



OFFICE OF
LEGISLATIVE AUDITOR
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July 21, 1998

Mr. Larry Kinlaw, Appointing Authority
Governor's Office of Elderly Affairs
P.O. Box 80374
Baton Rouge, LA 70898-0374

Dear Mr. Kinlaw:

At your request, we performed a limited review of the Calcasieu Council on Aging, Inc., to determine whether appropriate action was taken to resolve the findings reported in our letter report dated November 26, 1996. Attachment 1 provides the disposition of those findings.

Our limited review was conducted on June 30 and July 1, 1998, and consisted of examining selected council records, interviewing certain employees of the council, and observing certain procedures being performed by council employees. We were pleased with the progress that the council has made in resolving the findings and with the direct involvement of the board in the operations of the council.

If you have any questions about the review, please contact me or Gary McCrary of my staff at (504) 339-3886.

Sincerely,

A handwritten signature in black ink that reads "Daniel G. Kyle". The signature is fluid and cursive.

Daniel G. Kyle, CPA, CFE
Legislative Auditor

DGK:GLM:sev

Attachment

[CCOA2/1.1R]

The following represents a summary of the findings from our financial related audit of the Calcasieu Area Council on Aging, Inc., dated November 26, 1996. Based on the results of the procedures performed during our follow-up visit to the council on June 30 through July 1, 1998, we report the disposition of those findings as follows:

Finding	Disposition
1. The council failed to maintain proper accounting records.	Monthly general ledgers are now maintained for the Council on Aging, Bingeaux Café, Bingo, and Electronic Video Bingo operations. Although the Council on Aging general ledger is not segregated by fund/grant, monthly financial statements can be prepared. Effective July 1, 1998, a new general ledger system for the Council on Aging was implemented that includes a separate general ledger for each fund/grant.
2. The council did not maintain adequate controls over revenue.	Resolved
3. The council did not maintain adequate separation of duties over disbursements.	Resolved
4. The council did not maintain adequate controls over disbursements.	Resolved
5. The council did not maintain adequate controls over payroll.	Resolved
6. The council did not authorize the former executive director's salary increase.	Present executive director has not received a salary increase.
7. The council did not maintain adequate controls over electronic data processing.	Resolved
8. The council failed to comply with travel regulations.	Resolved
9. The council failed to adopt budgets for some funds.	All funds were budgeted except for the Bingo, Video Bingo, and Bingeaux Café funds.
10. The council failed to comply with the Governor's Office of Elderly Affairs policy prohibiting employment of family members.	Resolved

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ATTACHMENT 1

Finding	Disposition
11. The council's former fiscal officer received additional compensation.	Resolved
12. The council furnished bingo supplies to another without obtaining a distributor's license.	Resolved
13. The council advanced and loaned funds in violation of council policy.	Resolved
14. The council did not report the personal use of the council's automobile as taxable income.	Resolved
15. The council did not adequately invest idle funds.	Resolved
16. The council did not comply with the Louisiana Public Bid Law.	Resolved
17. The council failed to maintain timely written minutes of board meetings.	Resolved
18. The council did not file annual sworn financial statements with the Office of Legislative Auditor.	Resolved
19. The council did not complete the Louisiana Compliance Questionnaire.	Resolved
20. The council failed to comply with its contract with OEA relating to Adult Protective Services funds.	Not applicable. The council does not have this program.
21. The council failed to comply with its contract with OEA relating to Special Programs for the Aging funds.	Resolved
22. The council failed to comply with its contract with OEA relating to United States Department of Agriculture Cash-in-Lieu of Commodities funds.	Resolved
23. The council charged unallowable costs to the United States Department of Agriculture Cash-in-Lieu of Commodities federal financial assistance program.	Resolved
24. The council failed to comply with federal cash management requirements.	Resolved
25. The council failed to monitor subrecipients.	Not applicable. The council does not have subrecipients.
26. The council did not fully comply with the Civil Rights Act requirements.	Resolved