

FISKE UNION FIRE DISTRICT

Oak Grove, Louisiana

**ANNUAL REPORT
FOR THE YEAR ENDED
DECEMBER 31, 2002**

PREPARED BY:

JIMMIE L. SELF, CPA
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FISKE UNION FIRE DISTRICT

GENERAL PURPOSE FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2002

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INDEPENDENT ACCOUNTANT'S REPORT

Marshall Ruffin, President
Fiske Union Fire District
Oak Grove, Louisiana

I have compiled the accompanying general purpose financial statements of the Fiske Union Fire District as of and for the year ended December 31, 2002, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

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

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements they might influence the user's conclusions about the District's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.



JIMMIE L. SELF, CPA
MONROE, LOUISIANA
MAY 28, 2003

FISKE UNION FIRE DISTRICT
Combined Balance Sheet – All Fund Types and Account Groups

Statement A

December 31, 2002

	Governmental Fund Type	Account Group	Total Memo Only
	General Fund	General Fixed Assets	
<u>ASSETS:</u>			
Cash in Bank	\$20,270	\$0	\$20,270
Investments	38,042	0	\$38,042
Fixed Assets	0	190,930	\$190,930
TOTAL ASSETS	\$58,312	\$190,930	\$249,242
 <u>LIABILITIES and FUND BALANCE</u>			
<u>LIABILITIES:</u>			
<u>FUND BALANCE:</u>			
Investment in General Fixed Assets	\$0	\$190,930	\$190,930
<u>FUND BALANCE:</u>			
Unreserved - Undesignated	\$58,312	\$0	\$58,312
TOTAL FUND BALANCE	\$58,312	\$190,930	\$249,242
TOTAL LIABILITES and FUND BALANCE	\$58,312	\$190,930	\$249,242

SEE ACCOUNTANT'S COMPILATION REPORT.

FISKE UNION FIRE DISTRICT
Statement of Revenue, Expenditures and Changes in Fund Balances

Statement B

General Fund
For the Year Ended December 31, 2002

REVENUE:

Interest	\$883
2% Insurance	3,863
Sales Taxes	43,841
Grant	3510

TOTAL REVENUE \$52,097

EXPENDITURES:

Insurance	\$10,459
Equipment Repair	10,755
Capital Outlay	30,641
Office Expense	733
Supplies	5,248
Legal and Accounting	1,835
Utilities	3,581
Training	934
Fuel	1,172
Mowing	2,525

TOTAL EXPENDITURES \$67,883

EXCESS OF REVENUE OVER EXPENDITURES (\$15,786)

FUND BALANCE AT BEGINNING OF YEAR \$74,097

FUND BALANCE AT THE END OF YEAR \$58,312

SEE ACCOUNTANT'S COMPILATION REPORT.

**FISKE UNION FIRE DISTRICT
Oak Grove, LA**

Statement C

**Statement of Revenues, Expenditures and Changes in Fund Balances
Budget (GAAP Basis) and Actual
All Fund Types
For the Year Ended December 31, 2002**

	Budget as Amended	Actual	Variance Favorable (Unfavorable)
REVENUES:			
Interest	\$1,000	\$883	\$(117)
2% Insurance	3,800	3,863	63
Sales Taxes	44,000	43,841	(159)
Grant	3500	3510	10
TOTAL REVENUES	\$52,300	\$52,097	\$(203)
EXPENDITURES:			
Insurance	\$10,500	\$10,459	\$41
Equipment Repair	10,800	10,755	45
Capital Outlay	30,500	30,641	(141)
Office Expense	735	733	2
Supplies	5,000	5,248	(248)
Legal & Accounting	1,750	1,835	(85)
Utilities	3,500	3,581	(81)
Training	900	934	(34)
Fuel	1,000	1,172	(172)
Mowing	2,500	2,525	(25)
TOTAL EXPENDITURES	\$67,185	\$67,883	\$(698)
EXCESS OF REVENUES OVER EXPENDITURES	\$(14,885)	\$(15,786)	\$(901)
FUND BALANCE AT BEGINNING OF YEAR	\$86,789	\$74,097	
FUND BALANCE AT THE END OF YEAR	\$71,904	\$58,312	

SEE ACCOUNTANT'S COMPILATION REPORT.

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Phone (318) 323-4656 Fax (318) 388-0724

**INDEPENDENT ACCOUNTANT'S REPORT
on APPLYING AGREED – UPON PROCEDURES**

Marshall Ruffin, President
Fiske Union Fire District
Oak Grove, Louisiana 71263

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Fiske Union Fire District and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Fiske Union Fire District's compliance with certain laws and regulations during the year ended December 31, 2002 included in the accompanying Louisiana Attestation Questionnaire. This agreed – upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

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

There was only one check that exceeded the \$15,000 limit and it was for the purchase of land adjacent to the fire station.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

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

Management provided us with the required list including the noted information.

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

All persons involved with the fire district serve on a voluntary basis.

4. Determine whether any of those employees included in the listing obtained from management in agreed – upon procedure (3) were included on the listing on the listing obtained from management in agreed – upon procedure (2) as immediate family members.

There were no employees for the fire district.

BUDGETING

5. Obtained a copy of the budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

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

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. The budget was within the 5% limit.

ACCOUNTING AND REPORTING

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

- (a) trace payments to supporting documentation as to proper amounts and payee:

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

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

The District properly coded all entries to its books for the year.

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

Inspection of documentation supporting each of the six selected disbursements indicated that each check had 2 signatures as required by the Fire District Board meeting.

MEETINGS

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

This Fiske Union Fire District met on an irregular basis. Each time there was a meeting each member of the Board was informed of the meeting by the Fire Chief.

DEBT

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

I inspected copies of all bank deposit slips for the period under examination and noted that no deposits appeared to be from loan proceeds.

ADVANCES AND BONUSES

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

There were no employees for the fire district.

The prior year report, for the period ended December 31, 2002, had as a listed finding that the District did not keep a set of books. This has been corrected.

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

This report is intended solely for the use of management of the Fiske Union Fire District and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the

sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

A handwritten signature in black ink that reads "Jimmie Self, CPA". The signature is written in a cursive style with a large initial 'J' and 'S'.

JIMMIE L. SELF, CPA
MONROE, LOUISIANA
MAY 28, 2003

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

5-2-03 (Date Transmitted)

Jimmie SELF, CPA
2908 CAMERON ST., Suite C
Monroe, LA 71201 (Auditors)

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

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

Public Bid Law

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

Yes No []

Code of Ethics for Public Officials and Public Employees

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

Yes No []

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

Yes No []

Budgeting

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

Yes No []

Accounting and Reporting

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

Yes No []

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

Yes No []

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

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.
Yes [] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.
Yes [] No []

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.
Yes [] No []

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

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

_____ Secretary _____ Date

_____ Treasurer _____ Date

Marshall Ruggie _____ President 5/5/03 _____ Date

Note: If the engagement is for a routine compilation/attest that will be completed within six months of the entity's fiscal year-end and the CPA will submit either a Fax Approval Form or an Email engagement approval form to the legislative auditor, the space for the legislative auditor's approval may be omitted.

**FISKE UNION FIRE DISTRICT
OAK GROVE, LA**

**SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended December 31, 2001**

Findings Number 2001 – 01

The District did not maintain a regular set of accounting records to record all financial transactions.

Recommendations:

The accountant recommended that they start posting each financial transaction of the District and balance them on a monthly basis.

Current Status:

The District has followed the advice of the accountant and has maintained a set of books balancing them on a monthly basis as prescribed.

**FISKE UNION FIRE DISTRICT
OAK GROVE, LA**

**SCHEDULE OF FINDINGS
For the Year Ended December 31, 2002**

Criteria: Adopting of annual budget

Condition: The Fire District should have adopted their budget at a regular meeting of the board. This is required for all Districts.

Cause: The budget was drafted, but was not adopted at a meeting.

Effect: The District members did not know when they had gone over the projected amounts.

Recommendations: At the meeting in January of each year present the proposed budget to the board for its approval and adoption.

Management's Response: We will adopt the 2003 budget at the next meeting and adopt subsequent budgets in our January meeting each year.