

**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, 2018**

**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		24-31
REQUIRED SUPPLEMENTARY INFORMATION	<u>Exhibit</u>	32
Budgetary Comparison Schedule		33
General Fund	1	34
Notes to the Budgetary Schedule		35
SUPPLEMENTARY INFORMATION		36
Compensation Paid Board Members		37
Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer		38-39
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		45-46
Corrective Action Plan for Current Year Audit Findings and Responses		47
Management Letter		48-49
AGREED UPON PROCEDURES		50
Independent Accountant’s Report on Applying Statewide Agreed-upon Procedures		51-58



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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, 2018, 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, 2018, 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 June 26, 2019 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

June 26, 2019

**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, 2018**

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, 2018.

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 \$4,131 thousand (net position). Of this amount, \$2,655 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, 2018 was \$1,480 thousand; there was an decrease of \$390 thousand from the revenue received for claims of \$1,870 thousand in 2017. This decrease is primarily due to approximately 200 fewer claims and more no-insurance claims.

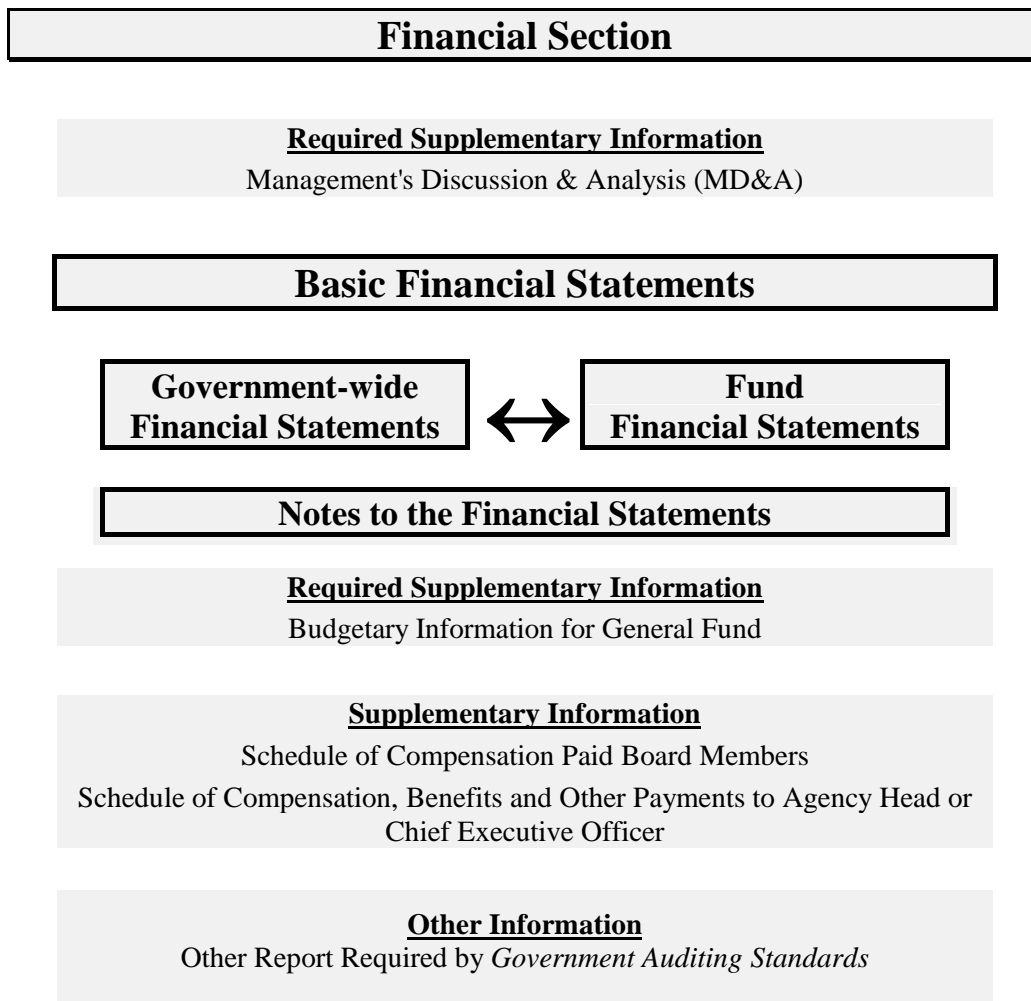
The District's total expenses for the year ended December 31, 2018 was \$2,162 thousand; this is an increase of \$16 thousand from the expenses of \$2,146 thousand in 2017. Spending adjustments are normally made throughout a fiscal year or planned from one year to another to compensate for specific needs of the business. The increase in expenses is primarily due to employee health benefits.

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, 2018**

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



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, 2018**

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, 2018**

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)

	2018	2017	Variance
Current and other assets	\$ 2,765	\$ 2,687	\$ 78
Capital assets, net	1,476	1,557	(81)
Total assets	<u>4,241</u>	<u>4,244</u>	<u>(3)</u>
Current and other liabilities	109	145	(36)
Noncurrent liabilities	1	12	(11)
Total liabilities	<u>110</u>	<u>157</u>	<u>(47)</u>
Net position			
Investment in capital assets	1,476	1,557	(81)
Unrestricted	2,655	2,530	125
Total net position	<u>\$ 4,131</u>	<u>\$ 4,087</u>	<u>\$ 44</u>

Net position of the District's governmental activities for December 31, 2018 was \$4,131 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 \$2,655 thousand.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2018**

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

	2018	2017	Variance
Revenues:			
Program Revenues			
Charges for services	\$ 1,480	\$ 1,870	\$ (390)
Capital grants and contributions	10	8	2
General Revenues			
Sales tax revenue	642	628	14
Interest revenue	32	8	24
Other revenue	42	49	(7)
Total Revenues	2,206	2,563	(357)
Expenses:			
Public safety – ambulance service:			
Salaries and contract labor	941	815	126
Employee benefits	295	275	20
Professional fees	52	35	17
Operations and maintenance	113	162	(49)
Repairs and upkeep	61	135	(74)
Administrative expense	505	517	(12)
Depreciation expense	195	207	(12)
Total functions/program expenses	2,162	2,146	16
Increase (decrease) in net position	44	417	(373)
Net position – beginning	4,087	3,670	417
Net position – ending	\$ 4,131	\$ 4,087	\$ 44

Governmental Activities

The cost of all governmental activities this year was \$2,162 thousand. However, as shown in the Statement of Activities, the amount that our taxpayers ultimately financed for these activities through District taxes was \$642 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 \$2,710 thousand which was an increase of \$117 thousand. Total revenues for 2018 decreased \$380 thousand from total revenues for 2017. This decrease is due mainly to approximately 200 fewer claims and more no-insurance claims.

Total expenditures for 2018 were \$2,089 thousand, which decreased \$173 thousand due mainly to completing construction of the new office in the prior year.

**West Carroll Parish Ambulance Service District
Management's Discussion and Analysis (MD&A)
For the Year Ended December 31, 2018**

GENERAL FUND BUDGETARY HIGHLIGHTS

Actual amounts available for appropriation exceeded budgeted amounts by \$398 thousand. This favorable variance was due mainly to recording gross UPL proceeds. Actual charges to appropriations were more than budgeted charges by \$336 thousand. This unfavorable variance was due mainly to 2018 UPL payments recorded as expenses, which is recorded as administrative expense. 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, 2018, the District had invested in the following capital assets:

	Capital Assets, net December 31,		
	2018	2017	Variance
Land	\$ 81,500	\$ 81,500	\$ -
Land Improvements	13,343	6,780	6,563
Buildings	995,624	1,020,983	(25,359)
Vehicles	263,391	324,824	(61,433)
Furniture and Fixtures	1,562	2,019	(457)
Equipment	120,352	120,695	(343)
Total Capital assets, net	\$ 1,475,772	\$ 1,556,801	\$ (81,029)

See Note 5 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 \$55 thousand, which includes both a short term and a long term portion. We present more detail about our compensated absences liability in Note 7 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 2019 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, 2018**

Statement A

ASSETS

Current Assets

Cash	\$	181,841
Investments		2,224,997
Receivables		322,086
Inventories		19,007
Prepaid expenses		16,851
		16,851
Total current assets		2,764,782

Capital Assets

Land and construction in progress		81,500
Capital assets, net of depreciation and amortization		1,394,272
		1,394,272

TOTAL ASSETS

4,240,554

LIABILITIES

Current Liabilities

Accounts, salaries and other payables		54,960
Compensated absences payable		53,849
		53,849
Total current liabilities		108,809

Noncurrent Liabilities

Compensated absences payable		1,085
		1,085
Total noncurrent liabilities		1,085

TOTAL LIABILITIES

109,894

NET POSITION

Investment in capital assets		1,475,772
Unrestricted		2,654,888
		2,654,888
TOTAL NET POSITION		\$ 4,130,660

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, 2018**

	Statement B
PROGRAM EXPENSES:	
Public safety - ambulance service:	
Salaries and contract labor	\$ 940,911
Employee benefits	294,340
Professional fees	52,072
Operations and maintenance	113,206
Repairs and upkeep	61,142
Administrative expense	504,762
Depreciation	195,354
	2,161,787
TOTAL PROGRAM EXPENSES	2,161,787
PROGRAM REVENUES:	
Charges for services	1,480,229
Capital grants and contributions	9,579
	1,489,808
TOTAL PROGRAM REVENUES	1,489,808
NET PROGRAM EXPENSE	(671,979)
GENERAL REVENUES:	
Sales tax revenue	641,691
Interest revenue	31,669
Other	42,058
	715,418
TOTAL GENERAL REVENUES	715,418
INCREASE (DECREASE) IN NET POSITION	43,439
NET POSITION - BEGINNING OF YEAR	4,087,221
NET POSITION - END OF YEAR	\$ 4,130,660

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, 2018**

	Statement C
ASSETS	
Cash	\$ 181,841
Investments	2,224,997
Receivables	322,086
Inventories	19,007
Prepaid expenses	<u>16,851</u>
TOTAL ASSETS	<u><u>2,764,782</u></u>
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts, salaries and other payables	<u>54,960</u>
TOTAL LIABILITIES	<u>54,960</u>
Fund balances:	
Nonspendable	35,858
Unassigned	<u>2,673,964</u>
TOTAL FUND BALANCE	<u>2,709,822</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$ 2,764,782</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, 2018**

		Statement D
Total fund balances - governmental funds	\$	2,709,822
<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	\$	2,782,795
Accumulated depreciation	<u>(1,307,023)</u>	1,475,772
<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, 2018 are:		
Compensated absences payable		<u>(54,934)</u>
Net position of governmental activities	<u>\$</u>	<u>4,130,660</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, 2018**

Statement E

REVENUES	
Local Sources:	
Sales tax revenue	\$ 641,691
Claims	1,480,229
Interest revenue	31,669
Other revenue	21,058
Federal sources:	
Grant revenue	9,579
TOTAL REVENUES	<u>2,184,226</u>
EXPENDITURES	
Public safety- ambulance service	
Current:	
Salaries and contract labor	940,911
Employee benefits	302,214
Professional fees	52,072
Operations and maintenance	113,206
Repairs and upkeep	61,142
Administrative expense	504,762
Capital outlay	114,325
TOTAL EXPENDITURES	<u>2,088,632</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>95,594</u>
OTHER FINANCING SOURCES (USES)	
Proceeds from sale of capital assets	21,000
TOTAL OTHER FINANCING SOURCES AND USES	<u>21,000</u>
Net change in fund balances	116,594
FUND BALANCES - BEGINNING OF YEAR	<u>2,593,228</u>
FUND BALANCES - END OF YEAR	<u><u>\$ 2,709,822</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
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended December 31, 2018**

Statement F

Total net change in fund balances - governmental funds \$ 116,594

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	\$	114,325	
Depreciation expense		<u>(195,354)</u>	(81,029)

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 less than the amounts used.

7,874

Change in net position of governmental activities \$ 43,439

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. SALES TAXES	28
L. USE OF ESTIMATES	28
NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY	29
NOTE 3 - CASH AND INVESTMENTS	29
NOTE 4 - RECEIVABLES	29
NOTE 5 - CAPITAL ASSETS	30
NOTE 6 - ACCOUNTS, SALARIES AND OTHER PAYABLES	30
NOTE 7 - COMPENSATED ABSENCES	30
NOTE 8 - PENSION PLAN	31
NOTE 9 - RISK MANAGEMENT	31
NOTE 10 - FUND BALANCE CLASSIFICATION DETAILS	31
NOTE 11 - NEW GASB STANDARDS	31

**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 CASHEQUIVALENTS 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. 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.

L. 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.

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

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY The general fund had actual expenditures over budgeted expenditures for the year ended December 31, 2018, as detailed below:

<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
\$1,752,738	\$2,088,632	\$ (335,894)

- This variance is due mainly to 2018 UPL payments recorded as expenses, which is recorded as administrative expense.

NOTE 3 - CASH AND INVESTMENTS At December 31, 2018, the District had cash deposits (book balances) totaling \$2,406,838 (including \$2,224,997 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 \$2,406,838 and the bank balance was \$2,477,414. Of the bank balance, \$750,000 was covered by federal deposit insurance. The remaining bank balance of \$1,727,414 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 4 - RECEIVABLES The receivables at December 31, 2018, are as follows:

<u>Class of Receivables</u>	<u>General Fund</u>
Sales and use tax	\$ 123,034
Claims	199,052
Total	<u>\$ 322,086</u>

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 5 - CAPITAL ASSETS The capital assets balances and activity for the year ended December 31, 2018 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	10,597	7,369	-	17,966
Buildings	1,149,003	3,465	-	1,152,468
Appliances	4,387	-	-	4,387
Vehicles	1,026,394	68,021	164,836	929,579
Furniture & fixtures	10,762	-	-	10,762
Equipment	550,663	35,470	-	586,133
Total depreciable assets	<u>2,751,806</u>	<u>114,325</u>	<u>164,836</u>	<u>2,701,295</u>
Less accumulated depreciation:				
Land Improvements	3,817	806	-	4,623
Buildings	128,020	28,824	-	156,844
Appliances	4,387	-	-	4,387
Vehicles	701,570	129,454	164,836	666,188
Furniture & fixtures	8,743	457	-	9,200
Equipment	429,968	35,813	-	465,781
Total accumulated depreciation	<u>1,276,505</u>	<u>195,354</u>	<u>164,836</u>	<u>1,307,023</u>
Capital assets, net	<u>\$ 1,556,801</u>	<u>\$ (81,029)</u>	<u>\$ -</u>	<u>\$ 1,475,772</u>

NOTE 6 - ACCOUNTS, SALARIES AND OTHER PAYABLES The payables at December 31, 2018 are as follows:

	General
Accounts payable	\$ 25,777
Salaries and benefits payable	29,183
Total	<u>\$ 54,960</u>

NOTE 7 - COMPENSATED ABSENCES At December 31, 2018, employees of the District have accumulated and vested \$54,934 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	\$ 62,808
Additions	53,849
Deductions	<u>(61,723)</u>
Balance, Ending	<u>54,934</u>
Amount Due in One Year	<u>\$ 53,849</u>

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

NOTE 8 - 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 2018 are as follows:

	457 Plan
Employer	\$ 26,111
Employee	26,784

NOTE 9 - 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 10 - FUND BALANCE CLASSIFICATION DETAILS The following are the details of the fund balance classifications for the year ended December 31, 2018:

Nonspendable:	
Inventories	\$ 19,007
Prepaid items	16,851
Unassigned	-
	\$ 35,858

NOTE 11 - NEW GASB STANDARDS In fiscal year 2018 the District adopted two new statements of financial accounting standards issued by the Governmental Accounting Standards Board:

- *Statement No. 85 – Omnibus 2017:* This statement addresses practice issues that have been identified during implementation and application of certain GASB Statements; including blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits (OPEB)).
- *Statement No. 86 – Certain Debt Extinguishment Issues:* This statement improves consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources- resources other than the proceeds of refunding debt- are placed in an irrevocable trust for the sole purpose of extinguishing debt. This statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to the financial statements for debt that is defeased in substance.

The adoption of these standard had no impact on the government-wide or the governmental fund financial statements.

**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, 2018**

Exhibit 1

	<u>BUDGETARY AMOUNTS</u>		<u>ACTUAL</u> <u>AMOUNTS</u>	<u>VARIANCE WITH</u> <u>FINAL BUDGET</u> <u>POSITIVE</u> <u>(NEGATIVE)</u>
	<u>ORIGINAL</u>	<u>FINAL</u>	<u>(Budgetary Basis)</u>	
REVENUES				
Local Sources:				
Sales tax revenue	\$ 624,000	\$ 624,000	\$ 641,691	\$ 17,691
Claims	1,150,000	1,150,000	1,480,229	330,229
Interest revenue	12,000	12,000	31,669	19,669
Other	-	-	21,058	21,058
Federal Sources:				
Grant revenue	-	-	9,579	9,579
TOTAL REVENUES	<u>1,786,000</u>	<u>1,786,000</u>	<u>2,184,226</u>	<u>398,226</u>
EXPENDITURES				
Public safety- ambulance service				
Current:				
Salaries and contract labor	900,000	900,000	940,911	(40,911)
Employee benefits	262,368	262,368	302,214	(39,846)
Professional fees	51,753	51,753	52,072	(319)
Operations and maintenance	148,207	148,207	113,206	35,001
Repairs and upkeep	98,000	98,000	61,142	36,858
Administrative expense	89,810	89,810	504,762	(414,952)
Capital outlay	202,600	202,600	114,325	88,275
TOTAL EXPENDITURES	<u>1,752,738</u>	<u>1,752,738</u>	<u>2,088,632</u>	<u>(335,894)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	<u>33,262</u>	<u>33,262</u>	<u>95,594</u>	<u>62,332</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of capital assets	-	-	21,000	21,000
TOTAL OTHER FINANCING SOURCES AND USES	<u>-</u>	<u>-</u>	<u>21,000</u>	<u>21,000</u>
Net change in fund balances	33,262	33,262	116,594	83,332
FUND BALANCES - BEGINNING OF YEAR	<u>2,593,228</u>	<u>2,593,228</u>	<u>2,593,228</u>	<u>-</u>
FUND BALANCES - END OF YEAR	<u>\$ 2,626,490</u>	<u>\$ 2,626,490</u>	<u>\$ 2,709,822</u>	<u>\$ 83,332</u>

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Notes to the Budgetary Comparison Schedule
For the Year Ended December 31, 2018**

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.

B. STEWARDSHIP, COMPLIANCE & ACCOUNTABILITY

<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
\$1,752,738	\$2,088,632	\$ (335,894)

**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, 2018**

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, 2018.

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, 2018**

Agency Head Name: Richie Allen
January 1, 2018 – August 13, 2018

Purpose	Amount
Salary	\$39,280
Benefits-insurance	4,879
Benefits- retirement	1,308
Benefits - other (comp time)	18,128
Cell phone	594

**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, 2018**

Agency Head Name: Logan Pippin
August 14, 2018 – December 31, 2018

Purpose	Amount
Salary	\$21,326
Benefits-insurance	4,483
Benefits- retirement	640
Cell phone	398

**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.



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Sandra Harper, CPA
Jennie Henry, CPA
Austin Hogue, 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, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated June 26, 2019.

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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as item 2018-001, that we consider to be a significant deficiency.

Compliance and Other Matters

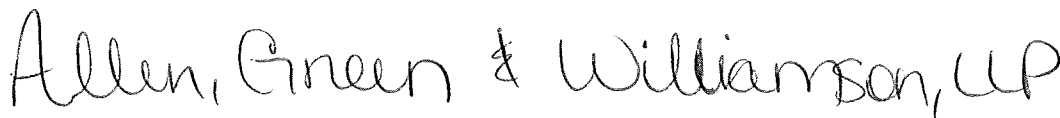
As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material 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 2018-001.

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.

A handwritten signature in black ink that reads "Allen, Green & Williamson, LLP". The signature is written in a cursive, flowing style.

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
June 26, 2019

**West Carroll Parish Ambulance Service District
of the Parish of West Carroll
Schedule of Findings and Responses
For the Year Ended December 31, 2018**

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was unmodified.
- ii. There was one significant deficiency required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States of America. The significant deficiency was not considered to be a material weakness.
- 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, 2018**

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

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

Criteria or specific requirement: 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.

Condition found: 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.

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

Possible asserted effect (cause and effect):

Cause: The Ambulance District did not revise the fiscal year ended December 31, 2018 budget to account for the change in reporting of UPL revenues and expenses.

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 review of monthly budget-to-actual comparisons and ensure the budget is properly amended, as needed, during the year.

Origination date and prior year reference (if applicable): This finding originated fiscal year ended December 31, 2018.

View of responsible official: The UPL payments were netted in the revenues on the budget instead of being in revenues and expenses. We have made the adjustments for the current year budget.



West Carroll Parish
Ambulance Service District

Status of Prior Year Audit Findings
For the Year Ended December 31, 2018

Reference # and title: **2017-001** **Internal Controls Over Financial Reporting**

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

Condition: Proper internal controls over financial reporting requires that accounting records contain up-to-date, accurate and complete information to ensure that the financial data can be relied upon to monitor the financial condition of the District. Financial records should be reviewed timely to supporting documentation to ensure that the transactions are properly recorded and classified in the appropriate account period.

- When performing a test of one monthly credit card statement for 10 credit/fuel cards for the year, multiple charges were noted on two of the cards tested where the business purpose could not be determined, including purchases of meals and purchases at various stores. Also noted were multiple payments that included charges for a total of \$241 for sales tax, which is not considered a necessary or reasonable expense.
- When performing a test of travel charges during the year, there were two charges noted for meals; however, the auditor was unable to determine the purpose for the meal purchase and in one instance an itemized receipt was unable to be located to support the charge.
- In reviewing compensated absences balances at fiscal year-end, it was noted that an employee hired during the fiscal year received vacation and sick leave time before they were eligible for the benefits, based on approved Board policy. Although the Director approved this leave in writing, the auditor was unable to locate Board approval for this leave time.
- When testing a sample of three capital asset additions, it was noted that the assets were not added to the listing at the correct cost; two are due to not including shipping cost and one is due to a keypunch error.
- When reviewing capital asset balances at year-end, the auditor identified a suburban that was disposed of during the fiscal year that was not included in the listing of capital asset deletions provided by the District.
- During the audit, various entries were proposed to correct posting of 3rd out on-call payroll, to correct posting of revenue, and to record accounts receivable and accounts payable balances related to UPL payments after year-end. These adjustments were posted following the client's approval of the proposed adjustments.

Corrective action taken: All of these items have been addressed with the people responsible and everyone has been updated on what to do. This finding is considered cleared.

Reference # and title: **2017-002** **Internal Controls Over Time Records and Suspected Abuse of Time**

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

Condition: The District is ultimately responsible for safeguarding all of its assets, ensuring timesheets are properly reviewed and approved and that the only time paid for was actually earned in accordance with Board established policy. Furthermore, according to Louisiana Revised Statute 24:523, the District, who has actual knowledge or reasonable cause to believe there has been a misappropriation of public funds should immediately notify, in writing, the Louisiana Legislative Auditor and District Attorney of the Parish.

**Status of Prior Year Audit Findings
For the Year Ended December 31, 2018 (continued)**

During the fiscal year, it was noted that an employee earned comp time for hours included on their timesheet that could not be properly verified. This employee was also paid for time on-call when the employee was not in the parish and available, as required by Board policy. Once identified, the District gathered appropriate documentation and met with the local District Attorney. As the District was investigating the matter further, the employee was placed on administrative leave and was later terminated. There has been no repayment of funds, as the District was unable to determine an estimate of the amount considered to be overpaid by the District. No formal charges have been filed regarding this matter.

Lastly, it was noted that the District did not notify the Louisiana Legislative Auditor of the suspected misappropriation of funds as required by State law.

Corrective action taken: Made the Board of Commissioner aware of the need to contact the Louisiana Legislative Auditors Office. This finding is considered cleared.

Respectively submitted:

A handwritten signature in black ink, appearing to read "Leon Higgins", is written in a cursive style.



West Carroll Parish
Ambulance Service District

Corrective Action Plan for Current Year Audit Findings and Responses
For the Year Ended December 31, 2018

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 planned: For the 2019 budget, the UPL payments are budgeted in expenses and revenues.

Person responsible for corrective action:

Logan Pippen, 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: Action has already taken place for the current year budget.

Respectively submitted:



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Mallory Stone, CPA
Audit Manager: Margie Williamson, CPA

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

Management Letter

Board Members

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

In planning and performing our audit of the financial statements of the governmental activities and the major fund of the West Carroll Ambulance Service District of the Parish of West Carroll (the District) for the year ended December 31, 2018, we considered the District's internal control to plan our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control.

However, during our audit, we noted a certain matter involving internal control that is presented for your consideration. This letter does not affect our report dated June 26, 2019, on the financial statements of the District. We will review the status of this comment during our next audit engagement. Our comment and recommendation, which has been discussed with appropriate members of management, is intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendations. Our comment and management's response is summarized as follows:

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 already made corrections to ensure this does not reoccur.

Our audit procedures are designed primarily to enable us to form opinions on the financial statements of the governmental activities and the major fund of the District, as of and for the year ended December 31, 2018, which collectively comprise the District's basic financial statements, and therefore, may not reveal all weaknesses in policies and procedures that may exist.

Included in this letter is management's response to our current year management letter item. We have performed no audit work to verify the content of the response.

This report is intended solely for the information and use of the Board and management and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of this letter may be limited, 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

Monroe, Louisiana
June 26, 2019

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

AGREED-UPON PROCEDURES



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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, 2018. 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.

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.

Management's Response: We will work on adding new policies for the above procedures.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting*

model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Bank Reconciliations

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

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Collections

4. 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).
5. 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.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *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 10 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: Two exceptions noted where receipts are not sequentially pre-numbered. The ambulance district does not maintain a manual receipt log but does maintain an electronic spreadsheet with all checks received. No other exceptions were noted.

Management’s Response: We do not maintain a manual log, however we maintain an electronic spreadsheet with all checks received.

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

- 8. Obtain a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

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

11. 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.
12. 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.
13. 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: Two exceptions were noted where financing fees were charged to the credit cards.

Management's Response: These late fees were due to us not receiving the bill until last minute. We will look at setting up online payments if we see a check may not make the payment in time.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Comment: There were no travel reimbursements noted in the current year.

Contracts

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

Comment: This section was not tested in the current year due to no exceptions in the prior year.

Payroll and Personnel

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
 - a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Comment: This section was not tested in the current year due to no exceptions in the prior year.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Comment: The Ambulance District does not have debt service.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

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

Allen, Green & Williamson, LLP

Monroe, Louisiana
June 26, 2019