

REC'D
11/3/04

04 NOV -3 /

ST. HELENA COUNCIL ON AGING, INC.
FINANCIAL REPORT
GREENSBURG, LOUISIANA
JUNE 30, 2004

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

Release Date 11-10-04

TABLE OF CONTENTS

	<u>PAGE</u>
ACCOUNTANT'S COMPILATION REPORT	4
 <u>BASIC FINANCIAL STATEMENTS</u> 	
Government-Wide Financial Statements:	
Statement of Net Assets	6
Statement of Activities	7
Fund Financial Statements:	
Balance Sheet	9
Reconciliation of the Governmental Funds Balance Sheet To The Government-Wide Financial Statements of Net Assets	10
Statement of Revenues, Expenditures, and Changes in Fund Balances	11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	12
Notes to Financial Statements	13
 <u>SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34</u> 	
Budgetary Comparison Schedule - General Fund	32
Budgetary Comparison Schedule - PCOA	33
Budgetary Comparison Schedule - Title III B Fund	34
Budgetary Comparison Schedule - Title III C 1 Fund	35
Budgetary Comparison Schedule - Title III C 2 Fund	36
Budgetary Comparison Schedule - Senior Center Fund	37
 <u>SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA</u> 	
Schedule of Non-Major Funds	39
Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets	40

TABLE OF CONTENTS

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY
OMB CIRCULAR A-133

Schedule of Federal Financial Assistance	42
------------------------------------------	----

ATTESTATION REPORT

Attestation Report	44
Schedule of Prior Years Findings	48
Schedule of Current Years Findings	49
Corrective Action Plan	50

Certified Public Accountant



Donald C. DeVille

Member
American Institute CPAs

Member
Louisiana Society CPAs

7829 BLUEBONNET BLVD.
BATON ROUGE, LA 70810
(225) 767-7829

ACCOUNTANT'S COMPILATION REPORT

September 8, 2004

To the Board of Directors
St. Helena Council on Aging, Inc.
Greensburg, Louisiana

I have compiled the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Council on Aging, Inc. (Council) as of and for the year ended June 30, 2004, which collectively comprises the Council's basic financial statements as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by American Institute of Certified Public Accountants.

The St. Helena Council on Aging, Inc. has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Respectively submitted,

Donald C. DeVille

GOVERNMENT WIDE FINANCIAL STATEMENTS

GOVERNMENT WIDE STATEMENT OF NET ASSETS

**ST. HELENA FELICIANA COUNCIL ON AGING
GREENSBURG, LOUISIANA
JUNE 30, 2004**

	<u>GOVERNMENTAL ACTIVITIES</u>
ASSETS:	
Cash	\$13,942
Grants Receivable	9,665
Accounts Receivable	14
Prepaid Expenditures	907
Capital assets, net of accumulated depreciation	0
Total Assets	<u>24,528</u>
 LIABILITIES AND FUND BALANCES:	
LIABILITIES:	
Accounts Payable	\$4,595
Payroll Liabilities	1,777
Total Liabilities	<u>6,372</u>
 FUND BALANCES:	
Invested in Capital Assets, net of debt	0
Restricted for:	
Utilities	6,050
Unreserved-Undesignated	12,106
Total Fund Balance	<u>18,156</u>
 Total Liabilities and Fund Balances	 <u>24,528</u>

The accompanying notes are an integral part of this statement.

GOVERNMENT WIDE STATEMENT OF ACTIVITIES

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
For the Year Ended June 30, 2004**

	Program Revenues			Net (Expenses) Revenues and Increases (Decreases) in Net Assets
	Operating	Capital Grants & Contributions	Governmental Activities	
	Expenses	Charges for Services	Contributions	
Governmental Activities				
HEALTH, WELFARE & SOCIAL SERVICES				
SUPPORT SERVICES				
Information and Assistance	4,283	0	8,799	0
Outreach	733	0	2,377	0
Personal Care	7,690	15	5,965	0
Transportation	6,191	0	7,694	0
Material Aid	194	0	1,712	0
Recreation	118	0	0	0
Telephoning	442	0	6,293	0
Utility Assistance	481	0	1,832	0
NUTRITION SERVICES				
Congregate Meals	16,511	2,012	14,253	0
Home Delivered Meals	53,416	4,477	48,939	0
Utility Assistance	3,829	0	6,342	0
Disease Prevention	2,132	0	2,132	0
National Care Giver Support	1,316	0	1,908	0
Administration	6,346	500	6,702	856
Total Governmental Activities	103,682	7,004	114,948	0
				121,952
General Revenues:				
Grants and contributions not restricted				0
Investment earnings				29
Other general revenues				246
Special-Sale of Fixed Assets				0
Total general revenues and transfers				<u>275</u>
Change in Net Assets				18,545
Net assets-beginning				3,513
Net assets-ending				<u>22,058</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

BALANCE SHEET
GOVERNMENTAL FUNDS

ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
JUNE 30, 2004

	GENERAL FUND	PCOA	TITLE III B	TITLE III C 1	TITLE III C 2	SENIOR CENTER	NON MAJOR FUNDS	TOTAL
ASSETS:								
Cash	\$7,892	\$0	\$0	\$0	\$0	\$0	\$6,050	\$13,942
Grants Receivable	500	0	5,782	1,304	963	1,116	0	9,665
Accounts Receivable	14	0	0	0	0	0	0	14
Prepaid Expenditures	907	0	0	0	0	0	0	907
Due From Other Funds	9,165	0	0	0	0	0	0	9,165
Total Assets	<u>18,478</u>	<u>0</u>	<u>5,782</u>	<u>1,304</u>	<u>963</u>	<u>1,116</u>	<u>6,050</u>	<u>33,693</u>
LIABILITIES AND FUND BALANCES:								
LIABILITIES:								
Accounts Payable	\$4,595	\$0	\$0	\$0	\$0	\$0	\$0	\$4,595
Payroll Liabilities	1,777	0	0	0	0	0	0	1,777
Due To General Fund	0	0	5,782	1,304	963	1,116	0	9,165
Total Liabilities	<u>6,372</u>	<u>0</u>	<u>5,782</u>	<u>1,304</u>	<u>963</u>	<u>1,116</u>	<u>0</u>	<u>15,537</u>
FUND BALANCES:								
Reserved For:								
Utilities			0	0	0	0	6,050	6,050
Unreserved-Undesignated	12,106	0	0	0	0	0	0	12,106
Total Fund Balance	<u>12,106</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,050</u>	<u>18,156</u>
Total Liabilities and Fund Balances	<u>18,478</u>	<u>0</u>	<u>5,782</u>	<u>1,304</u>	<u>963</u>	<u>1,116</u>	<u>6,050</u>	<u>33,693</u>

The accompanying notes are an integral part of this statement.

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCE
TO THE GOVERNMENT-WIDE FINANCIAL STATEMENT OF NET ASSETS

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
JUNE 30, 2004

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Total Governmental Fund Balance	\$ 18,156
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	-0-
Some expense reported in the statement of activities such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in government funds: Compensated Absences	<u>(-0-)</u>
Net Assets of Governmental Activities	<u>18,156</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
June 30, 2004

	GENERAL		TITLE	TITLE	TITLE	SENIOR	NON-	
	FUND	PCOA	III B	III C 1	III C 2	CENTER	MAJOR	TOTAL
							FUNDS	
REVENUE								
INTERGOVERNMENTAL								
GOVERNOR OFFICE OF ELDERLY AFFAIRS	\$0	\$21,048	\$0	\$0	\$0	\$16,334	\$3,825	\$41,207
CAPITAL AREA AGENCY ON AGING	0	0	28,707	9,795	24,196	0	3,701	66,399
POLICE JURY	1,000	0	0	0	0	0	0	1,000
DEPARTMENT OF TRANSPORTATION	0	0	0	0	0	0	0	0
POINTE COUPEE HEALTH SERVICE DISTRICT	0	0	0	0	0	0	0	0
OFFICE OF FAMILY SUPPORT	0	0	0	0	0	0	0	0
POINTE COUPEE POLICE JURY	0	0	0	0	0	0	0	0
PUBLIC SUPPORT	0	0	0	0	0	0	0	0
ENTERGY	0	0	0	0	0	0	6,342	6,342
OTHER	500	0	15	2,012	4,477	0	0	7,004
INVESTMENT INCOME	29	0	0	0	0	0	0	29
MISCELLANEOUS	0	0	0	246	0	0	0	246
	1,529	21,048	28,722	12,053	28,673	16,334	13,868	122,227
EXPENDITURES								
HEALTH & WELFARE & SOCIAL SERVICES								
CURRENT								
SALARIES	0	0	13,673	10,865	30,443	0	2,414	57,395
FRINGE	0	0	2,035	1,619	4,753	0	335	8,742
TRAVEL	0	0	356	127	9,486	0	73	10,042
OPERATING SERVICES	0	0	2,403	2,625	6,996	0	412	12,436
OPERATING SUPPLIES	0	0	980	823	1,052	0	170	3,025
OTHER	644	0	685	452	686	0	5,746	8,213
UTILITY ASSISTANCE	0	0	0	0	0	0	3,829	3,829
	644	0	20,132	16,511	53,416	0	12,979	103,682
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	885	21,048	8,590	(4,458)	(24,743)	16,334	889	18,545
OTHER FINANCIAL SOURCES (USES)								
TRANSFERS IN	15,147	0	5,965	4,458	24,743	0	6,041	56,354
TRANSFER OUT	0	(21,048)	(14,555)	0	0	(16,334)	(4,417)	(56,354)
	15,147	(21,048)	(8,590)	4,458	24,743	(16,334)	1,624	0
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	16,032	0	0	0	0	0	2,513	18,545
FUND BALANCE, BEGINNING	(3,926)	0	0	0	0	0	3,537	(389)
FUND BALANCE, END	12,106	0	0	0	0	0	6,050	18,156

The accompanying notes are and integral part of this statement.

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
FOR THE YEAR ENDED JUNE 30, 2004

Amounts reported for governmental activities in the statement of activities are different because:

Net Change in Fund Balances-Total Governmental Funds	\$18,545
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	-0-
Repayment of notes payable is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	-0-
Some expense reported in the statement of activities such as compensated absences, do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	(-0-)
Changes in Net Assets of Governmental Activities	<u>18,545</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Purpose of the Council on Aging:

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people of St. Helena Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information on the parish and the state level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly; and to recommendations relevant to the planning and delivery of services to the elderly of the parish. Specific services provided by the Council include congregate and home delivered meals, nutritional education, information and referral services, legal assistance, homemaker services, discount services, material aid, outreach, and operating senior center.

b. Reporting Entity:

In 1964, the State of Louisiana passed Act 456 which authorized the charter of voluntary councils on aging for the welfare of the aging people of their respective parishes. However, before the Council on aging can begin operations in a specific parish, its application for a charters must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The function of each council on aging in Louisiana must comply with the objectives of state laws and each council is governed by the polices and regulations established by GOEA.

The St. Helena Council on Aging (Council) is legally separate, non-profit, quasi-public corporation. It received its charter from the governor of the State of Louisiana on March 19, 1973 and began operations on October 29, 1973.

A board of directors, consisting of eleven voluntary members who serve three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the Parish's elderly population, general public, private businesses, and elected public officials. Board members are elected by the general membership of the Council.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Membership in the Council is open at all times, without restriction, to all residents of St. Helena Parish who have reached the age of majority and who express an interest in the Council and wish to contribute to or share in its programs. Membership fees are not charged.

Based on the criteria set forth in GASB Statement 14, the Council is not a component unit of another primary government nor does it have any component units which are related to it. In addition, based on criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement 14, the term fiscally independent means that the Council may, without approval or consent of another government entity, determine or modify its own budget, levy its own taxes or set rates or changes, and issue bonded debt. As previously mentioned, GOEA establishes the policies and regulations that all Council must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement 14.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Presentation of Statements:

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standard Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

The Council has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds; however, the Council has chosen not to do so because it does not have any business-type activities or enterprise funds. The more significant accounting policies established in GAAP and used by the Council are discussed below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. Certain of the significant changes in the statement include the following:

For the first time the financial statements include:

A Management Discussion and Analysis (MD&A) section providing an analysis of the Council's overall financial position and results of operations.

Governmental-Wide Financial statements prepared using full accrual accounting for all of the Council's activities.

A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Council has elected to implement the general provisions of the GASB Statement 34 in the current year.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Basic Financial Statements - Government-Wide Statements

The Council's basic financial statements include both Government-Wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major funds). Both the Government-Wide and Fund Financial Statements categorize primary activities as either governmental or business type. The Council's functions and programs have been classified as governmental activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

In the Government-Wide Statement of Net Assets, the governmental type activities column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Invested in capital assets, net of related debt consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. Restricted net assets consist of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net assets include all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

The Council's policy is to use restricted resources first to finance its activities except for nutrition services. When providing nutrition services, revenue earned by the Council under its USDA contract with GOEA can only be used to pay for the raw food component to each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the USDA revenue when paying for nutrition program costs. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both the gross net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council did not receive any capital-specific grants this year.

The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect cost allocation." In addition, GOEA provided grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

The Government-Wide Statements focus upon the Council's ability to sustain operations and the change in its net assets resulting from the current year's activities.

e. Basic Financial Statements - Fund Financial Statements

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. 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. 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 reported by generic classification within the financial statements.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues or expenditures are at least 10% of the corresponding total for all funds of that category or type.

Governmental fund equity is called the fund balance. Fund balance is further classified as reserved and unreserved, with unreserved being further split into designated and undesignated. Reserved means that the fund balance is not available for expenditure because resources have already been expended (but not consumed), or a legally restriction has been placed on certain assets that makes them only available to meet future obligations. Designated fund balances result when management tentatively sets aside or earmarks certain resources to expend in a designated manner. In contrast to reserved fund balances, designated amounts can be changed at the discretion of management.

The following is a description of the governmental funds of the Council:

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.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. A large percentage of the Council's special revenue funds are provided by GOEA. The Title III funds. These funds are provided by the United States Department of Health and Human Services-Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

The Council has established several special revenue funds. The following is a brief description of each special revenue fund's purpose:

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MAJOR SPECIAL REVENUE FUNDS

The **Title III B Fund** is used to account for funds, which are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for defining a qualifying unit of service for each of Title III program. Specific supportive social services, along with the number of units provided during the fiscal year, are as follows:

	<u>UNITS</u>
Information and Assistance	599
Outreach	83
Personal Care	358
Transportation For People Age 60	621
Material Aid	553
Recreation	738
Telephoning	1,742
Utility Assistance	77

The Title III-C-1 Fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly at meal sites located in Baton Rouge and surrounding areas. During the fiscal year the Council served about **12,696** congregate meals to people eligible to participate in this program. In addition to the meals serviced, the Council also provided **507** units of nutritional education to eligible participants.

The Title III-C-2 Home Delivered Meals Funds are used to account for funds which provide nutritional meals to home-bound older persons. Using Title III C-2 funds the Council served about **44,688** meals during the year to people eligible to participate in this program.

Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the GOEA, which "passes through" the funds to the Council. This purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior center for St. Helena Parish is located in Greensburg.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Accordingly, during the fiscal year, the Senior Center Fund transferred all of its grant revenue to Title III B Fund to subsidize that program's cost of providing supportive services to the elderly persons who use the senior center.

NON-MAJOR SPECIAL REVENUE FUNDS

Title III-D Funds are used to account for funds used for disease prevention and health promotion activities. During the year 1,435 units of wellness service were provided to eligible participants in this program.

Title III-E Funds are used to account for funds used for Care Giver Program such as; (1) Information assessment and (2) public education. During the year 2,041 units of information assistance were provided to eligible participants in this program.

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

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each Council's primary grant for senior center operations and activities. The St. Helena Council on Aging, Inc. was one of the parish councils to receive a supplemental grant of \$3,825. The money received by this fund during the year was transferred to the Title III B Fund to supplement the supportive services provided by this fund. GOEA provided these funds to the Council.

The Utility Assistance Fund is used to account for the administration of utility assistance programs that 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 Project Care donations directly from Capital Area Agency on Aging. During the year, the Council was able to provide 43 units of service with these funds.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange takes place.

2. Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental funds types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e. when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues "available" if they are collected within 60 days after year end. Expenditures are generally recorded under modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims and judgements and compensated absences are recorded as expenditures when paid expendable available financial resource resources.

g. Interfund Activities

Interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. All other interfund transactions are treated as transfers. Transfers represent a permanent re-allocation of resources between funds. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net assets in the Government-wide Financial Statements.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

h. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and petty cash. Cash equivalent include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are reported at their carrying amounts that equal their fair values.

i. Prepaid Expenses/Expenditures

Prepaid expenses include amounts paid for services in advance. These are shown as assets on the Government-Wide Statement of Net Assets. In the Fund Financial Statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed to comply with the cost reimbursement terms of grant agreements. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the Fund Financial Statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been reserved to reflect the amount of fund balance not currently available for expenditure.

j. Capital Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at lease \$1000 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of Net Assets. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provide the resources to acquire the assets. If the asset purchased, it is recorded in the books at it cost. If the asset was donated, when it is recorded at its estimated fair market value at the date of donation.

For capital assets recorded in the Government-Wide Financial Statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Building Improvements	20 Years
Equipment	5-7 Years
Vehicles	5 Years
Computers	3 Years

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Salvage values have not been established by management when calculating how much of an asset's cost needs to be depreciated except for vehicles. For that category of capital asset, management has used 10% of the vehicle's initial cost as a salvage value estimate.

Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

k. Allocation of Indirect Expenses:

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct expenses of the Administration function. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula that is based on primarily on the relationship the direct cost a program bears to the direct cost of all programs. There are some programs that cannot absorb any direct cost allocation according to their grant or contract limitations.

l. 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.

m. Elimination and Reclassifications:

In the process of aggregating data for the Statement of Net Assets and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

n. Deferred Revenue:

The Council reports deferred revenues on its Statement of Net Assets and on the balance sheet of the Fund Financial Statements. Deferred Revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before the occurrence of qualifying expenditures. In subsequent periods, when the Council has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and the revenue is recognized.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 2 - REVENUE RECOGNITION

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting.

Revenues are recorded in the Fund Financial Statements governmental using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore they are recorded as revenue in the period received.

NOTE 3 - CASH

The Council maintains a consolidated bank account to deposit the money it collects and to pay its bills. The consolidated bank account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash balances to cover any negative cash balances in other funds at year end.

At year end, the carrying amount of the Council's cash balances on the books, was \$13,942, whereas the related bank cash balances totaled \$4,757. The difference in the book and bank balances for cash related primarily to deposits made and checks written which did not clear the bank accounts by year-end. All bank balances (\$4,757) were covered by federal depository insurance. Accordingly, all bank deposits are classified as a "Category 1" credit risk in accordance with GASB Statement 3.

Accordingly, all bank deposits are classified as a "Category 1" credit risk in accordance with GASB Statement 3.

GASB Statement 3 categorizes deposits into three categories of credit risk:

1. Insured by FDIC or collateralized with securities held by the Council or by its agent in the Council's name. (Category 1)
2. Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Council's name. (Category 2)

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 3 - CASH (Continued)

3. Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Council name; or collateralized with no written or approved collateral agreement. (Category 3)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a legal requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent has failed to pay deposited funds upon demand.

Under state law, all bank deposits must be (1) secured by federal deposit insurance or by the pledge of securities owned by the fiscal agent bank, or (2) invested exclusively in instruments backed by the U.S. government. The fair value of the pledged securities plus the federal deposit insurance must always equal or exceed the amount on deposit with the fiscal agent.

NOTE 4 - GOVERNMENT GRANTS AND CONTRACTS RECEIVABLE

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year end.

Government grants and contracts receivable at year end consist of reimbursements for expenses incurred under the following programs:

<u>PROGRAM</u>	<u>FUND</u>	<u>FUNDING AGENCY</u>	<u>AMOUNT</u>
Supp Soc Services	TITLE III B	CAAA	\$5,782
Congregate Meals	TITLE III C 1	CAAA	1,304
Home Delivered Meal	TITLE III C 2	CAAA	963
Disease Prevention	TITLE III D	CAAA	96
Care Giver	TITLE III E	CAAA	315
Utility Assistance	Utility Assistance	CAAA	705
Local	United Way	CAAA	500
Total Government Grants and Contract Receivable			9,665

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 5. CHANGES IN CAPITAL ASSETS

A summary of changes in general fixed assets follows:

	<u>BALANCE</u> <u>7-1-03</u>	<u>ADDITIONS</u>	<u>DECREASES</u>	<u>BALANCE</u> <u>6-30-04</u>
<u>Governmental Activities:</u>				
Equipment	\$3,902	-0-	-0-	\$3,902
Accumulated Depreciation Equipment	(3,902)	-0-	-0-	(3,902)
Net Capital Assets	-0-	-0-	-0-	-0-

Depreciation was charged to governmental activities as follows:

Support Services: Transportation	\$-0-
----------------------------------	-------

NOTE 6. IN-KIND CONTRIBUTIONS

The Council received various in-kind contributions during the year. The primary in-kind contributions consisted of free rent and utilities for the Council's main office and Greensburg senior center; drivers paid by Title V funds; custodial services paid by the St. Helena Police Jury; health screening services provided by a local health agency; and labor from several volunteers of the local community serving clients at the meal site and delivering meals to the homebound. The Council also received a variety of donations for prizes at its annual "Seniors Picnic" from local businesses. The Council has not presented as revenues or expenses the value of these contributions in the financial statements nor has management estimated the dollar value of these contributions.

NOTE 7. BOARD OF DIRECTORS' COMPENSATION

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

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 8 - RETIREMENT PLAN

On July 1, 1985, the Council adopted the St. Helena Council on Aging, Inc. Pension Plan. This plan is a defined contribution pension plan that requires that the Council contribute 5% of each participating employee's gross wages each month to the plan. All employees age 21 and older with one year of credited service are eligible for participation in the plan. A year of credited service is defined as 1,000 hours or more of paid compensation during the Council's fiscal year. Benefits are fully and immediately vested from the first date an employee participates. Participants are not required to contribute to the plan.

At the October 14, 2003, board of directors meetings, the board voted to discontinue making employer contributions to the plan effective with the pay period ending October 31, 2003, and take the necessary steps to terminate the plan.

NOTE 9 - DEFERRED COMPENSATION PLAN

The Council offers its employees a means to defer compensation through a tax-sheltered group annuity underwritten by Mutual America Life Insurance Company and administered by the Council on Aging. This plan has been established in accordance with Section 403 (b) of the Internal Revenue Code. All the Council's employees are eligible to participate in the plan; however, participation is not mandatory. Elective deferral by the Council's employees are made through salary reduction agreements with the Council. The maximum an employee may contribute is \$11,000 per (\$12,000 for employees at least 50 years old), or the employee's maximum exclusion allowance, whichever is less. The maximum exclusion allowance differs from one person to another or even from year to year and is dependant upon several factors. All amounts contributed to the plan are non-forfeitable thereby making them 100% vested by the participating employees. Earnings within the annuity contracts accumulate tax free. During the fiscal year, there were not any contributions to the plan via employee salary deferral. The Council did not contribute any matching amounts. The Plan does not meet the definition of a fiduciary plan; accordingly, the Council has not reported any amounts in these financial statements.

NOTE 10 - POST-RETIREMENT BENEFITS

The St. Helena Council on Aging, Inc. does not offer any post-retirement benefits to its employees.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 11 - INCOME TAX STATUS

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

NOTE 12. JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES

There is no litigation pending against the Council as of year-end. The Council's management believes that any potential lawsuits would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

No claims were paid-out or litigation costs incurred during the year ended **June 30, 2004**.

NOTE 13 - CONTINGENCIES-GRANT PROGRAMS

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Cost charged to the respective grant programs are subject to audit by the grantor agencies; Therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectibility of any related receivable at year-end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

NOTE 14 - ECONOMIC DEPENDENCY

The Council receives the majority of its revenue from funds provided through grants administered by the Louisiana Governor's Office of Elderly Affairs, Capital Area Agency on Aging. 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.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 15 - RISK MANAGEMENT

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

The Council's management has not purchased commercial insurance or made provision to cover or reduce the risk of loss, as a result of business interruption and certain acts of God, like floods or earthquakes.

NOTE 16 - INTERFUND TRANSFERS

Interfund transfers to and from are listed by fund for the fiscal year:

FUNDS TRANSFERRED OUT	FUNDS TRANSFERRED IN						AUDIT	TOTAL
	GENERAL LOCAL	TITLE IIIB	TITLE IIIC1	TITLE IIIC2	TITLE IIID			
PCOA	\$-0-	\$5,965	\$4,458	\$4,584	\$876	\$5,165	\$21,048	
Title III B	14,555	-0-	-0-	-0-	-0-	-0-	14,555	
Title III E	592	-0-	-0-	-0-	-0-	-0-	592	
Senior Center	-0-	-0-	-0-	16,334	-0-	-0-	16,334	
Sr Cnt Supplement	-0-	-0-	-0-	3,825	-0-	-0-	3,825	
Total In	15,147	5,965	4,458	24,743	876	5,165	56,354	

Transfers are used to (1) move revenue from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expand them, and to (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

These transfers were eliminated as a part of the consolidated process in preparing the Government-Wide Financial Statements.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 17 - RELATED PARTY TRANSACTIONS

There are no significant related party transactions during the year.

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

**ST. HELENA COUPEE COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
			AMOUNTS	FINAL BUDGET
	ORIGINAL	FINAL	GAAP BASIS	FAVORABLE UNFAVORABLE)
REVENUES:				
Intergovernmental				
Police Jury	\$1,000	\$1,000	\$1,000	\$0
Public Support-Other	0	0	500	500
Investment Income	0	0	29	29
In-Kind	0	0	0	0
Total Revenues	1,000	1,000	1,529	529
EXPENDITURES:				
Current				
Personnel	0	0	0	0
Fringe	0	0	0	0
Travel	0	0	0	0
Operating Services	0	0	0	0
Operating Supplies	0	0	0	0
Other	0	0	0	0
Capital Outlay	0	0	644	(644)
In-Kind	0	0	0	0
Total Expenditures	0	0	644	(644)
Excess (Deficiency) Of Revenue Over Expenditures	1,000	1,000	885	(115)
Other Financial Sources (Uses)				
Transfers In	0	0	15,147	15,147
Transfers Out	0	0	0	0
Total Other Financial Sources (Uses)	0	0	15,147	15,147
Excess of Revenues and Other Sources Over Expenditures And Other Uses	1,000	1,000	16,032	15,032
FUND BALANCE, Beginning	(3,929)	(3,926)	(3,926)	0
FUND BALANCE, Ending	(2,929)	(2,926)	12,106	15,032

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - PCOA FUND
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
			GAAP	FAVORABLE
			BASIS	UNFAVORABLE)
REVENUES:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$21,048	\$21,048	\$21,048	\$0
Miscellaneous	0	0	0	0
Investment Income	0	0	0	0
In-Kind	0	0	0	0
Total Revenues	21,048	21,048	21,048	0
EXPENDITURES:				
Current				
Personnel	0	0	0	0
Fringe	0	0	0	0
Travel	0	0	0	0
Operating Services	0	0	0	0
Operating Supplies	0	0	0	0
Other	0	0	0	0
Capital Outlay	0	0	0	0
In-Kind	0	0	0	0
Total Expenditures	0	0	0	0
Excess (Deficiency) Of Revenue Over Expenditures	21,048	21,048	21,048	0
Other Financial Sources (Uses)				
Transfers In	0	0	0	0
Transfers Out	(21,048)	(21,048)	(21,048)	0
Total Other Financial Sources (Uses)	(21,048)	(21,048)	(21,048)	0
Excess of Revenues and Other Sources Over Expenditures And Other Uses	0	0	0	0
FUND BALANCE, Beginning	0	0	0	0
FUND BALANCE, Ending	0	0	0	0

**ST. HELENA COUPEE COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - TITLE III B
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
			AMOUNTS	FINAL BUDGET
	ORIGINAL	FINAL	GAAP BASIS	FAVORABLE UNFAVORABLE)
REVENUES:				
Intergovernmental				
Capital Area Agency on Aging	\$32,279	\$32,279	\$28,707	(\$3,572)
Department of Transportation	0	0	0	0
Office of Family Support	0	0	0	0
Public Support - Other	15	15	15	0
Investment Income	0	0	0	0
Total Revenues	32,294	32,294	28,722	(3,572)
EXPENDITURES:				
Current				
Personnel	25,314	25,314	13,673	11,641
Fringe	2,802	2,802	2,035	767
Travel	2,183	2,183	356	1,827
Operating Services	2,488	2,488	2,403	85
Operating Supplies	1,518	1,518	980	538
Other	3,171	3,171	685	2,486
Capital Outlay	0	0	0	0
Total Expenditures	37,476	37,476	20,132	17,344
Excess (Deficiency) Of Revenue Over Expenditures	(5,182)	(5,182)	8,590	13,772
Other Financial Sources (Uses)				
Transfers In	5,182	5,182	5,965	783
Transfers Out	0	0	(14,555)	14,555
Total Other Financial Sources (Uses)	5,182	5,182	(8,590)	15,338
Excess of Revenues and Other Sources Over Expenditures And Other Uses	0	0	0	29,110
FUND BALANCE, Beginning	0	0	0	0
FUND BALANCE, Ending	0	0	0	29,110

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - TITLE III C 1
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
			AMOUNTS	FINAL BUDGET
	ORIGINAL	FINAL	GAAP	FAVORABLE
			BASIS	UNFAVORABLE)
REVENUES:				
Intergovernmental				
Capital Area Agency on Aging	\$9,795	\$9,795	\$9,795	\$0
Public Support	2,044	2,044	2,012	(32)
Miscellaneous	0	0	246	246
Total Revenues	11,839	11,839	12,053	214
EXPENDITURES:				
Current				
Personnel	8,545	8,545	10,865	(2,320)
Fringe	867	867	1,619	(752)
Travel	250	250	127	123
Operating Services	1,426	1,426	2,625	(1,199)
Operating Supplies	464	464	823	(359)
Other	2,103	2,103	452	1,651
Capital Outlay	0	0	0	0
Total Expenditures	13,655	13,655	16,511	(2,856)
Excess (Deficiency) Of Revenue Over Expenditures	(1,816)	(1,816)	(4,458)	(2,642)
Other Financial Sources (Uses)				
Transfers In	1,816	1,816	4,458	2,642
Transfers Out	0	0	0	0
Total Other Financial Sources (Uses)	1,816	1,816	4,458	2,642
Excess of Revenues and Other Sources Over Expenditures And Other Uses	0	0	0	0
FUND BALANCE, Beginning	0	0	0	0
FUND BALANCE, Ending	0	0	0	0

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - TITLE III C 2
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
			AMOUNTS	FINAL BUDGET
	ORIGINAL	FINAL	GAAP BASIS	FAVORABLE UNFAVORABLE)
REVENUES:				
Intergovernmental				
Capital Area Agency on Aging	\$24,196	\$24,196	\$24,196	\$0
Public Support	4,578	4,578	4,477	(101)
Miscellaneous	0	0	0	0
Total Revenues	28,774	28,774	28,673	(101)
EXPENDITURES:				
Current				
Personnel	20,686	20,686	30,443	(9,757)
Fringe	3,825	3,825	4,753	(928)
Travel	10,810	10,810	9,486	1,324
Operating Services	4,621	4,621	6,996	(2,375)
Operating Supplies	873	873	1,052	(179)
Other	3,403	3,403	686	2,717
Capital Outlay	0	0	0	0
Total Expenditures	44,218	44,218	53,416	(9,198)
Excess (Deficiency) Of Revenue Over Expenditures	(15,444)	(15,444)	(24,743)	(9,299)
Other Financial Sources (Uses)				
Transfers In	15,444	15,444	24,743	9,299
Transfers Out	0	0	0	0
Total Other Financial Sources (Uses)	15,444	15,444	24,743	9,299
Excess of Revenues and Other Sources Over Expenditures And Other Uses	0	0	0	0
FUND BALANCE, Beginning	0	0	0	0
FUND BALANCE, Ending	0	0	0	0

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA
BUDGETARY COMPARISON SCHEDULE - SENIOR CENTER FUND
FOR THE YEAR ENDED JUNE 30, 2004**

	BUDGET AMOUNTS		ACTUAL	VARIANCE
			AMOUNTS	FINAL BUDGET
	ORIGINAL	FINAL	GAAP BASIS	FAVORABLE UNFAVORABLE)
REVENUES:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$16,334	\$16,334	\$16,334	\$0
Miscellaneous	0	0	0	0
Investment Income	0	0	0	0
In-Kind	0	0	0	0
Total Revenues	16,334	16,334	16,334	0
EXPENDITURES:				
Current				
Personnel	0	0	0	0
Fringe	0	0	0	0
Travel	0	0	0	0
Operating Services	0	0	0	0
Operating Supplies	0	0	0	0
Other	0	0	0	0
Capital Outlay	0	0	0	0
In-Kind	0	0	0	0
Total Expenditures	0	0	0	0
Excess (Deficiency) Of Revenue Over Expenditures	16,334	16,334	16,334	0
Other Financial Sources (Uses)				
Transfers In	0	0	0	0
Transfers Out	(16,334)	(16,334)	(16,334)	0
Total Other Financial Sources (Uses)	(16,334)	(16,334)	(16,334)	0
Excess of Revenues and Other Sources Over Expenditures And Other Uses	0	0	0	0
FUND BALANCE, Beginning	0	0	0	0
FUND BALANCE, Ending	0	0	0	0

SUPPLEMENTARY INFORMATION REQUIRED BY GOEA

SCHEDULE OF NON-MAJOR SPECIAL REVENUE

**ST. HELENA COUNCIL ON AGING
GREENSBURG, LOUISIANA**

June 30, 2004

	TITLE III D	TITLE III E	SENIOR CENTER SUPPLE- MENTAL	AUDIT	UTILITY ASSISTANCE	TOTAL
REVENUE						
INTERGOVERNMENTAL						
GOVERNOR OFFICE OF ELDERLY AFFAI	\$0	\$0	\$3,825	\$0	\$0	\$3,825
CAPITAL AREA AGENCY ON AGING	1,256	1,908	0	537	0	3,701
ENERGY	0	0	0	0	6,342	6,342
	<u>1,256</u>	<u>1,908</u>	<u>3,825</u>	<u>537</u>	<u>6,342</u>	<u>13,868</u>
EXPENDITURES						
HEALTH & WELFARE & SOCIAL SERVICES						
CURRENT						
SALARIES	1,584	830	0	0	0	2,414
FRINGE	213	122	0	0	0	335
TRAVEL	9	64	0	0	0	73
OPERATING SERVICES	255	157	0	0	0	412
OPERATING SUPPLIES	44	126	0	0	0	170
OTHER	27	17	0	5,702	0	5,746
UTILITY ASSISTANCE	0	0	0	0	3,829	3,829
	<u>2,132</u>	<u>1,316</u>	<u>0</u>	<u>5,702</u>	<u>3,829</u>	<u>12,979</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(876)	592	3,825	(5,165)	2,513	889
OTHER FINANCIAL SOURCES (USES)						
TRANSFERS IN	876	0	0	5,165	0	6,041
TRANSFER OUT	0	(592)	(3,825)	0	0	(4,417)
	<u>876</u>	<u>(592)</u>	<u>(3,825)</u>	<u>5,165</u>	<u>0</u>	<u>1,624</u>
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	0	0	0	0	2,513	2,513
FUND BALANCE, BEGINNING	0	0	0	0	3,537	3,537
FUND BALANCE, END	0	0	0	0	6,050	6,050

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND CHANGES IN
GENERAL FIXED ASSETS
YEAR ENDED JUNE 30, 2004

	BALANCE JULY 1, <u>2003</u>	ADDITIONS	ADJUSTMENTS AND DELETIONS	BALANCE JUNE 30, <u>2004</u>
<u>GENERAL FIXED ASSETS</u>				
Office Furniture & Equipment	\$3,902	\$-0-	\$-0-	\$3,902
Total	<u>3,902</u>	<u>-0-</u>	<u>-0-</u>	<u>3,902</u>
 <u>INVESTMENT IN GENERAL FIXED ASSETS:</u>				
Property acquired with funds from -				
General funds & Local	\$3,902	-0-	-0-	\$3,902
TOTAL INVESTMENT IN GENERAL FIXED ASSETS	<u>3,902</u>	<u>-0-</u>	<u>-0-</u>	<u>3,902</u>

SUPPLEMENTARY INFORMATION REQUIRED BY OMB CIRCULAR A-133

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE
YEAR ENDED JUNE 30, 2004

<u>PROGRAM TITLE</u>	<u>CFDA NUMBER</u>	<u>PROGRAM OR AWARD AMOUNT</u>	<u>FEDERAL REVENUE RECOGNIZED</u>	<u>TOTAL EXPENDITURES</u>
<u>DEPARTMENT OF HEALTH & HUMAN SERVICES</u>				
<u>PASSED THROUGH:</u>				
<u>GOVERNOR'S OFFICE ELDERLY AFFAIRS</u>				
Title III-B	93.044	\$18,286	\$18,286	\$18,286
Title III-C-1	93.045	9,795	9,795	9,795
Title III-C-2	93.045	0-	0-	0-
Title III-D	93.043	1,256	1,256	1,256
Title III-E	93.052	1,431	1,431	1,431
		<u>30,768</u>	<u>30,768</u>	<u>30,768</u>
Total Federal Grants		<u>30,768</u>	<u>30,768</u>	<u>30,768</u>

ATTESTATION REPORT

Certified Public Accountant



Donald C. DeVille

Member
American Institute CPAs

Member
Louisiana Society CPAs

7829 BLUEBONNET BLVD.
BATON ROUGE, LA 70810
(225) 767-7829

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

September 8, 2004

To the Board of Directors
St. Helena Council on Aging
Greensburg, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of St. Helena Council on Aging, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Family Values Resource Institute, Inc.'s compliance with certain laws and regulations during the year ended **June 30, 2004**, included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State and Local Awards

1. Determine the amount of Federal, State and local award expenditures for the fiscal year by grant and grant year.

State:

Governor's Office of Elderly Affairs	\$41,207
Capital Area Agency on Aging	66,399

Local:

St. Helena Parish Police Jury	1,000
-------------------------------	-------

2. Randomly select 6 disbursements from each award made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six randomly selected disbursements and found that payments was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the payments were properly coded to the correct fund and general ledger account.

- (c) determined whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the director.

- (d) compare the entity's financial records to the close out reports.

I compared the close out reports to the entity's financial records and found the reports in agreement.

Meetings

- 3. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

I reviewed the minutes of the Organization and saw the notices of its upcoming meetings to give the public an opportunity to participate in the meetings involving state funds.


I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion.

Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Family Values Resource Initiative, Inc. and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully submitted



**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)**

9-21-2004 (Date Transmitted)

Donald c DeVille, CPA

7829 Bluebonnet Blvd

Baton Rouge, LA 70810

(Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes No

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes No

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes No

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Lola M. Matthews Secretary 9-28-04 Date
Willie Mae Graves Treasurer 9-28-04 Date
Gwen P. Clive President 9-28-04 Date

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
SCHEDULE OF PRIOR YEARS FINDINGS
JUNE 30, 2004

REF NO.	FISCAL YEAR FINDING INITIALLY OCCURRED	DESCRIPTION OF FINDING	CORRECTIVE ACTION TAKEN (YES, NO, PARTIALLY)	CORRECTIVE ACTION/PARTIAL CORRECTIVE ACTION TAKEN
1.	6-30-02	Unit Cost Rates Need To Be Adjusted To More Closely Reflect The Actual Cost Of Providing Services. * * * *	Yes	Council Has Hired Another CPA To Help In This And Other Matters.
2.	6-30-02	Several Instances Of Cash Overdrafts Were Noted. * * * *	No	May 2004 Bank Statement Indicated A \$(1,331.94) Cash Balance
3.	6-30-02	Board Minutes Lack Important Information * * * *	Yes	Board Approval Of Budget Was Recorded In The Minutes.
4.	6-30-02	Bookkeeping Not Complete And Files Were Disorderly * * * *	Yes	Council Has Hired Another CPA To Provide Bookkeeping Services.
5.	6-30-03	Actual Expenditures Exceeded Allowable Budget Limits in Some Programs * * * *	No	Actual Expenditures Exceeded Budget In The III-C-1 And III-C-2 Programs.
6.	6-30-03	Journal Entries Need To Be Approved By Management. * * * *	Yes	Journal Entries Are Reviewed By The Director
7.	6-30-03	Fraud Prevention And Detection Policies Not Implemented.	Partially	Director To Report To The Board.

ST. HELENA COUNCIL ON AGING, INC.
GREENSBURG, LOUISIANA
SCHEDULE OF FINDINGS
JUNE 30, 2004

REPORTABLE CONDITION: The May bank statement indicated a bank overdraft.

CRITERIA: Good cash management will eliminate bank overdrafts.

CAUSE: Cash flow problems.

EFFECT: There is no material effect to these financial statements.

RECOMMENDATION: I believe that cash management could be improved by:
1. Prepare regular cash position reports.
2. Control Checks issued.

* * * *

REPORTABLE CONDITION: I noted several budget violations in various major programs.

CRITERIA: The Council is supposed to maintain actual expenditures for major expenditures categories within 10% of the respective budget amount for that category.

CAUSE: Expenditures were not closely monitored.

EFFECT: There is no material effect to these financial statements.

RECOMMENDATION: A budget amendment should be proposed and approval obtained to revise the budget to prevent overspending.

* * * *

ST. HELENA COUNCIL ON AGING, INC.
CORRECTIVE ACTION PLAN FOR CURRENT YEAR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2004

REF NO.	DESCRIPTION OF FINDING	CORRECTIVE ACTION PLANNED	NAME OF CONTACT PERSON	ANTICIPATED COMPLETION DATE
1.	Bank Over-Drafts	Greater Care By the Bookkeeper Will Be Given To Monitoring Cash.	Reed Meadors	9-30-04
* * * *				
2.	Actual Expenditures Exceed Budgeted Expenditures.	The Council Has Hired An Outside CPA to Assist.	Reed Meadors	6-30-05
* * * *				