

**SABINE COUNCIL ON AGING, INC.
MANY, LOUISIANA**

**ANNUAL FINANCIAL REPORT
JUNE 30, 2022**

**Sabine Council on Aging, Inc.
Many, Louisiana**

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**Sabine Council on Aging, Inc.
Many, Louisiana**

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SABINE COUNCIL ON AGING, INC.
Many, Louisiana
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Year Ended June 30, 2022

The following discussion and analysis of the Sabine Council on Aging's (the Council) financial performance is provided as an overview of the Council's financial activities for the year ended June 30, 2022. This document focuses on the current year's activities, resulting changes, and currently known facts. This document should be read in conjunction with the basic financial statements which follow this section.

FINANCIAL HIGHLIGHTS

- Unrestricted net position, which represents the amount available to be used to meet ongoing obligations to the aged citizens of Sabine Parish and creditors in accordance with the Council's fund designation and fiscal policies decreased \$865,545 (34.02%) to \$1,678,957 as of June 30, 2022, compared to an increase of \$65,181 (2.63%) and a decrease of \$991,362 (28.56%) as of June 30, 2021 and 2020, respectively.
- Sales tax revenue increased \$236,691 (19.11%) to \$1,475,280 during the year ended June 30, 2022, compared to a decrease of \$114,565 (8.47%) and increase of \$209,710 (18.34%) during the years ended June 30, 2021 and 2020, respectively.
- The Council had an excess of revenues over expenses of \$133,869 for year ended June 30, 2022, compared to an excess of revenue over expenses of \$448,867 and an excess of revenue over expenses of \$417,547 for years ended June 30, 2021 and 2020, respectively.
- During the current year, expenses increased \$299,081 which is an 17.20% increase from last year.
- The Council had no long-term debt at years ending June 30, 2022, 2021, or 2020.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 13 and 14) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 16. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

Our auditor has provided assurance in the independent auditor's report, located immediately before this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. The auditor is providing varying degrees of assurance about the supplemental financial information required by GASB Statement 34 and other supplemental financial information that follows later in this reporting package. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

REPORTING THE COUNCIL AS A WHOLE USING GOVERNMENT-WIDE STATEMENTS

Our analysis of the Council as a whole begins on page 13. An important question to ask about the Council's finances is, "Is the Council as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities (referred to collectively as the Government-Wide Financial Statements) report information about the Council as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Government-Wide statements report the Council's net position and changes in them. Some of the net position is restricted which means they can only be used for a specific purpose. The Statement of Net position

is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net position is one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, other nonfinancial factors, such as the condition of the council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services, should be considered. The Statement of Activities provides information that shows how the Council's net position changed as a result of this year's activities. All of the Council's significant activities are reported in the Statement of Activities. These activities include an Administration function, Medicaid Transportation function, and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, utility assistance, and disease prevention and health promotion. The Medicaid Transportation is relevant to the activities of transporting the elderly, which are services reimbursable by Medicaid. All activities of the Council are considered to be governmental activities. A governmental activity is one where the Council uses money it receives from government grants and contracts, along with donations from the general public, and in the case of the Sabine Council, an assessed sales tax, to pay for the services it provides to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity would be classified as a business-type activity. The council does not have any business-type activities. However, the Council does charge a fee for persons under 60 years old to ride the Council's vans. We do not view the fees we charge for these activities as a business-type activity because we do not intend to make a profit or recover the full cost of providing the service.

REPORTING THE COUNCIL'S MOST SIGNIFICANT FUNDS USING FUND FINANCIAL STATEMENTS

Our analysis of the Council's major funds begins on page 16. The Fund Financial Statements can be found on pages 16 to 17 and provide detailed information about the most significant funds - not the Council as a whole. In the Fund Financial Statements, you will see a General Fund and a variety of major Special Revenue Funds. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we can show that the fund is meeting legal responsibilities for using certain grants and other money.

The General Fund and Special Revenue Funds are considered governmental funds. Governmental funds focus on how money flows into and out of funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified* accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. We have presented the difference between the net position of governmental activities and the fund balance of the governmental funds in reconciliation at the bottom of the Balance Sheet for Governmental Funds. In addition, the difference between the change in net position for the governmental funds and the change in net position for the governmental activities has been presented in a reconciliation at the bottom of the Statement of Revenues, Expenditures, and Changes in Fund Balances for the Governmental Funds.

NOTES TO THE FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 18 to 32. You should read the notes before making assumptions or drawing conclusions about the Council's financial conditions.

SUPPLEMENTAL FINANCIAL INFORMATION REQUIRED BY GASB STATEMENT 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the

Council's fiscal year. We have also opted to present positive and negative variances between the final budget and actual amounts.

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria, but which we believe is important to present for the Council's financial statement users.

Management's Discussion and Analysis is also required supplementary information (RSI) by GASB Statement 34. However, it is presented under Required Supplementary Information (Part I) at the beginning of the reporting package and not with the other RSI by GASB Statement 34.

OTHER SUPPLEMENTAL FINANCIAL INFORMATION

The Council has also presented other required supplemental information in this report package.

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 39 to 40. This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council. The schedule of compensation, benefits and other payments to agency head or chief executive officer on page 42 is presented to fulfill the requirements of Louisiana Revised Statute 24:513(A)(3).

AN ANALYSIS OF THE COUNCIL AS A WHOLE USING GOVERNMENT-WIDE FINANCIAL STATEMENTS

The following table reflects condensed information on the Council's net position:

	Governmental Activities		
	2022	2021	2020
Current and other assets	\$ 1,887,724	\$ 2,768,939	\$ 2,679,169
Capital assets, net of depreciation	4,835,890	3,836,601	3,452,626
Total Assets	\$ 6,723,614	\$ 6,605,540	\$ 6,131,795
Total current liabilities	\$ 196,924	\$ 212,719	\$ 187,841
Net Position:			
Net investment in capital assets	\$ 4,835,890	\$ 3,836,601	\$ 3,452,626
Restricted	11,843	11,718	12,007
Unrestricted	1,678,957	2,544,502	2,479,321
Total Net Position	\$ 6,526,690	\$ 6,392,821	\$ 5,943,954

As of June 30, 2022, the Council "as a whole" had assets greater than its liabilities by \$6,526,690. The Council's total net position increased \$133,869 (2.09%) since 2021 and increased \$582,736 (9.80%) since 2020. This is due primarily to the fluctuations in sales tax and grant revenue.

The Council's unrestricted net position decreased by \$865,545 (34.02%) from last year's amount. About 25.72% of the Council's net position is unrestricted as of June 30, 2022. It is important that the Council have unrestricted net position so there will be resources available to adapt to changes in the economy, emergencies, unexpected needs, reductions in or termination of grant revenues by government agencies and future capital expenditures.

The Council's restricted net position of \$11,843 is for utility assistance and represents 0.18% of total net position. Net position is reported as restricted when the constraints placed upon the asset's use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The 74.09% of net position that have been invested in capital assets (\$4,835,890) are presented net of depreciation and any related outstanding debt incurred to acquire them.

Total liabilities decreased by \$15,795 this year or 7.43%. The primary reason for the decrease is a decrease in accounts payable for expenses related to the construction in progress of the Many recreation center and additions to the Toledo Center.

The table below illustrates the revenues and expenses that caused the change in net position over the years.

	For the years ending June 30,		
	<u>2022</u>	<u>2021</u>	<u>2020</u>
Revenues			
Program Revenues:			
Charges for Services	\$ 380	\$ 279	\$ 452
Operating Grants and Contributions	508,030	533,638	431,549
Capital Grants and Contributions	-	178,567	141,506
General Revenues			
Sales Tax Revenue	1,475,280	1,238,589	1,353,154
Unrestricted Grants and Contributions	164,408	159,641	158,104
Interest Income	14,661	20,478	31,038
Gain(Loss)on disposition of assets	-	(1,193)	-
Other General Revenues	9,456	58,133	1,464
Total Revenues	<u>2,172,215</u>	<u>2,188,132</u>	<u>2,117,267</u>
Program Expenses of the Health Welfare & Social Services			
Supportive Services:			
Homemaker	74,973	40,557	70,638
Information and Assistance	24,187	22,644	20,912
Legal Assistance	2,997	503	2,881
Outreach	5,182	4,658	4,622
Transportation	264,626	154,822	201,034
Other Non-priority Services	18,972	15,016	13,403
Nutrition Services:			
Congregate Meals	208,856	128,208	158,742
Home Delivered Meals	480,950	486,491	471,880
Nutrition Education	252	252	252
Medication Management and Wellness	7,921	4,986	5,029
National Family Caregiver	34,686	65,103	33,524
Utility Assistance	1,400	1,299	1,361
Senior Center Activities	227,511	199,884	182,705
Other Senior Activities	125,303	109,081	105,396
Program Expenses of Medicaid Transportation	261,253	269,415	217,099
Administration Expenses	299,277	236,346	210,242
Total Expenses	<u>2,038,346</u>	<u>1,739,265</u>	<u>1,699,720</u>
Excess(deficit) of revenues over expenses	133,869	448,867	417,547
Beginning Net Position	6,392,821	5,943,954	5,526,407
Ending Net Position	<u>\$ 6,526,690</u>	<u>\$ 6,392,821</u>	<u>\$ 5,943,954</u>

The Council's total revenues were \$2,172,215 or a decrease of \$15,917 (0.73%) for 2021 for government-wide financial statements. The prior years' revenue was \$2,188,132 in 2021 an increase from 2020 revenue of \$70,865 (3.35%) and \$2,117,267 in 2020, which reflected an increase of \$255,945 (13.75%) from 2019. Total expenses increased by \$299,081 (17.20%) from \$1,739,265 in 2021 and increased by \$338,626 (19.92%) from \$1,699,720 in 2020.

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

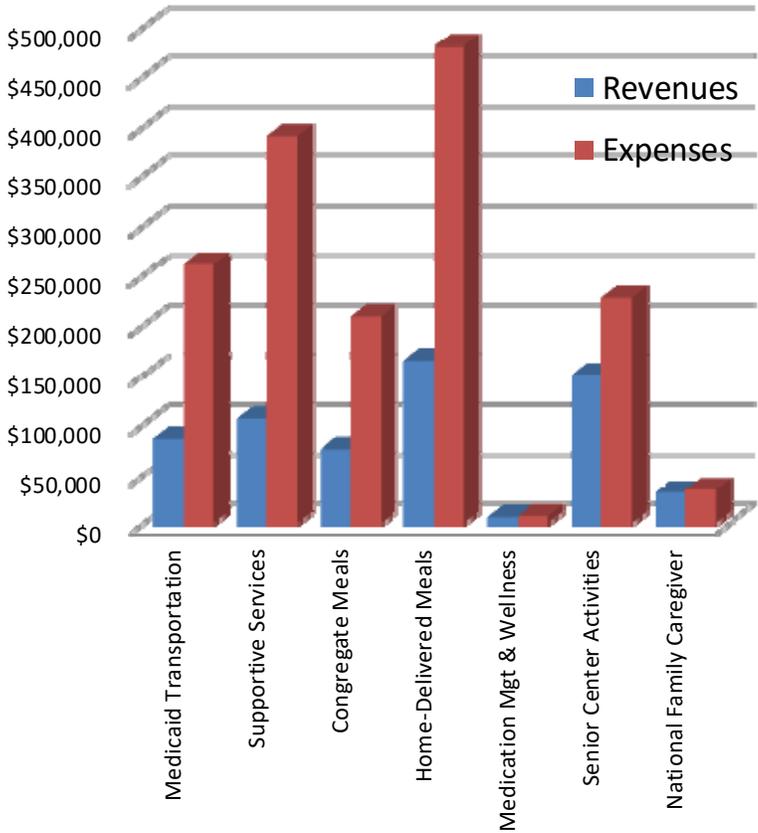
Most of the Council's activities are funded by federal, state, and local grants. Some of these grants are restricted which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may change based upon the level of service provided by the Council under the terms of the particular grant award.

In 2003, the Council began receiving monies from a sales tax passed for a term of ten years beginning October 2003. This sales tax was renewed in April, 2022 for another ten years. This revenue has decreased \$299,310 since a high of \$1,758,762 in 2012.

The Council also receives donations from its clients and the general public. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services. Public support revenues typically represent only a small portion of revenues for the predominately rural area.

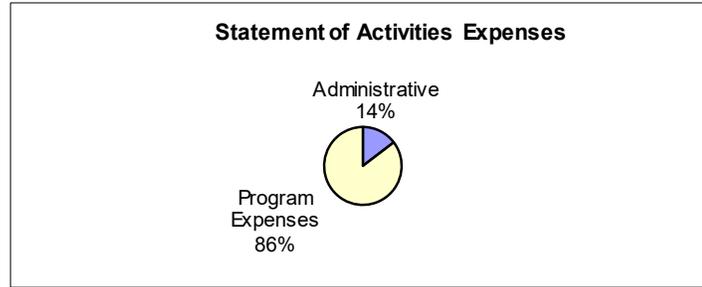
When reviewing the Government-Wide Statement of Activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are related to supportive services (which include among other services, transportation and recreation) and nutrition services represented by congregate and home delivered meals. The Council's main focus is to meet the needs of the elderly citizens of Sabine Parish. Demand for these services is high; therefore, resources are channeled to meeting the demand.

Comparison of 2022 Program Revenues and Expenses



You will note that all the governmental activities have more expenses than revenues. We expect this situation to occur and have prepared the Council's budgets for these activities with this in mind. As you will also note, not all program revenues are included in this chart. Other types of grant monies are available to assist in the cost of certain programs, for instance, PCOA monies are utilized with the CII home-delivered meal program for the cost of raw materials for meals served to the qualified individuals. This chart is only to demonstrate those revenues and expenses that have been either directly or indirectly allocated to these specific funds prior to transfers. Traditionally, once qualified transfers from all grant sources have been exhausted, sales tax revenues are used to cover the excess of expenses over revenues in these activities. For year end June 30, 2022 the Council transferred \$814,526 of sales tax revenue to cover the deficits in these funds as compared to a transfer of \$562,565 for year ended June 30, 2021.

Another indication of how we are using money and resources efficiently can be analyzed by calculating the percentage of administration in relation to total program expenses. Administrative expenses account for 14% of total expenses.



The Utility Assistance program has no indirect costs that can be charged to this program because under the terms of the contract, the contributions given by the donor may only be used to pay for utility bills for certain needy people who meet the guidelines to receive assistance. In any given year, the amount of contributions received in this program may exceed the demand from qualified recipients.

AN ANALYSIS OF THE COUNCIL'S FUNDS USING GOVERNMENTAL FUND FINANCIAL STATEMENTS

Fund Balances

The Council showed a combined governmental fund balance of \$1,690,800 (as shown on the Fund Financial Statement's balance sheet on page 16) at the end of this year, which is a decrease of \$865,420 versus last year. When you look at the funds individually you will see that the Council's General Fund decreased by \$866,028 this year and the Non-Major Funds have a combined fund balance increase of \$608.

Revenues

The combined fund revenues decreased \$23,062 this year versus last year. Prior year income included \$361,079 more in La DOTD donations for new vans, insurance reimbursements for hurricane damage, and Coronavirus Aid, Relief, and Economic Security (CARES) Act funds received in response to the COVID-19 pandemic that were not collected in 2022. However, current year increases in sales tax revenue, American Recovery Plan Act funds and Medicaid transportation revenue of \$338,017 lessened the burden of the loss.

Expenditures

Current total expenditures increased by \$907,251 this year. Notable reasons why this occurred are as follows:

- Increase in capital expenditures of \$644,383.
- Increase in expenses for general operating and meals due to the centers opening back up after the pandemic.

AN ANALYSIS OF THE GENERAL FUND BUDGET

Our GOEA budget was approved for the fiscal year ended June, 2022. You can find schedules of the original budget for the General Fund and each major fund in the Required Supplemental Information (Part II) section of this report on pages 34 to 36. When you review the budget versus actual schedule, you will note the favorable and unfavorable variances. In the General Fund, actual revenues were more than the budgeted amounts. Actual expenditures were less than budgeted amounts by \$244,778.

AN ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION

At the end of the year, the Council had \$4,835,890 in net fixed assets and a net increase in accumulated depreciation of \$220,740. The capital outlays included a new server, a security camera system at the Legacy Buildings, a sound system at the Toledo Center, a shuffleboard table, air hockey table, and construction in progress of additions at the Toledo Center and a new Many Recreation Center. This resulted in a net increase of \$999,289 in fixed assets over last year.

	Balance June 30, 2021	Additions	Reclassifications/ Deletions	Balance June 30, 2021
Buildings and land	\$ 3,723,363	\$ 43,016	\$ -	\$ 3,766,379
Furniture and equipment	103,779	37,938	-	141,717
Automotive equipment	658,699	-	-	658,699
Construction-in-progress	330,189	1,139,075	-	1,469,264
Total general fixed assets	<u>\$ 4,816,030</u>	<u>\$ 1,220,029</u>	<u>\$ -</u>	<u>\$ 6,036,059</u>
Accumulated Depreciation				
Buildings	\$ 756,250	\$ 100,568	\$ -	\$ 856,818
Furniture and equipment	47,132	8,625	-	55,757
Automotive equipment	176,047	111,547	-	287,594
Total accumulated depreciation	<u>\$ 979,429</u>	<u>\$ 220,740</u>	<u>\$ -</u>	<u>\$ 1,200,169</u>
Total Net Assets	<u>\$ 3,836,601</u>	<u>\$ 999,289</u>	<u>\$ -</u>	<u>\$ 4,835,890</u>

At the end of June 30, 2022, the Council had no long-term debt.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

As in the past, the Council receives funding from federal and state agencies for specific programs. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. A large percentage of funding is presently coming from sales tax revenue. In setting the budget for fiscal year 2022-2023, it was important that we continue to deliver the same or an increased level of service to our clients and the public compared to what we did in 2021-2022. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FYE 2023.

CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Jeffrey Morrow, the Council's Executive Director, at the Council's main office located at 200 Legacy Drive, Many, Louisiana, 71449, by phone at (318) 256-4140, or by email jmorrow@sabinecoa.org.

T | C | B | T
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Sabine Council on Aging, Inc.
Many, Louisiana 71449

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Sabine Council on Aging, Inc. (Council) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major funds, and the aggregate remaining fund information of the Sabine Council on Aging, Inc. as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the Louisiana Governmental Audit Guide. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

- Management's discussion and analysis
- Budgetary comparison information

Such information, although not a part of the basic financial statements, is presented for purposes of additional analysis and is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the management's discussion and analysis in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The information listed below is presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA).

- Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – Nonmajor Governmental Funds
- Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets

Act 706 of the Louisiana 2014 Legislative Session requires the Council to present a supplementary Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer for the fiscal year. These schedules are not a required part of the basic financial statements.

This supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, this supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2022, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated December 16, 2022, on the results of our statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

Thomas, Cunningham, Broadway & Todtenbier, CPAs

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

December 16, 2022

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE FINANCIAL STATEMENTS

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
STATEMENT OF NET POSITION
June 30, 2022

	GOVERNMENTAL ACTIVITIES
ASSETS	
Cash	\$ 809,510
Investments	929,483
Receivables	138,032
Prepaid expenses	10,079
Capital assets, net of accumulated depreciation	4,835,890
Utility deposits	<u>620</u>
Total Assets	\$ <u>6,723,614</u>
LIABILITIES	
Current:	
Accounts payable	\$ 63,857
Retainage payable	46,680
Accrued payroll liabilities	36,378
Accrued compensated absences	<u>50,009</u>
Total Liabilities	\$ <u>196,924</u>
NET POSITION	
Net investment in capital assets	\$ 4,835,890
Restricted for:	
Utility assistance	11,843
Unrestricted	<u>1,678,957</u>
Total Net Position	\$ <u><u>6,526,690</u></u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
STATEMENT OF ACTIVITIES
For the year ended June 30, 2022

<u>Functions/Programs</u>	<u>Direct Expenses</u>	<u>Indirect Expenses</u>	<u>Program Revenues</u>			<u>Net (Expenses) Revenues and Change in Net Position</u>
			<u>Charges for services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:						
Health, Welfare & Social Services						
Supportive Services:						
Homemaker	\$ 52,825	\$ 22,148	\$ -	\$ 20,439	\$ -	\$ (54,534)
Information and assistance	17,042	7,145	-	6,182	-	(18,005)
Legal assistance	2,997	-	-	766	-	(2,231)
Outreach	3,651	1,531	-	1,325	-	(3,857)
Transportation	186,451	78,175	-	72,865	-	(191,761)
Other non-priority services	13,367	5,605	-	4,849	-	(14,123)
Nutrition Services:						
Congregate meals	170,442	38,414	-	75,474	-	(133,382)
Home delivered meals	397,208	83,742	-	111,457	-	(369,493)
Nutrition education	252	-	-	252	-	-
Preventive Health:						
Wellness	5,586	2,335	-	7,061	-	(860)
National family caregiver:						
In-home respite	24,411	932	-	23,297	-	(2,046)
Sitter service	1,208	23	-	1,132	-	(99)
Other services	5,731	2,381	-	7,457	-	(655)
Senior Center Activities	160,298	67,213	-	39,623	-	(187,888)
Other Senior Services	79,780	33,127	-	-	-	(112,907)
Utility Assistance	1,400	-	-	1,525	-	125
COVID-19 Vaccine Outreach	7,084	-	-	7,399	-	315
Medicare Outreach & Education	3,752	1,560	-	5,480	-	168
Other Transportation	184,601	76,652	380	85,718	-	(175,155)
Administrative (AAA & General)	-	299,277	-	35,729	-	(263,548)
Total Governmental Activities	<u>\$ 1,318,086</u>	<u>\$ 720,260</u>	<u>\$ 380</u>	<u>\$ 508,030</u>	<u>\$ -</u>	<u>\$ (1,529,936)</u>

General revenues:

Sales tax revenue	1,475,280
Grants not restricted to specific programs	164,408
Miscellaneous	9,456
Interest income	14,661
Total general revenues	<u>1,663,805</u>

Increase (decrease) of net position 133,869

Net position, beginning	6,392,821
Net position, ending	<u>\$ 6,526,690</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

FUND FINANCIAL STATEMENTS

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2022

	<u>GENERAL</u>	<u>TITLE III-B</u>	<u>TITLE III-C-2</u>	<u>NONMAJOR FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
ASSETS					
Cash	\$ 809,510	\$ -	\$ -	\$ -	\$ 809,510
Investments	929,483	-	-	-	929,483
Accounts receivable	138,032	-	-	-	138,032
Due from general fund	-	-	-	12,326	12,326
Prepaid expenses	10,079	-	-	-	10,079
Utilities deposit	620	-	-	-	620
Total Assets	<u>\$ 1,887,724</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,326</u>	<u>\$ 1,900,050</u>
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts payable	\$ 63,857	\$ -	\$ -	\$ -	\$ 63,857
Retainage payable	46,680	-	-	-	46,680
Accrued payroll taxes	36,378	-	-	-	36,378
Accrued compensated absences	50,009	-	-	-	50,009
Due to other funds	12,326	-	-	-	12,326
Total Liabilities	<u>209,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>209,250</u>
Fund Balances					
Nonspendable:					
Utility deposits	620	-	-	-	620
Prepaid expense	10,079	-	-	-	10,079
Restricted for:					
Utility assistance	-	-	-	12,326	12,326
Unassigned	1,667,775	-	-	-	1,667,775
Total Fund Balances	<u>1,678,474</u>	<u>-</u>	<u>-</u>	<u>12,326</u>	<u>1,690,800</u>
Total Liabilities and Fund Balances	<u>\$ 1,887,724</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,326</u>	<u>\$ 1,900,050</u>

Reconciliation of Balance Sheet to Statement of Net Position:

Amounts reported for governmental activities in the statements of net position are different because

Balance Sheet--fund balances	\$ 1,690,800
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	4,835,890
Statement of Net Position	<u>\$ 6,526,690</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
 For the year ended June 30, 2022

	<u>GENERAL</u>	<u>TITLE III-B</u>	<u>TITLE III-C-2</u>	<u>NONMAJOR FUNDS</u>	<u>TOTAL</u>
REVENUES					
Intergovernmental:					
Governor's Office of Elderly Affairs	\$ 25,207	\$ 74,950	\$ 61,694	\$ 252,149	\$ 414,000
NSIP Grant	-	-	53,495	-	53,495
Families First Coronavirus Response Act	-	-	24,859	-	24,859
American Recovery Plan Act	8,651	24,971	24,442	16,937	75,001
Sales tax revenue	1,475,280	-	-	-	1,475,280
Public support	1,870	6,505	589	10,401	19,365
Interest income	14,661	-	-	-	14,661
Program service fees:					
Medicaid transportation	85,718	-	-	-	85,718
Other transportation	380	-	-	-	380
Miscellaneous	9,456	-	-	-	9,456
Total Revenues	<u>1,621,223</u>	<u>106,426</u>	<u>165,079</u>	<u>279,487</u>	<u>2,172,215</u>
EXPENDITURES					
Health, Welfare, & Social Services:					
Current:					
Personnel	232,745	221,839	135,831	274,227	864,642
Fringe benefits	23,192	22,104	13,533	27,327	86,156
Travel	3,287	18,153	81,797	6,790	110,027
Operating services	97,717	82,332	40,529	54,409	274,987
Operating supplies	41,862	33,268	6,109	18,906	100,145
Other costs	9,856	10,244	5,628	7,586	33,314
Direct costs (no indirect allocation)	44,037	2,997	1,260	24,585	72,879
Meals	-	-	196,390	77,666	274,056
Energy assistance	-	-	-	1,400	1,400
Capital outlays	1,220,029	-	-	-	1,220,029
Total Expenditures	<u>1,672,725</u>	<u>390,937</u>	<u>481,077</u>	<u>492,896</u>	<u>3,037,635</u>
Excess of revenues over(under) expenditures	<u>(51,502)</u>	<u>(284,511)</u>	<u>(315,998)</u>	<u>(213,409)</u>	<u>(865,420)</u>
OTHER FINANCING SOURCES (USES)					
Operating transfers in	-	284,511	315,998	317,117	917,626
Operating transfers out	(814,526)	-	-	(103,100)	(917,626)
Total Other Financing Sources and Uses	<u>(814,526)</u>	<u>284,511</u>	<u>315,998</u>	<u>214,017</u>	<u>-</u>
Net increase(decrease) in fund balances	(866,028)	-	-	608	(865,420)
FUND BALANCES					
Beginning of year	2,544,502	-	-	11,718	2,556,220
End of year	<u>\$ 1,678,474</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,326</u>	<u>\$ 1,690,800</u>

Reconciliation of Statement of Revenues Expenditures, and Changes in Fund Balance to Statement of Activities:

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

Net increase in fund balances - total governmental funds \$ (865,420)

Governmental funds report capital outlays as expenditures and the sales price of assets as revenue. However in the statement of activities, the costs of these assets is allocated over their estimated useful lives and reported as depreciation expense and gain or loss on disposition of assets is recorded.

	Capital outlays	1,220,029	
	Depreciation	(220,740)	999,289
	Increase of net position of governmental activities	\$ 133,869	

The accompanying notes are an integral part of this statement.
 See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of Sabine Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989, (when applicable) that do not conflict with or contradict GASB pronouncements. GAAP as applicable to governments also conforms to the requirements of Louisiana R.S. 24:517 and the guides set forth in the Governor's *Office of Elderly Affairs Audit Guide--Revision Effective for Fiscal Years Ending June 30, 2011* and to the industry guide, *Audits of State and Local Government Units*, published by the American Institute of Certified Public Accountants.

The following is a summary of certain significant accounting policies used by the Council:

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 in Sabine 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 and state; to provide for a mutual exchange of ideas and information on the parish and state level; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services of other local agencies serving the aging people of the parish; 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 make recommendations relevant to the planning and delivery of services to the elderly of the parish.

Specific services provided by the Council to the elderly residents of Sabine Parish include providing congregate and home delivered meals, nutritional education, caregiver assistance, information and assistance, outreach, material aid, utility assistance, homemaker services, recreation, legal assistance, medication management, public education, health promotion, in-home respite, sitter service, and transportation.

B. Reporting Entity:

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. In 1979, the Louisiana Legislature created the Governor's Office of Elderly Affairs (GOEA) (La. R.S. 46:931) with the specific intention that GOEA administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging.

Before a council on aging can begin operations in a specific parish, its application for a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. Each council on aging in Louisiana must comply with the state laws that apply to quasi-public agencies, as well as the policies and regulations established by GOEA.

The Sabine Council on Aging is a legally separate, non-profit, quasi-public corporation. It received its charter in 1973 and began operations 49 years ago. A board of directors, consisting of 15 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.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Reporting Entity (continued):

Membership in the Council is open at all times, without restriction, to all residents of Sabine 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 Financial Reporting Entity*, the Sabine Council on Aging, Inc. is not a component unit of another primary government, nor does it have any component units that are related to it. In addition, based on the criteria set forth in the statement, the Council has presented its financial statements as a special purpose, stand-alone government; accordingly, it is applying the provisions of Statement 14 as if it were a primary government.

C. Basis of Presentation of the Basic Financial Statements:

The Council's basic financial statements consist of "government-wide" financial statements on all activities of the Council, which are designed to report the Council as a whole entity, and "fund" financial statements, whose purposes are to report individual major governmental funds and combined nonmajor governmental 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 all been categorized 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.

Government-Wide Financial Statements:

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been eliminated from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in its net position (financial position) resulting from the activities of the current fiscal year. Intergovernmental revenues primarily support governmental activities.

In the government-wide Statement of Net Position only one column of numbers has been presented for total governmental activities. The numbers are presented on a consolidated basis and represent only governmental-type activities.

The Statement of Net Position has been prepared 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 position are reported in three parts -- invested in capital assets, net of related debt; restricted net position, and unrestricted net position.

The Government-Wide Statement of Activities reports both the gross and 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 to 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.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation of the Basic Financial Statements: (continued)

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas, the Council allocates indirect expenses among various functions and programs in accordance with OMB Circular A-87, *Cost Principles for States, Local and Indian Tribal Governments*. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses."

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Unrestricted contributions, unrestricted grants, interest income, and miscellaneous revenues that are not included among program revenues are reported instead as general revenues in this statement. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence and are separately reported below general revenues. The Council did not have any material special items this year.

Fund Financial Statements:

The fund financial statements present financial information very similar to that which was included in the general-purpose financial statements issued by governmental entities before GASB Statement No. 34 required the format change.

The daily accounts and operations of the Council continue to be organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities. 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. Government 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 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, or the fund is determined to be particularly important to financial statement users and should be reported as a major fund. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

Governmental fund equity is called the fund balance. Fund balance is further classified on a hierarchy that shows, from the highest to the lowest, the level or form of constraints on fund balance and accordingly, the extent to which the Council is bound to honor them: nonspendable, restricted, committed, assigned and unassigned.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation of the Basic Financial Statements: (continued)

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

General Fund

The general fund is the primary operating fund of the Council and is used to account for all financial resources except those required to be accounted for in another fund. The following is a brief description of the programs or funding sources that comprise the Council's General Fund:

Local programs and funding. The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at management's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

The **Title III C Area Agency Administration** funds are used to subsidize the costs of administering the Council's special programs for the aging. This fiscal year GOEA granted the Council \$25,207 of AAA funding, which has been received and accounted for in the Council's General fund along with an equal amount of administrative expenditures. The Council on Aging also received \$8,651 from the American Recovery Plan Act for the year ended June 30, 2022. The amount of funding is not enough to pay for all the administrative indirect costs. As a result, the Council will consume the GOEA grant funds first when paying for administrative costs and then allocate the excess administrative costs to other programs using a formula based on the percentage each program's direct costs bears to direct costs for all programs. In addition, due to program restrictions, administrative costs may not be allocated to certain funds and programs.

Audit Funding. Each year GOEA provides funds to subsidize the cost of the Council's annual audit. No audit funds FY 2022 were received to help pay for the cost of the audit, which was \$14,946 and is allocated as an indirect expense in the funds.

Transportation Program Services--Non-elderly. The Council provides various transportation services to the residents of Sabine Parish who are not 60 years old for a fee. These program service fees (\$380 for FY 2022) and their related costs are accounted for within the "Nonelderly Transportation" program of the General fund. In contrast, transportation services provided to residents who are at least 60 years old are accounted for in the "Elderly Transportation" program of the Title III B Fund.

Medicaid Services. The Council provides transport to certified Medicaid participants for medical treatments to and from the medical facilities. The Council is reimbursed based on mileage by the Department of Health and Hospitals (DHH). During the year the Council provided 2580 units (trips) for participants in this program, which generated \$85,718 of program service fees.

Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "*proceeds of specific revenue sources*" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. The Council has established several special revenue funds. The following are brief descriptions of the purpose of each special revenue fund and their classification as either a major or nonmajor governmental fund:

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation of the Basic Financial Statements: (continued)

Major Governmental 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 Title III B program. Specific supportive social services, along with the number of units provided during the fiscal year, are as follows:

	Units
Homemaker	1,829
Information and assistance	812
Legal assistance	43
Material aid	671
Outreach	228
Public education	396
Recreation	16,043
Transportation	8,041

There are three main sources of revenues that form the basis of this fund as follows:

- A grant from GOEA for Special Programs for the Aging, Title III, Part B--Grants for Supportive Services Supportive Services and Senior Centers \$74,950.
- Restricted, voluntary public support \$6,505 from persons who actually received homemaker and transportation services.

In addition to these two sources of funding, the Council on Aging received \$24,971 from the American Recovery Plan Act for the year ended June 30, 2022.

The **Title III C-2 Fund** is used to account for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year, the Council provided 52,368 home-delivered meals.

There were three main sources of revenues received this year that form the basis of this fund:

- A grant from GOEA for special Programs for the Aging, Title III, Part C-2, Nutrition Services \$61,694.
- Nutrition Services Incentive Program (NSIP) funds \$53,495 provided by GOEA to supplement the home-delivered meals program.
- Restricted, voluntary public support \$589 from those persons who received the home-delivered meals.

In addition to these three sources of funding, the Council on Aging received \$24,859 from the Families First Coronavirus Response Act and \$24,442 from the American Recovery Plan Act for the year ended June 30, 2022.

Any food that is purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of Agriculture. Beginning October 1, 2000, GOEA began distributing NSIP funds to each parish council on aging in Louisiana based on how many meals each council on aging served in the previous year in relation to the total meals served statewide by all councils.

The primary purpose of the NSIP reimbursement is to provide money to the Council so that United States food and commodities may be purchased to supplement nutrition programs.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation of the Basic Financial Statements: (continued)

Non-Major Governmental Funds

The **Title III C-1 Fund** is used to account for funds that are used to provide nutritional, congregate meals to the people age 60 or older in strategically located centers throughout Sabine Parish. The Council maintains meal sites in the Many, Converse, Florien and Toledo Town areas. During the year the Council provided 20,689 meals and 97 units of nutrition education to people eligible to participate in this program.

There were two main sources of revenues received this year that form the basis of this fund:

- A grant from GOEA for Special Programs for the Aging, Title III, Part C-1, Nutrition Services \$57,220.
- Restricted, voluntary public support \$8,876 from those persons who received congregate meals.

In addition to these two sources of funding, the Council on Aging received \$9,504 from the American Recovery Plan Act for the year ended June 30, 2022.

The **Title III D Fund** accounts for funds used for wellness, which include disease prevention and health promotion activities. During the year 3,219 units of wellness services were provided to eligible participants in this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA of \$4,550 for Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services. The Council on Aging also received \$2,511 from the American Recovery Plan Act for the year ended June 30, 2022.

The **Title III E Fund** is used to account for National Family Caregiver Support Program (NFCSP) funds used to provide a multi-faceted system of support services for family caregivers and for grandparents or older individuals who are relative caregivers. NFCSP Caregiver Services include (1) information about services/education, (2) assistance with access to services, (3) counseling/support groups, (4) respite care, and (5) supplemental services including material aid, and sitter services. During the year 1,103 units of service were provided. The main source of the revenue forming the basis for this fund is a grant for \$26,964 the Council received from GOEA for the Title III, Part E, National Family Caregivers Support Program. The Council on Aging also received \$4,922 from the American Recovery Plan Act for the year ended June 30, 2022.

The **Senior Center and Supplemental Senior Center** funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for costs of any program involving elderly persons who are at least 60 years old. To obtain supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community, the elderly person will come to a "senior center." The Council maintains senior centers in Many, Converse, Florien, and Toledo Town. During the fiscal year, management used all of its grant revenue from the Senior Center \$39,623 and Supplemental Senior Center #2 (\$7,812) to fund senior center activities, and Supplemental Senior Center (\$3,100) was transferred to the Title III C-1 Fund to subsidize the operating costs of that fund's program services.

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council's management may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years of age). In fiscal year 2022, the Council received this grant money into its General Fund and management transferred all (\$100,000) of the PCOA funds to the Title III C-2 Home-delivered meals to help pay for that fund's program expenditures.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation of the Basic Financial Statements: (continued)

Non-Major Governmental Funds (continued)

The **Energy 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 contributions can only be used to pay for direct services. No indirect or administration expenses can be paid for with these funds. The Council receives its Project Care donations directly from CLECO Corporation. During the year, the Council was able to provide \$1,400 to assist people with paying their utility bills.

The **Medicare Improvement for Patients and Providers Act (MIPPA)** is used to help low-income Medicare beneficiaries apply for programs that make Medicare affordable. The program funding also allows the Council on Aging to conduct outreach activities aimed at preventing disease and promoting wellness through Medicare's preventive benefits. During the year, the Council received \$5,480 in MIPPA funding.

The **COVID-19 Vaccine Outreach Program** were funds appropriated for the delivery of supportive services to older individuals, to enable them to have access to the COVID-19 vaccine by providing credible information, scheduling appointments, identifying people who may need help getting the vaccine, arranging accessible transportation, and reminders for the second vaccination. During the year, the Council received \$7,399 in Vaccine Outreach funding.

D. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements.

Accrual Basis – Government-Wide Financial Statements. The Statement of Net Position 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 are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Modified Accrual Basis – Fund Financial Statements. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund level financial statements use the flow of current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are 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. For this purpose, The Council considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the 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 judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation is a cost not recognized in the governmental funds.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Interfund Activity:

In the fund financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. All other interfund transactions are treated as transfers. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be repaid.

In the government-wide financial statements, all types of interfund transactions are eliminated when presenting the governmental activity information.

F. Cash:

Cash includes not only currency on hand, but demand deposits with banks or other financial institutions. For the purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year end, the line item "Cash" on the Statement of Net Position is comprised of restricted cash of \$11,843 and unrestricted cash of \$797,667. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because it is available for use in current operations.

G. Investments:

GASB Statement 31 requires the Council to report its investments at fair value in the balance sheet, except for investments in non-participating interest-earning contracts, such as non-negotiable certificate of deposit with redemptions terms that do not consider market rates. This type of investment is reported using a cost-based measure, provided the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. All the Council's investments are non-negotiable certificates of deposit.

H. Prepaid Expenses:

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

I. Capital Assets:

The accounting and reporting treatment used for capital assets depends on whether the capital assets are reported in the government-wide financial statements or the fund financial statements.

Government-Wide Financial Statements. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$1,000 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 Position. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation. Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expenses as incurred.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

I. Capital Assets: (continued)

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:

Buildings and improvements	25-40 years
Equipment	5-7 years
Vehicles	5 years
Computers	3 years

Fund Financial Statements. In the fund financial statement, capital assets used in the Council's operations are accounted for as capital outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

J. Non-Current (Long-term) Liabilities:

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the government-wide financial statements, all non-current liabilities that will be repaid from governmental resources are reported as liabilities. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented elsewhere in these statements. The Council did not have any non-current liabilities at year end.

K. Compensated Absences:

The Council's policies for vacation time permit employees to accumulate earned but unused vacation leave to the next fiscal year, not to exceed the amount of designated leave based on tenure. Accordingly, a liability for the unpaid vacation leave has been recorded. Management has estimated this liability to be current based on historical trends and therefore is recorded as a payroll payable. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect at the end of the fiscal year. An amount is added to this total for Social Security and Medicare taxes. The Council's sick leave policy does not provide for the vesting of sick leave thereby requiring the employee to be paid for any unused leave upon termination of employment. Accordingly, no amounts have been accrued.

L. Net Position in the Government-wide Financial Statements:

In the government-wide financial statements, equity (the difference between assets and liabilities) is classified as net position and is reported in three components:

- a. Net investment in capital assets--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. At year end the Council did not have any borrowings that were related to capital assets.
- b. Restricted net position--Consists of net position with constraints placed on the use by (1) external groups, such as creditors, grantors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position--Consists of all other assets, deferred outflows of resources, liabilities, and deferred inflows of resources that do not meet the definition of "restricted" or "net investment in capital assets."

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

L. Net Position in the Government-wide Financial Statements: (continued)

In the event that the Council, for the same function or purpose, received restricted and unrestricted monies, the policy is to first apply restricted resources when an expenditure is incurred. However, management will depart from its usual policy by using unrestricted funds in the Council's nutrition programs before consuming unspent NSIP funds, which is a restricted type revenue. The reason management will take this action is because certain unrestricted funds will have to be returned to GOEA if not consumed by June 30, whereas unconsumed NSIP funds are allowed by GOEA to be carried over and used in a subsequent year.

M. Fund Equity in the Fund Financial Statements:

Governmental fund equity is classified as fund balance. As required by GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, this statement provides clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as begin nonspendable as this item is not expected to be converted to cash.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. Management has classified \$11,718 of the fund balance for the energy assistance special revenue fund as being restricted due to the constraints placed on the use of the money contributed by the general public and CLECO.
- **Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- **Assigned:** This classification includes spendable amounts that are reported in governmental funds *other than the General Fund*, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be expressed by either the Council's board of directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purposes.
- **Unassigned:** This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

When fund balance resources are available for a specific purpose in multiple classifications, the Council would use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, it reserves the right to selectively spend unassigned resources first and to defer the use of the other classified funds.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

N. 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. 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 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 indirect cost allocation according to their grant or contract limitations.

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.

P. Elimination and Reclassifications:

In the process of aggregating data for the Statement of Net Position 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.

Q. Income Tax Status

The Council, a non-profit corporation, is exempt from federal income taxation under Section 501 (c)(3) of the Internal Revenue Code, 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 file a Form 990. The Council's Forms 990, *Return of Organization Exempt from Income Tax*, is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. Council management believes it is no longer subject to income tax examinations for periods ending prior to July 1, 2019, generally for three years after they are filed.

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 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.

3. CASH MANAGEMENT, DEPOSITS AND INVESTMENTS

Cash:

At June 30, 2022, the Council has cash (book balances) totaling \$809,510, as follows:

Petty Cash	\$	150
Demand Deposits		<u>809,360</u>
	\$	<u><u>809,510</u></u>

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

3. CASH MANAGEMENT, DEPOSITS AND INVESTMENTS (continued)

Investments:

At June 30, 2022, the Council has the following investments and maturities:

<u>Investment</u>	<u>Maturity</u>	<u>Fair Value</u>
Certificate of Deposit	3/22/2025	\$ 322,256
Certificate of Deposit	7/1/2022	273,298
Certificate of Deposit	9/11/2022	333,929
Totals		<u>\$ 929,483</u>

Investment valuation. Certificates of deposit are stated at cost, which approximates market.

The cash and investments of the Sabine Council on Aging, Inc. are subject to the following risks:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. As described in Louisiana law, the Council is classified as a quasi-public entity. Accordingly, the Council is not required to comply with Louisiana laws relating to the collateralization of bank deposits. However, the Council's policy is to follow state law in an effort to minimize risks. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory 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 bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Council's name.

At year end, the Council had collected bank balances of \$1,738,841. Of the total collected bank balances, \$972,993 was protected by federal depository insurance; \$765,848 was secured by pledged securities with a market value of \$2,137,454 held by the custodial banks in the name of the Council. Therefore, the Council was fully collateralized and was in compliance with R.S. 29:1225 which states the amount of the security shall at all times be equal to one hundred percent of the amount of collected funds on deposit except that portion of the deposits insured by any governmental agency insuring bank deposits.

Interest Rate Risk: This is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The Council does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Council's certificate of deposits have maturities of one year or less which limits exposure to fair value losses arising from rising interest rates.

4. ACCOUNTS RECEIVABLE

Accounts Receivable at June 30, 2022, consists of the following:

<u>Program</u>	<u>Fund</u>	<u>Provider</u>	<u>Amount</u>
Administration	General	Sales Tax	\$ 138,032
Total			<u>\$ 138,032</u>

The Council considers the receivables fully collectible; therefore no allowance for uncollectibles is recorded.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

5. CAPITAL ASSETS

A summary of changes in capital assets and related accumulated depreciation are as follows:

	Balance June 30, 2021	Additions	Reclassifications/ Deletions	Balance June 30, 2022
Land	\$ 214,271	\$ -	\$ -	\$ 214,271
Buildings	3,509,092	43,016	-	3,552,108
Construction in Progress	330,189	1,139,075	-	1,469,264
Furniture and equipment	103,779	37,938	-	141,717
Automotive equipment	658,699	-	-	658,699
Total general fixed assets	<u>\$ 4,816,030</u>	<u>\$ 1,220,029</u>	<u>\$ -</u>	<u>\$ 6,036,059</u>
Accumulated Depreciation				
Buildings	\$ 756,250	\$ 100,568	\$ -	\$ 856,818
Furniture and equipment	47,132	8,625	-	55,757
Automotive equipment	176,047	111,547	-	287,594
Total accumulated depreciation	<u>\$ 979,429</u>	<u>\$ 220,740</u>	<u>\$ -</u>	<u>\$ 1,200,169</u>
Total Net Assets	<u>\$ 3,836,601</u>	<u>\$ 999,289</u>	<u>\$ -</u>	<u>\$ 4,835,890</u>

Depreciation expense of \$220,740 was charged to the Indirect Administrative function on the government-wide Statement of Activities.

The Council's management has reviewed the capital assets and does not believe any of them are impaired.

6. INTERFUND RECEIVABLES AND PAYABLES

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

	Due From Other Funds	Due To Other Funds
General Fund	\$ -	\$ 12,326
Special Revenue Funds	12,326	-
	<u>\$ 12,326</u>	<u>\$ 12,326</u>

These loans have been eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

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 any out-of-pocket costs they might incur on behalf of the Council in accordance with the Council's travel policy when traveling on behalf of the Council.

8. SALES TAX REVENUE

The Sabine Council on Aging, Inc. acting through the Policy Jury of Sabine Parish levies a one-fourth of one percent (1/4%) sales and use tax. This is a tax for ten years beginning October 1, 2013. The sales tax was renewed in April, 2022 for 10 more years. The sales tax revenue is to provide funds for administering, acquiring, constructing, improving, maintaining, supporting and operating authorized activities, services, programs, and/or facilities for the council. The revenue recognized for the year ended June 30, 2022, is \$1,475,280.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

9. IN-KIND CONTRIBUTIONS

The Council received \$58,100 in various in-kind contributions during the year, which have been valued at their estimated fair market value. The in-kind activities have been omitted from the Council's financial statements. The primary in-kind contributions consisted of labor and related costs, rent, materials and activities related to health fairs, fundraisers, and the meal-site facilities. A summary of the in-kind contributions and their respective values is as follows:

Salary and fringe benefits	\$ 29,600
Operating supplies	10,000
Other	<u>18,500</u>
Total in-kind	<u>\$ 58,100</u>

10. CONTINGENCIES-GRANT PROGRAMS

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the grant programs are subject to audit and adjustment 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 collectability 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.

11. RELATED PARTY TRANSACTIONS

Procedures, observations, and inquiries did not disclose any material related party transactions for the fiscal year ended June 30, 2022.

12. ECONOMIC DEPENDENCY

The Council receives approximately one-fourth of its revenue through grants administered by the Louisiana Governor's Office of Elderly Affairs (GOEA) and the Louisiana Department of Transportation and Development (DOTD). 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.

13. RISK MANAGEMENT

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or 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 from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

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 nature, like floods or earthquakes. The Council's management is not aware of any potential judgments, claims or similar contingencies pending at year end.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2022

14. INTERFUND TRANSFERS

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

	Operating Transfers	
	In From	Out To
General Fund:		
Title III B Fund	\$ -	\$ 284,511
Title III C-1 Fund	-	130,282
Title III C-2 Fund	-	215,998
PCOA/Senior Center	-	180,075
Title III D	-	860
Title III E	-	2,800
Total General Fund	\$ -	\$ 814,526
PCOA/Senior Center		
Title III C-1 Fund	\$ -	\$ 3,100
Title III C-2 Fund	-	100,000
General Fund- sales tax	180,075	-
Total PCOA/Senior Center	\$ 180,075	\$ 103,100
Title III B Fund:		
General Fund- sales tax	\$ 284,511	\$ -
Title III C-1 Fund		
General Fund- sales tax	\$ 130,282	\$ -
General Fund- Supple Sr Center grant	3,100	-
Total III C-1 Fund	\$ 133,382	\$ -
Title III C-2 Fund		
General Fund- sales tax	\$ 215,998	\$ -
General Fund - PCOA grant	100,000	-
Total III C-2 Fund	\$ 315,998	\$ -
Other Non major funds in the aggregate:		
Title III D		
General Fund- sales tax	\$ 860	\$ -
Title III E		
General Fund- sales tax	2,800	-
Total other non major funds to aggregate	\$ 3,660	\$ -
Grand Totals	\$ 917,626	\$ 917,626

Transfers are used to (1) move revenues from the fund that statute or budget requires collecting them, to the fund that statute or budget requires to expend 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 consolidation process in preparing the Government-Wide Financial Statements.

15. SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 16, 2022, which is the date the financial statements were available to be issued and determined that there are no significant events requiring recognition or disclosure through that date and time these financial statements were available to be issued.

SUPPLEMENTARY INFORMATION REQUIRED
BY GASB STATEMENT 34

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
BUDGETARY COMPARISON SCHEDULE
General Fund
For the year ended June 30, 2022

	BUDGET AMOUNTS		ACTUAL	VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
Area Agency Administration	\$ 25,207	\$ 25,207	\$ 25,207	\$ -
American Recovery Plan Act	-	13,770	8,651	(5,119)
Sales tax revenue	1,128,000	1,315,000	1,475,280	160,280
Public support	1,200	2,200	1,870	(330)
Interest income	12,000	12,000	14,661	2,661
Program service fees:				
Medicaid transportation	69,000	75,000	85,718	10,718
Special Revenue	1,200	1,300	-	(1,300)
Miscellaneous	6,280	6,000	9,836	3,836
Total Revenues	<u>1,242,887</u>	<u>1,450,477</u>	<u>1,621,223</u>	<u>170,746</u>
EXPENDITURES				
Health, Welfare, & Social Services:				
Current:				
Personnel	252,721	243,207	232,745	10,462
Fringe benefits	28,305	26,898	23,192	3,706
Travel	3,392	3,973	3,287	686
Operating services	73,916	94,247	97,717	(3,470)
Operating supplies	22,528	36,180	41,862	(5,682)
Other costs	9,532	9,931	9,856	75
Direct costs (no indirect allocation)	23,640	18,067	44,037	(25,970)
Capital outlays	1,363,000	1,485,000	1,220,029	264,971
Total Expenditures	<u>1,777,034</u>	<u>1,917,503</u>	<u>1,672,725</u>	<u>244,778</u>
Excess of revenues over (under) expenditures	<u>(534,147)</u>	<u>(467,026)</u>	<u>(51,502)</u>	<u>415,524</u>
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	-	-	-
Operating transfers out	(858,782)	(834,471)	(814,526)	19,945
Total Other Financing Sources and Uses	<u>(858,782)</u>	<u>(834,471)</u>	<u>(814,526)</u>	<u>19,945</u>
Net increase(decrease) in fund balances	(1,392,929)	(1,301,497)	(866,028)	435,469
FUND BALANCES				
Beginning of year	2,400,000	2,544,502	2,544,502	-
End of year	<u>\$ 1,007,071</u>	<u>\$ 1,243,005</u>	<u>\$ 1,678,474</u>	<u>\$ 435,469</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
BUDGETARY COMPARISON SCHEDULE
TITLE III B Supportive Services
For the year ended June 30, 2022

	BUDGET AMOUNTS		ACTUAL	VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs:	\$ 74,950	\$ 74,950	\$ 74,950	\$ -
American Recovery Plan Act	-	27,241	24,971	(2,270)
Public support	4,500	6,500	6,505	5
Total Revenues	<u>79,450</u>	<u>108,691</u>	<u>106,426</u>	<u>(2,265)</u>
EXPENDITURES				
Health, Welfare, & Social Services:				
Current:				
Personnel	218,658	219,032	221,839	(2,807)
Fringe benefits	24,490	24,218	22,104	2,114
Travel	17,546	19,750	18,153	1,597
Operating services	61,534	76,065	82,332	(6,267)
Operating supplies	17,381	26,652	33,268	(6,616)
Other costs	7,302	7,300	10,244	(2,944)
Direct costs (no indirect allocation)	3,000	2,560	2,997	(437)
Total Expenditures	<u>349,911</u>	<u>375,577</u>	<u>390,937</u>	<u>(15,360)</u>
Excess of revenues over (under) expenditures	<u>(270,461)</u>	<u>(266,886)</u>	<u>(284,511)</u>	<u>(17,625)</u>
OTHER FINANCING SOURCES (USES)				
Operating transfers in	270,461	266,886	284,511	17,625
Operating transfers out	-	-	-	-
Total Other Financing Sources and Uses	<u>270,461</u>	<u>266,886</u>	<u>284,511</u>	<u>17,625</u>
Net increase(decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
BUDGETARY COMPARISON SCHEDULE
TITLE III C-2 Home Delivered Meals
For the year ended June 30, 2022

	BUDGET AMOUNTS		ACTUAL	VARIANCE POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs:	\$ 61,694	\$ 61,694	\$ 61,694	\$ -
NSIP Grant	48,729	48,729	53,495	4,766
Families First Coronavirus Response Act	24,859	24,859	24,859	-
American Recovery Plan Act	-	26,664	24,442	(2,222)
Public support	2,400	750	589	(161)
Total Revenues	<u>137,682</u>	<u>162,696</u>	<u>165,079</u>	<u>2,383</u>
EXPENDITURES				
Health, Welfare, & Social Services:				
Current:				
Personnel	134,877	135,911	135,831	80
Fringe benefits	15,109	15,025	13,533	1,492
Travel	90,963	93,157	81,797	11,360
Operating services	33,264	40,537	40,529	8
Operating supplies	4,294	5,926	6,109	(183)
Other costs	5,988	5,800	5,628	172
Direct costs (no indirect allocation)	1,260	1,260	1,260	-
Meals	171,000	195,000	196,390	(1,390)
Total Expenditures	<u>456,755</u>	<u>492,616</u>	<u>481,077</u>	<u>11,539</u>
Excess of revenues over (under) expenditures	<u>(319,073)</u>	<u>(329,920)</u>	<u>(315,998)</u>	<u>13,922</u>
OTHER FINANCING SOURCES (USES)				
Operating transfers in	319,073	329,920	315,998	(13,922)
Operating transfers out	-	-	-	-
Total Other Financing Sources and Uses	<u>319,073</u>	<u>329,920</u>	<u>315,998</u>	<u>(13,922)</u>
Net increase(decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SABINE COUNCIL ON AGING, INC
Many, Louisiana
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION
For the year ended June 30, 2022

Note 1. BUDGETARY REPORTING

The budget information presented in this section of required supplementary information applies to "major" governmental funds for which annual budgets were adopted. Budgetary information for "nonmajor" funds has not been included anywhere in these financial statements.

The Council follows these procedures in establishing the budgetary data that has been presented as required supplementary information in these financial statements.

- The GOEA notifies the Council each year as to the funding levels for each program's grant award.
- Revenue projections are also made based on grants from GOEA and other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information regarding projected revenues and expenditures has been obtained, the Council's executive director prepares a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called.
- A public hearing is held on the proposed budget at least ten days after publication of the call for the hearing
- After the public meeting, the Board of Directors reviews and adopts the budget for the next fiscal year prior to the commencement of the fiscal year for which the budget is being adopted.
- The adopted budget is forwarded to the GOEA for compliance approval for the funds.
- The budget is prepared on the modified accrual basis, consistent with the basis of accounting for governmental funds, for comparability of budgeted and actual revenues and expenditures.
- During the fiscal year, the board of directors amend the budget as needed.
- Actual amounts are compared to budgeted amounts during the fiscal year as a management control device.
- GOEA requires management to amend the budget in cases where actual expenditures for a particular line item exceed their budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.
- Appropriations that are not expended lapse at year end.

Through the budget, the SCOA allocates its resources and establishes its priorities. That annual budget assures the efficient and effective uses of the Council's economic resources. It establishes the foundation of effective financial planning by providing resource planning, performance measures and controls that permit the evaluation and adjustment of the Council's performance.

The budget comparison schedules present the original adopted budget and the final amended budget. The Council amended the budgets once during the year.

For the year ended June 30, 2022, actual revenues in the General Fund were more than budgeted amounts by \$170,746. Actual expenditures were less than appropriations in the General Fund by \$244,778.

The Council is in compliance with the Local Government Budget Act R.S. 39:1301-1316 and the budget requirements of R.S. 39-1331-1342.

SUPPLEMENTARY INFORMATION REQUIRED
BY GOEA

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS -- NONMAJOR FUNDS
For the year ended June 30, 2022

	<u>TITLE III-D</u>	<u>TITLE III-E</u>	<u>TITLE C-1</u>	<u>PCOA/ Senior Center</u>	<u>MIPPA</u>	<u>COVID-19 Vaccine Outreach</u>	<u>Energy Assistance</u>	<u>TOTAL</u>
REVENUES								
Intergovernmental:								
Governor's Office of Elderly Affairs	\$ 4,550	\$ 26,964	\$ 57,220	\$ 150,536	\$ 5,480	\$ 7,399	\$ -	\$ 252,149
American Recovery Plan Act	2,511	4,922	9,504	-	-	-	-	16,937
Public Support	-	-	8,876	-	-	-	-	8,876
General Public via Utility Co. Program	-	-	-	-	-	-	1,525	1,525
Total Revenues	<u>7,061</u>	<u>31,886</u>	<u>75,600</u>	<u>150,536</u>	<u>5,480</u>	<u>7,399</u>	<u>1,525</u>	<u>279,487</u>
EXPENDITURES								
Health, Welfare, & Social Services:								
Current:			-					
Personnel	4,877	6,472	92,017	160,561	3,859	6,441	-	274,227
Fringe benefits	488	644	9,170	16,000	382	643	-	27,327
Travel	24	36	2,934	3,779	17	-	-	6,790
Operating services	1,123	1,598	18,652	32,287	749	-	-	54,409
Operating supplies	1,252	2,386	4,701	10,367	200	-	-	18,906
Other costs	157	225	2,582	4,517	105	-	-	7,586
Direct costs (no indirect allocation)	-	23,325	1,260	-	-	-	-	24,585
Meals	-	-	77,666	-	-	-	-	77,666
Energy Assistance	-	-	-	-	-	-	1,400	1,400
Total Expenditures	<u>7,921</u>	<u>34,686</u>	<u>208,982</u>	<u>227,511</u>	<u>5,312</u>	<u>7,084</u>	<u>1,400</u>	<u>492,896</u>
Excess of revenues over (under) expenditures	<u>(860)</u>	<u>(2,800)</u>	<u>(133,382)</u>	<u>(76,975)</u>	<u>168</u>	<u>315</u>	<u>125</u>	<u>(213,409)</u>
OTHER FINANCING SOURCES (USES)								
Operating transfers in	860	2,800	133,382	180,075	-	-	-	317,117
Operating transfers out	-	-	-	(103,100)	-	-	-	(103,100)
Total Other Financing Sources and Uses	<u>860</u>	<u>2,800</u>	<u>133,382</u>	<u>76,975</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>214,017</u>
Net increase(decrease) in fund balances	-	-	-	-	168	315	125	608
FUND BALANCES								
Beginning of year	-	-	-	-	-	-	11,718	11,718
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 168</u>	<u>\$ 315</u>	<u>\$ 11,843</u>	<u>\$ 12,326</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report

SABINE COUNCIL ON AGING, INC.**Many, Louisiana****COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND CHANGES IN GENERAL FIXED ASSETS**

For the year ended June 30, 2022

	Balance June 30, 2021	Additions	Deletions/ Reclassifications	Balance June 30, 2022
General Fixed Assets at cost:				
Buildings and land	\$ 3,723,363	\$ 43,016	\$ -	\$ 3,766,379
Construction in progress	330,189	1,139,075	-	1,469,264
Furniture and equipment	103,779	37,938	-	141,717
Automotive equipment	658,699	-	-	658,699
Total Capital Assets at cost	<u>\$ 4,816,030</u>	<u>\$ 1,220,029</u>	<u>\$ -</u>	<u>\$ 6,036,059</u>
Investment in General Fixed Assets				
Property Acquired from:				
PCOA (Act 735)	\$ 21,549	\$ -	\$ -	\$ 21,549
General Funds	4,198,904	1,254,693	(6,933)	5,446,664
Prior to 1999 - AAA, IIIB, CI, CII, IIID, OMB, IIIF, and Waiver	1,150	-	-	1,150
Misc. Grants	594,427	-	(27,731)	566,696
Total Cost Basis of General Fixed Assets	<u>4,816,030</u>	<u>1,254,693</u>	<u>(34,664)</u>	<u>6,036,059</u>
Less accumulated Depreciation	<u>(979,429)</u>	<u>(220,740)</u>		<u>(1,200,169)</u>
Total Investment in General Fixed Assets	<u>\$ 3,836,601</u>	<u>\$ 1,033,953</u>	<u>\$ (34,664)</u>	<u>\$ 4,835,890</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

SUPPLEMENTARY INFORMATION REQUIRED
BY LOUISIANA LAW

SABINE COUNCIL ON AGING, INC.
Many, Louisiana
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER BENEFITS
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
For the year ended June 30, 2022

Executive Director

Jeffrey Morrow

Purpose

Salary	72,000
Benefits - Insurance (Medicare)	1,039
Benefits - Retirement (Social Security)	4,441
Car Allowance	-
Per diem	-
Reimbursements	242
Travel	3,858
Registration fees	300
Conference travel	-
Training	-
Civic organization dues	1,665
Special meals	-
Total	<u>\$ 83,545</u>

The accompanying notes are an integral part of this statement.
See the accompanying independent auditor's report.

OTHER REPORTS/SCHEDULES

T | C | B | T
THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER
Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation
Jessica H. Broadway, CPA – A Professional Corporation
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INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Sabine Council on Aging, Inc.
Many, Louisiana 71449

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Sabine Council on Aging's (Council) basic financial statements and have issued our report thereon dated December 16, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 our audit, and accordingly, we do not express such an opinion. The results of our tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPAs

Thomas, Cunningham, Broadway & Todtenbier
Certified Public Accountants
Natchitoches, Louisiana

December 16, 2022

Sabine Council on Aging, Inc.
Schedule of Audit Results
Year Ended June 30, 2022

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit results:

1. An unmodified opinion was issued on the financial statements of the Sabine Council on Aging, Inc. as of and for the year ended June 30, 2022.
2. The audit disclosed no material weaknesses in internal control.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.
4. Sabine Council on Aging, Inc. was not subject to a federal single audit for the year ended June 30, 2022.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

None identified.

III. PRIOR YEAR FINDINGS

None identified.

T | C | B | T
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**INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING
STATEWIDE AGREED-UPON PROCEDURES**

To the Sabine Council on Aging, Inc.
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The management of Sabine Council on Aging, Inc. (Council) is responsible for those C/C areas identified in the SAUPs.

The Council has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user for this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. We obtained and inspected the entity's written policies and procedures and observed that they address each of the following categories and subcategories (or noted that the entity does not have any written policies and procedures), as applicable:
 - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - ***Disbursements***, including processing, reviewing, and approving.
 - ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation.)

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedule.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedure Results: No exceptions were noted as a result of these procedures.

Board or Finance Committee

2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
 - Observed that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - Observed that the minutes referenced or included monthly budget-to-actual comparisons on the General Fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.
 - Obtained the prior year audit report and observed the unassigned fund balance in the General Fund. If the General Fund had a negative ending unrestricted fund balance in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the General Fund.

Procedure Results: No exceptions were noted as a result of these procedures.

Bank Reconciliations

3. We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, and obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
 - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
 - Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g. initialed and dated, electronically logged); and
 - Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedure Results: No exceptions were noted as a result of these procedures.

Collections (excluding electronic funds transfers)

4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
 - Employees that are responsible for cash collections do not share cash drawers/registers.
 - Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was enforced during the fiscal period.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
 - We observed that receipts are sequentially pre-numbered.

- We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- We traced the deposit slip total to the actual deposit per the bank statement.
- We observed that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- We traced the actual deposit per the bank statement to the general ledger.

Procedure Results: The Council does not have set procedures that allow deposits to be made within one day of collection. Deposits of meal and transportation donations are typically made within one or two weeks of collection, due to the small amount of daily donations. Funds are kept in a secured location until deposited.

Non-Payroll Disbursements – General (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. We randomly selected the required amount of disbursement locations (up to five).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and we observed that job duties are properly segregated such that:
 - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - At least two employees are involved in processing and approving payments to vendors.
 - The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, we obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
 - We observed that the disbursement matched the related original itemized invoice and that documentation indicates that deliverables included on the invoice were received by the entity.
 - We observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Procedure Results: No exceptions were noted as a result of these procedures.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. We obtained management's representation that the listing is complete.

12. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
 - We observed that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (1) an original itemized receipt that identified precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Procedure Results: No exceptions were noted as a result of these procedures.

Travel and Expense Reimbursement

14. We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. We randomly selected five reimbursements, and obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedure Results: No travel or reimbursement expenditures to test in the current year.

Contracts

15. We obtained from management a listing of all agreements/contracts for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management’s representation that the listing is complete. We randomly selected the required amount of contracts (up to five) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

- We observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- If the contract was amended (e.g. change order), we observed that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment was approval documented).
- We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

Procedure Results: No exceptions were noted as a result of these procedures.

Payroll and Personnel

16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected five employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
17. We randomly selected one pay period during the fiscal period. For the five employees/officials selected under #16 above, we obtained attendance and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - We observed that supervisors approved the attendance and leave of the selected employees/officials.
 - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
18. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. If applicable, we agreed the hours to the employees or officials' cumulative leave records, and the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and the termination payment to entity policy.
19. We obtained management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, workers' compensation premiums, etc.) have been paid, and associated forms have been filed, by required deadlines.

Procedure Results: No exceptions were noted as a result of these procedures.

Ethics

20. Using the five randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, we obtained ethics compliance documentation from management, and:
- We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

- We observed that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Procedure Results: No exceptions were noted as a result of these procedures.

Debt Service

21. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each bond/note issued.
22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Procedure Results: No exceptions were noted as a result of these procedures.

Fraud Notice

23. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. We observed whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Procedure Results: No exceptions were noted as a result of these procedures.

Information Technology Disaster Recovery/Business Continuity

25. We performed the following procedures:
 - We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup occurred within the past week. If backups are stored on the physical medium (e.g., tapes, CDs), we observed that backups are encrypted before being transported.
 - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
 - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Procedure Results: We performed the procedures and discussed the results with management.

Sexual Harassment

26. We randomly selected the employees/officials from procedure #16 under "Payroll and Personnel" above, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
28. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:
 - Number and percentage of public servants in the agency who have completed the training requirements;
 - Number of sexual harassment complaints received by the agency;
 - Number of complaints which resulted in a finding that sexual harassment occurred;
 - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - Amount of time it took to resolve each complaint.

Procedure Results: The Council did not prepare the annual sexual harassment report.

We were engaged by the Council to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Thomas, Cunningham, Broadway & Todtenbier, CPA's

Thomas, Cunningham, Broadway & Todtenbier, CPA's
Natchitoches, Louisiana

December 16, 2022

Sabine Council on Aging, Inc.

"Your Key to Independent Living"

200 Legacy Drive ♦ Many, LA 71449

(318) 256-4140 ♦ Fax: (318) 256-4164

December 16, 2022

Louisiana Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

Re: Sabine Council on Aging, Inc.
Statewide Agreed-Upon Procedures
June 30, 2022

The following is our response to the exceptions to the Statewide Agreed-Upon Procedures performed by the firm Thomas, Cunningham, Broadway & Todtenbier, Certified Public Accountants, for the year ended June 30, 2022.

Collections

The Council does not feel it necessary to make daily deposits of the small donations for meals and transportation. The Council will continue to monitor its controls and procedures to ensure the safeguarding of the funds from the date of collection until deposit.

Sexual Harassment

The Council was not aware of the annual reporting requirement in this category. The report has been subsequently prepared and is available for inspection. Future reports will be filed in a timely manner. The Council will post its sexual harassment policy on its website.

Sincerely,



Jeffrey Morrow, Executive Director



Board Member