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Financial Report

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

June 30, 1987

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Release Date 88.07.29

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The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

June 30, 1987

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NEIL G. FERRARI

CERTIFIED PUBLIC ACCOUNTANT
14884 OLD HAMMOND ROAD SUITE 2
BATON ROUGE, LOUISIANA 70804

MEMBER OF THE
INSTITUTE OF CERTIFIED CPAs

MEMBER OF THE
FEDERATION OF CPAs

PHONE (504) 833-1373

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana.

I have audited the accompanying general-purpose financial statements of The Tangipahoa Parish Voluntary Council on Aging, Inc., Amite, Louisiana, as of and for the year ended June 30, 1997, as listed in the Table of Contents. These general-purpose financial statements are the responsibility of the Council's management. My responsibility is to express an opinion on these general-purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards; standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that I 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 accounts 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of The Tangipahoa Parish Voluntary Council on Aging, Inc., Amite, Louisiana, as of June 30, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

NEIL G. FERRARI

CERTIFIED PUBLIC ACCOUNTANT

14487 OLD HAWKWOOD HIGHWAY, SUITE 4
BAYTOWN, MISSISSIPPI 39313

PHONE (601) 878-1177

MEMBER OF THE
FEDERAL SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE
MISSISSIPPI SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
901 N. 12th Street
Baton Rouge, LA 70802

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

To the Board of Directors,
The Tangipahoa Parish Voluntary Council on Aging, Inc.,
Amite, Louisiana.

I have audited the general-purpose financial statements of the Tangipahoa Parish Voluntary Council on Aging, Inc., Amite, Louisiana, as of and for the year ended June 30, 1997, and have issued my report thereon dated August 14, 1997. I conducted my 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 Tangipahoa Parish Voluntary Council on Aging, Inc.'s general-purpose financial statements are free of material misstatement, I 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 was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards. However, I noted certain immaterial instances of noncompliance that I have reported to the board of directors of The Tangipahoa Parish Voluntary Council on Aging, Inc. in a separate letter dated August 14, 1997.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered The Tangipahoa Parish Voluntary Council on Aging, Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general-purpose financial statements and not to provide assurance on the internal control over financial reporting. My 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. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses. However, I noted other matters involving the internal control over financial reporting that I have reported to the board of directors of The Tangipahoa Parish Voluntary Council on Aging, Inc. in a separate letter dated August 18, 1987.

This report is intended for the information of the Council's board of directors, management, the Legislative Auditor of the State of Louisiana, Capital Area Agency on Aging - District II, Inc., and the Louisiana Governor's Office of Elderly Affairs. However, this report is a matter of public record and its distribution is not limited.

Neil D. Ferrari, CPA

Metairie, Louisiana
August 24, 1987.

NEIL G. FERRARI

CERTIFIED PUBLIC ACCOUNTANT

14489 1/2 OLD HAMBURG ROAD-BANK BLDG 4
BAYTON BOULEVARD, LOUISIANA 70308

MEMBER OF THE
SOCIETY OF COST ACCOUNTANTS

MEMBER OF THE
AMERICAN INSTITUTE OF CPAS

PHONE (504) 878-1177

REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL
CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB
CIRCULAR A-111

To the Board of Directors,
The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana.

Compliance

I have audited the compliance of The Tangipahoa Parish Voluntary Council on Aging, Inc., Amite, Louisiana with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-111 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 1997. The Tangipahoa Parish Voluntary Council on Aging, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of The Tangipahoa Parish Voluntary Council on Aging, Inc.'s management. My responsibility is to express an opinion on The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance based on my audit.

I conducted my audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-111, Audits of States, Local Governments, and Non-Profit Organizations. These standards and OMB Circular A-111 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance with those requirements and performing such other procedures as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination of The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance with those requirements.

In my opinion, The Tangipahoa Parish Voluntary Council on Aging, Inc.'s complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1967.

Internal Control Over Compliance

The management of The Tangipahoa Parish Voluntary Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing my audit, I considered The Tangipahoa Parish Voluntary Council on Aging, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major Federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

My consideration of the internal control over compliance would not necessarily disclose all matters in the internal control 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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over compliance and its operation that I consider to be material weaknesses.

This report is intended for the information of the Council's board of directors, management, Louisiana Governor's Office of Elderly Affairs, Capital Area Agency on Aging - District II, Inc., and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Neil D. Ferrari, CPA

Baton Rouge, Louisiana
August 14, 1967.

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Lafayette, Louisiana

June 30, 1997

With comparative totals for the Year Ended June 30, 1996

	Governmental Fund Types		ACCOUNT GROUPS		Totals	
	GENERAL	SPECIAL REVENUE	General Assets	Long-Term Debt	1997	1996
ASSETS AND OTHER DEBITS						
Assets:						
Cash	\$ 88,829	\$ 12,880	\$ -	\$ -	\$101,709	\$100,988
Claims receivable	-	22,483	-	-	22,483	17,986
Accounts receivable	1,577	4,750	-	-	6,327	4,881
Prepaid expenses	276	-	-	-	276	4,341
Due from Special Revenue Funds	28,243	-	-	-	28,243	31,999
Restricted assets:						
Cash	-	476	-	-	476	12,501
Accounts receivable	-	380	-	-	380	-
Vehicle purchase deposits	32,290	-	-	-	32,290	9,323
Fixed assets	-	-	199,667	-	199,667	172,781
Other debits:						
Amount to be provided to retire long-term debt	-	-	-	9,487	9,487	9,932
Total assets	\$161,327	\$ 42,877	\$199,667	\$ 9,487	\$423,298	\$343,988
LIABILITIES, FUND EQUITY, AND OTHER CREDITS						
LIABILITIES:						
Accounts payable	\$ 476	\$ -	\$ -	\$ -	\$ 476	\$ 587
Due to General Fund	-	28,243	-	-	28,243	17,989
Deferred income	-	12,880	-	-	12,880	17,321
Accumulated unpaid services	-	-	-	9,487	9,487	9,932
Total liabilities	476	42,851	-	9,487	52,294	39,729
Fund Equity and Other Credits:						
Fund Balances:						
Reserved for:						
Vehicle purchases	32,290	-	-	-	32,290	18,723
Utility assistance	-	806	-	-	806	3,431
Prepaid expenditures	276	-	-	-	276	4,341
Unreserved - undesignated	128,180	-	-	-	128,180	101,377
Investment in general fixed assets	-	-	208,667	-	208,667	172,781
Total fund equity and other credits	168,736	926	208,667	-	373,241	300,262
Total liabilities, fund equity and other credits	\$168,327	\$ 43,777	\$199,667	\$ 9,487	\$423,298	\$343,988

The accompanying notes are an integral part of this statement.

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BY GOVERNING BODY TYPE**

The Washington Parish Voluntary Council on Aging, Inc.
Ambre, Louisiana

For the year ended June 30, 1997

With Comparative Totals for the Year Ended June 30, 1996

	General	Special Revenues	TOTAL	
			1997	1996
REVENUES				
Intergovernmental	\$ 82,000	\$495,000	\$577,000	\$460,400
Public support	30,000	48,717	78,717	70,000
Program service fees	18,000	22,000	40,000	31,710
Interest income	2,000	300	2,300	2,782
Special event fund raising	-	-	-	4,823
Miscellaneous	3,210	-	3,210	9,810
In-kind contributions	21,220	18,880	40,100	60,700
Total revenues	176,230	525,897	702,127	680,622
EXPENDITURES				
Current:				
Salaries	2,750	190,000	192,750	130,250
Fringe	171	37,713	37,884	37,710
Travel	2,000	10,500	12,500	10,000
Operating supplies	1,957	71,000	72,957	73,510
Operating supplies	-	20,070	20,070	27,400
Other costs	21,000	9,100	30,100	20,200
Supplies	4,200	17,000	21,200	23,700
Fuel services	-	27,000	27,000	60,000
Capital outlay	9,000	27,700	36,700	34,000
Fund raising costs	-	11,000	11,000	0
Printing assistance	-	10,000	10,000	20,000
In-kind expenses	51,200	18,000	69,200	80,000
Total expenditures	86,800	518,223	605,023	587,610
Excess of revenues over (under) expenditures	89,430	107,674	97,104	(10,000)
OTHER FINANCING RESOURCES (DEBITS)				
Operating transfers in	-	204,000	204,000	210,000
Operating transfers out	100,000	(170,000)	(70,000)	(210,000)
Proceeds from sale of fixed assets	000	-	000	0
Excess of revenues and other sources over (under) expenditures and other uses	20,000	(66,000)	(46,000)	(10,000)
FUND BALANCES				
Beginning of year	120,000	1,000	121,000	120,000
End of year	\$140,000	\$ 936	\$140,936	\$130,000

The accompanying notes are an integral part of this statement.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 SOCIETY LEASE BALANCE AND ACTUAL - GENERAL FUND TYPE**

The Georgetown Parish Voluntary Council on Aging, Inc.
 Abita, Louisiana

For the year ended June 30, 1991

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
REVENUES			
Intergovernmental	\$ 28,282	\$ 28,202	\$ 80
Public support	25,000	20,400	4,600
Program service fees	-	28,400	28,400
Interest income	3,500	2,504	996
Miscellaneous	-	3,318	3,318
In-kind contributions	57,220	52,218	5,002
Total revenues	143,992	134,842	9,150
EXPENDITURES			
Current:			
Salaries	-	3,283	(3,283)
Fringe	-	331	(331)
Taxes	-	3,500	(3,500)
Operating services	-	1,837	(1,837)
Operating supplies	-	-	-
Other costs	800	21,491	(21,691)
Grants	-	4,004	(4,004)
Capital outlay	26,725	9,283	17,442
In-kind expenses	57,220	51,218	6,002
Total expenditures	84,945	94,247	9,002
Excess of revenues over (under) expenditures	71,377	41,594	29,783
OTHER FINANCING SOURCES (USES)			
Operating transfers in	-	-	-
Operating transfers out	(124,724)	(82,827)	41,897
Proceeds from sale of fixed assets	-	800	(800)
Excess of revenues and other sources over (under) expenditures and other uses	(53,347)	32,567	\$ 86,084
FUND BALANCES			
Beginning of year	<u>120,851</u>	<u>120,851</u>	
End of year	<u>\$ 67,504</u>	<u>\$68,288</u>	

The accompanying notes are an integral part of this statement.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 REPORT (BUDGET BASIS) AND ACTUAL - SPECIAL BUSINESS FUND-TYPE**

The Thurgood Marshall Voluntary Council on Aging, Inc.
 AMITA, Louisiana

For the year ended June 30, 1991

	Budget	Actual	Variance- Favorable (Unfavorable)
REVENUES			
Intergovernmental	\$426,287	\$426,250	\$ 3,142
Public support	28,400	49,717	21,317
Program service fees	22,000	22,019	19
Interest income	200	209	9
In-kind contributions	80,573	80,545	(28)
Total revenues	<u>\$557,460</u>	<u>\$578,831</u>	<u>\$21,371</u>
EXPENDITURES			
Salaries	363,200	338,032	25,168
Fringe	44,288	37,731	6,557
Travel	28,481	25,531	2,950
Operating services	72,000	72,380	(380)
Operating supplies	27,900	28,000	(100)
Other costs	18,881	9,331	9,550
Books	12,434	17,400	(4,966)
Mail service	22,000	21,828	172
Capital outlay	27,747	27,706	41
Utility assistance	-	12,899	(12,899)
In-kind expenses	80,573	80,540	33
Total expenditures	<u>\$626,213</u>	<u>\$518,223</u>	<u>\$108,490</u>
Excess of revenues over (under) expenditures	(147,600)	(60,392)	87,208
OTHER FINANCIAL SOURCES/USES			
Operating transfers in	507,979	394,821	113,158
Operating transfers out	(173,001)	(132,938)	(40,063)
Excess of revenues and other sources over (under) expenditures and other uses	(129,659)	(400)	\$ 129,159
FUND BALANCE (DEFICIT)			
Beginning of year	1,433	1,433	
End of year	\$ (129,226)	\$ (400)	

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Azite, Louisiana

June 30, 1997

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 the 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 Louisiana Governor's office of Elderly Affairs (GOEA). The Tangipahoa Parish Voluntary Council on Aging, Inc. (TPVCA) is a non-profit, quasi-public corporation, which must comply with the policies and regulations established by the Louisiana Governor's office of Elderly Affairs and the State of Louisiana.

The primary function of The Tangipahoa Parish Voluntary 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, homemakers, case management, outreach, telephoning, operating senior centers and transportation. A Board of Directors consisting of 13 voluntary members, who serve three-year terms, governs the Council.

The Tangipahoa Parish Voluntary Council on Aging, Inc. is not a component unit of another primary government nor does it have any component units which are related to it. The Council has presented its financial statements as a separate special-purpose government.

Note 1 - Summary of Significant Accounting Policies -
(continued)

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 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 Council uses funds and account groups to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities.

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, equity, revenues, and expenditures, or expenses, as appropriate. Resources 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 these financial statements into two general fund types and two broad fund categories (account groups).

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

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:

* 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. Those discretionary funds are accounted for and reported according to the source (federal, state or local) from which they are derived.

The following programs comprise the Council's general funds:

Local

Funds received from various local sources, such as; the Taunipishan Parish Council, City of Hammond, Town of Kenwood, the United Way, donations from the general public, fund raising, special events, and interest income earned on unrestricted fund balances have been recorded in the local program of the General Fund. These funds are not restricted to any special use and may be used at the Council's discretion. Expenses which are not chargeable to specific programs because of budget limitations, or because of their nature, are recorded as local program expenditures.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

* General Fund -(continued)

FOIA - (Act 735)

FOIA (Act 735) funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Louisiana Governor's office of Elderly Affairs. The Council may use these "Act 735" funds at its discretion.

Senior Center Activities

The Council operates senior centers in Hammond, Tickfaw, Amite, Eastwood, Independence, and Ponchatoula. The participants at each of these centers solicit public support through activities to help offset the cost of operating these centers as well as to raise funds for activities that are not paid for through the primary grant to operate senior centers from the Capital Area Agency on Aging - District II, Inc. (CAAA). Examples of the types of activities used to raise these funds include craft sales, picnic sales, and soft drink sales. There is no restriction on how the net proceeds of these activities are used. The revenues and related expenses for each senior center are maintained in separate accounts within the Council's general ledger.

Transportation

The Council also provides transportation services to local agencies for a fee. These program service fees and their related costs are accounted for within the transportation program of the General Fund.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

• 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:

Local Transportation (Section 8311) Fund

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 via the City of Perchariteia. Funds received by the Council are based on actual operating costs of providing transportation services to rural citizens within the 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 reimbursements for costs which did not require the Council to spend cash. This program is also referred to as the Section 8311 program.

FEMA Fund

The FEMA Fund is used to account for the administration of a program which purpose is to supplement food and shelter assistance to individuals who might currently be receiving assistance, as well as to assist those who are not receiving any. Funds are provided by the Federal Emergency Management Agency through the United Way of America which in turn "passes through" the funds to the Council. A local board working with the parish's local United Way agency assists TWCCA in obtaining FEMA funds from United Way's national office. During fiscal year 1997, 2,187 additional home delivered meals were provided by the Council using the FEMA revenue.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

• Special Revenue Funds - (continued)

Title III-B Supportive Services Fund

The Title III-B Supportive Services Fund is used to account for funds which are to provide the following variety of services: information and referral, case management, outreach services, homemaker services, recreation services, telephone services, and transportation for the elderly. Title III-B Supportive Services 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 via the Capital Area Agency on Aging - District II, Inc.

Revenues generated by performing Medicaid enrollment and case management services using Title III B grant funds have been reported within the Title III B fund as program service fees. This revenue has been used to partially offset the costs associated with generating the revenues. Fiscal year 1997 Medicaid revenues were \$11,000 whereas the direct costs were \$23,285. The excess costs were paid for by transfers from the General Fund to the Title III B fund.

Title III C-1 Administrative Fund

The Title III C-1 Administrative fund is used to account for some of the costs of administering the Special Programs for the Aging. Title III C-1 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

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

• Special Revenue Funds - (continued)

Title III C-1 Administrative Fund -
(continued)

to the Council via the Capital Area Agency on Aging - District II, Inc., and are allocated to help pay for the administrative costs associated with operating the Special Program for the Aging.

Title III C-1 Congregate Meals Fund

The Title III C-1 Congregate Meals Fund is used to account for funds which 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 via the Capital Area Agency on Aging-District II, Inc., and are allocated to provide nutritional congregate meals to the elderly in strategically located centers. During the year the Council provided 42,947 meals to people eligible to participate in this program.

Title III C-2 Home Delivered Meals Fund

The Title III C-2 Home Delivered Meals Fund is used to account for funds which are used to provide nutritional meals to home-bound older persons. 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 in turn "passes through" the funds to the Council via the Capital Area Agency on Aging - District II, Inc. During the year the Council provided 68,931 meals to people eligible to participate in this program.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

* Special Revenue Funds - (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, which in turn "passes through" the funds to the Council via the Capital Area Agency on Aging - District II, Inc. 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. All of the operating costs for this program were accounted for within the Title III B Fund. The Senior Center Fund receives the revenue and pays for the cost of operating the community service center by transferring its revenue to the Title III B Fund.

Audit Fund

The Audit Fund is used primarily to account for funds provided by the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council via the Capital Area Agency on Aging - District II Inc., that are restricted to use as a supplement to pay for the cost of having an annual audit of the Council's financial statements.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

• Special Revenue Funds - (continued)

Utility Assistance Fund

This fund is used to account for the administration of the utility assistance programs which are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on the aging to provide assistance to the elderly for the payment of utility bills. The council receives its DEMCO donations through the Capital Area Agency on Aging - District II, Inc. Helping Hands and Louisiana Gas donations are provided through the Louisiana Association of Councils on Aging, Inc. (LACOA).

Miscellaneous STATE Fund

The Louisiana Legislature appropriated some special funds for various councils on aging throughout the state for fiscal year 1997. The TVCOA was one of the parish councils to receive a special grant of \$4,500 to be used as supplemental funds to operate its Senior Center and Title III programs. The Governor's office of Elderly Affairs provided these funds to the council through the Capital Area Agency on Aging - District II, Inc. The money received by this fund during the year was transferred to the Title III B fund to offset the cost of operating senior centers.

Note 1 - Summary of Significant Accounting Policies -
(continued)

c. Fund Accounting: (continued)

• Special Revenue Funds - (continued)

Title III F Fund

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 via the Capital Area Agency on Aging - District 15, Inc.

FTA Fund

The FTA Fund is used to account for the acquisition of vehicles purchased in part with federal funds under the Elderly and Disabled Transportation Program. The Louisiana Department of Transportation and Development coordinates the receipt and disbursement of the FTA funds and the required matching funds from the Council. One vehicle was acquired under this program during the fiscal year.

Note E - Summary of Significant Accounting Policies -
(continued)

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 outlays) used in governmental fund type operations of The Tangipahoa Parish Voluntary 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 uses) in net current assets.

Note 1 - Summary of Significant Accounting Policies -
(continued)

d. Basis of Accounting - (continued)

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 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 accounted for through the various due from and due to accounts on the Balance sheet. Short-term interfund loans are classified as interfund receivables or payables.

g. Budget Policy:

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

- The Capital Area Agency on Aging - District 11 Inc., (CAAA) notifies the Council each year as to the funding levels for each program's grant award.
- The City of Frenshamouls also provides funds to the Council via the Section 5321 program administered by the Louisiana Department of Transportation and Development (DOTD). Accordingly, the council obtains information from DOTD regarding projected funding under the Section 5321 program.
- Revenue projections are also made based on grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.

Note 1 - Summary of Significant Accounting Policies -
(Continued)

g. Budget Policy: - (Continued)

- Once the information regarding projected revenues has been obtained, the Council's executive director prepares a proposed budget based on these projections 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 fiscal year.
- The adopted budget is forwarded to CBAA for final approval.
- All 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 amendments. There were two amendments during the fiscal year, the last one being effective April 1, 1997. The budget amendments were approved by the Council's Board of Directors and by Capital Area Agency on Aging, Inc. using a similar procedure as the approval of the original budget.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

Note 3 - Summary of Significant Accounting Policies -
(continued)

g. Budget Policy: - (continued)

- The Council may transfer funds between line items as often as required but must obtain prior approval from the Capital Area Agency on Aging District II, Inc., and the Governor's Office of Elderly Affairs for funds received under contracts from these agencies.
- Expenditures cannot legally exceed appropriations on an individual fund level.

h. Total Columns of Combined Statements - Overview:

Total columns on the combined statements - overview 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.

i. Fixed Assets:

Assets which cost at least \$250 or which have an estimated useful life of greater than one year are capitalized as fixed assets. All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Depreciated fixed assets are stated at their estimated fair market value on the date donated. No depreciation has been provided on donated fixed assets.

Note 1 - Summary of Significant Accounting Policies -
(continued)

j. Comparative Data:

Comparative data for the prior year have 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 have not been presented in each of the statements because 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. The Council's sick leave policy does not provide for the vesting of sick leave.

l. Related Party Transactions:

There were not any related party transactions during the fiscal year.

m. Reservation and Designations of Fund Balances:

The Council "reserves" portions of its fund balance that are not available for expenditures because resources 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.

Designated allocations of fund balances result when the Council's management intends to expend certain resources in a designated manner. There were no designated fund balances at June 30, 1997.

Note 1 - Summary of Significant Accounting Policies -
(continued)

n. Restricted Assets:

Restricted assets include cash which has been acquired through donations whereby the donor has placed a restriction on how the donation can be used by the Council. There were two types of restricted donations received during the year. One was for utility assistance and the other was for meals. As of June 30, 1997, there remained \$276 of unused utility assistance but there was no "Money for Meals" funds left to spend. All of the Money for Meals funds were used to pay for the excess costs in the Title III C-1 and C-2 programs this year.

In addition to these restricted assets, there were other restricted assets relating to deposits (\$32,292) made to purchase four FTA vans. The deposits represent the Council's share of local matching funds under the FTA contracts. The vans are expected to be delivered to the council in fiscal year 1998.

Restricted assets are offset by a corresponding reservation of the Council's fund balance.

o. Management's Use of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

Note 1 - Revenue Recognition - Intergovernmental Grants,
Program Service Fees, Public Support, and
Miscellaneous Revenues

Intergovernmental grant revenues and program service fees 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). 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.

Intergovernmental Grants

Title III-B Supportive Services, Title III C-1 Congregate Meals, Title III C-2 Home Delivered Meals, and Title III F - Frail, Elderly Assistance 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 the time services are provided.

The Senior Center program and POCB (Act 715) funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenues until actual expenses are incurred.

Local transportation (Section 5311), FTA (Section 5310), FEMA, and Audit revenues are recorded as revenues when the actual cost has been incurred, and the grant reimbursement is measurable and available.

Note 2 - Revenue Recognition - Intergovernmental Grants,
Program Service Fees, Public Support, and
Miscellaneous Revenues - (continued)

Program Service Fees

The Council generates revenue from providing services which are not related to grants from government sources. These program service fees are produced by renting Medic Alert units to elderly people and become receivable to accrual as revenues at the time the units are rented. Other program service fees are generated by completing Medicaid enrollment applications and providing case management services for elderly people. The Council receives a fee based upon a pre-established rate from the Department of Health and Hospitals under these Medicaid programs. Fees are charged to people who ride one of the Council's vans and do not qualify for free transportation services under one of the programs. In addition, the Council has entered into contracts to provide transportation services for local agencies for a fee. All of these types of revenues are recorded at the time the services are provided.

Public Support and Miscellaneous Revenues

Public support revenues are derived from the Council's efforts to encourage and provide opportunities to program participants to contribute money to help offset the costs of the Title III-B, C-1, and C-2 programs. Utility assistance funds are provided from public donations under the Louisiana Gas, BHECO, WEI Electric, and L P & L Helping Hands programs. The Council also generated public support through fund raisers. One of these fund raisers, Miles Per Meals, was conducted for the purpose of raising money to supplement the costs of providing congregate and home delivered meals to qualified people.

Note 2 - Revenue Recognition - Intergovernmental Grants, Program Service Fees, Public Support, and Miscellaneous Revenues - (continued)

Public Support and Miscellaneous Revenues -
(continued)

Miscellaneous revenues include alternate vendor reimbursements which result when the Council pays for meals to feed participants in the C-1 and C-2 programs when the caterer did not bring enough food. The Council will use other means to buy the food to meet the needs of the participants and later obtain reimbursement from CAA. Miscellaneous revenue also includes funds generated by the various senior centers selling occasions, drinks, and other articles.

Public support and miscellaneous revenues are recorded as revenues when the cash is received because the Council cannot predict the timing of receipt and the amount it will receive.

Note 3 - Cash

At June 30, 1997, the carrying amount of the Council's cash balances on the books was \$113,333 and the bank balances were \$130,003. At June 30, 1997, all the bank balances were covered 100% by federal depository insurance.

Note 4 - Grants and Accounts Receivable

Grants receivable represent amounts owed to the Council under a grant award or contract; such amounts being measurable and available as of year end.

Grants receivable, at June 30, 1997, consisted of the following:

<u>Program</u>	<u>Provider</u>	<u>Type</u>	<u>Amount</u>
Title III C-1	City of White	Special Revenues	\$ 1,143
Title III C-2	CAA	Special Revenues	5,848
Title III C-1	CAA	Special Revenues	106,381
	Total		113,493

Note 4 - Grants and Accounts Receivable - (continued)

Accounts receivable are not related to a particular grant award but represent money owed to the Council for providing program services. As of year end this revenue is measurable and available. Accounts receivable consist of the following:

<u>—Fiction—</u>	<u>—Fund—</u>	<u>Amount</u>
Medicaid Enrollment/Case Management	Special Revenue	\$ 3,145
Local Transportation (Section 5311)	Special Revenue	1,182
Utility Assistance	Special Revenue	350
Local Health	General	<u>1,277</u>
Total		\$ 6,954

Note 5 - Prepaid Expenses

The Council has elected not to expense amounts paid for future services until those services are consumed. The fund balances in the governmental fund types have been reserved for the prepaid expenses recorded in these funds to reflect the amount of fund balance not currently available for expenditures.

Prepaid expenses consisted of the following as June 30, 1987:

Copy machine maintenance contract	\$ 254
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Note 6 - Changes in Fixed Assets

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

	Balance June 30, 1978	Additions	Deletions	Balance June 30, 1979
vehicles	112,668	\$ 36,444	\$ -	149,112
office furniture and equipment	28,128	400	(202)	28,326
computer equipment	2,772	2,888	-	5,660
utilties equipment	22,472	-	-	22,472
landwood improvements	2,248	-	-	2,248
service equipment	-	3,728	-	3,728
Totals	172,288	\$ 43,460	\$ (202)	215,546

Donated assets represent \$19,198 of the above total.

Note 7 - In-Kind Contributions

The Council received \$87,778 in various in-kind contributions during the year which have been valued at their estimated fair market value and presented in this report as revenue. Related expenses, equal to the in-kind revenues, have also been presented, thereby producing no effect on net income.

The primary in-kind contributions consisted of free rent and utilities relating to the use of facilities in Forchatoysa, Smith, Tickfaw, Hammond, Independence, and Westwood. The Council also receives a discount on the fuel it purchases from its gasoline supplier.

A summary of the in-kind contributions and their respective assigned values is as follows:

Fuel discounts	\$ 3,300
Facility rental	24,708
Utilities for facilities	17,712
Telephones	400
Janitorial services	1,800
Insurance	1,200
Maintenance and supplies	1,200
Total in-kind contributions	\$87,778

Note 8 - 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-pocket expenses when traveling on behalf of the Council.

Note 9 - FTA - Public Transportation Operating Assistance for the Non-Urbanized Area - Section 5311

The Council earned and received \$88,814 under the "Section 5311" program which was allocated to the Local Transportation Fund. Total rural transportation costs were \$235,814 for the year ended June 30, 1997. These costs were funded as follows:

Section 5311	\$ 88,814
In-kind contributions	26,240
Title 511-B	7,818
Rural transportation	24,808
Food (see Note 10)	18,254
Senior center	24,814
Title 511-B participant contributions	3,708
Taxes of buslines	3,858
Public fares and fees	18,884
Total	\$235,814

Note 10 - 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.

The Council does not file a Form 990 because it has been determined to be an "affiliate of a governmental unit" within the meaning of Section 4 of Revenue Procedure 91-48, 1991-2 C.B. 418.

Note 11 - Leases and Rental Commitments

The Council has no significant operating or capital leases.

Note 12 - General Long-Term Debt

Long-term liabilities that will be financed from governmental funds are accounted for in the general long-term debt group of accounts. The following is a summary of changes in long-term debt.

	Balance	Net Increase	Balance
	1986	1987	1987
Accumulated unpaid valuation	\$8,812	\$1,808	\$9,807
Total long-term debt	\$8,812	\$1,808	\$9,807

Note 13 - Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council at June 30, 1987. The Council's management believes that any potential lawsuits would be adequately covered by insurance.

Note 14 - Federally Assisted Programs

The Council participates in a number of federally assisted programs. These programs are audited in accordance with the Single Audit Act Amendments of 1982. Audits of prior years have not resulted in any disallowed costs, however, grantor agencies may provide for further accommodations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs to such an extent that they would materially affect the Council's financial position.

Note 15 - Economic Dependency

The Council receives the majority of its revenue from funds provided through grants administered by the Louisiana Department of Transportation and Development, Louisiana Governor's Office of Elderly Affairs and the Capital Area Agency on Aging-District 12, Inc. 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 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.

Note 16 - Deferred Income

This account represents funds received but which cannot be recognized as income because (1) the terms of the grant award won't allow revenue recognition until allowable expenditures have been incurred or, (2) an award has not occurred to fulfill a contractual agreement.

The deferred income balance as of June 30, 1997, consisted of the following:

• FEMA grant revenue *	\$13,800
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* Expenses relating to this deferred revenue will be incurred in fiscal year 1997.

Note 17 - Interfund Transfers

Operating transfers in and out are listed by fund for 1997:

	Operating Transfers In	Operating Transfers Out
General Fund	\$ -	\$ 21,813
Special Revenue Funds		
Local Transportation (Section 5311)	-	111,873
Title III B	243,324	-
Title III C-1	4,900	-
Title III C-2	2,400	-
Senior Center	-	50,543
Miscellaneous Trust	-	4,500
Total special revenue funds	<u>250,624</u>	<u>166,916</u>
Total all funds	<u>\$250,624</u>	<u>\$378,729</u>

Note 18 - Interfund Loans

Because the Council operates most of its programs under grant-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, 1997, were as follows:

	Due From Other Funds	Due To Other Funds
General Fund	\$ 20,243	\$ -
Special Revenue Funds		
Title III B	-	2,108
Title III C-1	-	16,761
Title III C-2	-	9,713
Local Transportation (Section 5311)	-	1,660
Total special revenue funds	<u>-</u>	<u>39,242</u>
Total all funds	<u>\$ 20,243</u>	<u>\$ 39,242</u>

Note 19 - Purchase Commitments

The Council has entered into three separate agreements with the Louisiana Department of Transportation and Development (DOTD) to purchase four new vans. The Council is responsible for matching 50% of the purchase price of each van. The Council has remitted the required matching funds (\$32,500) for all four vans as of June 30, 1997.

Note 20 - Risk Management

The Council is exposed to various risks of loss related to tests; theft 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.

SUPPLEMENTARY FINANCIAL INFORMATION

**STATEMENT OF FINANCIAL POSITION, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GENERAL FUND**

The Tangipahoa Parish Veterinary Council on Aging, Inc.
Lafite, Louisiana

For the year ended June 30, 1987

	Statement of the General Fund				
	Total	FICA Am. 30%	Medical Deduction	Communication	Other
REVENUE					
Intergovernmental:					
Tangipahoa Parish Council	\$ 42,000	\$ -	\$ -	\$ -	\$ 42,000
City of Hammond	10,500	"	"	"	10,500
Town of Rustwood	2,500	"	"	"	2,500
MSBA	-	15,000	"	"	15,000
Public support:					
Tangipahoa Area United Way	20,000	"	"	"	20,000
Gifts for Meals Fundraising	9,213	"	"	"	9,213
General public donations	1,239	"	"	"	1,239
Program service fees:					
Meals (Nett with credits)	8,752	"	"	"	8,752
Cost of meals	2,790	"	"	"	2,790
Transportation services:					
Phone	-	"	"	1,341	1,341
School board	-	"	"	2,591	2,591
Interest income	2,854	"	"	-	2,854
Miscellaneous:					
Alternate vendor (audit) payments	890	"	"	"	890
Sales of SERVICES, books, etc.	-	"	2,490	"	2,490
In-kind contributions	51,220	"	"	"	51,220
Total revenues	172,876	15,000	2,490	4,932	185,298
EXPENDITURES					
Current:					
Salaries	"	"	"	2,252	2,252
Fringe	"	"	"	172	172
Travel	41	"	"	2,490	2,531
Operating services	1,957	"	"	"	1,957
Operating supplies	"	"	"	"	"
Other costs	9,500	"	2,187	"	11,687
Meals	8,200	"	"	"	8,200
Capital outlay	9,280	"	"	"	9,280
In-kind expenses	51,220	"	"	"	51,220
Total expenditures	78,180	"	2,187	4,824	85,191
Excess of revenues over (under) expenditures	94,696	15,000	303	1,108	101,107

(Schedule 1 continued on next page)

Statement of the General Fund

	Statement of the General Fund				Balance
	Total	1966 (1965, 1966)	Revenue Activity	Expenditures	
LONG FINANCING SOURCES					
Operating transfers in	-	-	-	-	-
Operating transfers out	(66,875)	(10,000)	-	-	100,875
Proceeds from sale of fixed assets	810	-	-	-	810
Excess of revenues and other sources over (under) expenditures and other uses	21,035	-	323	(3,014)	28,344
LONG DEPOSITS (DEBITS)					
Beginning of year	125,200	-	2,822	-	128,022
End of year	\$146,235	\$ -	\$ 3,145	\$ (3,014)	\$146,366

SCHEDULE OF PROGRAM EXPENDITURES - Budget versus ActualThe Tangipahoa Parish Voluntary Council on Aging, Inc.
Baitou, Louisiana

For the year ended June 30, 1991

	<u>Budget</u>	<u>Actual</u>	<u>Percentage- Favorable/ Unfavorable</u>
GENERAL FUND EXPENDITURES			
LOCAL			
Salaries	\$ --	\$ --	\$ --
Fringe	--	--	--
Travel	--	42	(4%)
Operating services	--	1,957	(1,957%)
Operating supplies	--	--	--
Other costs:			
Media Advt. with credits	--	3,844	(3,844%)
Special events	500	431	4%
Bills for meals fundraiser	--	328	(328%)
T-shirts	--	888	(888%)
IRS determination letter fee	--	300	(300%)
Meals:			
Meals purchased for meals	--	3,389	(3,389%)
Alternate vendors	--	895	(895%)
Capital outlay	28,728	6,383	19,345%
In-kind expenses:			
Services and supplies	57,257	51,225	6,032%
Transfers out to other funds:			
Title III B	118,781	88,888	25,893%
Title III C-1 Administration	455	--	455%
Title III C-2	--	6,999	(6,999%)
Title III C-3	3,361	3,688	(3,327%)
Totals	\$288,085	\$145,355	\$142,316
FOGA - AGE 121			
Transfers out to other funds:			
Title III B	\$ 25,202	\$ 25,202	\$ --
Totals	\$ 25,202	\$ 25,202	\$ --

Exhibit 2
continued

Variances
Favorable
(Unfavorable)

	Budget	Actual	
GENERAL FUND PROGRAMS (continued)			
REGION CENTER ACTIVITIES (*)			
Other costs:			
Psychiatry Senior Center	\$ -	\$ 166	\$ (166)
Sumner Senior Center	-	3,188	(3,188)
State Senior Center	-	822	(822)
Total	\$ -	\$ 3,176	\$ (3,176)
TRANSPORTATION (*)			
Salaries	\$ -	\$ 2,259	\$ (2,259)
Fuelage	-	173	(173)
Travel	-	3,882	(3,882)
Total	\$ -	\$ 6,314	\$ (6,314)

(*) Budget not legally required for this program

SPECIAL REVENUE FUNDS

TITLE III-B SUPPORTIVE SERVICES

Salaries	\$246,423	\$224,990	\$ 21,433
Fuelage	31,004	28,324	2,680
Travel	18,055	19,068	(1,013)
Operating services	22,222	22,425	(203)
Operating supplies	23,174	23,160	14
Other costs	5,334	3,927	1,407
Meals	-	-	-
Public Service	22,000	22,628	(628)
Capital outlay	31,234	3,054	28,180
Total	\$420,172	\$377,622	\$ 42,550

TITLE III-C-1 ADMINISTRATION

Salaries	\$ 12,164	\$ 12,928	\$ (764)
Fuelage	3,285	3,341	(56)
Travel	3,028	3,028	-
Operating services	4,845	5,268	(423)
Operating supplies	3,125	3,181	(56)
Other costs	3,327	3,327	-
Meals	-	-	-
Capital outlay	628	452	176
Total	\$ 30,382	\$ 33,541	\$ (3,159)

BudgetActual**SPECIAL REVENUE FUNDS**
000110000**TITLE III C-1 OPERATIONS**

Salaries	\$ 60,000	\$ 62,319	\$ (2,319)
Fringe	9,365	9,365	-
Travel	500	101	399
Operating services	-	-	-
Operating supplies	500	500	(500)
Other costs	-	-	-
Main	-	80	(80)
Capital outlay	-	-	-
Totals	\$ 70,365	\$ 82,065	\$ (11,700)

TITLE III C-2

Salaries	\$ 40,248	\$ 43,803	\$ (3,555)
Fringe	6,400	6,654	(254)
Travel	1,307	3,318	(2,011)
Operating services	8,244	8,656	(412)
Operating supplies	2,891	3,159	(268)
Other costs	1,159	1,159	-
Main	-	-	-
Capital outlay	820	820	-
Totals	\$ 59,069	\$ 68,469	\$ (9,400)

TITLE III F

Capital outlay	\$ 3,524	\$ 3,524	\$ -
Totals	\$ 3,524	\$ 3,524	\$ -

SIKING CENTER

Transfer out to title int-a	\$ 56,563	\$ 56,563	\$ -
Totals	\$ 56,563	\$ 56,563	\$ -

MISCELLANEOUS GRANT FUND

Transfers out to Title III B	\$ 4,600	\$ 4,600	\$ -
Totals	\$ 4,600	\$ 4,600	\$ -

GRANT FUND

Other costs	\$ 2,728	\$ 2,728	\$ -
Totals	\$ 2,728	\$ 2,728	\$ -

	<u>Budget</u>	<u>Actual</u>	<u>Variances- Favorable (Disadvantage)</u>
SPECIAL REVENUE FUNDS (continued)			
FEDERAL RESERVE BANKING AGENCY FEES			
Fees - Cash Collected	\$ 17,874	\$ 17,363	\$ 511
Totals	\$ 17,874	\$ 17,363	\$ 511
FEA			
Capital Outlay	\$ 21,287	\$ 21,287	\$ -
Totals	\$ 21,287	\$ 21,287	\$ -
LOCAL TRANSPORTATION SERVICE FUND			
(In-kind expenses - services and supplies Transfers Out to Title III B	\$ 40,873	\$ 38,848	\$ 2,025
Totals	\$ 40,873	\$ 38,848	\$ 2,025
STILTS ASSIGNMENT (*)			
Helping Hands	\$ -	\$ 12,846	\$ (12,846)
OSMO	-	82	(82)
Louisiana Gas	-	2,358	(2,358)
Totals	\$ -	\$ 15,286	\$ (15,286)

(*) Budget not legally required for this program

**COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS AND CHANGES IN
GENERAL FIXED ASSETS**

**The Tangipahoa Parish Biocarey Council on Aging, Inc.
Lafayette, Louisiana**

For the year ended June 30, 1997

	Balance June 30, 1996	Additions	Deductions	Balance June 30, 1997
General fixed assets:				
Vehicles	\$112,064	\$ 30,444	\$ -	\$142,508
office furniture and equipment	26,115	400	(302)	26,213
computer equipment	7,773	2,500	-	10,273
Multimedia equipment	22,473	-	-	22,473
Laundry improvements	2,542	-	-	2,542
exercise equipment	-	2,542	-	2,542
Total general fixed assets	\$172,967	\$ 35,186	\$ (302)	\$207,851
Investment in general fixed assets:				
Property acquired with funds from -				
Local funds and donations	\$ 24,281	\$ 8,380	\$ (302)	\$ 32,359
PBA Section 501c	62,073	22,387	-	84,460
Title III 0-2	28,759	438	-	29,197
Title III 0-1	24,728	452	-	25,180
Senior Center	22,463	-	-	22,463
Title III-B	22,386	2,004	-	24,390
PBA Section 501c	2,572	-	-	2,572
Title III F	2,822	2,828	-	5,650
Energy Outreach	887	-	-	887
State 88	251	-	-	251
Total investments in general fixed assets	\$172,967	\$ 35,178	\$ (302)	\$207,843

STATEMENT OF EXPENDITURES OF FEDERAL AGENCIES

The Yangtze River Tributary Council on Aging, Inc.
ARCS, Inc./ARCS

For the year ended June 30, 1991

FEDERAL AGENCY (PART) / FEDERAL AGENCY / PROGRAM TITLE	FEDERAL TITLE NUMBER	STATE TITLE NUMBER	FEDERAL OR STATE NUMBER	FEDERAL REVENUE NUMBER (1)	FEDERAL OPERATING NUMBER (2)
Federal: Emergency Management Agency					
Passed Through The United Way of America					
Emergency Food & Shelter Program (01-0404-00)	01,000	04/01/90	17,000	17,000	17,000
Emergency Food & Shelter Program (01-0404-00)	01,000	04/01/90	11,700	-	-
Subtotal: US\$ 287,000			28,700	17,000	17,000
Total: For The Federal Emergency Management Agency			28,700	17,000	17,000
U.S. Department of Health and Human Services - Administration on Aging					
Passed Through The Governor's Office of Elderly Affairs					
Passed Through The Capital Area Agency on Aging - District II, Inc.					
Title III, Part B - Grants for Supportive Services and Senior Centers	01,044	05/01/91	15,000	15,000	15,000
Title III, Part D-1 - Nutrition Services - Congregate Meals	01,040	05/01/91	40,100	40,100	40,100
Title III, Part D-2 - Nutrition Services - Home Delivered Meals	01,040	05/01/91	10,000	10,000	10,000
Subtotal: US\$ 280,000			75,100	75,100	75,100
Title III, Part F - Disease Prevention and Health Promotion Services	01,000	04/01/90	3,500	3,500	3,500
Total: For U.S. Department of Health and Human Services - Administration on Aging			88,600	88,600	88,600

[Schedule 1 - Continued on Next Page]

STATEMENT OF EXPENDITURES OF FEDERAL FUNDS

The Montgomery Parkish Elementary Council on Aging, Inc.
 8811, Baltimore

for the year ended June 30, 1987

FEDERAL AGENCY, TITLE, PROGRAM OR OTHER IDENTIFYING PROGRAM TITLE	FEDERAL CLASS NUMBER	STATE FUND NUMBER	PROGRAM OR ACCOUNT NUMBER	FEDERAL REVENUE ACCOUNTING	FEDERAL EXPENSE CLASS
U.S. Department of Transportation					
Paid through the Inclusive Department of Transportation and Development:					
FM - Elderly and disabled transportation program - Section 5082					
(Federal project #44-39-0002)					
(State project #14-99-0002)					
	44-39-00	99A	01,007	01,007	01,007
FM - Elderly and disabled transportation program - Section 5242					
(Federal project #44-39-0002)					
(State project #14-99-0002)					
	44-39-00	99A	02,007	-	-
Subtotal for FPM 400,000					
			40,014	41,007	41,007
Paid through the City of Pikesville:					
FM - Bus related and some public transportation operating activities program - Section 5242					
(Federal project #44-39-0002)					
(State project #14-99-0002)					
	44-39-00	99,000B	00,002	00,002	00,002
Paid through the City of Pikesville:					
FM - Bus related and some public transportation capital activities program - Section 5242					
(Federal project #44-39-0002)					
(State project #14-99-0002)					
	44-39-00	99A	00,007	-	-
Subtotal for CFM 400,000					
			40,014	40,004	40,004
Totals for U.S. Department of Transportation					
			100,034	101,008	101,008
Total Federal awards					
			\$ 101,034	\$ 101,008	\$ 101,008

Note A - Basis of Accounting - The accompanying Schedule of Expenditures of Federal Awards has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for preparing the general purpose financial statements.

Note B - The Montgomery Parkish Elementary Council on Aging, Inc. did not pass through any of its Federal awards in a subsequent year during the fiscal year.

Note C - No Federal awards were expended in the form of non-cash assistance during the fiscal year.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

June 30, 1983

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general-purpose financial statements of The Tangipahoa Parish Voluntary Council on Aging, Inc.
2. No reportable conditions relating to the audit of the general-purpose financial statements are reported in the "Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards."
3. No instances of noncompliance material to the general-purpose financial statements of The Tangipahoa Parish Voluntary Council on Aging, Inc. were disclosed during the audit.
4. No reportable conditions relating to the audit of the major federal award programs was reported in the "Report on Compliance With Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance With OMB Circular A-133."
5. The auditor's report on compliance for the major federal award programs for The Tangipahoa Parish Voluntary Council on Aging, Inc. expresses an unqualified opinion.
6. Audit findings relative to the major federal award programs for The Tangipahoa Parish Voluntary Council on Aging, Inc. are reported in Part C of this schedule.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - (Continued)

7. The programs tested as major programs are as follows:

Special Programs for the Aging:

- o Title III, Part B - Grants for Supportive Services and Senior Centers; CFDA #93.044
- o Title III, Part C-1 - Nutrition Services - Congregate Meals; CFDA #93.043
- o Title III, Part C-2 - Nutrition Services - Home Delivered Meals; CFDA #93.045, and
- o Title III, Part F - Disease Prevention and Health Promotion Services; CFDA #93.043

8. The threshold for distinguishing Types A and B programs was \$300,000.

9. The Tangipahoa Parish Voluntary Council on Aging, Inc. was determined to be a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

There were no findings that are required to be reported in this section of the report.

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS AUDIT

There are no findings that are required to be reported in this section of the report.

CORRECTIVE ACTION PLAN

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

June 30, 1997

To the following oversight agencies for audit:

Federal: U.S. Department of Health and Human Services

State: Legislative Auditor of the State of Louisiana;
Governor's Office of Elderly Affairs; and
Capital Area Agency on Aging, District II, Inc.

The Tangipahoa Parish Voluntary Council on Aging, Inc., Amite, Louisiana, respectfully submits the following corrective action plan for the year ended June 30, 1997.

Name and address of independent public accounting firm: Neil G. Ferranti, CPA, 14481 Old Hammond Highway, Suite 4, Amite, Louisiana, 70418.

Audit period: For the year ended June 30, 1997.

There were no findings mentioned on the June 30, 1997 schedule of findings and questioned costs. Accordingly, no corrective action plan is required to be submitted by the Council's management.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
RELATIVE TO FEDERAL AWARD PROGRAMS

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Lafite, Louisiana

June 30, 1983

There were no reportable conditions noted in the June 30, 1986, audit report relative to federal awards programs.

There were no material instances of noncompliance noted in the June 30, 1986, audit report relative to federal awards programs.

Accordingly, nothing is required to be reported in this section of the report.

There were other findings noted by the auditor in the June 30, 1986, report but they were classified as immaterial weaknesses in the council's internal control and immaterial instances of noncompliance.

EXIT CONFERENCE

The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

June 10, 1997

The exit conference was held August 14, 1997, at the Council's administrative office in Amite, Louisiana. The conference was attended by Neil G. Poyari, C.F.A., and Debi Fleming, Executive Director of the Council.

I reported to Mrs. Fleming that I did not have any reportable conditions to report this year nor did I find any material instances of noncompliance with laws, regulations, contracts and grant agreements.

However, I offered Mrs. Fleming some comments and recommendations about other matters relative to internal controls and compliance that could help the Council improve its operations and prevent reportable conditions and material instances of noncompliance from occurring. I have written the Council's board of directors a separate management letter dated August 14, 1997, to discuss these matters.

Mrs. Fleming received my comments and recommendations favorably and stated that she would evaluate how to implement them. There were not any disagreements with the Council's management during the audit.

Form **99-EAG**
9901U.S. DEPARTMENT OF COMMERCE - BUREAU OF THE CENSUS
STATISTICS COLLECTED THROUGH
OFFICE OF MANAGEMENT AND BUDGET

Data Collection Form for Reporting on

AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS

Complete this form, as required by OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

RETURN TO:Single Audit Clearinghouse
1201 E. 9th Avenue
Baltimore, MD 21202**PART I****GENERAL INFORMATION** (To be completed by auditee, except for Item 3)

1. Fiscal year ending date for this audit/audit: Month Day Year 06 / 30 / 97		2. Type of Circular A-133 audit: <input checked="" type="checkbox"/> Single audit <input type="checkbox"/> Program-specific audit	
3. Audit period covered: <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other - _____ Months		FEDERAL GOVERNMENT USE ONLY	4. Date received by Federal clearinghouse
5. Employer Identification Number (EIN)			
a. Auditee EIN: 7209103511		b. Are multiple EINs reported in this report? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

6. AUDITEE INFORMATION

a. Auditee name: The Tennessee Parishes Voluntary Council on Aging, Inc.

b. Auditee address (Street and street)

106 N. Bay Street

City

Nashville

State

Louisiana

Zip

70422

c. Auditee contact:

Name

Dale Fleming

Title

Director

d. Auditee contact telephone:

(504) 748 - 1486

e. Auditee contact FAX (Optional):

(504) 748 - 3199

f. Auditee contact E-mail (Optional):

g. AUDITEE CERTIFICATION STATEMENT - I, the undersigned, in the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of OMB Circular A-133 for the period dates listed in Part I, Items 1 and 2; (2) the auditee has completed audit work and prepared a signed audit report, which states that the audit was conducted in accordance with the provisions of the Circular and (3) the information included in Parts I, II, and III of this data collection form is accurate and complete. I declare that the facts upon which I am so sworn.

Signature of certifying official

Dale Fleming

Name and title of certifying official

Dale Fleming, Director

Date

10/13/97

Month Day Year

7. AUDITOR INFORMATION (To be completed by auditor)

a. Auditor name

Neil G. Farnen, CPA

b. Auditor address (Street and street)

10401 Old Hammond Highway, Suite 4

City

Baton Rouge

State

Louisiana

Zip

70816

c. Auditor contact:

Name

Neil G. Farnen

Title

CPA/Auditor

d. Auditor contact telephone:

(504) 333 - 1177

e. Auditor contact FAX (Optional):

(504) 333 - 1180

f. Auditor contact E-mail (Optional):

h. AUDITOR STATEMENT - The data shown in all information included in this form was obtained from information by OMB Circular A-133. The information included in Parts I and II of this form, except for Part II, Items 3 and 4, was obtained from the auditee's report for the period described in Part I, Items 1 and 2, and is not substantiated by audit reports. The auditee has not performed any auditing procedures since the date of the auditee's report. A copy of the report and package prepared by OMB Circular A-133 which includes the complete auditee's report (if available to its auditee) from the auditee at the address provided in Part I of this form. As required by OMB Circular A-133, this information in Parts II and III of this form was obtained from the auditee based on information it placed in the reporting package. The auditee has not performed any audit/audit auditing procedures in connection with the completion of this form.

Signature of auditor

Neil G. Farnen, CPA

Date

10/15/97

Month Day Year

PART I GENERAL INFORMATION - Continued

1. Indicate whether the auditee has either a Federal cognizant or oversight agency for audit. (Mark (X) one box)
- Cognizant agency Oversight agency
2. Name of Federal cognizant or oversight agency for audit. (Mark (X) one box)
- | | | | |
|---|---|--|---|
| <input type="checkbox"/> African Development Foundation | <input type="checkbox"/> Federal Emergency Management Agency | <input type="checkbox"/> Justice | <input type="checkbox"/> Peace Corps |
| <input type="checkbox"/> Agency for International Development | <input type="checkbox"/> Federal Mediation and Conciliation Service | <input type="checkbox"/> Labor | <input type="checkbox"/> Small Business Administration |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> General Services Administration | <input type="checkbox"/> National Aeronautics and Space Administration | <input type="checkbox"/> Social Security Administration |
| <input type="checkbox"/> Commerce | <input checked="" type="checkbox"/> Health and Human Services | <input type="checkbox"/> National Archives and Records Administration | <input type="checkbox"/> State |
| <input type="checkbox"/> Corporation for National and Community Service | <input type="checkbox"/> Housing and Urban Development | <input type="checkbox"/> National Endowment for the Arts | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Defense | <input type="checkbox"/> Institute for Museum Services | <input type="checkbox"/> National Endowment for the Humanities | <input type="checkbox"/> Treasury |
| <input type="checkbox"/> Education | <input type="checkbox"/> Inter-American Foundation | <input type="checkbox"/> National Foundation for the Humanities | <input type="checkbox"/> United States Information Agency |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Interior | <input type="checkbox"/> National Science Foundation | <input type="checkbox"/> Veterans Affairs |
| <input type="checkbox"/> Environmental Protection Agency | | <input type="checkbox"/> Office of National Drug Control Policy | <input type="checkbox"/> Other - Specify _____ |

PART II FINANCIAL STATEMENTS (To be completed by auditors)

1. Type of audit report. (Mark (X) one box)
- Unqualified opinion Qualified opinion Adverse opinion Disclaimer of opinion
2. Is a "going concern" explanatory paragraph included in the audit report? Yes No
3. Is a reportable condition disclosed? Yes No - 508F on Item 4
4. Is any reportable condition reported as a financial weakness? Yes No
5. Is a material noncompliance disclosed? Yes No

PART III FEDERAL PROGRAMS (To be completed by auditors)

1. Type of audit report on major program compliance:
- Unqualified opinion Qualified opinion Adverse opinion Disclaimer of opinion
2. What is the dollar threshold to designate Type A and Type B programs? §... 508(d)?
- \$ 300,000
3. Did the auditee qualify as a low risk auditee? §... 508F
- Yes No
4. Are there any audit findings required to be reported under §... 508(d)?
- Yes No
5. Which Federal Agencies are required to receive the reporting package? (Mark (X) all that apply)
- | | | | |
|---|---|--|---|
| <input type="checkbox"/> African Development Foundation | <input type="checkbox"/> Federal Emergency Management Agency | <input type="checkbox"/> Justice | <input type="checkbox"/> Peace Corps |
| <input type="checkbox"/> Agency for International Development | <input type="checkbox"/> Federal Mediation and Conciliation Service | <input type="checkbox"/> Labor | <input type="checkbox"/> Small Business Administration |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> General Services Administration | <input type="checkbox"/> National Aeronautics and Space Administration | <input type="checkbox"/> Social Security Administration |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> National Archives and Records Administration | <input type="checkbox"/> State |
| <input type="checkbox"/> Corporation for National and Community Service | <input type="checkbox"/> Housing and Urban Development | <input type="checkbox"/> National Endowment for the Arts | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Defense | <input type="checkbox"/> Institute for Museum Services | <input type="checkbox"/> National Endowment for the Humanities | <input type="checkbox"/> Treasury |
| <input type="checkbox"/> Education | <input type="checkbox"/> Inter-American Foundation | <input type="checkbox"/> National Foundation for the Humanities | <input type="checkbox"/> United States Information Agency |
| <input type="checkbox"/> Energy | <input type="checkbox"/> Interior | <input type="checkbox"/> National Science Foundation | <input type="checkbox"/> Veterans Affairs |
| <input type="checkbox"/> Environmental Protection Agency | | <input type="checkbox"/> Office of National Drug Control Policy | <input type="checkbox"/> Other - Specify _____ |

PART III FEDERAL PROGRAMS - Continued

6. FEDERAL AWARDS EXPENDED DURING FISCAL YEAR

DTDA number / yr.	Name of Federal program	Amount expended	Major program		Type of compliance requirement	Amount of purchase orders	Internal control findings	Audit finding reference number(s)
			Yes	No				
83-522	Emergency Food & Shelter Program	\$ 17,134	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> C	N/A
83-524	FDIC 211, Part 3 - County for Supportive Services & Shelter Services	\$ 75,687	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	80A
83-525	FDIC 211, Part C-1 - Shelter Services	\$ 25,726	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	80A
83-526	FDIC 211, Part C-2 - Shelter Services	\$ 25,680	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	80A
83-528	FDIC 211, Part F - Disease Prevention and Health Promotion Services	\$ 4,524	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	N/A
83-530	FDIC - Elderly & Disabled Transportation Program - Section 301	\$ 21,287	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	80A
83-539	FDIC - Non-Subsidized Area Public Transportation Operation Initiative program - Section 301	\$ 99,093	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	\$ -	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	80A
		\$	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	3	\$	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	
		\$	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	1	\$	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	
		\$	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	3	\$	<input type="checkbox"/> A <input checked="" type="checkbox"/> B	

TOTAL FEDERAL AWARDS EXPENDED → \$ 264,640

For other identifying number when the Catalog of Federal Domestic Assistance (CFDA) number is not available.
 *Type of compliance requirement (Enter the letter) if it all that apply in each finding and purchase order returned for each Federal program)
 A. Activities allowed or unfunded
 B. Allocation contract principles
 C. Cash management
 D. Davis - Bacon Act
 E. Disparity
 F. Contract and cost priority management
 G. Material weakness
 H. Separable conditions
 I. Score reported
 J. Type of internal control findings (per 00 at that entry)
 K. Reporting
 L. Misstatement
 M. Substantial noncompliance
 N. Special tests and provisions
 O. None

IF ADDITIONAL LINES ARE NEEDED, PLEASE REPRODUCE THIS PAGE, ATTACH ADDITIONAL PAGES TO THE FORM, AND SEE INSTRUCTIONS

NEIL G. FERRARI

CERTIFIED PUBLIC ACCOUNTANT

14489 OLD HANOVER RD. MEMPHIS, MISSISSIPPI 38114
BAYTON POLICE, LOUISIANA, 70318

PHONE (601) 878-5177

MEMBER OF THE
SOCIETY OF COSTUME DESIGNERS

MEMBER OF THE
AMERICAN INSTITUTE OF CPAs

MANAGEMENT LETTER

August 14, 1997

To the Board of Directors
The Tangipahoa Parish Voluntary Council on Aging, Inc.
Amite, Louisiana

I have audited the general purpose financial statements of The Tangipahoa Parish Voluntary Council on Aging, Inc. for the year ended June 30, 1997, and have issued my report dated August 14, 1997. Professional standards require that I provide you with the following information related to my audit.

My Responsibility under Generally Accepted Auditing Standards and OMB Circular A-133

As stated in my engagement letter dated June 11, 1997, my responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance about whether the general purpose financial statements are free of material misstatement. Because of the concept of reasonable assurance and because I did not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud and deceptions, may exist and not be detected by me.

As part of my audit, I considered the internal control structure of The Tangipahoa Parish Voluntary Council on Aging, Inc. Such considerations were for the purpose of determining my audit procedures and to report on the internal control structure in accordance with OMB Circular A-133 and not to provide any assurance concerning such internal control structure.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my tests was not to provide an opinion on overall compliance with such provisions. Also, in accordance with OMB Circular A-133, I examined, on a test basis, evidence about The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance with requirements applicable to major Federal award programs for the purpose of expressing an opinion on The Tangipahoa Parish Voluntary Council on Aging, Inc.'s compliance with those requirements.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I am to advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by The Tangipahoa Parish Voluntary Council on Aging, Inc. are described in Note 1 to the general purpose financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 1997. I noted no transactions entered into by The Tangipahoa Parish Voluntary Council on Aging, Inc. during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the general purpose financial statements prepared by management and are based on management's current judgments. Certain accounting estimates are particularly sensitive because of their significance to the general purpose financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments.

Management's estimate of the in-kind contributions was based on in-kind letters from various local governments which donated free space and utilities, and discounts from Fuelman. I evaluated the key factors and assumptions used to develop the in-kind contributions in determining that they were reasonable in relation to the financial statements taken as a whole.

Management's estimate of the indirect cost allocation was made using a budget plan developed at the beginning of the year. I evaluated the key factors and assumptions used to allocate indirect costs to determine if the plan was reasonable in relation to the financial statements taken as a whole. Although the actual results were different than your budgeted plan for allocating indirect costs, the differences did not materially affect the general purpose financial statements.

Significant Audit Adjustments

For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the general purpose financial statements that, in my judgement, may not have been detected except through my auditing procedures. These adjustments may include those proposed by me but not recorded by The Washington Parish Voluntary Council on Aging, Inc. that could potentially cause future financial statements to be materially misstated, even though I have concluded that such adjustments are not material to the current financial statements.

There were some adjusting entries that I proposed as part of the audit process that I feel you need to know about.

(1) Revenues and expense reclassifications were made for more appropriate report presentation. For example, I shifted the Medicaid program service revenue and expenses to the Title III B fund from the General Fund. Shirley Herrick at Capital Area Agency on Aging, Inc. told me that the allowable taxonomy of services for fiscal year 1993 permitted Medicaid type services to be included under Title III B. According to my analysis of the indirect cost allocation, Title III B was absorbing more than its fair share of the indirect costs. The Council had not allocated any indirect costs to the Medicaid Program. However, when I shifted the Medicaid program's operations to the Title III B fund, the errors in the allocation of indirect costs were minimized.

(2) In-kind contributions and related expenses had been overstated on the books and not properly allocated between the General Fund and the Local Transportation - Section 5111 Fund. I corrected the amount recorded and the allocation.

(3) I made an entry to record the unused FEMA money as deferred revenue as of June 30, 1997.

(4) I reclassified \$31,292.80 of capital outlay expenditures to an asset account to reflect the deposits that had been made by the Council towards vehicle purchases under FTA contracts with DOTD. The vehicles had not yet been received by June 30, 1997.

(5) The FTA share of matching funds for a vehicle that was received during the year had not been recorded, so I prepared an entry to correct the oversight.

(6) There were a few unrecorded accounts receivable (total = \$1,345.36) that had not been accrued. One accounts payable accrual (\$479.25) had been overlooked. A prepaid expense (\$1,869.49) should have been expensed as building repairs as of June 30, 1997. I made entries to correct these items. The amounts were not material to the financial statements but they were easy to correct so I made the adjustments.

The adjustments hereabove were accepted by management. In my judgment, some of these audit adjustments, either individually or in the aggregate, would have had a significant effect on the Tangipahoa Parish Voluntary Council on Aging, Inc.'s financial report if they had not been made.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the general purpose financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Consultations with Other Independent Accountants

To the best of my knowledge, management has not consulted with or obtained opinions from other independent accountants during the past year that are subject to the requirements of Statement on Auditing Standards No. 80, "Reports on the Application of Accounting Principles."

Issues Discussed Prior to Retention of Independent Auditors

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as The Tangipahoa Parish Voluntary Council on Aging, Inc.'s auditor. However, these discussions occurred in the normal course of our professional relationship and my responses were not a condition to my retention.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing my audit.

Matters Discussed With the Council's Director at the Exit Conference

- A. Reportable Conditions and Material Instances of Noncompliance - There were not any of these noted by me during the audit.
- B. Other Findings relating to weaknesses in the Council's Internal Control.

The Council has begun to provide more services which are not related to the basic Title III programs. These growing pains bring along some accounting problems, particularly in terms of how to modify or add accounts within the Council's chart of accounts and how to

modify the indirect cost allocation formula. Although some changes were made to the chart of accounts in fiscal year 97, some more changes are still needed. However, no change was made to the indirect cost allocation formula.

The Council needs to implement the indirect cost pool concept and include all identifiable programs in the cost allocation formula. Failure to do so can produce material errors in your financial statements that will take me a lot of time to fix or I'll have to report a material weakness in your internal control and possibly question costs charged to federal awards programs.

I recommend the Council (1) reexamine its chart of accounts to determine if it requires any changes, (2) implement the indirect cost pool concept now (preferably as of 7-3-97), and (3) include all identifiable programs in the indirect cost allocation plan.

C. Findings related to immaterial instances of noncompliance-

Circular A-87 requires that the timesheets for employees working in multiple programs reflect the actual number of hours worked in each program. Accordingly, the gross wage distribution for those employees should be made per the timesheets.

Presently, the Council allocates the gross wages for all its employees according to the budget. This is acceptable only for employees who work in one program.

Although the budget has been approved by the board of directors and CMAA, this does not relieve the Council from complying with Circular A-87. I have given the Council's Director a copy of Circular A-87 and advised her to read it and modify the Council's accounting system to comply with it.

C. Findings related to immaterial instances of noncompliance. - (continued)

I realize that the need to keep more detailed timesheets will require more time and effort by certain employees, your payroll clerk, and supervisors who have to approve the timesheets. Fortunately there are some factors that reduce the risk of material errors being made that could result in the Council having to give money back to CARR for disallowed costs charged to Federal awards programs. Those factors are (1) the Council's federal and state grant funds are earned primarily from providing units of service at a pre-established rate for each type of unit instead of being based on actual operating costs per program and, (2) The budget is a product of many years of experience in knowing which employees do what services during the day and the average time it takes to perform their duties (in other words, actual time probably won't differ very much from what has already been budgeted).

I recommend the Council study this matter and charge its time keeping to better comply with Circular A-87. I will be available to consult with you further about how to do this.

D. Other recommendations.

The audit trail for collecting, depositing, and recording C-1 and C-2 contributions for the Hammond senior center could be improved. I reconciled the deposits to what was recorded for all locations on a spot check basis and found Hammond to be hard to reconcile in some instances. I have spoken to Joan Jones about how Hammond can improve its procedures to facilitate the reconciliation done by Joan at the Council's main office. You should follow up to see if Joan feels the process has improved.

E. Corrective action taken on findings noted in last year's audit.

1. Last year I recommended the Medicaid program be included in the Council's indirect cost allocation plan but it was not. I had reported this as an immaterial weakness in internal control. This matter was not corrected and I have again reported this as an immaterial weakness in the Council's internal control.
2. All other matters reported were corrected as I did not find any similar occurrences during this year's audit.

This report is intended for the information of the Council's board of directors, management, Louisiana Governor's Office of Elderly Affairs, Capital Area Agency on Aging - District II, Inc., and the Legislative Auditor of the State of Louisiana. However this report is a matter of public record and its distribution is not limited.

Sincerely,

Neil B. Ferrari, CPA

Neil B. Ferrari
Certified Public Accountant

October 13, 1997

Legislative Audit Advisory Council
Legislative Auditor's Office
Baton Rouge, Louisiana

Dear Advisory Council:

Mr. Neil Ferrari performed a very thorough audit of the Tangipahoa Voluntary Council on Aging for the fiscal year 1996/97 and made recommendations to which I submit the following response:

"Findings Relating to Weakness in the Council's Internal Control"

Recognizing the "new generation of older people," we must continue to look for new and innovative services to provide. I agree with Mr. Ferrari's note that "growing pains" will be encountered in the accounting of diversified funding. I intend to work closely with Mr. Ferrari prior to implement the indirect cost pool concept in an effort toward a solution to these problems in advance of anything becoming a questioned cost or material weakness.

Mr. Ferrari has given me a copy of Circular A-87 which I intend to review and also work with him on a solution to the accounting of employees working in multiple programs and how their hours should be recorded on their timesheets.

Our C-1 and C-2 contributions for the Hammond Center will be the subject of more thought in how the audit trail can be improved. The bookkeeper will be addressing this problem.

The Medicaid program has been a difficult one for us to manage. It was previously reported as an immaterial weakness in internal control. We will continue to make every effort, and work with Mr. Ferrari in corrective action.

If this response is unacceptable for you need further information, please feel free to contact me:

Sincerely,



Dale Fleming
Executive Director