

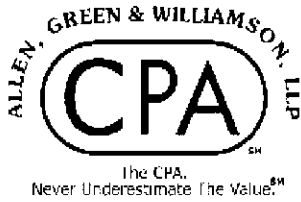
**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Oak Grove, Louisiana**

**Annual Financial Report
As of and for the Year Ended December 31, 2019**

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Oak Grove, Louisiana**

CONTENTS

	<u>Statement</u>	<u>Page</u>
INDEPENDENT AUDITOR’S REPORT		5-7
REQUIRED SUPPLEMENTARY INFORMATION		8
Management’s Discussion and Analysis (MD&A)		9-14
GOVERNMENT-WIDE FINANCIAL STATEMENTS		15
Statement of Net Position	A	16
Statement of Activities	B	17
FUND FINANCIAL STATEMENTS		18
Governmental Funds Balance Sheet	C	19
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	D	20
Governmental Funds – Statement of Revenues, Expenditures and Changes in Fund Balances	E	21
Reconciliation of the Governmental Funds – Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statements of Activities	F	22
NOTES TO THE FINANCIAL STATEMENTS		
Index		23
Notes		24-32
REQUIRED SUPPLEMENTARY INFORMATION	<u>Exhibit</u>	33
Budgetary Comparison Schedule		34
General Fund	1	35
Notes to the Budgetary Schedule		36
SUPPLEMENTARY INFORMATION		37
Compensation Paid Board Members		38
Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer		39
OTHER REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS		40
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>		41-42
Schedule of Findings and Responses		43-44
Status of Prior Year Audit Findings		45
Corrective Action Plan for Current Year Audit Findings and Responses		46
Status of Prior Year Management Letter Item		47
AGREED UPON PROCEDURES		48
Independent Accountant’s Report on Applying Statewide Agreed-upon Procedures		49-52



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075
Monroe, LA 71211-6075

2441 Tower Drive
Monroe, LA 71201

Telephone: (318) 388-4422
Fax: (318) 388-4664

Toll-free: (888) 741-0205

Partners: Tim Green, CPA
Amy Tynes, CPA, CFE
Aimee Buchanan, CPA
Principal: Cindy Thomason, CPA

Jennie Henry, CPA, CFE
Austin Hogue, CPA
Crystal Patterson, CPA
Mallory Stone, CPA
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2006

Independent Auditor's Report

Board Members
West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Oak Grove, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the West Carroll Parish Ambulance Service District of the Parish of West Carroll (the District), a component unit of the West Carroll Parish Police Jury, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the West Carroll Parish Ambulance Service District, a component unit of West Carroll Parish Police Jury, as of December 31, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison Schedule and related Notes to the Budgetary Comparison Schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. 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 and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information, as listed in the table of contents, and the other information, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information, as listed in the table of contents, 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. Such 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 accompanying supplementary information, as listed in the table of contents, is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The accompanying other information, as listed in the table of contents, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2020 on our consideration of the West Carroll Parish Ambulance District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
September 27, 2020

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

REQUIRED SUPPLEMENTARY INFORMATION:

**MANAGEMENT'S DISCUSSION
AND ANALYSIS (MD&A)**

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

Our discussion and analysis of the West Carroll Ambulance Service District's financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2019.

FINANCIAL HIGHLIGHTS

Our financial statements provide these insights into the results of this year's operations:

The assets of the District exceeded its liabilities at the close of the most recent fiscal year by \$4,109 thousand (net position). Of this amount, \$2,773 thousand (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.

The District's revenue received from claims (charges for services) for the year ended December 31, 2019 was \$1,503 thousand; there was an increase of \$23 thousand from the revenue received for claims of \$1,480 thousand in 2018. The increase is primarily due to more ambulance runs with insured patients resulting in more claims.

The District's total expenses for the year ended December 31, 2019 was \$2,259 thousand; this is an increase of \$97 thousand from the expenses of \$2,162 thousand in 2018. Spending adjustments are normally made throughout a fiscal year or planned from one year to another to compensate for specific needs of the business. The increase in expenses is primarily due to payroll increase and first full year of \$500 per employee allowance for employees' dependents' insurance.

USING THIS ANNUAL REPORT

The District's annual report consists of a series of financial statements that show information for the District as a whole, and its funds. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. For our governmental fund the financial statements tell how we financed our services in the short-term as well as what remains for future spending. Fund financial statements also may give you some insights into the District's overall financial health. Fund financial statements also report the District's operations in more detail than the governmental-wide financial statements by providing information about the District's fund - the General Fund.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

The following chart reflects the information included in this annual report.

Financial Section

Required Supplementary Information

Management's Discussion & Analysis (MD&A)

Basic Financial Statements

**Government-wide
Financial Statements**



**Fund
Financial Statements**

Notes to the Financial Statements

Required Supplementary Information

Budgetary Information for General Fund

Supplementary Information

Schedule of Compensation Paid Board Members

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

Other Information

Other Report Required by *Government Auditing Standards*

Our auditor has provided assurance in the independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the Required Supplementary Information, the Supplementary Information and the Other Information identified above. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts of this report.

Reporting the District as a Whole

The Statement of Net Position and the Statement of Activities

Our analysis of the District as a whole begins with the government-wide financial statements. One of the most important questions asked about the District's finances is, "Is the District 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, which appear first in the District's financial statements, report information about the District as a whole and its activities in a way that helps answer this question. We prepare these statements to include all assets, liabilities and deferred outflows/inflows of resources, using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

These two statements report the District's net position – the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, as reported in the Statement of Net Position – as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position – as reported in the Statement of Activities – are one indicator of whether its financial health is improving or deteriorating. The relationship between revenues and expenses is the District's operating results. However, the District's goal is to provide services to our citizens, not to generate profits as commercial entities do. One must consider other non-financial factors, such as the quality of service.

In the Statement of Net Position and the Statement of Activities, the District's activities are shown as:

Governmental activities Most of the District's basic services are reported here, including salaries and contract labor, employee benefits, professional fees, operations and maintenance, repairs and upkeep, and administrative expenses. Sales tax revenue and claims revenue finance most of these activities.

Reporting the District's Most Significant Funds

Fund Financial Statements

The District reports all of its activity in one governmental fund which uses the following approach:

Governmental funds Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year-end that are available for spending. They 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 District's operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. 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 the reconciliations (Statements D and F).

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

THE DISTRICT AS A WHOLE

Our analysis below focuses on the net position (Table 1) and changes in net position (Table 2) of the District's governmental activities.

Table 1
Net Position
December 31,
(in thousands)

	2019	2018	Variance
Current and other assets	\$ 2,900	\$ 2,765	\$ 135
Capital assets, net	<u>1,336</u>	<u>1,476</u>	<u>(140)</u>
Total assets	<u>4,236</u>	<u>4,241</u>	<u>(5)</u>
Current and other liabilities	118	109	9
Noncurrent liabilities	<u>9</u>	<u>1</u>	<u>8</u>
Total liabilities	<u>127</u>	<u>110</u>	<u>17</u>
Net position			
Investment in capital assets	1,336	1,476	(140)
Unrestricted	<u>2,773</u>	<u>2,655</u>	<u>118</u>
Total net position	<u>\$ 4,109</u>	<u>\$ 4,131</u>	<u>\$ (22)</u>

Net position of the District's governmental activities for December 31, 2019 was \$4,109 thousand. Unrestricted net position that are the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements were \$2,773 thousand.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

Table 2
Changes in Net Position
For the year ended December 31,
(in thousands)

	2019	2018	Variance
Revenues:			
Program Revenues			
Charges for services	\$ 1,503	\$ 1,480	\$ 23
Capital grants and contributions	9	10	(1)
General Revenues			
Sales tax revenue	663	642	21
Interest revenue	11	32	(21)
Other revenue	51	42	9
Total Revenues	<u>2,237</u>	<u>2,206</u>	<u>31</u>
Expenses:			
Public safety – ambulance service:			
Salaries and contract labor	959	941	18
Employee benefits	361	295	66
Professional fees	52	52	-
Operations and maintenance	220	113	107
Repairs and upkeep	48	61	(13)
Administrative expense	464	505	(41)
Depreciation expense	155	195	(40)
Total functions/program expenses	<u>2,259</u>	<u>2,162</u>	<u>97</u>
Increase (decrease) in net position	(22)	44	(66)
Net position – beginning	4,131	4,087	44
Net position – ending	<u>\$ 4,109</u>	<u>\$ 4,131</u>	<u>\$ (22)</u>

Governmental Activities

The cost of all governmental activities this year was \$2,259 thousand. However, as shown in the Statement of Activities, the amount that our taxpayers ultimately financed for these activities through District taxes was \$663 thousand because some of the cost was paid by those who directly benefited from the programs or by other governments and organizations that subsidized certain programs with grants and contributions.

THE DISTRICT'S FUNDS

As the District completed the year, its governmental funds reported a fund balance of \$2,847 thousand which was an increase of \$137 thousand. Total revenues for 2019 increased \$53 thousand from total revenues for 2018. This increase is due mainly to ambulance claims being higher.

Total expenditures for 2019 were \$2,100 thousand, which increased \$11 thousand due mainly to payroll and benefits increase.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2019**

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual amounts available for appropriation exceeded budgeted amounts by \$247 thousand. This favorable variance was due mainly to claims revenue. Actual charges to appropriations were less than budgeted charges by \$297 thousand. This favorable variance was due mainly to a truck being remounted that was budgeted for 2019, but was not completed; so therefore was not paid for in 2019. There was no budget revision prepared in the current year by the Ambulance District.

CAPITAL ASSETS AND LONG TERM DEBT

Capital Assets

At December 31, 2019, the District had invested in the following capital assets:

	Capital Assets, net December 31,		
	2019	2018	Variance
Land	\$ 81,500	\$ 81,500	\$ -
Land Improvements	19,351	13,343	6,008
Buildings	966,800	995,624	(28,824)
Vehicles	174,782	263,391	(88,609)
Furniture and Fixtures	1,104	1,562	(458)
Equipment	92,452	120,352	(27,900)
Total Capital assets, net	\$ 1,335,989	\$ 1,475,772	\$ (139,783)

See Note 4 to the financial statements for additional details on capital assets.

Debt

The District did not have any outstanding debt at the end of the current fiscal year.

Our long term liability consists of compensated absences of \$74 thousand, which includes both a short term and a long term portion. We present more detail about our compensated absences liability in Note 6 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS Our elected and appointed officials and citizens consider many factors when setting the District's budget and tax rates. One of the most important factors affecting the budget is our unpredictable nature of claims and sales tax collections. Approximately, 97% of total revenues are claims and sales tax. Circumstances that will affect our 2020 budget year are the unexpected nature of the economy concerning tax revenue, claims revenue related to the ambulance and insurance industry and a slight possibility of purchasing other buildings and land in the future.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT Our financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the District's finances and show the District's accountability for the money it receives. If you have any questions about this report or wish to request additional information contact, the Director at West Carroll Parish Ambulance District, P. O. Box 684, Oak Grove, LA, 71263, telephone number (318) 428-8979.

**West Carroll Parish Ambulance Service District
Of the Parish of West Carroll**

**GOVERNMENT-WIDE FINANCIAL
STATEMENTS**

WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana

STATEMENT OF NET POSITION
December 31, 2019

Statement A

ASSETS	
Current Assets	
Cash	\$ 361,254
Investments	2,182,652
Receivables	320,471
Inventories	18,015
Prepaid expenses and other assets	<u>17,837</u>
Total current assets	2,900,229
Capital Assets	
Land	81,500
Capital assets, net of depreciation and amortization	<u>1,254,489</u>
TOTAL ASSETS	<u>4,236,218</u>
LIABILITIES	
Current Liabilities	
Accounts, salaries and other payables	52,910
Compensated absences payable	<u>65,130</u>
Total current liabilities	118,040
Noncurrent Liabilities	
Compensated absences payable	<u>9,104</u>
Total noncurrent liabilities	9,104
TOTAL LIABILITIES	<u>127,144</u>
NET POSITION	
Investment in capital assets	1,335,989
Unrestricted	<u>2,773,085</u>
TOTAL NET POSITION	<u>\$ 4,109,074</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana

STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2019

	Statement B
PROGRAM EXPENSES:	
Public safety - ambulance service:	
Salaries and contract labor	\$ 958,788
Employee benefits	360,723
Professional fees	52,428
Operations and maintenance	219,631
Repairs and upkeep	48,252
Administrative expense	464,513
Depreciation	<u>154,655</u>
TOTAL PROGRAM EXPENSES	<u>2,258,990</u>
PROGRAM REVENUES:	
Charges for services	1,503,291
Capital grants and contributions	<u>9,430</u>
TOTAL PROGRAM REVENUES	<u>1,512,721</u>
NET PROGRAM EXPENSE	<u>(746,269)</u>
GENERAL REVENUES:	
Sales tax revenue	663,054
Interest revenue	11,043
Other	<u>50,586</u>
TOTAL GENERAL REVENUES	<u>724,683</u>
INCREASE (DECREASE) IN NET POSITION	(21,586)
NET POSITION - BEGINNING OF YEAR	<u>4,130,660</u>
NET POSITION - END OF YEAR	<u><u>\$ 4,109,074</u></u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**West Carroll Parish Ambulance Service District
Of the Parish of West Carroll**

FUND FINANCAL STATEMENTS

**WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana**

**GOVERNMENTAL FUNDS
Balance Sheet
December 31, 2019**

	Statement C
ASSETS	
Cash	\$ 361,254
Investments	2,182,652
Receivables	320,471
Inventories	18,015
Prepaid expenses and other assets	<u>17,837</u>
TOTAL ASSETS	<u><u>2,900,229</u></u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts, salaries and other payables	<u>52,910</u>
TOTAL LIABILITIES	<u>52,910</u>
Fund balances:	
Nonspendable	35,852
Unassigned	<u>2,811,467</u>
TOTAL FUND BALANCE	<u>2,847,319</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 2,900,229</u></u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana**

**Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
December 31, 2019**

		Statement D
Total fund balances - governmental funds	\$	2,847,319
<p>The cost of capital assets (land, buildings, furniture and equipment and intangibles) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the District as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in governmental funds.</p>		
Costs of capital assets	\$	2,797,667
Accumulated depreciation	<u>(1,461,678)</u>	1,335,989
<p>Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Position.</p>		
Balances at December 31, 2019 are:		
Compensated absences payable		<u>(74,234)</u>
Net position of governmental activities	<u>\$</u>	<u>4,109,074</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana**

**GOVERNMENTAL FUNDS
Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 2019**

	Statement E
REVENUES	
Local Sources:	
Sales tax revenue	\$ 663,054
Claims	1,503,291
Interest revenue	11,043
Other revenue	50,586
Federal sources:	
Grant revenue	9,430
TOTAL REVENUES	2,237,404
EXPENDITURES	
Public safety- ambulance service	
Current:	
Salaries and contract labor	958,788
Employee benefits	341,423
Professional fees	52,428
Operations and maintenance	127,763
Repairs and upkeep	48,252
Administrative expense	464,513
Capital outlay	106,740
TOTAL EXPENDITURES	2,099,907
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	137,497
FUND BALANCES - BEGINNING OF YEAR	2,709,822
FUND BALANCES - END OF YEAR	\$ 2,847,319

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana

**Reconciliation of the Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended December 31, 2019**

Statement F

Total net change in fund balances - governmental funds \$ 137,497

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the period:

Capital outlay	\$	14,872	
Depreciation expense		<u>(154,655)</u>	(139,783)

In the Statement of Activities, certain operating expenses-compensated absences (vacation and comp time) - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, vacation and comp time earned was more than the amounts used.

(19,300)

Change in net position of governmental activities

\$ (21,586)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

INDEX

	<u>Page</u>
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	24
A. REPORTING ENTITY	24
B. FUNDS	24
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING	25
D. BUDGETS	26
E. CASH AND CASH EQUIVALENTS	26
F. INVESTMENTS	27
G. INVENTORIES AND PREPAID ITEMS	27
H. CAPITAL ASSETS	27
I. COMPENSATED ABSENCES	27
J. FUND BALANCES OF FUND FINANCIAL STATEMENTS	28
K. RESTRICTED NET POSITION.....	28
L. SALES TAXES.....	28
M. USE OF ESTIMATES	29
NOTE 2 - CASH AND INVESTMENTS	29
NOTE 3 - RECEIVABLES	29
NOTE 4 - CAPITAL ASSETS.....	30
NOTE 5 - ACCOUNTS, SALARIES AND OTHER PAYABLES	30
NOTE 6 - COMPENSATED ABSENCES	31
NOTE 7 - PENSION PLAN.....	31
NOTE 8 - RISK MANAGEMENT	31
NOTE 9 - FUND BALANCE CLASSIFICATION DETAILS	31
NOTE 10 - NEW GASB STANDARDS	31
NOTE 11 - SUBSEQUENT EVENT.....	32

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the West Carroll Parish Ambulance Service District of the Parish of West Carroll, Oak Grove, Louisiana (the District), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. REPORTING ENTITY The District was established by the West Carroll Parish Police Jury in 1996 under the provisions of LSA-R.S. 33:9056 to run and operate ambulances and a rescue unit for the care and transportation of persons suffering from illness or disabilities which necessitate ambulance care or extrication. Appointed Board members serve staggering terms of six years.

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

Governmental Accounting Standards Board established criteria for determining which component units should be considered part of the West Carroll Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

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

Because the Police Jury appoints members to the District's Board and the District is financially accountable to the Police Jury, the District was determined to be a component unit of the West Carroll Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. FUNDS The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The District has only one fund.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

Governmental Funds Governmental funds are used to account for the District's general government activities, including the collection and disbursement of specific or legally restricted monies, the acquisition, or construction of capital assets, and the servicing of long-term debt. Governmental funds include:

General fund - the only fund of the District. It accounts for all financial resources of the District.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS) The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. The Statement of Net Position and the Statement of Activities was prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, liabilities, deferred outflows/inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, liabilities, deferred outflows/inflows of resources resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 Accounting and Financial Reporting for Non-exchange Transactions.

Program revenues Program revenues include 1) charges for services provided, 2) operating grants and contributions, and 3) capital grants and contributions; program revenues reduce the cost of the function to be financed from the District's general revenues. Charges for services are primarily derived from claims.

Allocation of indirect expenses The District reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function.

Fund Financial Statements (FFS)

Governmental Funds The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on general long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Sales taxes are recognized when the underlying exchange transaction occurs and the resources are available.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

Other receipts become measurable and available when cash is received by the District and are recognized as revenue at that time.

Expenditures

Salaries are recorded as earned.

It is the District's policy to first apply restricted resources when an expenditure is incurred for purposes for which both restricted and unrestricted net position are available.

D. BUDGETS The District follows these procedures in establishing the budgetary data reflected in the combined financial statements:

State statute requires budgets be adopted for the general fund.

Each year, prior to the beginning of the fiscal year, the executive director submits to the Board a proposed annual budget for the general fund. Public hearings are conducted, prior to the Board's approval, to obtain taxpayer comments. The operating budget includes proposed expenditures and the means of financing them.

The Board adopted a budget for the general fund.

All appropriations (unexpended budget balances) lapse at year end.

Encumbrances are not recognized within the accounting records for budgetary control purposes.

All governmental funds' budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are as originally adopted or as amended by the Board. Legally, the Board must adopt a balanced budget, that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the Board to amend its budget when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more. The Board approves budgets at the classification level and management does not have the authority to make any transfers between line items without Board approval.

Formal budget integration (within the accounting records) is employed as a management control device. The budget is established and controlled by the Board at the classification level of expenditure and budget amendments are adopted by the Board as necessary. Budget amounts included in the accompanying financial statements include the original adopted budget.

E. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits and interest-bearing demand deposits, and time deposit 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, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

F. INVESTMENTS Investments are limited by LSA-R.S. 33:2955 and the District's investment policy. 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 in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure as per GASB Statement No. 31.

G. INVENTORIES AND PREPAID ITEMS The District records their unused medical supplies and diesel fuel as inventory using the First-in, First-out (FIFO) method. Inventory is accounted for using the consumption method, where expenditures are recognized as inventory is used. All purchased inventory items are valued at cost.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. The consumption method is used to record prepaid expenses, whereby expenditures are recognized as time lapses and the prepaids are recognized as expenses.

H. CAPITAL ASSETS Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed over their estimated useful lives (including salvage value). Donated capital assets are recorded at their acquisition value at the date of donation. The capitalization threshold is \$500 for all assets except computer software, which has a threshold of \$75,000. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Land Improvements	20 years
Buildings	40 years
Appliances	5 years
Vehicles	5 years
Furniture and Fixtures	5 years
Equipment	3-10 years
Intangibles	3 years

I. COMPENSATED ABSENCES All employees are entitled to two weeks (120 hours for operational employees and 80 hours for office staff employees) of vacation time at the beginning of each fiscal year. After fifteen years of service, all employees are entitled to three weeks (168 hours for operational employees and 120 hours for office staff) of vacation time at the beginning of each fiscal year. Vacation time does not carry over from one year to the next, however, an employee may receive compensation for earned vacation time upon resignation or termination.

All employees are entitled to two weeks (120 hours for operational employees and 80 hours for office staff employees) of sick leave at the beginning of each fiscal year. After fifteen years of service, all employees are entitled to three weeks (168 hours for operational employees and 120 hours for office staff) of sick leave at the beginning of each fiscal year. Sick leave does carry over from year to year and accrue to a maximum limit of two hundred forty (240) hours for administrative personnel and three hundred thirty-six (336) hours for operational personnel. No employee at any time shall be paid for unused sick leave.

Salaried employees are entitled to earn compensatory time for overtime worked. Employees which earn more than 480 hours of compensatory time can be paid for that excess time on a quarterly basis or prior to termination.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

The District's recognition and measurement criteria for compensated absences follow:

GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

- A. The employees' right to receive compensation is attributable to services already rendered.
- B. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

J. FUND BALANCES OF FUND FINANCIAL STATEMENTS GASB 54 requires the fund balance amounts to be reported within the fund balance categories as follows:

Non-spendable: Fund balance that is not in spendable form or legally or contractually required to be maintained intact. This category includes items that are not easily converted to cash such as inventories and prepaid items.

Restricted: Fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed: Fund balance that can only be used for specific purposes determined by the District's highest level of decision making authority. The Board is the highest level of decision making authority of the District that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit the funds.

Assigned: Fund balance that is constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the Board.

Unassigned: Fund balance that is the residual classification for the general fund.

The District considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. The District reduces committed amounts, followed by assigned amounts and then unassigned amounts when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

K. RESTRICTED NET POSITION For government-wide Statement of Net Position, net position is reported as restricted if either of the following conditions exist:

- Restricts are externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments;
- Restrictions are imposed by law through constitutional provision or enabling legislation.

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

L. SALES TAXES The Police Jury passed a one-half cent parish-wide sales and use tax in a special election held September 21, 1996. In accordance with the proposition approved by the voters of the parish, the "sales and use tax is for providing ambulance service to the public, including acquiring, improving, maintaining and operating facilities and equipment required in connection therewith and paying related personnel costs." This tax was renewed by voters in November 2015 for a period of 10 years ending December 31, 2026.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

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

NOTE 2 - CASH AND INVESTMENTS At December 31, 2019, the District had cash deposits (book balances) totaling \$2,543,906 (including \$2,182,652 in certificates of deposit, classified as investments). Deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or pledge of securities owned by the fiscal agent bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Interest Rate Risk: The District's policy does not address interest rate risk.

Custodial Credit Risk: In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. At year end, the District's carrying amount of deposits was \$2,543,906 and the bank balance was \$2,583,928. Of the bank balance, \$500,000 was covered by federal deposit insurance. The remaining bank balance of \$2,083,928 was collateralized by securities held by the pledging financial institution's trust department or agent but not in the District's name. The District's policy does not address custodial credit risk. Even though the pledged securities are considered uncollateralized, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - RECEIVABLES The receivables at December 31, 2019, are as follows:

Class of Receivables	General Fund
Sales and use tax	\$ 124,347
Claims	196,124
Total	\$ 320,471

The District expects to collect these amounts in full; therefore, no allowance for doubtful accounts has been established.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

NOTE 4 - CAPITAL ASSETS The capital assets balances and activity for the year ended December 31, 2019 are as follows:

Governmental activities:

	Balance, Beginning	Additions	Deletions	Balance, Ending
Nondepreciable Assets:				
Land	\$ 81,500	\$ -	\$ -	\$ 81,500
Total nondepreciable assets	<u>81,500</u>	<u>-</u>	<u>-</u>	<u>81,500</u>
Depreciable Assets:				
Land Improvements	17,966	6,900	-	24,866
Buildings	1,152,468	-	-	1,152,468
Appliances	4,387	-	-	4,387
Vehicles	929,579	-	-	929,579
Furniture & fixtures	10,762	-	-	10,762
Equipment	586,133	7,972	-	594,105
Total depreciable assets	<u>2,701,295</u>	<u>14,872</u>	<u>-</u>	<u>2,716,167</u>
Less accumulated depreciation:				
Land Improvements	4,623	892	-	5,515
Buildings	156,844	28,824	-	185,668
Appliances	4,387	-	-	4,387
Vehicles	666,188	88,609	-	754,797
Furniture & fixtures	9,200	458	-	9,658
Equipment	465,781	35,872	-	501,653
Total accumulated depreciation	<u>1,307,023</u>	<u>154,655</u>	<u>-</u>	<u>1,461,678</u>
Capital assets, net	<u>\$ 1,475,772</u>	<u>\$ (139,783)</u>	<u>\$ -</u>	<u>\$ 1,335,989</u>

During the current fiscal year, the District had purchased a 2019 GMC ambulance chassis for \$91,868 that is not included in the current year additions. The 2019 GMC was not completely built by the end of the fiscal year. Due to COVID-19 pandemic, the production of the vehicle has been slow. The District is expecting to receive the ambulance in 2020 fiscal year end.

NOTE 5 - ACCOUNTS, SALARIES AND OTHER PAYABLES The payables at December 31, 2019 are as follows:

	General
Accounts payable	\$ 22,684
Salaries and benefits payable	30,226
Total	<u>\$ 52,910</u>

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

NOTE 6 - COMPENSATED ABSENCES At December 31, 2019, employees of the District have accumulated and vested \$74,234 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. These amounts are recorded as liabilities in the funds from which payment will be made and include both vacation leave and compensatory time earned. Following is a summary of the compensated absence transactions for the year:

Balance, Beginning	\$ 54,934
Additions	65,130
Deductions	<u>(45,830)</u>
Balance, Ending	<u>74,234</u>
Amount Due in One Year	<u><u>\$ 65,130</u></u>

NOTE 7 - PENSION PLAN The District implemented a retirement plan for employees during 2016 consisting of a 457 plan. The District contributes 3% to the 457 plan. The defined contribution plan is administered by Louisiana Deferred Compensation Plan.

All employees are eligible to participate in the 457 plan. Contribution rates are determined and may be changed by the employer. All contributions to the plan are considered to be vested at time of enrollment.

Contributions to the District’s plan for 2019 are as follows:

	<u>457 Plan</u>
Employer	\$ 27,769
Employee	30,060

NOTE 8 - RISK MANAGEMENT The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance to manage these risks. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

NOTE 9 - FUND BALANCE CLASSIFICATION DETAILS The following are the details of the fund balance classifications for the year ended December 31, 2019:

Nonspendable:	
Inventories	\$ 18,015
Prepaid items and other assets	17,837
Unassigned	<u>2,811,467</u>
	<u><u>\$ 2,847,319</u></u>

NOTE 10 - NEW GASB In fiscal year 2019, the Police Jury adopted the following statement of financial accounting standard issued by the Governmental Accounting Standards Board:

Statement No. 88 – Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placement, issued by the Government Accounting Standards Board. This Statement defines debt for purposes of disclosure in notes to the financial statements; clarifies which liabilities governments should include when disclosing information related to debt; and requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt. The Statement also requires that additional essential information related to debt be disclosed in notes to financial statements, including unused

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Financial Statements**

lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant termination events with finance-related consequences and significant subjective acceleration clauses.

The adoption of this standard had no impact on the School Board's governmental fund or government-wide financial statements.

NOTE 11 - SUBSEQUENT EVENT In March 2020, the United States Government and citizens had begun responding to the Coronavirus Pandemic (COVID-19). As part of this response, the State of Louisiana had issued a stay-at-home order for the citizens, which had also called for nonessential businesses to temporarily halt operations. Governments that collect sales tax as a main source of revenue are in the early stages of determining what impact the stay-at-home and other health safety measures will have on the economy and the tax revenues that governments traditionally have collected. Early signs indicate that sales tax collection, at least in the short run, will have a material unfavorable impact to the taxing body. However, because of the unknown ramifications of COVID-19 and related corresponding Governor's stay-at-home orders and proclamations, the exact financial impact to the District cannot be determined at this point. Accordingly, these financial statements do not include any adjustment for the downward trend in sales tax collections nor any other unfavorable revenue decline.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

REQUIRED SUPPLEMENTARY INFORMATION

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

Budgetary Comparison Schedule

GENERAL FUND The general fund accounts for all activities of the District.

WEST CARROLL PARISH AMBULANCE DISTRICT
OF THE PARISH OF WEST CARROLL
Oak Grove, Louisiana

GENERAL FUND
Budgetary Comparison Schedule
For the Year Ended December 31, 2019

Exhibit 1

	BUDGETARY AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET
	ORIGINAL	FINAL	(Budgetary Basis)	POSITIVE (NEGATIVE)
REVENUES				
Local Sources:				
Sales tax revenue	\$ 624,000	\$ 624,000	\$ 663,054	\$ 39,054
Claims	1,354,545	1,354,545	1,503,291	148,746
Interest revenue	12,000	12,000	11,043	(957)
Other	-	-	50,586	50,586
Federal Sources:				
Grant revenue	-	-	9,430	9,430
TOTAL REVENUES	1,990,545	1,990,545	2,237,404	246,859
EXPENDITURES				
Public safety- ambulance service				
Current:				
Salaries and contract labor	900,000	900,000	958,788	(58,788)
Employee benefits	297,868	297,868	341,423	(43,555)
Professional fees	51,753	51,753	52,428	(675)
Operations and maintenance	152,607	152,607	127,763	24,844
Repairs and upkeep	98,000	98,000	48,252	49,748
Administrative expense	291,955	291,955	464,513	(172,558)
Capital outlay	604,600	604,600	106,740	497,860
TOTAL EXPENDITURES	2,396,783	2,396,783	2,099,907	296,876
Net change in fund balances	(406,238)	(406,238)	137,497	543,735
FUND BALANCES - BEGINNING OF YEAR	2,709,822	2,709,822	2,709,822	-
FUND BALANCES - END OF YEAR	\$ 2,303,584	\$ 2,303,584	\$ 2,847,319	\$ 543,735

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Budgetary Comparison Schedule
For the Year Ended December 31, 2019**

A. BUDGETS

Formal budget integration (within the accounting records) is employed as a management control device. The budget is established and controlled by classification of expenditure and budget amendments are adopted by the Board as necessary. Budget amounts included in the accompanying financial statements include the original adopted budget. No revisions were considered necessary by the Board in the fiscal year.

Budget Basis of Accounting The major governmental funds' budgets are prepared on the modified accrual basis of accounting, a basis consistent with accounting principles generally accepted in the United States of America (GAAP). Budgeted amounts are originally adopted or amended by the Board. Legally, the Board must adopt a balanced budget; that is, total budgeted revenues and other financing sources including fund balance must equal or exceed total budgeted expenditures and other financing uses. State statutes require the Board to amend its budgets when revenues plus projected revenues within a fund are expected to be less than budgeted revenues by five percent or more and/or expenditures within a fund are expected to exceed budgeted expenditures by five percent or more. The Board approves budgets by classification and management does not have the authority to make any transfers between line items on the budget without Board approval.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

SUPPLEMENTARY INFORMATION

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

**Compensation Paid Board Members
December 31, 2019**

The schedule of compensation paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

The following board members received no compensation for the year ended December 31, 2019.

Mark Bowman

Fred Copes, Chairman

Mike Gammill

James E. Melton, Vice Chairman

Larry Copes

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

**Schedule of Compensation, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year Ended December 31, 2019**

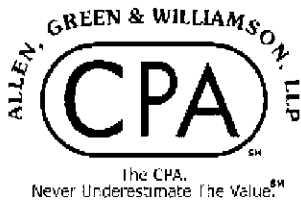
Agency Head Name: Logan Pippin

Purpose	Amount
Salary	\$63,297
Benefits – insurance	9,590
Benefits – retirement	1,975
Benefits – other (compensatory time)	2,541
Cell phone	972

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

**OTHER REPORTS REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***

The report following this page is a report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States of America. The section of the report on compliance is based solely on the audit of the financial statements and presents, where applicable, compliance matters that would be material to the financial statements. The section of the report on internal control over financial reporting is, likewise, based solely on the audit of the financial statements and includes, where appropriate, any significant deficiencies and/or material weaknesses.



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

2441 Tower Drive
Monroe, LA 71201

Telephone: (318) 388-4422

Fax: (318) 388-4664

Toll-free: (888) 741-0205

Partners: Tim Green, CPA
Amy Tynes, CPA, CFE
Aimee Buchanan, CPA
Principal: Cindy Thomason, CPA

Jennie Henry, CPA, CFE
Austin Hogue, CPA
Crystal Patterson, CPA
Mallory Stone, CPA
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2000

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 Auditor's Report

Board Members
West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Oak Grove, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of West Carroll Parish Ambulance Service District, (the District), a component unit of the West Carroll Parish Police Jury, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated September 27, 2020.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 Standard* and which is described in the accompanying Schedule of Findings and Responses as item 2019-001.

The District's Response to the Finding

The District's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses and Corrective Action Plan for Current Year Audit Findings and Responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District'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 District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP
Monroe, Louisiana
September 27, 2020

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Schedule of Findings and Responses
For the Year Ended December 31, 2019**

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was unmodified.
- ii. There was no significant deficiency required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States of America.
- iii. There was one instance of noncompliance considered material, as defined by the *Government Auditing Standards*, to the basic financial statements.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Schedule of Findings and Responses
For the Year Ended December 31, 2019**

Reference # and title: **2019-001 Original Budget Presentation**

Entity-wide or program/department specific: This finding is entity-wide.

Criteria or specific requirement: Louisiana Revised Statute 39:1305C(2)(a) requires the budget document to include a statement for the general fund showing the estimated fund balances at the beginning of the year; estimates of all receipts and revenues to be received; revenues itemized by source; recommended expenditures itemized; and the estimated fund balance at the end of the fiscal year. Such statements shall also include a clearly presented side-by-side detailed comparison of such information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year; estimated and actual revenues itemized by source; year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized; the year-to-date actual and estimated fund balances as of the end of the fiscal year; and the percentage change for each item of information.

Condition found: For fiscal year ended December 31, 2019, the general fund's budget did not include any fund balances within the budget, which causes the budget to appear to have a deficit budgeted. Additionally, the general funds' budget does not include side-by-side comparative information as required.

Context: The Ambulance District only has one fund, the general fund.

Possible asserted effect (cause and effect):

Cause: The auditor was unable to determine the cause.

Effect: The Ambulance District appears to not have met state budgeting requirements.

Recommendations to prevent future occurrences: The Ambulance District should strengthen the procedures regarding the presentation of the budget.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended December 31, 2019.

View of responsible official: Requirements will be met in next year's budget presentation.



West Carroll Parish
Ambulance Service District

Status of Prior Year Audit Findings
For the Year Ended December 31, 2019

Reference # and title: **2018-001** **Five Percent Unfavorable Budget Variance**

Entity-wide or program/department specific: This finding is entity-wide.

Condition: Louisiana Revised Statute 39:1311 requires the chief executive or administrative officer to advise the governing authority or independently elected official in writing when total expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more and when total revenues and other sources for the remainder of the year, within a fund, are failing to meet budgeted revenues and other sources by five percent or more.

For fiscal year ended December 31, 2018, the general fund of the Ambulance District had actual expenditures that exceeded the amount budgeted by more than five percent and the budget was not revised as required by State law and Board policy.

Corrective action taken: For the 2019 budget, the UPL payments are budgeted in expenses and revenues. This item is considered to be cleared.

Respectively submitted:



West Carroll Parish
Ambulance Service District

Corrective Action Plan for Current Year Audit Findings and Responses
For the Year Ended December 31, 2019

Reference # and title: **2019-001** **Original Budget Presentation**

Entity-wide or program/department specific: This finding is entity-wide.

Condition: Louisiana Revised Statute 39:1305C(2)(a) requires the budget document to include a statement for the general fund showing the estimated fund balances at the beginning of the year; estimates of all receipts and revenues to be received; revenues itemized by source; recommended expenditures itemized; and the estimated fund balance at the end of the fiscal year. Such statements shall also include a clearly presented side-by-side detailed comparison of such information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year; estimated and actual revenues itemized by source; year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized; the year-to-date actual and estimated fund balances as of the end of the fiscal year; and the percentage change for each item of information.

For fiscal year ended December 31, 2019, the general fund's budget did not include any fund balances within the budget, which causes the budget to appear to have a deficit budgeted. Additionally, the general funds' budget does not include side-by-side comparative information as required.

Corrective action planned: We will make appropriate changes to budget presentation and it will be completed for the 2021 budget presentation.

Person responsible for corrective action:

Logan Phippen, Director
West Carroll Parish Ambulance District
P. O. Box 684
Oak Grove, LA 71263

Telephone: 318-428-8979
Fax: 318-428-7777

Anticipated completion date: Immediately.

Respectively submitted:

**West Carroll Parish Ambulance District
Status of Prior Year Management Letter Item
For the Year Ended December 31, 2019**

2018-M1

Internal Controls over Timesheets

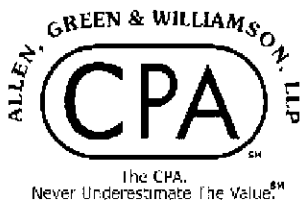
Comment: During the current year audit, it came to the attention of the auditors that time recorded and paid on timesheets during the year did not always agree with time actually worked. Throughout the year, the Ambulance District allowed for scheduled shifts to be swapped among paramedics and drivers. However, the timesheets that were signed and approved for payment did not reflect these adjustments during the year to reflect actual time worked and to ensure employees were not prepaid for hours worked.

Recommendation: The Ambulance District should develop procedures to ensure that all timesheets reflect actual time worked, instead of scheduled time worked.

Management's response: We were unaware that this process was taking place incorrectly. We have made corrections to ensure this does not reoccur. This item is considered cleared.

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll**

AGREED-UPON PROCEDURES



ALLEN, GREEN & WILLIAMSON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

P. O. Box 6075

Monroe, LA 71211-6075

2441 Tower Drive
Monroe, LA 71201

Telephone: (318) 388-4422

Fax: (318) 388-4664

Toll-free: (888) 741-0205

Partners: Tim Green, CPA
Amy Tynes, CPA, CFE
Aimee Buchanan, CPA
Principal: Cindy Thomason, CPA

Jennie Henry, CPA, CFE
Austin Hogue, CPA
Crystal Patterson, CPA
Mallory Stone, CPA
Audit Manager: Margie Williamson, CPA

Ernest L. Allen, CPA
(Retired) 1963 - 2000

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING STATEWIDE AGREED-UPON PROCEDURES

Board Members

West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Oak Grove, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of West Carroll Parish Ambulance Service District of the Parish of West Carroll, Oak Grove, Louisiana, and the Louisiana Legislative Auditor (LLA), on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year ended December 31, 2019. The Ambulance District's management is responsible for the control and compliance areas identified in these Statewide Agreed-Upon Procedures.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the reports. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving
 - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) **Ethics** including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.

Comment: When reviewing the applicable written policies and procedures for the required elements, the following exceptions were noted:

- **Purchasing-** Policy did not contain required elements of (1) how purchases are initiated and (2) how vendors are added to the vendor list.
- **Disbursements-** No written policies or procedures were noted.
- **Receipts-** No written procedures were noted. Policy did not contain required elements.
- **Contracting-** No written procedures were noted. Policy did not contain required elements of (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, and (4) monitoring process.
- **Ethics-** Policy did not contain required elements of (1) requirement that all employees annually attest through signature verification that they have read the entity's ethics policy.
- **Disaster Recovery/Business Continuity-** No written policies or procedures were noted.

Management's Response: We will be making adjustments and additions regarding these matters in our policy and procedure manual.

Collections

2. 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).

3. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
4. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
5. Randomly select two deposit dates for each of the bank account. *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) 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).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Comment: It was noted during the testing of receipts that the Ambulance District does not use pre-numbered receipts. However, because checks received by the District come through the mail, the District maintains both a manual log and an electronic log of all monies received that are not direct deposits. The District has mitigating controls in place over the receipts. No other exceptions were noted.

Management's Response: We do not maintain pre-numbered receipts, however we maintain an electronic and manual log with all checks received.

Credit Cards/Debit Cards/Fuel Cards/P-Cards


6. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
7. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
8. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe 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).

Comment: One exception was noted in which finance charges were assessed on a credit statement selected.

Management's Response: We had a bill that was paid late by accident resulting in interest charges, due to our process of only paying bills one day per week.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those control and compliance 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.

The purpose of this report is solely to describe the scope of testing performed on those control and compliance 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.


Allen, Green & Williamson, LLP
Monroe, Louisiana
September 27, 2020