%	1,822,367	645,772	282.20%	72.61%
2019	0.24542%	1,536,792	563,398	272.77%	73.96%
2018	0.20517%	1,180,177	488,488	241.60%	74.76%
2017	0.20323%	1,164,889	474,517	245.49%	73.55%
2016	0.19541%	1,278,125	438,407	291.54%	68.16%
2015	0.20417%	1,101,907	433,892	253.96%	72.45%

\*Amounts presented were determined as of the measurement date (June 30).

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2023

**Agency Head: Robert Roe, Fire Chief**

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 85,037
State supplemental pay	7,650
Benefits-insurance	10,693
Benefits-retirement	30,652
Clothing allowance	350
Conference travel	840
Continuing professional education fees	494
Conference registration	425

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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

Independent Auditors' Report

Board of Commissioners  
East Central Bossier Parish Fire District No. 1

We have audited, 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 (*Government Auditing Standards*), the financial statements of the governmental activities and major fund of the East Central Bossier Parish Fire District No. 1 as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the East Central Bossier Parish Fire District No. 1's basic financial statements, and have issued our report thereon dated June 25, 2024.

## **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the East Central Bossier Parish Fire District No. 1'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 East Central Bossier Parish Fire District No. 1's internal control. Accordingly, we do not express an opinion on the effectiveness of the East Central Bossier Parish Fire District No. 1'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 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**

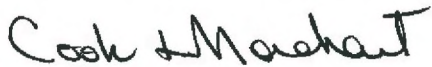
As part of obtaining reasonable assurance about whether East Central Bossier Parish Fire District No. 1's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under Government Auditing Standards and which is described in the accompanying Summary Schedule of Current Year Audit Findings as item 2023-001.

## **East Central Bossier Parish Fire District No. 1's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the East Central Bossier Parish Fire District No. 1's response to the finding identified in our audit and described in the accompanying Summary Schedule of Current Year Audit Findings. The East Central Bossier Parish Fire District No. 1'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.



Cook & Morehart  
Certified Public Accountants  
June 25, 2024

East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Summary Schedule of Audit Findings  
December 31, 2023

**Summary Schedule of Prior Audit Findings**

There were no findings for the prior year audit for the year ended December 31, 2022.

**Corrective Action Plan for Current Year Audit Findings**

There is one finding for the current year audit for the year ended December 31, 2023.

**Reference No: 2023-001 Fraud/Misappropriation**

1. *A general statement describing the fraud or misappropriation that occurred:* Five fraudulent checks purporting to be drawn on the District's bank account were presented to the bank for payment. One of those checks in the amount of \$20,789.64 was cleared by the bank. Those funds were refunded back to the District by the bank.
2. *A description of the funds or assets that were the subject of the fraud or misappropriation (ex., utility receipts, petty cash, computer equipment):* Cash from the District's checking account.
3. *The amount of funds or approximate value of assets involved:* The approximate amount of funds involved was \$20,789.64.
4. *The department or office in which the fraud or misappropriation occurred:* The District office in Haughton Louisiana.
5. *The period of time over which the fraud or misappropriation occurred:* The period of time over which the fraud occurred was during May 2023.
6. *The title/agency affiliation of the person who committed or is believed to have committed the act of fraud or misappropriation:* The individual who committed the act of fraud has not been identified.
7. *The name of the person who committed or is believed to have committed the act of fraud or misappropriation, if formal charges have been brought against the person and/or the matter has been adjudicated:* The person who committed or is believed to have committed the act of fraud has not been identified. The matter has not yet been adjudicated.
8. *Is the person who committed or is believed to have committed the act of fraud still employed by the agency?* The individual who committed the act of fraud has not been identified.
9. *If the person who committed or is believed to have committed the act of fraud is still employed by the agency, do they have access to assets that may be subject to fraud or misappropriation?* The individual who committed the act of fraud has not been identified.
10. *Has the agency notified the appropriate law enforcement body about the fraud or misappropriation?* The Bossier Parish Sheriff's Office and the Bossier Parish District Attorney's office were notified of the fraud.

(Continued)



East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
Summary Schedule of Audit Findings  
December 31, 2023  
(Continued)

11. *What is the status of the investigation at the date of the auditor's/accountant's report?* The incident is still under investigation.
12. *If the investigation is complete and the person believed to have committed the act of fraud or misappropriation has been identified, has the agency filed charges against that person?* The investigation is not complete.
13. *What is the status of any related adjudication at the date of the auditor's/accountant's report?* Not yet adjudicated.
14. *Has restitution been made or has an insurance claim been filed?* The funds in question were refunded back to the District by the bank.
15. *Has the agency notified the Louisiana Legislative Auditor and the District Attorney in writing, as required by Louisiana Revised Statute 24:523 (Applicable to local governments only)?* Yes
16. *Did the agency's internal controls allow the detection of the fraud or misappropriation in a timely manner?* The District's internal controls did detect the matter in question.
17. *If the answer to the last question is "no," describe the control deficiency/significant deficiency/material weakness that allowed the fraud or misappropriation to occur and not be detected in a timely manner:* Not applicable
18. *Management's plan to ensure that the fraud or misappropriation does not occur in the future:* The District will consider additional controls where feasible. The District has enrolled in positive pay with the Bank.



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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Commissioners  
East Central Bossier Parish Fire District No. 1  
Haughton, Louisiana  
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 East Central Bossier Parish Fire District No. 1's management is responsible for those C/C areas identified in the SAUPs.

The East Central Bossier Parish Fire District No. 1 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 of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### **1) Written Policies and Procedures**

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **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.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **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).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedures performed. No exceptions noted.

## 2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*



- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Procedures performed. No exceptions noted.

### **3) Bank Reconciliations**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures performed. No exceptions noted.

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

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - i. Employees responsible for cash collections do not share cash drawers/registers;
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - iii. Each employee responsible for collecting cash is not also 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; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.



- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe 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).
  - v. Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. Noted the following exception:

*Exception:* The individual responsible for collecting cash is also responsible for making deposits and for recording the transactions in the general ledger.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - ii. At least two employees are involved in processing and approving payments to vendors;
  - iii. 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;
  - iv. 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; and
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.



- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedures performed. Noted the following exception:

*Exception:* The Chief is responsible for initiating, approving, and placing an order. The Chief is also authorized to add new vendors to the vendor list and is also responsible for processing payments, and mailing signed checks. The Chief is not authorized to sign checks.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for



meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Procedures performed. No exceptions noted.

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

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

Procedures performed. No exceptions noted.

#### **8) Contracts**

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. If the contract was amended (e.g., change order), observe 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, the documented approval); and
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Procedures performed. No exceptions noted.



## **9) Payroll and Personnel**

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedures performed. No exceptions noted.

## **10) Ethics**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Procedures performed. No exceptions noted.

### **11) Debt Service**

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

The District does not have bond/notes outstanding.

### **12) Fraud Notice**

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Management provided a listing of a misappropriation of public funds and assets during the fiscal period. The misappropriation was reported to the Louisiana Legislative Auditor and the District Attorney for the 26<sup>th</sup> District.

- B. Observe that 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.

Procedures performed. No exceptions noted.

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

- A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.



- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedures #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

1. Hired before June 9, 2020 – Completed the training; and
2. Hired on or after June 9, 2020 – Completed the training within 30 days of initial service or employment.

We performed the procedures and discussed the results with management.

#### **14) Prevention of Sexual Harassment**

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

Procedures performed. Noted the following exception:

*Exception:* Report was not dated.

We were engaged by the East Central Bossier Parish Fire District No. 1, 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 East Central Bossier Parish Fire District No. 1, 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.



Cook & Morehart  
Certified Public Accountants  
June 25, 2024



# East-Central Bossier Parish Fire District No. 1

Fire Chief  
Robert Roe

4494 Highway 80 East  
Haughton, Louisiana 71037  
Phone (318) 949-9440 Fax (318) 949-0528

Chairman  
Gary Horton

June 25, 2024

Cook & Morehart, CPAs  
1215 Hawn Ave  
Shreveport, LA 71107

The East Central Bossier Parish Fire District No. 1 submits the following responses to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended December 31, 2023:

*Exception:* The individual responsible for collecting cash is also responsible for making deposits and for recording the transactions in the general ledger.

*Response:* Due to few administrative staff, the same individual performs the duties of collecting funds, making deposits, and recording transactions in the general ledger. Funds received are via check. No currency is received. A separate individual reconciles the bank accounts. The District will explore the possibility of other administrative staff being utilized in performing some of these functions.

*Exception:* The Chief is responsible for initiating, approving, and placing an order. The Chief is also authorized to add new vendors to the vendor list and is also responsible for processing payments, and mailing signed checks. The Chief is not authorized to sign checks.

*Response:* The District will consider controls whereby the same individual does not initiate and approve purchases and mail signed checks. All purchases are approved by management and a member of the Board of Commissioners prior to payment being made. All disbursements require the signatures of two board members.

*Exception:* The annual sexual harassment report was not dated.

*Response:* The District will ensure the report is dated and filed by the due date in the future.

Sincerely,

  
Robert Roe  
Fire Chief