

<u>Account Groups</u>		<u>Totals</u>	
<u>General</u>	<u>General</u>	<u>(Monomaterial Only)</u>	
<u>Fixed</u>	<u>Long-Term</u>	<u>2005</u>	<u>2006</u>
<u>Assets</u>	<u>Debt</u>		
-	-	179,984	203,004
-	-	2,488	3,627
-	-	30,586	89,131
-	-	930	841
-	-	79,136	181,724
294,767	-	294,767	368,327
-	18,661	18,661	20,041
<u>294,767</u>	<u>18,661</u>	<u>313,428</u>	<u>388,368</u>
-	-	36,983	1,679
-	-	930	841
-	-	14,086	3,310
-	18,661	18,661	20,041
-	18,661	30,579	27,771
-	-	187,847	283,621
-	-	129,289	123,986
294,767	-	294,767	283,322
<u>294,767</u>	<u>-</u>	<u>581,503</u>	<u>661,922</u>
<u>294,767</u>	<u>18,661</u>	<u>610,166</u>	<u>682,780</u>

1. Summary of Significant Accounting Policies (Continued)

i. Fixed Assets:

Fixed assets used in general or special revenue fund type operations (general fixed assets) are accounted for in the General Fixed Asset Account Group, and are recorded at expenditures (original cost) in the various funds when purchased.

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 donated. No depreciation has been provided on general fixed assets.

j. Comparative Data:

Comparative data for the prior year has been 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 has not been presented in each of the statements since their inclusion would make the statements overly complex and difficult to read.

k. Annual and Sick Leave:

For governmental fund types, the Council's liability for accumulated unpaid vacation has been recorded in the general long-term debt group of accounts. These amounts will be recorded as fund expenditures in the year in which they are paid or become due on demand to terminated employees. The Council's sick leave policy does not provide for the vesting of sick leave.

l. Related Party Transactions:

No significant related party transactions were noted during the fiscal year.

m. Restricted Assets:

Restricted assets represent assets which have been primarily acquired through donations whereby the donor has placed a restriction on how the donation can be used by the Council. Restricted assets are offset by a corresponding reservation of the Council's fund balance.

n. Reservation of Fund Balances:

The Council "reserves" portions of its fund balance that are not available for expenditures because monies have already been expended (but not consumed), or a legal restriction has been placed on certain assets which make them only available to meet future obligations.

o. Prepaid Expenses:

The Council has elected not to expense amounts paid for future services until those services are consumed to comply with the cost reimbursement terms of its grant agreements. Prepaid expenses include advance payments for insurance premiums and downpayments on the purchase of two new vans. Fund balance has been reserved for the prepaid expenses to reflect the amount of fund balance not currently available for expenditure.

**l. Summary of Significant Accounting Policies - (Continued)**

**c. Transfers and Interfund Loans:**

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.

**g. Budget Policy:**

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

- The Governor's Office of Eminent Affairs (GOEA) and other funding agencies notify the Council each year as to the funding levels for each program's grant award.
- The Executive Director prepares a proposed budget based on the funding levels provided by GOEA and then submits the budget to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget before June 30 of the current year for the next year.
- The adopted budget is forwarded to the Governor's Office of Eminent Affairs or other appropriate funding agency for final approval.
- Most budgetary appropriations lapse at the end of each fiscal year (June 30).
- 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 adjustments.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain prior approval from the respective funding agency for funds received under grants from such agency.

**h. Total Columns of Combined Statements - Overview:**

Total columns on the combined statements - overview are captioned "interim/annual 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 change 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.

#### **1. Summary of Significant Accounting Policies (Continued)**

##### **10) Foster Grandparents Program (FGP)**

The FGP Fund accounts for the administration of grants to a) provide part-time volunteer service opportunities for low-income people age 60 and over and, b) give supportive person-to-person service in health, education, welfare and related settings to help alleviate the physical, mental and emotional problems of infants, children or youth having special or exceptional needs.

##### **11) Local and Miscellaneous (Designated) Funds**

Local and miscellaneous (designated) funds include the Meals on Wheels Fund, the Pioneer Medical Services Fund, and the Miles for Meals program. These funds are used to provide a variety of services for program participants.

#### **d. Account Groups:**

An account group is a financial reporting device designed 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 two account groups are not "funds."

##### **General Fixed Assets**

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

##### **General Long-Term Debt**

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group. The General Long-Term Debt Account Group shows only the measurement of financial position and is not involved with measurement of results of operations.

#### **e. 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 financing 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.

1. Summary of Significant Accounting Policies (Continued)

(1) Title III-B Administration Fund

The Title III-B Administration Fund is used to account for the administration of Special Programs for the Aging. Title III-B administrative funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to pay for administrative costs associated with the Title III and Senior Center programs.

(2) Title III-B Supportive Services Fund

Title III-B funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council.

This program provides access services, in-home services, community services, legal assistance, and transportation for the elderly.

(3) Title III-C-1 Congregate Meals Fund

Title III C-1 funds are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to provide nutritional congregate meals to the elderly in strategically located centers.

(4) Title III-C-2 Home-Delivered Meals Fund

Title III C-2 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to provide nutritional meals to home-bound older persons.

(5) Title III-D Fund

The 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-D funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

(6) Title III-A Ombudsman

The Ombudsman funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This program provides a liaison between the resident, the family and the nursing home. The objective of the program is to protect the resident's rights.

CADDO COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 1986

1. Summary of Significant Accounting Policies

a. Reporting Entity:

In 1964, the State of Louisiana passed Act 455 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 Caddo Council on Aging, Inc. is a quasi-governmental entity which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs, the state agency which provides the Council with most of its revenues. The Council also receives revenues from other federal, state, and local government agencies which may impose certain restrictions upon how the Council can use the money that they have 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 prepared its financial statements as a separate special-purpose government.

The primary function of the Caddo Council on Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 21 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.

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also incorporated any applicable requirements set forth by Audit of State and Local Governmental Units, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection W1 - Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contracts; and the Louisiana Governmental Audit Guide.

**CARDO COUNCIL ON AGING, INC.**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND**

**BALANCE SHEET (GAAP BASE) AND ACTUAL-SPECIAL REVENUE FUND TYPE**

**FOR THE YEAR ENDED JUNE 30, 1995**

	Budget	Actual	Variance Favorable (Disfavorable)
<b>Revenues</b>			
Incorporational:			
Office of Elderly Affairs	1,282,348	1,282,901	(7,547)
Action Agency	368,928	348,858	(120,090)
Community Development Block Grant	52,313	52,313	-
Public support:			
United Way	13,468	13,468	-
Donations	-	3,899	3,899
Inherent income	1,893	2,737	893
Participant and program income	72,686	77,373	4,767
Fund raising revenues	12,981	23,281	10,299
Match funds (debit)	21,818	8,747	(13,071)
Other revenues	<u>45,885</u>	<u>73,048</u>	<u>(27,163)</u>
Total revenues	<u>1,877,199</u>	<u>1,708,486</u>	<u>(168,713)</u>
<b>Expenditures</b>			
Current:			
Salaries	811,270	787,118	24,152
Fringe benefits	88,589	84,818	3,771
Travel	109,943	112,896	(2,953)
Operating services	197,820	188,332	9,488
Operating supplies	37,487	33,373	4,114
Supplies	227,306	264,344	(37,038)
Meals	451,299	434,331	16,968
Other costs	152,808	146,371	6,437
Capital outlay	<u>1,348</u>	<u>12,881</u>	<u>(11,533)</u>
Total expenditures	<u>2,318,562</u>	<u>1,899,862</u>	<u>(418,700)</u>
Excess of revenues over (under) expenditures	(541,363)	(191,376)	(15,992)
Other financing sources (uses)			
Operating transfers in	432,009	441,380	(9,371)
Operating transfers out	<u>(282,542)</u>	<u>(280,232)</u>	<u>(2,310)</u>
Excess of revenues and other sources over expenditures and other uses	(11,396)	(30,228)	(18,832)
<b>Fund balance</b>			
Beginning of year	<u>168,387</u>	<u>168,387</u>	<u>-</u>
End of year	<u>156,991</u>	<u>138,159</u>	<u>(18,832)</u>

The accompanying notes are an integral part of this statement.

CARDIO COUNCIL OF ALBANY, INC.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND

BALANCE-BUDGET (GAAP BASIS) AND ACTUAL-GENERAL FUND TYPE

FOR THE YEAR ENDED JUNE 30, 1995

	Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues</b>			
Intra-governmental:			
Office of Elderly Affairs	33,121	33,121	-
Cable Parks	26,000	26,000	-
City of Shrewsbury	50,000	50,000	-
Interest income	4,400	3,835	1,435
Match funds (divided)	19,506	19,506	-
Other revenues	<u>26,984</u>	<u>3,518</u>	<u>(32,465)</u>
Total revenues	<u>189,201</u>	<u>197,381</u>	<u>(8,180)</u>
<b>Expenditures</b>			
Current:			
Salaries	18,280	18,569	(289)
Fringe benefits	14,227	(576)	14,803
Travel	1,243	1,574	(732)
Operating services	13,293	14,098	(296)
Operating supplies	642	1,058	(76)
Other costs	3,063	1,246	314
Capital outlay	<u>33,026</u>	<u>82,727</u>	<u>3,848</u>
Total expenditures	<u>189,311</u>	<u>82,496</u>	<u>33,853</u>
<b>Excess of revenues over expenditures</b>	<b>79,890</b>	<b>71,605</b>	<b>(7,285)</b>
<b>Other financing resources (uses)</b>			
Operating transfers in	-	-	-
Operating transfers out	<u>(113,299)</u>	<u>(181,182)</u>	<u>12,343</u>
<b>Excess of revenues and other resources over expenditures and other uses</b>	<b>(33,779)</b>	<b>(29,219)</b>	<b>4,568</b>
<b>Fund balance</b>			
Beginning of year	<u>327,310</u>	<u>327,310</u>	
End of year	<u>181,480</u>	<u>198,090</u>	

The accompanying notes are an integral part of this statement.

CARDO-COUNCIL ON AGING, INC.

INT CONFERENCE

FOR THE YEAR ENDED JUNE 30, 1996

An audit conference was held on November 18, 1996. Those in attendance were: Jim Taylor, Executive Director of the Council; Susan O'Connor, Fiscal Director of the Council; and a representative of Heard, Maloney & Vosta.

It was reported that our audit discovered no material weaknesses in the internal control structure, and that other reportable conditions affecting internal control were noted. No instances of noncompliance with laws and regulations were noted, as contained in the reports on Pages 28 through 30. Inasmuch as all findings had been included in the reports or letters referred to above, it was not necessary to issue a separate management letter.

**CARDIO-COUNSEL, INC.**

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND**

**BALANCE-ALL GOVERNMENTAL FUND TYPES**

**FOR THE YEAR ENDED JUNE 30, 1998**

	General	Special Revenues	Task Subcommittee, Other 1998	1997
<b>Revenues</b>				
<b>In governmental:</b>				
Office of Elderly Affairs	21,121	1,282,581	1,314,622	1,333,734
Department of Labor	-	-	-	215,339
Asian Agency	-	240,658	240,658	273,460
Community Development	-	-	-	-
Block Grant	-	53,313	53,313	146,312
Caddo Parish	26,808	-	26,808	35,000
City of Shreveport	50,000	-	50,000	50,000
<b>Public support:</b>				
United Way	-	13,489	13,489	14,475
Donations	-	3,899	3,899	8,580
Interest income	3,823	1,737	8,392	7,573
Participant and program income	-	77,373	77,373	189,830
Fund raising revenues	-	21,391	23,201	14,653
Match funds (in-kind)	19,306	8,747	28,233	6,744
Other revenues	<u>3,812</u>	<u>13,668</u>	<u>15,957</u>	<u>12,034</u>
Total revenues	<u>157,881</u>	<u>1,718,666</u>	<u>1,875,847</u>	<u>2,733,861</u>
<b>Expenditures</b>				
<b>Current:</b>				
Salaries	18,569	787,118	805,687	807,349
Fringe benefits	(273)	84,818	84,242	91,067
Travel	1,974	112,896	116,870	181,483
Operating services	14,899	186,532	200,639	284,860
Operating supplies	1,838	33,373	34,429	34,638
Supplies	-	164,344	164,344	174,627
Meals	-	434,531	434,531	423,747
Other costs	1,546	86,771	87,717	254,378
Capital outlay	<u>48,777</u>	<u>18,680</u>	<u>28,828</u>	<u>12,481</u>
Total expenditures	<u>85,466</u>	<u>1,829,862</u>	<u>1,985,385</u>	<u>2,133,536</u>
<b>Excess of revenues over expenditures</b>				
	71,923	(111,196)	(109,461)	67,321
<b>Other financing sources (used):</b>				
Operating transfers in-Note 12	-	441,380	441,380	134,178
Operating transfers out-Note 12	<u>(184,143)</u>	<u>(248,215)</u>	<u>(441,380)</u>	<u>(134,178)</u>

The accompanying notes are an integral part of this statement.

9. *Judgments, Claims, and Similar Contingencies (Continued)*

The Council receives revenues from various federal and state grant programs which are subject to final review and approval as to allocability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which 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.

10. *Federally Assisted Programs*

The Council participates in a number of federally assisted programs. These programs are subject to accordance with the Single Audit Act of 1984. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs.

In accordance with the Single Audit Act of 1984 and the Office of Management and Budget Circular A-118, a schedule of federal financial assistance is presented in the supplementary financial information portion of this report.

11. *Economic Dependency*

The Council receives the majority of its revenues from funds provided through grants administered by the Louisiana Governor's Office of Minority Affairs. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Council receives could be reduced significantly and have an adverse impact on its 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.

12. *Interfund Transfers*

Operating transfers in and out are listed by fund for 1990:

	Operating Transfers <u>In</u>	Operating Transfers <u>Out</u>
<b>General Fund:</b>		
State (Act 715) fund	-	32,121
Local	-	48,814
Total General funds	-	101,145
<b>Special Revenue Funds:</b>		
Title III-B Administration	1,843	-
Title III-B Supportive Services U.S.D.A.	186,550	-
Title III-C-1 Congregate Meals	-	154,714
Title III-C-3 Home Delivered Meals	286,543	-
Title III-D Homebound Services	1,597	-
Title III-A Canteenman	351	-
ACTSON-RSVP Grant	1,258	-
ACTSON-FGP Grant	1,658	-
Senior Center	-	136,278
RSVP Special	-	2,258
FGP Special	-	1,099
Local	13,287	15,328
Total Special Revenue funds	491,386	349,215
Total all funds	491,386	541,360

CADD0 COUNCIL ON AGING, INC.

COMBINED BALANCE SHEET-ALL FUND TYPES AND ACCOUNT GROUPS

AT JUNE 30, 1999

ASSETS	Governmental Fund Types	
	General	Special Economic
Cash-Note 3	85,221	84,762
Accounts receivable	416	1,993
Contracts receivable-Note 4	15,000	11,568
Accounts receivable-other funds-Note 13	900	-
Prepaid expenses	12,701	415
Fixed assets-Note 14	-	-
Amount to be provided for retirement of general long-term debt	-	-
Total assets	<u>120,238</u>	<u>118,738</u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	-	15,902
Accounts payable-other funds-Note 13	-	900
Deferred income	2,169	11,817
Long-term debt-accumulated unpaid variation-Note 15	-	-
Total liabilities	2,169	28,619
Fund equity:		
Fund balance-reserved	76,701	89,146
Fund balance-unreserved	119,289	-
Investment in general fixed assets	-	-
Total fund equity	<u>196,000</u>	<u>89,146</u>
Total liabilities and fund equity	<u>200,369</u>	<u>118,765</u>

The accompanying notes are an integral part of this statement.

# HEARD, McELROY & VESTAL, L.L.P.

MEMBER AMERICAN INSTITUTE

OF CERTIFIED PUBLIC ACCOUNTANTS

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August 23, 1996

Board of Directors  
Caddo Council on Aging, Inc.  
Shreveport, Louisiana

## Independent Auditor's Report

We have audited the accompanying general-purpose financial statements of Caddo Council on Aging, Inc., as of and for the year ended June 30, 1996. These general-purpose financial statements are the responsibility of the management of Caddo Council on Aging, Inc. 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 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 Caddo Council on Aging, Inc., as of June 30, 1996, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

*Heard, McElroy & Vestal, L.L.P.*

AUDITED FINANCIAL STATEMENTS

CADDO COUNCIL ON AGING, INC.

SHREVEPORT, LOUISIANA

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CADDO COUNCIL ON AGING, INC.

SHREVEPORT, LOUISIANA

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# HEARD, McCRESTY & VENTURA, L.L.P.

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MEMBER IMA

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MEMBER NATIONAL ASSOCIATION OF ACCOUNTING

MEMBER AMERICAN SOCIETY OF CONSULTANTS

MEMBER AICPA

MEMBER IMA

MEMBER NATIONAL ASSOCIATION OF ACCOUNTING

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WALTER B. HEARD, JR., C.P.A.

August 23, 1996

Board of Directors  
Caddo Council on Aging, Inc.  
Shreveport, Louisiana

## Report on the Internal Control Structure Used in Administering Federal Financial Assistance Programs

We have audited the general-purpose financial statements of Caddo Council on Aging, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated August 23, 1996.

We conducted our audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States, and Office of Management and Budget Circular A-128, *Audit of State and Local Governments*. Those standards and OMB Circular A-128 require that we plan and perform the audit to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement.

In planning and performing our audit for the year ended June 30, 1996, we considered the internal control structure of Caddo Council on Aging, Inc., in order to determine our auditing procedures for the purpose of expressing our opinion on the Council's general-purpose financial statements and to report on the internal control structure in accordance with OMB Circular A-128. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed internal control structure policies and procedures relevant to our audit of the general-purpose financial statements in a separate report dated August 23, 1996.

The management of Caddo Council on Aging, Inc., is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general-purpose financial statements in accordance with generally accepted accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs into the following categories:

**General Requirements**

Political Activity  
Cash Management  
Allowable Costs/Cost Principles

Civil Rights  
Federal Financial Reports  
Administrative Requirements

**Specific Requirements**

Types of Services  
Matching  
Claims for Reimbursement

Eligibility  
Reporting  
Cost Allocation

For all of the internal control structure categories listed in the preceding paragraph, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

During the year ended June 30, 1998, Cable Council on Aging, Inc., expended 50.84% of its total federal financial assistance under major federal financial assistance programs and the following nonmajor federal financial assistance program: Foster Grandparents (FGP).

We performed tests of controls, as required by OMB Circular A-128, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we have considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to each of the Agency's major federal financial assistance programs, which are identified in the accompanying Schedule of Federal Financial Assistance, and the aforementioned nonmajor program. Our procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure policies and procedures used in administering federal financial assistance would not necessarily disclose all matters in the internal control structure that might constitute material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal financial assistance program 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 structure and its operations that we consider to be material weaknesses as defined above.

This report is intended for the information of the Board of Directors, management, and the Louisiana Governor's Office of Elderly Affairs. However, this report is a matter of public record and its distribution is not limited.

*David W. Elroy & Ventral, LLP*

CADDO COUNCIL ON AGING, INC.  
DEFERRED COSTS  
FOR THE YEAR ENDED JUNE 30, 1998

No questioned costs were noted.

CADDO COUNCIL ON AGING, INC.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND

BALANCE-ALL GOVERNMENTAL FUND TYPES

FOR THE YEAR ENDED JUNE 30, 1998

	General	Special Revenues	Totals (Memorandum Only)	
			1998	1997
Excess of revenues and other sources over expenditures and other uses	(28,218)	(80,251)	(108,469)	87,331
Fund balance				
Beginning of year	<u>227,218</u>	<u>162,387</u>	<u>389,605</u>	<u>302,274</u>
End of year	<u>209,000</u>	<u>82,136</u>	<u>291,136</u>	<u>389,605</u>

The accompanying notes are an integral part of this statement.

CADDO COUNCIL ON AGING, INC.

STATEMENT OF CHANGES IN GENERAL FIXED ASSETS

FOR THE YEAR ENDED JUNE 30, 1998

	Balance 6-30-97	Additions	Deletions	Balance 6-30-98
General fixed assets, at cost:				
Furniture and equipment	91,354	3,275	8,121	86,508
Vehicles	170,146	53,732	23,711	200,167
Leasehold improvements	<u>3,822</u>	<u>300</u>	<u>-</u>	<u>4,092</u>
Total general fixed assets	<u>265,322</u>	<u>57,307</u>	<u>31,832</u>	<u>290,797</u>
Investment in general fixed assets:				
Leasehold improvements acquired prior to July 1, 1987*	3,822	300	-	4,092
Property acquired with funds from:				
Local funds (unreserved)	192,839	32,750	12,091	213,508
Act 733 funds	36,200	420	6,091	30,529
UMTA funds	14,141	19,586	-	33,647
Title III C-1 and C-2	8,431	-	7,498	933
Title III-B Supportive Services	2,918	-	689	2,229
Title III-F Adult Elderly	660	-	-	660
Senior Center	5,749	-	-	5,749
RSVP Grant funds	2,856	-	-	2,856
Job Training Partnership Act funds	1,978	-	464	1,494
Special	3,818	549	-	4,467
Donated assets	<u>1,771</u>	<u>269</u>	<u>-</u>	<u>2,040</u>
Total investment in general fixed assets	<u>365,322</u>	<u>58,277</u>	<u>29,832</u>	<u>394,767</u>

\*Records reflecting sources from which assets were acquired were not maintained prior to July 1, 1987.

SUPPLEMENTARY FINANCIAL INFORMATION

# HEARD, McELROY & VESTAL, L.L.P.

REGISTERED PUBLIC ACCOUNTANTS

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August 23, 1995

Board of Directors  
Cable Council on Aging, Inc.  
Shreveport, Louisiana

## Independent Auditor's Report on Supplementary Financial Information

We have audited the general-purpose financial statements of Cable Council on Aging, Inc., as of and for the year ended June 30, 1995, and have issued our report thereon dated August 23, 1995. 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 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 financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the general-purpose financial statements of Cable Council on Aging, Inc., taken as a whole. The accompanying supplementary financial information (Pages 19 through 28) is presented for purposes of additional analysis and is not a required part of the general-purpose financial statements. Such 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.

*Heard, McElroy & Vestal, L.L.P.*

CADDO COUNCIL OF AGING, INC.

COMBINED STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN FUND

BALANCE-GENERAL FUNDS

FOR THE YEAR ENDED JUNE 30, 1998

Revenues	Local (Unrestricted)	State Funds -Act. 735-	Total
<b>Intergovernmental:</b>			
Office of Elderly Affairs	-	32,121	32,121
Action Agency	-	-	-
Caddo Parish	30,000	-	30,000
City of Shreveport	30,000	-	30,000
Interest Income	3,833	-	3,833
Match Funds (initial)	18,506	-	18,506
Other revenues	1,818	-	1,818
<b>Total revenues</b>	<u>165,260</u>	<u>32,121</u>	<u>197,381</u>
<b>Expenditures:</b>			
<b>Current:</b>			
Salaries	18,569	-	18,569
Fringe benefits	(376)	-	(376)
Travel	1,974	-	1,974
Operating services	14,898	-	14,898
Operating supplies	1,838	-	1,838
Other costs	1,545	-	1,545
Capital outlay	48,737	-	48,737
<b>Total expenditures</b>	<u>88,496</u>	<u>-</u>	<u>88,496</u>
<b>Excess of revenues over expenditures</b>	18,814	32,121	71,935
<b>Other financing sources used:</b>			
Operating transfers in	-	-	-
Operating transfers out	(69,930)	(62,121)	(132,051)
<b>Excess of revenues and other sources over expenditures and other uses</b>	68,884	-	68,884
<b>Fund balance:</b>			
Beginning of year	213,218	-	213,218
End of year	<u>155,000</u>	<u>-</u>	<u>155,000</u>

**CADDO COUNCIL ON AGING, INC.**

**COMBINED STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND**

**CHANGES IN FUND BALANCE-SPECIAL REVENUE FUNDS**

**FOR THE YEAR ENDED JUNE 30, 1998**

	Title III-B <u>Administration</u>	Title III-B <u>Services</u>	Title III <u>C-1</u>	Title III <u>C-2</u>	Title III <u>D</u>
<b>Revenues</b>					
<b>Intergovernmental:</b>					
Office of Elderly Affairs	69,181	321,969	699,810	288,229	5,818
Aviation Agency	-	-	-	-	-
Community Development Block Grant	-	-	-	93,513	-
<b>Public support:</b>					
United Way	-	-	-	-	-
Donations	-	-	-	-	-
<b>Interest income</b>					
Participant and program income	-	6,615	22,331	16,543	900
Fund raising revenues	-	-	-	-	-
Match funds (refunds)	-	-	-	-	-
Other revenues	-	2,786	138	3,405	5,703
<b>Total revenues</b>	<u>69,181</u>	<u>321,380</u>	<u>221,700</u>	<u>329,930</u>	<u>11,819</u>
<b>Expenditures</b>					
<b>Current:</b>					
Salaries	148,818	348,201	93,028	143,789	11,080
Fringe benefits	3,897	43,998	8,128	13,712	1,683
Travel	844	18,370	761	89,483	1,483
Operating services	7,769	83,338	15,673	21,681	696
Operating supplies	348	22,252	2,809	3,987	57
Supplies	-	-	-	-	-
Meals	-	-	126,146	299,973	-
Other costs	65	11,996	-	-	38
Capital outlay	-	-	-	-	-
<b>Total expenditures</b>	<u>161,141</u>	<u>518,396</u>	<u>216,335</u>	<u>568,463</u>	<u>14,351</u>
<b>Excess of revenues over (under) expenditures</b>	<u>(2,960)</u>	<u>(186,996)</u>	<u>(14,643)</u>	<u>(238,543)</u>	<u>(2,532)</u>
<b>Other financing sources (uses)</b>					
Operating transfers in	2,960	186,958	14,643	238,543	2,587
Operating transfers out	-	-	-	-	-
<b>Excess of revenues and other sources over (under) expendi- tures and other uses</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balances</b>					
Beginning of year	-	-	-	-	-
End of year	-	-	-	-	-

Title III-A Construction	Title III F	U.S.D.A.	Senior Center	Acute Care
34,396	13,884	122,736	176,982	6,958
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<u>34,396</u>	<u>13,884</u>	<u>122,736</u>	<u>176,982</u>	<u>6,958</u>
26,852	625	-	17,008	-
2,588	37	-	3,654	-
2,891	9	-	-	-
2,813	377	-	28,994	6,958
224	452	-	1,868	-
-	-	-	-	-
-	-	-	-	-
487	12,264	-	-	-
-	-	-	-	-
<u>38,147</u>	<u>13,888</u>	<u>-</u>	<u>30,624</u>	<u>6,958</u>
(583)	-	122,736	126,376	-
581	-	-	-	-
<u>-</u>	<u>-</u>	<u>(194,114)</u>	<u>(126,376)</u>	<u>-</u>
-	-	(71,888)	-	-
-	-	<u>11,885</u>	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CADDO COUNCIL ON AGING, INC.

COMBINED STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND

CHANGES IN FUND BALANCE-SPECIAL REVENUE FUNDS

FOR THE YEAR ENDED JUNE 30, 1996

	Action ESVP Grant	Action Foster Grandparents	Local & Other	Total
<b>Revenues</b>				
<b>Intergovernmental:</b>				
Office of Elderly Affairs	20,037	21,667	-	1,382,501
Action Agency	46,752	194,206	-	380,998
Community Development Block Grant	-	-	-	53,213
<b>Public support:</b>				
United Way	-	-	13,469	13,469
Donations	-	-	3,699	3,699
Interest income	-	-	2,757	2,757
Participant and program income	-	-	33,850	77,879
Fund raising revenues	-	-	34,200	33,204
Match funds (in-kind)	50	8,697	-	8,747
Other revenues	-	-	795	15,045
<b>Total revenues</b>	<u>66,839</u>	<u>227,570</u>	<u>76,512</u>	<u>1,718,466</u>
<b>Expenditures</b>				
<b>Current:</b>				
Salaries	64,403	58,845	6,089	787,118
Fringe benefits	4,668	3,438	359	84,818
Tuition	1,816	3,899	3,830	112,806
Operating services	5,268	3,969	8,753	186,232
Operating supplies	474	1,562	198	33,771
Supplies	-	664,544	-	664,544
Meals	-	-	12,413	434,531
Other costs	14,025	26,386	39,828	85,171
Capital outlay	-	-	32,981	32,981
<b>Total expenditures</b>	<u>89,581</u>	<u>727,167</u>	<u>62,583</u>	<u>1,379,232</u>
<b>Excess of revenues over (under) expenditures</b>	(2,250)	(15,197)	13,927	(181,366)
<b>Other financing (use of) funds</b>				
Operating transfers in	5,238	1,899	13,287	441,328
Operating transfers out	-	-	(15,243)	(248,735)
<b>Excess of revenues and other resources over expenditures and other uses</b>	-	(14,134)	5,871	(60,251)
<b>Fund balance</b>				
Beginning of year	-	6,601	80,888	169,387
<b>End of year</b>	-	(7,532)	86,659	89,186

CADDO COUNCIL ON AGING, INC.

SCHEDULE OF EXPENDITURES-BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 1998

	Budgeted Expenditures	Actual Expenditures	Budgeted Over (Under) Actual Expenditures
<b>State of Louisiana, Act 175</b>			
Transfers to other funds:			
Title III B-Administration	3,328	3,862	533
Title III B-Supportive Services	43,684	45,763	(2,079)
Title III A-Ombudsman	1,124	891	233
Title III D-Homebased Services	3,378	3,825	447
Totals	<u>51,514</u>	<u>54,341</u>	<u>2,827</u>
<b>Local Fund</b>			
Salaries	18,280	18,369	(89)
Fringe benefits	14,377	(576)	14,953
Travel	1,243	1,874	(731)
Operating services	23,893	14,858	9,035
Operating supplies	582	1,838	(1,256)
Other costs	3,062	1,546	1,516
Capital outlay	38,424	48,777	9,353
Transfers to other funds:			
Title III B-Supportive Services	23,978	11,825	12,153
Title III C-D-Home Delivered Meals	23,912	23,912	-
ACTCOM Foster Grandparents	6,315	6,375	-
Local	6,912	6,912	-
Totals	<u>139,883</u>	<u>134,470</u>	<u>5,413</u>
<b>Title III-B Area Agency Administration</b>			
Salaries	58,028	58,818	-
Fringe benefits	5,141	5,897	74
Travel	836	844	(8)
Operating services	8,307	7,963	344
Operating supplies	419	348	71
Other costs	62	62	-
Totals	<u>72,663</u>	<u>73,142</u>	<u>479</u>
<b>Title III-B Supportive Services</b>			
Salaries	323,189	348,281	4,092
Fringe benefits	43,937	43,599	1,338
Travel	18,534	18,271	263
Operating services	81,941	81,311	630
Operating supplies	21,123	22,252	(1,129)
Other costs	12,320	12,878	(558)
Totals	<u>501,053</u>	<u>518,238</u>	<u>17,185</u>

GADSDEN COUNCIL ON AGING, INC.

SCHEDULE OF EXPENDITURES, BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 1966

	Budget Expenditures	Actual Expenditures	Budget Over (Under) Actual Expenditures
<b>Title III - C. I. Congregate Meals</b>			
Salaries	93,800	93,028	(772)
Fringe benefits	8,200	8,128	72
Travel	1,000	791	209
Operating services	14,600	13,673	927
Operating supplies	2,684	2,839	(155)
Meals	<u>110,284</u>	<u>112,459</u>	<u>(2,175)</u>
Totals	<u>220,488</u>	<u>218,285</u>	<u>2,203</u>
<b>Title III - C. II Home Delivered Meals</b>			
Salaries	140,900	143,200	(2,300)
Fringe benefits	13,214	13,713	499
Travel	80,210	80,480	(270)
Operating services	22,710	21,681	1,029
Operating supplies	5,715	3,087	2,628
Meals	<u>262,839</u>	<u>262,561</u>	<u>278</u>
Totals	<u>515,778</u>	<u>511,561</u>	<u>4,217</u>
<b>Title III - D. Homebound Services</b>			
Salaries	11,179	11,800	621
Fringe benefits	1,680	1,600	80
Travel	1,200	1,483	283
Operating services	482	406	76
Operating supplies	100	57	43
Other costs	<u>30</u>	<u>30</u>	<u>0</u>
Totals	<u>15,671</u>	<u>16,376</u>	<u>705</u>
<b>Title III - A. Outstation</b>			
Salaries	26,000	26,502	502
Fringe benefits	2,617	2,588	29
Travel	1,682	2,391	709
Operating services	1,423	3,513	2,090
Operating supplies	300	214	86
Other costs	<u>368</u>	<u>487</u>	<u>119</u>
Totals	<u>32,390</u>	<u>35,705</u>	<u>3,315</u>

## 2. Revenue Recognition-Intergovernmental Grants, Public Support, and Miscellaneous Revenues

### Intergovernmental Grants

Intergovernmental grant revenues are recorded in governmental funds as revenues in the accounting period when they become susceptible to accrual, that is, measurable and available (modified accrual basis).

Senior Center, State Allocation (Act 755), Titles III B, C-1, C-2, D, G, Grandchildren, Foster Grandparent's Program and R.S.V.P. funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenue until the actual expenditures are made. State funds are also recognized as revenues once the related cost has been incurred, and the grant reimbursement is measurable and available.

U.S.D.A. program funds are earned and become susceptible to accrual based upon the number of units of service provided to program participants and are recorded as revenues at that time.

### Public Support and Miscellaneous Revenues

The Council encourages and receives contributions from donors to help offset the costs of various programs. The City of Shrewport, Castle Point, and the United Way provide funds to the Council. 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.

## 3. Cash in Bank

At June 30, 1996, the carrying amount of the Council's deposits was as follows:

Post cash	175
Payroll-checking	1,871
Operating-checking	3,858
Interest bearing accounts	<u>145,380</u>
Cash on deposits in banks	<u>150,384</u>

All of these deposits were covered by Federal deposit insurance.

## 4. Contracts Receivable

Contracts receivable at June 30, 1996, consisted of reimbursements for expenses incurred under the following programs:

Program	Fund	Amount
Title III-D-Homebound Services	Special Revenue	884
Title III-B Supportive Services	Special Revenue	520
U.S.D.A.	Special Revenue	30,036
City of Shrewport	General Revenue	25,080
Other	Special Revenue	<u>118</u>
		<u>36,538</u>

**CADDO COUNCIL ON AGING, INC.**  
**SCHEDULE OF EXPENDITURES BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 1995**

	Budget Expenditures	Actual Expenditures	Budget Over (Under) Actual Expenditures
<b>Senior Development Program</b>			
Salaries	53,694	38,843	14,846
Fringe benefits	5,182	3,458	1,724
Travel	4,914	2,009	2,915
Operating services	10,584	5,868	4,715
Operating supplies	2,132	1,562	590
Supplies	227,796	194,344	33,452
Other costs	42,785	35,286	7,499
Totals	<u>370,984</u>	<u>243,163</u>	<u>127,821</u>
<b>Local and Other</b>			
Salaries	7,877	6,089	1,788
Fringe benefits	607	559	58
Travel	3,830	3,830	0
Operating services	16,297	8,153	7,942
Operating supplies	168	138	38
Meals	21,741	12,413	9,329
Other costs	49,064	28,828	20,236
Capital outlay	1,349	18,881	(17,532)
<b>Transfers to other funds:</b>			
Title III B-Supportive Services	3,084	3,084	-
Title III C-S Home Delivered Meals	4,058	12,790	(8,732)
Title III D Homebound Services	82	82	-
ACTION-83/VP	3,800	2,758	1,042
Local	1,832	1,022	810
Totals	<u>112,827</u>	<u>81,828</u>	<u>30,999</u>

5. **In-Kind Contributions**

In addition to in-kind revenues presented in this report, the Council received \$25,716 in various in-kind contributions during the year which have been valued at their estimated fair market value.

In-kind contributions consisted of the following:

<b>Food</b>	
Title III-B Supportive Services	
Wages and fringe benefits for subsidized workers	1,679
Title C-1: Free rent for the senior centers and volunteer workers	14,480
Procter Grandparents' Volunteer labor	<u>3,007</u>
<b>Total</b>	<b><u>25,716</u></b>

6. **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.

7. **Lease Commitments**

The Council leases its main office building at 4023 and 4019 Greenwood Road, Shoreport, Louisiana. The terms of this lease require monthly payments of \$1,800 for 36 months, which includes \$300 a month in payment for 4019 Greenwood Road. During the year, the Council entered into an agreement to extend this lease to February 28, 1998. The Council is responsible for normal repairs and maintenance, and the leasee pays for insurance on the building itself.

The Council also leases the Senior Center building located at 2117 and 2119 Lakeshore Drive in Shoreport. This lease currently runs for a five year term to April 30, 1999, and requires a monthly rent of \$1,700. However, the lease agreement specifically provides for an annual renewal predicated on and subject to future funding of the Council.

Future minimum lease payments for the next five years ending June 30, and in the aggregate, are as follows:

1997	21,600
1998	14,400
1999	-
2000	-
2001	<u>        </u>
<b>Total</b>	<b><u>36,000</u></b>

8. **Income Tax Status**

The Council is exempt from federal income taxation.

9. **Judgments, Claims, and Similar Contingencies**

There is no litigation pending against the Council as June 30, 1996. Furthermore, the Council's management believes that any potential lawsuits would be adequately covered by insurance.

CARDO COUNCIL ON AGING, INC.

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

FOR THE YEAR ENDED JUNE 30, 1990

Federal Grants/Pass-Through Grants/ Program Title	Federal CFDA Number	Program or Award Amount	Revenue Reimburse	Expenditures
<b>Department of Health and Human Services</b>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Special Programs for the Aging:				
Title III A-Counselor	93.042	29,415	29,415	29,415
Title III B-Supportive Services	93.044	193,148	193,148	193,148
Title III B-Area Agency Administration*	93.045	51,871	51,871	51,871
Title III C-1-Congregate Meals*	93.045	186,807	186,807	186,807
Title III C-2-Home Delivered Meals*	93.045	64,887	64,887	64,887
			382,765	382,765
Title III D-In-Home Services	93.046	4,945	4,945	4,945
Title III E-Frail and Elderly Assistance	93.049	10,833	10,833	10,833
<b>Department of Agriculture</b>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
U.S.D.A. - Cash in Lieu of Commodities	18.578	124,726	122,726	121,726
<b>Arts</b>				
Direct program:				
Retired Senior Volunteer Program (RSVP)	94.002	46,752	46,752	46,752
Foster Grandparents Program (FGP) (1990)	94.011	208,800	79,812	79,812
Foster Grandparents Program (FGP) (1995)	94.011	215,599	115,174	115,174
			194,206	194,206
<b>Department of Housing and Urban Development</b>				
Passed through the City of Shreveport:				
Community Development Block Grant	14.218	183,900	53,313	53,313
<b>Department of Transportation</b>				
Passed through Louisiana Department of Transportation and Development:				
Elderly and Disabled Transportation Services	20.308	19,386	19,386	19,386
<b>Totals</b>			<u>971,622</u>	<u>971,622</u>

\*Major program

OTHER REPORTS

# HEARD, McELROY & VESTAL, L.L.P.

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August 23, 1986

Board of Directors  
Caddo Council on Aging, Inc.  
Shreveport, Louisiana

## Report on Compliance Based on an Audit of General-Purpose Financial Statements Performed in Accordance with Government Auditing Standards

We have audited the general-purpose financial statements of Caddo Council on Aging, Inc., as of and for the year ended June 30, 1986, and have issued our report thereon dated August 23, 1986.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Caddo Council on Aging, Inc., is the responsibility of the Council's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Council's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general-purpose financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the Board of Directors, management, and the Louisiana Governor's Office of Embody Affairs. However, this report is a matter of public record and its distribution is not limited.

*Heard, McElroy & Vestal, L.L.P.*

# HEARD, McELROY & VESTAL, L.L.P.

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August 23, 1986

Board of Directors  
Caldic Council on Aging, Inc.  
Shreveport, Louisiana

## Report on Compliance with the General Requirements Applicable to Federal Financial Assistance Programs

We have audited the general-purpose financial statements of Caldic Council on Aging, Inc., as of and for the year ended June 30, 1986, and have issued our report thereon dated August 23, 1986.

We have applied procedures to test the compliance of Caldic Council on Aging, Inc. with the following requirements applicable to its Federal financial assistance programs, which are identified in the Schedule of Federal Financial Assistance, for the year ended June 30, 1986: political activity, civil rights, cash management, federal financial reports, allowable cost/expense principles, and administrative requirements.

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's *Compliance Supplement for Single Audits of State and Local Governments*. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Council's compliance with the requirements listed in the preceding paragraph. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to our attention that caused us to believe that Caldic Council on Aging, Inc., had not complied, in all material respects, with those requirements.

This report is intended for the information of the Board of Directors, management, and the Louisiana Governor's Office of Elderly Affairs. However, this report is a matter of public record and its distribution is not limited.

*Heard, McElroy & Vestal, L.L.P.*

# BRADIS, McELROY & VESTAL, L.L.P.

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MICHAEL B. McELROY, FIDELITY & BOND

August 23, 1996

Board of Directors  
Caddo Council on Aging, Inc.  
Shreveport, Louisiana

### Report on Compliance with Specific Requirements Applicable to Nonmajor Federal Financial Assistance Program Transactions

We have audited the general-purpose financial statements of Caddo Council on Aging, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated August 23, 1996.

In connection with our audit of the general-purpose financial statements of Caddo Council on Aging, Inc., and with our consideration of the Council's control structure used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-128, *Audit of State and Local Governments*, we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1996.

As required by OMB Circular A-128, we have performed testing procedures to test compliance with the requirements governing types of services allowed or unallowed, eligibility, and matching that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Council's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of these procedures disclosed no material instances of non-compliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that Caddo Council on Aging, Inc., had not complied, in all material respects, with these requirements.

This report is intended for the information of the Board of Directors, management, and the Louisiana Governor's Office of Liberty Affairs. However, this report is a matter of public record and its distribution is not limited.

*David M. Elroy, FIDELITY & BOND, L.L.P.*

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CHARLES H. VINTAR, L.L.P., MEMBER

August 23, 1996

Board of Directors  
Caddo Council on Aging, Inc.  
Shreveport, Louisiana

## Report on the Internal Control Structure Based on an Audit of General-Purpose Financial Statements Performed in Accordance with Government Auditing Standards

We have audited the general-purpose financial statements of Caddo Council on Aging, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated August 23, 1996.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These 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.

The management of Caddo Council on Aging, Inc., is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, policies and judgments by management are required to attain the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general-purpose financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audit of the general-purpose financial statements of Caddo Council on Aging, Inc., for the year ended June 30, 1996, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the general-purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general-purpose 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 structure and its operations that we consider to be material weaknesses as defined above.

This report is intended for the information of the Board of Directors, management, and the Louisiana Governor's Office of Elderly Affairs. However, this report is a matter of public record and its distribution is not limited.

*Richard M. Elroy & Vestal, LLP*

13. **Interfund Loans**

Because the Council operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. A summary of these interfund loans at June 30, 1996, follows:

	Due From Other Funds	Due to Other Funds
General Fund	938	-
Special Revenue Funds:		
U.S. D.A.	-	(38,818)
ACTION-BSNP Grant	-	896
ACTION-PCF Grant	-	(7,311)
Title III-A Ombudsman	-	211
Title III-B Administration	-	61
Title III-B Supportive Services	-	2,843
Title III C-1 Congregate Meals	-	2,488
Title III C-2 Home Delivered Meals	-	8,428
Title III-D Residential Services	-	(759)
Title III-F Adult Elderly Services	-	7
Senior Center	-	364
Local and other	-	(21,737)
Total Special Revenue Funds	-	(52,526)
Total all funds	938	(52,526)

14. **Fixed Assets**

A summary of changes in general fixed assets is as follows:

	Balance 6-30-95	Additions	Deletions	Balance 6-30-96
General fixed assets, at cost:				
Furniture and equipment	81,354	3,275	8,121	86,508
Vehicles	170,146	35,732	24,711	204,167
Leasehold improvements	3,822	270	-	4,092
Total general fixed assets	255,322	39,277	32,832	291,767

15. **Changes in Long-Term Debt**

The following is a summary of transactions relating to the Council's long-term debt during the year.

	Balance 6-30-95	Deletions	Balance 6-30-96
Accumulated unpaid vacation	20,041	1,388	18,653

## **1. Summary of Significant Accounting Policies (Continued)**

### **c. Fund Accounting:**

The accounts of the Council are organized on the basis of funds and account groups, 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, as appropriate. Revenues are allocated to and accounted for in individual funds based upon the purpose for which they are to be 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: general funds and special revenue funds, and two fund categories or account groups: the General Fixed Assets Account Group and the General Long-Term Debt Account Group.

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

#### **• 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.

The following types of programs comprise the Council's General Fund:

#### **Local**

Local funds are received from various local sources. During the fiscal year, the City of Shreveport provided \$58,000, and Cade Parish provided \$26,000. All funds are provided to help the Council finance its operations and all proceeds from these funds can be used by the Council at its discretion.

The Council's program participants also generate revenues through certain fundraising activities that are not sponsored by any particular grant award. Revenues and expenses relating to these activities are accounted for as part of the General Fund's local program.

#### **FCOA (Act 705)**

FCOA (Act 705) funds are appropriated for the Governor's Office of State Affairs by the Louisiana Legislature for remittance to the Council on Aging. The Council may use these "Act 705" funds at its discretion.

#### **• Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

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

**CADDIS COUNCIL ON AGING, INC.**

**SCHEDULE OF EXPENDITURES-BUDGET AND ACTUAL**

**FOR THE YEAR ENDED JUNE 30, 1996**

	Budgeted Expenditures	Actual Expenditures	Budgeted Over (Under) Actual Expenditures
<b>Title III-C: Prod. Elderly Services</b>			
Salaries	625	625	(0)
Fringe benefits	98	97	(1)
Travel	3	9	(6)
Operating services	267	517	(250)
Operating supplies	443	437	(6)
Other costs	<u>12,520</u>	<u>12,268</u>	<u>252</u>
Totals	<u>14,856</u>	<u>13,964</u>	<u>892</u>
<b>USDA: Cash in Lieu of Commodity</b>			
Transfer to other funds			
Title III C-1-Congregate Meals	18,991	24,846	(6,855)
Title III C-2-Home Delivered Meals	<u>106,235</u>	<u>109,871</u>	<u>(3,636)</u>
	<u>125,226</u>	<u>134,717</u>	<u>(9,491)</u>
<b>Senior Center Services</b>			
Salaries	17,088	17,088	-
Fringe benefits	1,561	2,094	(433)
Travel	-	-	-
Operating services	17,981	20,584	(1,603)
Operating supplies	2,908	1,988	920
Transfer to Title III B-Supportive Services	<u>127,644</u>	<u>126,278</u>	<u>1,366</u>
Totals	<u>177,282</u>	<u>178,032</u>	<u>(750)</u>
<b>Audit Fund</b>			
Operating services	<u>6,000</u>	<u>6,000</u>	<u>-</u>
<b>Action NSWP Grant</b>			
Salaries	45,923	44,188	1,735
Fringe benefits	4,292	4,089	203
Travel	2,294	1,836	458
Operating services	5,253	5,280	27
Operating supplies	529	424	105
Other costs	<u>14,625</u>	<u>14,225</u>	<u>400</u>
Totals	<u>73,716</u>	<u>70,042</u>	<u>3,674</u>

1. Summary of Significant Accounting Policies (Continued)

7) Title III-F Fund-Elders

The Title III-F Fund is used to account for funds used for disease prevention and health promotion activities including: (1) equipment and materials (scales to weigh people, educational materials, and exercise equipment); (2) home injury control; (3) medication management; (4) mental health; (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 underserved and in which there are a large number of older individuals who have the greatest economic and social need." Title III-F funds are provided by the U. S. Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

8) U.S.D.A. Fund

The U.S.D.A. Fund is used to account for the administration of the Food Distribution Program funds provided by the United States Department of Agriculture through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This program subsidizes the service provider on a per unit basis for each weighing and home-delivered meal served to an eligible participant so that United States food and commodities may be purchased to supplement these programs.

9) 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, which "passes through" the funds to the Council. 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.

10) Audit Fund

The Audit Fund is used to account for funds received from the Governor's Office of Elderly Affairs that are restricted in use as a supplement to pay for the cost of having an annual audit of the Council's financial statements.

11) Retired Senior Volunteer Program (RSVP)

The RSVP Fund accounts for the administration of RSVP grants that provide a variety of opportunities for retired persons, age 65 and over, to serve their community through significant volunteer service.