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**CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana**

**FINANCIAL STATEMENTS
AND
AUDITORS' REPORTS**

June 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date. **DEC 29 1999**

CONCORDIA COUNCIL ON AGING, INC.
VIDALIA, LOUISIANA

FINANCIAL STATEMENTS AND AUDITORS' REPORTS
FOR THE FISCAL YEAR ENDED JUNE 30, 1999

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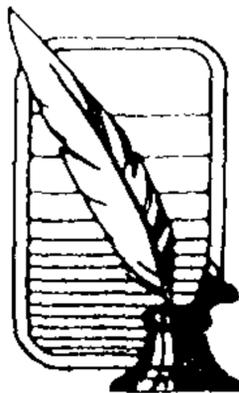
CONCORDIA COUNCIL ON AGING, INC.
VIDALIA, LOUISIANA

FINANCIAL STATEMENTS AND AUDITORS' REPORTS
FOR THE FISCAL YEAR ENDED JUNE 30, 1999

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MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS



MEMBER
SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

DAUZAT, BEALL & DEBEVEC, CPAs

A PROFESSIONAL CORPORATION

INDEPENDENT AUDITORS' REPORT

Board of Directors
Concordia Council on Aging, Inc.
Vidalia, Louisiana

We have audited the accompanying general purpose financial statements of Concordia Council on Aging, Inc., (a non-profit, quasi-public organization) as of and for the year ended June 30, 1999. These general purpose financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to the 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 general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Concordia Council on Aging, Inc., as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 12, 1999, on our consideration of the Council's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, and contracts.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The additional information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Concordia Council on Aging, Inc. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Dayat, Beall & Debevec, CPAs, APC

Certified Public Accountants

October 12, 1999

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
June 30, 1999
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 1998

	<u>Governmental Fund Types</u>		<u>Account Group</u>		<u>Totals</u>		
	<u>General</u>	<u>Special Revenue</u>	<u>General Fixed Assets</u>	<u>General Long-Term Debt</u>	<u>(Memorandum Only)</u>	<u>1999</u>	<u>1998</u>
ASSETS AND OTHER DEBITS							
Cash	\$ 38,493	\$ 2,171			\$ 40,664	\$ 40,497	
Investments	56,147				56,147	52,803	
Accounts receivable							
Cenla Area Agency on Aging, Inc.	2,640	8,584			11,224	9,165	
Prepaid insurance	3,061				3,061	1,227	
Deposit on purchase of fixed assets						9,580	
Due from Special Revenue Fund	8,177				8,177	8,706	
General fixed assets			\$ 122,932		122,932	109,152	
OTHER DEBITS:							
Amount to be provided for retirement of long term debt	_____	_____	_____	\$ 5,380	5,380	4,535	
Total Assets and Other Debits	<u>\$ 108,518</u>	<u>\$ 10,755</u>	<u>\$ 122,932</u>	<u>\$ 5,380</u>	<u>\$ 247,585</u>	<u>\$ 235,665</u>	
LIABILITIES, FUND EQUITY AND OTHER CREDITS							
LIABILITIES:							
Accounts payable		\$ 407			\$ 407	\$ 459	
Due to General Fund		8,177			8,177	8,706	
Compensated absences payable	_____	_____	_____	\$ 5,380	5,380	4,535	
Total Liabilities	-0-	8,584	-0-	5,380	13,964	13,700	
FUND EQUITY AND OTHER CREDITS:							
Investment in General Fixed Assets			\$ 122,932		122,932	109,152	
Fund balances							
Reserved for Utility Assistance		2,171			2,171	2,296	
Unreserved - Undesignated	<u>\$ 108,518</u>	_____	_____	_____	<u>108,518</u>	<u>110,517</u>	
Total Fund Equity and Other Credits	<u>108,518</u>	<u>2,171</u>	<u>122,932</u>	<u>-0-</u>	<u>233,621</u>	<u>221,965</u>	
Total Liabilities, Fund Equity and Other Credits	<u>\$ 108,518</u>	<u>\$ 10,755</u>	<u>\$ 122,932</u>	<u>\$ 5,380</u>	<u>\$ 247,585</u>	<u>\$ 235,665</u>	

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES
For the Year Ended June 30, 1999
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 1998

	<u>General</u>	<u>Special Revenue</u>	<u>Totals (Memorandum Only)</u>	
			<u>1999</u>	<u>1998</u>
Revenues				
Intergovernmental				
Cenla Area Agency on Aging, Inc.		\$ 105,121	\$ 105,121	\$ 110,268
Office of Elderly Affairs	\$ 21,779		21,779	11,779
LA Dept of Transportation and Development		16,719	16,719	26,623
Department of Health and Hospitals	4,288		4,288	648
Concordia Policy Jury				
Program income		13,972	13,972	20,484
Public support	3,482	31,704	35,186	31,052
Interest income	3,343	914	4,257	3,487
In-kind income	<u>18,941</u>	<u>22,354</u>	<u>41,295</u>	<u>18,941</u>
Total revenues	<u>51,833</u>	<u>190,784</u>	<u>242,617</u>	<u>223,282</u>
Expenditures				
Current:				
Salaries	2,467	120,106	122,573	113,422
Fringe	189	9,188	9,377	8,979
Travel		10,750	10,750	10,245
Operating services	315	38,193	38,508	30,907
Operating supplies	45	3,471	3,516	3,825
Other costs	70	5,369	5,439	10,244
Meals				726
Capital outlay	9,580	3,703	13,283	
In-kind expenses	<u>18,941</u>	<u>22,354</u>	<u>41,295</u>	<u>18,941</u>
Total expenditures	<u>31,607</u>	<u>213,134</u>	<u>244,741</u>	<u>197,289</u>
Excess (deficiency) of revenues over expenditures	20,226	(22,350)	(2,124)	25,993
Other financing sources (uses)				
Operating transfers in		77,613	77,613	85,449
Operating transfers out	<u>(22,225)</u>	<u>(55,388)</u>	<u>(77,613)</u>	<u>(85,449)</u>
Total other financing sources (uses)	(22,225)	22,225	-0-	-0-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(1,999)	(125)	(2,124)	25,993
Fund balance, beginning	<u>110,517</u>	<u>2,296</u>	<u>112,813</u>	<u>86,820</u>
Fund balance, ending	<u>\$ 108,518</u>	<u>\$ 2,171</u>	<u>\$ 110,689</u>	<u>\$ 112,813</u>

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL
GENERAL FUND
For the Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
REVENUES			
Intergovernmental	\$ 23,939	\$ 26,067	\$ 2,128
Public support	25,720	3,482	(22,238)
Interest income		3,343	3,343
In-kind income		<u>18,941</u>	<u>18,941</u>
Total revenues	<u>49,659</u>	<u>51,833</u>	<u>2,174</u>
EXPENDITURES			
Current:			
Salaries	1,684	2,467	(783)
Fringe	178	189	(11)
Operating services	188	315	(127)
Operating supplies	28	45	(17)
Other costs	73	70	3
Capital Outlay		9,580	(9,580)
In-kind expenses		<u>18,941</u>	<u>(18,941)</u>
Total expenditures	<u>2,151</u>	<u>31,607</u>	<u>(29,456)</u>
Excess (deficiency) of revenues over expenditures	47,508	20,226	(27,282)
OTHER FINANCING SOURCES (USES)			
Operating transfers in	42		(42)
Operating transfers out	<u>(47,550)</u>	<u>(22,225)</u>	<u>25,325</u>
Total other financing sources (uses)	<u>(47,508)</u>	<u>(22,225)</u>	<u>25,283</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-0-	(1,999)	<u>\$ (1,999)</u>
Fund balance, beginning	<u>84,326</u>	<u>110,517</u>	
Fund balance, ending	<u>\$ 84,326</u>	<u>\$ 108,518</u>	

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL
SPECIAL REVENUE FUND
For the Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
REVENUES			
Intergovernmental	\$ 133,902	\$ 121,840	\$ (12,062)
Public support		31,704	31,704
Program income	20,400	13,972	(6,428)
Interest income		914	914
In-kind income		<u>22,354</u>	<u>22,354</u>
Total revenues	<u>154,302</u>	<u>190,784</u>	<u>36,482</u>
 EXPENDITURES			
Current:			
Salaries	127,379	120,106	7,273
Fringe	13,443	9,188	4,255
Travel	12,829	10,750	2,079
Operating services	35,914	38,193	(2,279)
Operating supplies	7,772	3,471	4,301
Other costs	4,473	5,369	(896)
Capital outlay		3,703	(3,703)
In-kind expenses		<u>22,354</u>	<u>(22,354)</u>
Total expenditures	<u>201,810</u>	<u>213,134</u>	<u>(11,324)</u>
 Excess (deficiency) of revenues over expenditures	 (47,508)	 (22,350)	 25,158
 OTHER FINANCING SOURCES (USES)			
Operating transfers in	94,212	77,613	(16,599)
Operating transfers out	<u>(46,704)</u>	<u>(55,388)</u>	<u>(8,684)</u>
Total other financing sources (uses)	47,508	<u>22,225</u>	<u>(25,283)</u>
 Excess (deficiency) of revenues and other sources over expenditures and other uses	 -0-	 (125)	 <u>\$ (125)</u>
 Fund balance, beginning	 <u>101</u>	 <u>2,296</u>	
 Fund balance, ending	 <u>\$ 101</u>	 <u>\$ 2,171</u>	

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity:

In 1964, the State of Louisiana passed Act 456 which authorized the charter of voluntary councils on aging for the welfare of the aging people in their respective parishes. Charters are issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. The Concordia Council on Aging, Inc. is a non-profit corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs. The **Council** also receives revenues from other federal, state, and local government agencies which may impose certain restrictions on how the **Council** can use the money provided.

The **Council** is not a component unit of another primary government nor does it have any component units which are related to it. Therefore, the **Council** has presented its financial statements as a separate special-purpose government.

The primary function of Concordia Council on Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly of the parish. Such services include providing a location for meals, nutritional education, information and referral services, chore services, operating senior centers, and transportation. A Board of Directors, consisting of voluntary members who serve three-year terms, governs the **Council**.

B. Presentation of Statements:

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

B. Presentation of Statements: (continued)

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have incorporated any applicable requirements set forth by Audits of State and Local Governmental Units, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection VI - Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contractors; and, the Louisiana Governmental Audit Guide.

C. Fund Accounting:

The accounts of the **Council** are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report into two generic fund types and one broad fund category (account group).

Governmental Fund Types

Governmental funds are used to account for all or most of the **Council's** general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition of fixed assets, and the servicing of general long-term debt.

The governmental funds and the programs comprising them as presented in the financial statements are described as follows:

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

C. Fund Accounting: (Continued)

General Fund

The General Fund is the general operating fund of the **Council**. It is used to account for all financial resources except those required to be accounted for in another fund. These discretionary funds are accounted for and reported according to the source (federal, state, or local) from which they are derived. In addition, the servicing of *general long-term debt* is accounted for in the General Fund because unrestricted resources are used to pay for the liabilities incurred by this fund and there are no legal mandates to use a debt service fund.

The following programs comprise the **Council's** General Fund:

Other Local

Revenues, such as, (1) donations from the general public, (2) income from various fund raisers (3) program service revenue from renting Medic Alert units and providing Medicaid services, and (4) interest income earned on idle funds which have been invested, have been recorded in the "other local" program of the General fund. Expenses incurred which are not chargeable to specific programs are recorded at "other local" program expenditures. Also, expenses incurred to produce related program service fees and fund raising income are charged to "other local" program expenditures. "Other local" funds are also used as transfers to special revenue funds to supplement those programs. In addition, fixed asset additions are generally paid with "other local" funds.

Medicaid

This is a program where the **Council** completes enrollment applications for people wanting to apply for Medicaid services. The **Council** is paid \$14 per application it completes by the Department of Health and Hospitals (DHH). Any funds remaining after applying direct costs to operate this program are available for discretionary use by management.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

C. Fund Accounting: (Continued)

General Fund (continued)

PCOA (Act 735)

PCOA (Act 735) funds are appropriated for the **Council** by the Louisiana Legislature and remitted to the **Council** via the Governor's Office of Elderly Affairs (GOEA). The council may use these "Act 735" funds at its discretion provided the program is benefiting people who are at least 60 years old.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments and major capital projects) that are legally restricted to expenditures for specified purposes. Most of the **Council's** special revenue funds are provided by GOEA. The Title III funds are provided by the United States Department of Health and Human Services - Administration on Aging through the Governor's Office of Elderly Affairs to Cenla Area Agency on Aging, Inc. who funds the **Council** on a predetermined unit cost reimbursement basis up to the contract amount.

The following funds are funds which comprise the **Council's** Special Revenue Funds:

Title III-B Supportive Services Fund

The Title III-B Supportive Services Fund is used to account for funds which are to provide a variety of social services; such as, information and assistance, access services, in-home services, community services and outreach for people age 60 and older.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

C. Fund Accounting: (Continued)

Title III C-1 Fund

The Title III C-1 Fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year July 1, 1998 to June 30, 1999, the **Council** served about 21,719 congregate meals.

Title III C-2 Home Delivered Meals Fund

Title III C-2 Fund is used to account for funds which are used to provide nutritional, home delivered meals to homebound older persons. During the fiscal year July 1, 1998 to June 30, 1999, the **Council** served about 19,695 home delivered meals.

Title III-D Fund

The Title III-D Fund is used to account for funds which are used to provide in-home services to frail older individuals, including in-home supportive services for older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and to the families of such victims.

Title III-F Fund

The Title III-F Fund is used to account for funds used for disease prevention and health promotion activities or services, such as; (1) equipment and materials (scales to weigh people, educational materials, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health and (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically undeserved and in which there are a large number of older individuals who have the greatest economic and social need."

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

C. Fund Accounting: (Continued)

Special Revenue Fund (continued)

Senior Center Fund

The Senior Center fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs to Cenla Area Agency on Aging, Inc. who funds the **Council** on a predetermined unit cost reimbursement basis up to the contract amount. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The **Council** operates 2 senior centers in Concordia Parish, Louisiana.

Supplemental Senior Center Fund

The Supplemental Senior Center Fund is used to account for additional funds to be used to supplement the primary contract for the Senior Centers. These funds are appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs to Cenla Area Agency Aging, Inc. who funds the **Council**.

Utility Assistance Fund

The Utility Assistance Fund is used to account for the administration of programs that are sponsored by local utility companies. The companies collect contributions from service customers and employees and remit the funds directly to the **Council** or the Louisiana Association of Councils on Aging (LACOA), which in turn remits funds relating to Concordia Parish to the **Council**. These funds are used to provide financial assistance to the elderly for the payment of their utility bills.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

C. Fund Accounting: (Continued)

Special Revenue Fund (continued)

Section 5311 Fund

Section 5311 funds for local transportation are funds provided by the United States Department of Transportation through the Louisiana Department of Transportation and Development which in turn passes these funds to the **Council**. Funds earned and received by the **Council** are based on actual operating costs of providing transportation services to rural residents within Concordia Parish. As part of calculating the operating costs of this program, the **Council** may apportion some of the in-kind contributions it receives as allowable transportation expenses. This provision results in the **Council** receiving cash reimbursement for costs which did not require the **Council** to spend cash.

Account Groups

An account group is a financial reporting device designated to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The following account groups are not "funds".

General Fixed Assets

The fixed assets (capital outlays) used in governmental fund type operations of Concordia Council on Aging, Inc. are accounted for (capitalized) in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased.

General Long Term Debt

General obligations of the **Council** are recorded in the General Long-Term Debt Account Group. The only general obligation at June 30, 1999 was compensated absences.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

D. Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds, including the General and Special Revenue Funds, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.

E. Transfers:

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

F. Budget Policy:

The **Council** follows these procedures in establishing the budgetary data reflected in these financial statements.

- The Cenla Area Agency on Aging, Inc. notifies the **Council** each year as to the funding levels for each program's grant award.
- The **Council** may also obtain grants from agencies other than GOEA and the **Council** considers the potential revenues to be earned under those grants.
- Projections are made of revenues from other sources based on past trends and data available to form expectations of future revenues.
- The Executive Director prepares a proposed budget based on the funding levels provided by Cenla Area Agency on Aging, Inc. and then submits the budget to the Board of Directors for approval before May 31 of the current year for the following year.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

F. Budget Policy: (Continued)

- The adopted budget is forwarded to the Cenla Area Agency on Aging, Inc. for final approval.
- All budgetary appropriations lapse at the end of each fiscal year (June 30). Occasionally, the **Council** will receive a special project grant which may operate on a period different from the **Council's** normal fiscal year, and therefore, have a specified date where the budgetary appropriations will lapse.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control policy.
- The **Council** may transfer funds between line items as often as required but must obtain prior approval from the Cenla Area Agency on Aging, Inc. for funds received under grants from GOEA.
- The **Council** is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.

G. Total Columns of Combined Statements:

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to help with financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

H. Fixed Assets:

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed asset account group, and are recorded as expenditures in the governmental fund types when purchased. No depreciation has been provided on general fixed assets.

All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date of donation.

I. Comparative Data:

Comparative data for the prior year is presented in the accompanying financial statements to provide an understanding of changes in the **Council's** financial position and operations. However, presentation of comparative data by fund type is not presented in each of the statements since its inclusion would make the statements unduly complex and difficult to read.

J. Restricted Assets:

Restricted assets represent assets which are primarily acquired through donations whereby the donor places restrictions on how the donation can be used by the **Council** (i.e., utility assistance funds). Restricted assets are offset by reservations of fund balances.

NOTE 2 REVENUE RECOGNITIONS - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT, AND MISCELLANEOUS REVENUES

Intergovernmental revenues are recorded in governmental funds as revenues in the accounting period that they become susceptible to accrual, that is, measurable and available (modified accrual basis). (Contracts do not allow the **Council** to recognize revenue until units of services are provided.)

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 2 REVENUE RECOGNITIONS - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT, AND MISCELLANEOUS REVENUES (Continued)

Act 735 funds are received as monthly allocations of the total grant in advance of the actual expenditures.

Public Support and Miscellaneous Revenues

The **Council** encourages and receives contributions from clients to help offset the costs of various programs. In addition, various fund raisers are held during the year to obtain funds to offset costs of general operations and senior center activities. The *timing and amounts of the receipts of public support and miscellaneous revenues* are difficult to predict; therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

NOTE 3 IN-KIND CONTRIBUTIONS

The **Council** received various in-kind contributions during the year. Senior Center facilities were furnished in Ferriday and Vidalia to the **Council** without charge for rent or utilities by the Concordia Parish School Board and the City of Vidalia. The **Council's** administrative office and Senior Center were provided by the Concordia Police Jury without charge for rent or utilities. The Council also received in-kind contributions from the Department of Transportation to assist the council in the purchase of a van. These contributions have been reported as revenues and the offsetting expenditures as costs in the financial statements.

NOTE 4 INCOME TAX STATUS

The **Council**, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986 and as an organization that is not a private foundation as defined in Section 509 (a) of the Code. It is also exempt from Louisiana income tax.

NOTE 5 FUND BALANCE - RESERVED

Fund balance - reserved - special revenue fund consists of amounts to be specifically used for utility assistance.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 6 CONTRACTS RECEIVABLE

Contracts receivable at June 30, 1999, consisted of the following:

<u>Program</u>	<u>Fund</u>	<u>Funding Agency</u>	<u>Amount</u>
Senior Center	Special Revenue	Cenla AAA	\$ 1,755
Title III-B	Special Revenue	Cenla AAA	3,640
Title III C-1	Special Revenue	Cenla AAA	799
Title III C-2	Special Revenue	Cenla AAA	1,649
Title III D	Special Revenue	Cenla AAA	140
Title III F	Special Revenue	Cenla AAA	226
Supplemental Senior Center	Special Revenue	Cenla AAA	375
Medicaid	General		<u>2,640</u>
Total			<u>\$ 11,224</u>

NOTE 7 CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>6/30/98</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/99</u>
Furniture & equipment	\$ 13,218	3,703	\$ 4,181	\$ 12,740
Vehicles	<u>95,934</u>	<u>31,934</u>	<u>17,676</u>	<u>110,192</u>
Total	<u>\$ 109,152</u>	<u>\$ 35,637</u>	<u>\$ 21,857</u>	<u>\$ 122,932</u>

NOTE 8 COMPENSATED ABSENCES

The Council's employees earn vacation and sick leave at a rate of one hour for every twenty hours worked for employees with less than five years service and one and one quarter hour for every twenty hours worked for employees with five years or more of service. Upon separation of service, an employee is paid for unused annual leave, but not unused sick leave. The amount of accumulated annual leave payable has been reflected in the financial statements.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 9 CASH IN BANK

The **Council** maintains a consolidated bank account to deposit the money it collects and to pay its bills. The consolidated bank account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash balances to cover any negative cash balances in other funds at year end. At June 30, 1999, the balance of the **Council's** consolidated bank account was \$40,614. The related bank balance (collected deposits) at that date was \$54,279. The **Council** also maintains two certificates of deposit. At June 30, 1999, the balance of the certificates of deposit were \$56,147. All of the deposits were covered by federal depository insurance. GASB Statement 3 categorized the credit risk of these deposits as Category 1 because they are fully insured.

NOTE 10 JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES

There is no litigation pending against the **Council** at June 30, 1999. Furthermore, **Council's** management believes that any potential litigation would be adequately covered by insurance.

NOTE 11 FEDERAL AWARD PROGRAMS

The **Council** receives revenues from various federal and state grant programs which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the **Council**. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the **Council's** financial position.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 12 ECONOMIC DEPENDENCY

The **Council** receives the majority of its revenue from contracts with Cenla Area Agency on Aging, Inc. If significant budget cuts are made at the federal and/or state level, the amount of funds contracted by Cenla Area Agency on Aging, Inc. could be reduced significantly and have an adverse impact on the **Council's** operations. Management is not aware of any actions that will adversely affect the amount of funds the **Council** will receive in the next fiscal year.

NOTE 13 RELATED PARTY

There were no related party transactions during the fiscal year.

NOTE 14 RISK MANAGEMENT

The **Council** is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The **Council** has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the **Council's** insurance coverage.

NOTE 15 INTERFUND TRANSFERS

Operating transfers in and out are listed by fund for 1999:

Funds Transferred In	<u>Funds Transferred Out</u>							General Fund	Total In
	Title III				Senior Center	Supplemental Senior Center	Section 5311		
	B	C-1	D	E					
Title III B- Supportive Services			\$1,702	\$2,712	\$21,071	\$ 4,500	\$16,719	\$21,779	\$68,483
Title III C-2	\$2,394	\$6,290						446	9,130
Total Out	<u>\$2,394</u>	<u>\$6,290</u>	<u>\$1,702</u>	<u>\$2,712</u>	<u>\$21,071</u>	<u>\$ 4,500</u>	<u>\$16,719</u>	<u>\$22,225</u>	<u>\$77,613</u>

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 1999

NOTE 16 BOARD OF DIRECTORS COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for out-of-town travel expenses incurred in accordance with the **Council's** regular personnel policy.²⁰

ADDITIONAL INFORMATION

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

COMBINING SCHEDULE OF PROGRAM REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - GENERAL FUND
For the Year Ended June 30, 1999

	<u>Other Local</u>	<u>Medicaid</u>	<u>Act 735</u>	<u>PCOA Totals</u>
Revenues				
Intergovernmental				
Office of Elderly Affairs			\$ 21,779	\$ 21,779
Department of Health and Hospitals		\$ 4,288		4,288
Public support	\$ 3,482			3,482
Interest income	3,343			3,343
In-kind income	<u>18,941</u>			<u>18,941</u>
Total revenues	<u>25,766</u>	<u>4,288</u>	<u>21,779</u>	<u>51,833</u>
Expenditures				
Current:				
Salaries		2,467		2,467
Fringe		189		189
Operating services		315		315
Operating supplies	28	17		45
Other costs	69	1		70
In-kind expenses	18,941			18,941
Capital outlay	<u>9,580</u>			<u>9,580</u>
Total expenditures	<u>28,618</u>	<u>2,989</u>	<u>-0-</u>	<u>31,607</u>
Excess (deficiency) of revenues over expenditures	(2,852)	1,299	21,779	20,226
Other financing sources (uses)				
Operating transfers in				
Operating transfers out	<u>(446)</u>		<u>(21,779)</u>	<u>(22,225)</u>
Total other financing sources (uses)	(446)	-0-	(21,779)	(22,225)
Excess (deficiency) of revenues and other sources over expenditures and other uses	(3,298)	1,299	-0-	(1,999)
Fund balance, beginning	<u>110,517</u>	<u>-0-</u>	<u>-0-</u>	<u>110,517</u>
Fund balance, ending	<u>\$ 107,219</u>	<u>\$ 1,299</u>	<u>\$ -0-</u>	<u>\$ 108,518</u>

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

COMBINING SCHEDULE OF PROGRAM REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - SPECIAL REVENUE FUNDS
For the Year Ended June 30, 1999

	Utility Assistance	Supportive Services	Title III C-1	Title III C-2	Senior Center	Supplemental Senior Center	Title III-D	Title III-F	Section 5310	Section 5311	Totals
Revenues											
Intergovernmental											
Cenla Area Agency on Aging, Inc.		\$ 42,384	\$ 10,165	\$ 22,587	\$ 21,071	\$ 4,500	\$ 1,702	\$ 2,712			\$ 105,121
LA Department of Transportation and Development										\$ 16,719	16,719
Public support	\$ 1,257	16,992	6,085	7,370							31,704
Program income		2116	7,603	4,253							13,972
In-kind revenue									\$ 22,354		22,354
Interest income		914									914
Total Revenues	<u>1,257</u>	<u>62,406</u>	<u>23,853</u>	<u>34,210</u>	<u>21,071</u>	<u>4,500</u>	<u>1,702</u>	<u>2,712</u>	<u>22,354</u>	<u>16,719</u>	<u>190,784</u>
Expenditures											
Current:											
Salaries		80,683	12,271	27,152							120,106
Fringe		6,172	939	2,077							9,188
Travel		804	228	9,718							10,750
Operating services	1,382	32,624	1,196	2,991							38,193
Operating supplies		2,046	1,075	350							3,471
Other		3,925	392	1,052							5,369
Capital outlay		2,241	1,462								3,703
In-kind expenses									22,354		22,354
Total expenditures	<u>1,382</u>	<u>128,495</u>	<u>17,563</u>	<u>43,340</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>22,354</u>	<u>-0-</u>	<u>213,134</u>

SCHEDULE 2 (continued)

Excess (deficiency) of revenues over expenditures	(125)	(66,089)	6,290	(9,130)	21,071	4,500	1,702	2,712	-0-	16,719	(22,350)
Other financing sources (uses)											
Operating transfers in		68,483		9,130							77,613
Operating transfers out		(2,394)	(6,290)		(21,071)	(4,500)	(1,702)	(2,712)		(16,719)	(55,388)
Total other financing sources (uses)	-0-	66,089	(6,290)	9,130	(21,071)	(4,500)	(1,702)	(2,712)	-0-	(16,719)	22,225
Excess (deficiency) of revenues and other sources over expenditures and other uses	(125)	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	(125)
Fund balance, beginning	<u>2,296</u>	<u>-0-</u>	<u>2,296</u>								
Fund balance, ending	<u>\$ 2,171</u>	<u>\$ -0-</u>	<u>\$ 2,296</u>	<u>\$ 2,171</u>							

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

SCHEDULE OF PROGRAM EXPENDITURES BUDGET VS. ACTUAL
For the Year Ended June 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<u>PCOA - ACT 735</u>			
Transfers to:			
Title III-B	\$ 21,779	\$ 21,779	\$ -0-
Totals	<u>\$ 21,779</u>	<u>\$ 21,779</u>	<u>\$ -0-</u>
<u>TITLE III-B SUPPORTIVE SERVICES</u>			
Salaries	\$ 88,584	\$ 80,683	\$ 7,901
Fringe	9,349	6,172	3,177
Travel	3,422	804	2,618
Operating services	30,848	32,624	(1,776)
Operating supplies	6,393	2,046	4,347
Other costs	2,075	3,925	(1,850)
Capital outlay		2,241	(2,241)
Transfers to:			
General fund		2,394	(2,394)
Totals	<u>\$ 140,671</u>	<u>\$ 130,889</u>	<u>\$ 9,782</u>
<u>TITLE III C-1</u>			
Salaries	\$ 11,647	\$ 12,271	\$ (624)
Fringe	1,229	939	290
Travel	343	228	115
Operating services	1,427	1,196	231
Operating supplies	819	1,075	(256)
Other costs	1,752	392	1,360
Capital outlay		1,462	(1,462)
Transfers to:			
General fund		6,290	(6,290)
Totals	<u>\$ 17,217</u>	<u>\$ 23,853</u>	<u>\$ (6,636)</u>

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

SCHEDULE OF PROGRAM EXPENDITURES BUDGET VS. ACTUAL
For the Year Ended June 30, 1999

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
<u>TITLE III C-2</u>			
Salaries	\$ 27,148	\$ 27,152	\$ (4)
Fringe	2,865	2,077	788
Travel	9,064	9,718	(654)
Operating services	3,639	2,991	648
Operating supplies	560	350	210
Other costs	646	1,052	(406)
Totals	<u>\$ 43,922</u>	<u>\$ 43,340</u>	<u>\$ 582</u>
<u>TITLE III-D</u>			
Transfers to:			
Title III B	\$ 1,702	\$ 1,702	\$ -0-
Totals	<u>\$ 1,702</u>	<u>\$ 1,702</u>	<u>\$ -0-</u>
<u>TITLE III-F</u>			
Transfers to:			
Title III B	\$ 2,712	\$ 2,712	\$ -0-
Totals	<u>\$ 2,712</u>	<u>\$ 2,712</u>	<u>\$ -0-</u>
<u>SENIOR CENTER</u>			
Transfers to:			
Title III B	\$ 21,071	\$ 21,071	\$ -0-
Totals	<u>\$ 21,071</u>	<u>\$ 21,071</u>	<u>\$ -0-</u>
<u>SUPPLEMENTAL SENIOR CENTER</u>			
Transfers to:			
Title III B	\$ 4,500	\$ 4,500	\$ -0-
Totals	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Vidalia, Louisiana

COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS
AND CHANGES IN GENERAL FIXED ASSETS
For the Year Ended June 30, 1999

	Balance June 30, <u>1998</u>	<u>Additions</u>	<u>Deletions</u>	Balance June 30, <u>1999</u>
GENERAL FIXED ASSETS, AT COST				
Furniture	\$ 13,218	\$ 3,703	\$ 4,181	\$ 12,740
Vehicles	<u>95,934</u>	<u>31,934</u>	<u>17,676</u>	<u>110,192</u>
Total General Fixed Assets	<u>\$ 109,152</u>	<u>\$ 35,637</u>	<u>\$ 21,857</u>	<u>\$ 122,932</u>
INVESTMENT IN GENERAL FIXED ASSETS				
Title III-B	\$ 133			\$ 133
Section 16 (B) (2)	54,123	\$ 22,354	\$ 15,845	60,632
Section 18	21,287			21,287
Senior Center	489			489
Act 735	1,253		761	492
General	<u>31,867</u>	<u>13,283</u>	<u>5,251</u>	<u>39,899</u>
Total Investment in General Fixed Assets	<u>\$ 109,152</u>	<u>\$ 35,637</u>	<u>\$ 21,857</u>	<u>\$ 122,932</u>

The accompanying notes are an integral part of this statement.

**OTHER REPORT REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***



DAUZAT, BEALL & DEBEVEC, CPAs

A PROFESSIONAL CORPORATION

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Concordia Council on Aging, Inc.

We have audited the general purpose financial statements of Concordia Council on Aging, Inc. (a non-profit organization) as of and for the year ended June 30, 1999, and have issued our report thereon dated October 12, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 is not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no material instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Council's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

This report is intended for the information of the Board of Directors, management and federal awarding agencies, and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Dayat, Beall & Debevec, APC

Certified Public Accountants
October 12, 1999

CONCORDIA COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 1999

We have audited the financial statements of Concordia Council on Aging, Inc. as of and for the year ended June 30, 1999, and have issued our report thereon dated October 12, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 1999 resulted in an unqualified opinion.

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal control

Material Weaknesses Yes No Reportable Conditions Yes No

Compliance

Non Compliance Material to Financial Statements Yes No

Section II Financial Statement Findings

There were no Financial Statement findings or questioned costs.

**CONCORDIA COUNCIL ON AGING, INC.
SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 1999**

**SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE
FINANCIAL STATEMENTS**

There were no Internal Control or Compliance findings.