

VERNON COUNCIL ON AGING, INC.
LEESVILLE, LOUISIANA

ANNUAL FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT
JUNE 30, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Vernon Council on Aging, Inc.
Leesville, Louisiana

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 Vernon Council on Aging, Inc. as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Vernon Council on Aging, Inc.'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, each major fund, and the aggregate remaining fund information of the Vernon Council on Aging, Inc., as of June 30, 2024, 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. 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 Vernon Council on Aging, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating 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 the 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 Vernon Council on Aging, Inc.'s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor’s 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 opinions. 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 Vernon Council on Aging, Inc.’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 Vernon Council on Aging, Inc.’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 that the management’s discussion and analysis, budgetary comparison information, schedule of non-major special revenue funds, combining statement of revenues and expenditures, and comparative schedule of fixed assets and changes in general fixed assets on pages 27 through 34 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, 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 required supplementary information 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.

Management has omitted management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, 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. Our opinion on the basic financial statements is not affected by this missing information.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Vernon Council on Aging, Inc.'s basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such 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. The information has been subjected to the auditing procedures applied in the audit of the basic 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, the schedule of compensation, benefits and other payments to agency head is fairly stated, in all material respects, in relation to the basic 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 6, 2024, on our consideration of the Vernon Council on Aging, Inc.'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 solely 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 the effectiveness of the Vernon Council on Aging, Inc.'s 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 Vernon Council on Aging, Inc.'s internal control over financial reporting and compliance.



DeRidder, Louisiana
December 6, 2024

BASIC FINANCIAL STATEMENTS

Statement of Net Position
June 30, 2024

	<u>Governmental Activities</u>
ASSETS	
Current Assets	
Cash and cash equivalents	\$ 518,981
Receivables	
GOEA	20,026
Accounts	1,021
Transportation	15,687
Police Jury millage	1,538
State of Louisiana - Act 447	6,567
Total current assets	<u>\$ 563,820</u>
Noncurrent Assets	
Capital assets not being depreciated	\$ 55,000
Capital assets being depreciated, net	407,953
Total noncurrent assets	<u>\$ 462,953</u>
 Total assets	 <u><u>\$ 1,026,773</u></u>
LIABILITIES	
Current Liabilities	
Accounts payable	\$ 45,451
Payroll taxes payable	5,602
Total current liabilities	<u>\$ 51,053</u>
Noncurrent Liabilities	
Due within one year	\$ -
Due in more than one year	38,627
Total noncurrent liabilities	<u>\$ 38,627</u>
 Total liabilities	 <u>\$ 89,680</u>
NET POSITION	
Net investment in capital assets	\$ 462,953
Unrestricted	474,140
 Total net position	 <u>\$ 937,093</u>
 Total liabilities and net position	 <u><u>\$ 1,026,773</u></u>

The accompanying notes are an integral part of this statement.

Statement of Activities
For the Year Ended June 30, 2024

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Program Services
Program Services:					
General government	\$ 325,740	\$ 215,272	\$ 527,277	\$ 207,200	\$ 624,009
AAA fund	49,262	-	49,262	-	-
Title III C-1 fund	299,586	-	279,635	-	(19,951)
Title III C-2 fund	508,216	9,273	120,641	-	(378,302)
Title III B fund	300,272	57	117,337	-	(182,878)
Title III D fund	15,963	-	7,941	-	(8,022)
Title III E fund	67,576	-	41,888	-	(25,688)
Senior center	469,802	-	443,905	-	(25,897)
Supplemental senior center	-	-	10,912	-	10,912
NSIP fund	-	-	47,464	-	47,464
Total program services	\$ 2,036,417	\$ 224,602	\$ 1,646,262	\$ 207,200	\$ 41,647
General revenues:					
Hotel/motel taxes					\$ 46,329
Investment income					552
State revenue sharing					9,169
Expenditure reimbursement					1,760
Miscellaneous					2,321
Total general revenues					<u>\$ 60,131</u>
Change in net position					\$ 101,778
Net position at beginning of year					<u>835,315</u>
Net position at end of year					<u>\$ 937,093</u>

The accompanying notes are an integral part of this statement.

Balance Sheet
June 30, 2024

ASSETS	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Current Assets			
Cash and cash equivalents	\$ 518,981	\$ -	\$ 518,981
Receivables			
GOEA	-	20,026	20,026
Accounts	1,021	-	1,021
Transportation	15,687	-	15,687
Police Jury millage	1,538	-	1,538
State of Louisiana - Act 447	6,567	-	6,567
Total assets	<u>\$ 543,794</u>	<u>\$ 20,026</u>	<u>\$ 563,820</u>
LIABILITIES			
Current Liabilities			
Accounts payable	\$ 25,425	\$ 20,026	\$ 45,451
Payroll taxes payable	5,602	-	5,602
Total current liabilities	<u>\$ 31,027</u>	<u>\$ 20,026</u>	<u>\$ 51,053</u>
FUND BALANCES			
Fund Balances			
Unassigned	<u>\$ 512,767</u>	<u>\$ -</u>	<u>\$ 512,767</u>
Total liabilities and fund balances	<u>\$ 543,794</u>	<u>\$ 20,026</u>	<u>\$ 563,820</u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet
to Statement of Net Position
June 30, 2024

Total fund balance - total governmental funds		\$	512,767
Amounts reported for governmental activities in the statement of net position are different because:			
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheets.			462,953
Long-term liabilities including notes payable, bank lines of credit and compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental funds.			
Due within in one year	\$	-	
Due in more than one year		<u>(38,627)</u>	<u>(38,627)</u>
Net position of governmental activities			<u><u>\$ 937,093</u></u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended June 30, 2024

	Major Funds						Total Funds
	General Fund	NSIP Fund	Title III C-2 Fund	Title III B Fund	Senior Center Fund	Other Funds	
REVENUES							
Intergovernmental							
Governor's Office of Elderly Affairs	\$ 100,000	\$ -	\$ 66,032	\$ 90,370	\$ 76,905	\$ 166,330	\$ 499,637
Governor's Office of Elderly Affairs - ARP	-	-	54,609	26,967	-	33,565	115,141
Governor's Office of Elderly Affairs - STPH	9,904	-	-	-	-	-	9,904
Vernon Parish Police Jury - Transportation	200,000	-	-	-	-	-	200,000
Medicaid Transportation	183,910	-	-	-	-	-	183,910
Nutrition Services Incentive Program	-	47,464	-	-	-	-	47,464
Vernon Parish Police Jury - Millage	206,693	-	-	-	-	-	206,693
State revenue sharing	9,169	-	-	-	-	-	9,169
Local grant	207,200	-	-	-	-	-	207,200
Taxes							
Hotel/motel	46,329	-	-	-	-	-	46,329
Public support							
Participant contributions	15,960	-	9,273	57	-	14,743	40,033
In kind support	-	-	-	-	367,000	175,000	542,000
Expenditure reimbursements	1,760	-	-	-	-	-	1,760
Local donations	9,151	-	-	-	-	-	9,151
Other donations	1,529	-	-	-	-	-	1,529
Interest income	552	-	-	-	-	-	552
Commissions	15,402	-	-	-	-	-	15,402
Miscellaneous	2,321	-	-	-	-	-	2,321
Total revenues	\$ 1,009,880	\$ 47,464	\$ 129,914	\$ 117,394	\$ 443,905	\$ 389,638	\$ 2,138,195

(Continued)

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended June 30, 2024

	Major Funds					Other Funds	Total Funds
	General Fund	NSIP Fund	Title III C-2 Fund	Title III B Fund	Senior Center Fund		
EXPENDITURES							
Program services:							
Health, Welfare and Social Services							
Salaries and benefits	\$ 243,770	\$ -	\$ 86,197	\$ 197,305	\$ 44,449	\$ 89,416	\$ 661,137
Travel	1,605	-	470	1,420	53	399	3,947
Operating services	63,583	-	151,088	53,016	57,867	97,497	423,051
In kind operating services	-	-	-	-	367,000	175,000	542,000
Operating supplies	27,069	-	270,461	8,715	433	70,075	376,753
Capital outlay	207,200	-	-	-	-	-	207,200
Total expenditures	\$ 543,227	\$ -	\$ 508,216	\$ 260,456	\$ 469,802	\$ 432,387	\$ 2,214,088
Excess (deficiency) of revenues over expenditures	\$ 466,653	\$ 47,464	\$ (378,302)	\$ (143,062)	\$ (25,897)	\$ (42,749)	\$ (75,893)
Other financing sources (uses)							
Operating transfers in	\$ -	\$ -	\$ 343,809	\$ 82,895	\$ 25,897	\$ 30,556	\$ 483,157
Operating transfers out	(424,781)	(47,464)	-	-	-	(10,912)	(483,157)
Total other financing sources (uses)	\$ (424,781)	\$ (47,464)	\$ 343,809	\$ 82,895	\$ 25,897	\$ 19,644	\$ -
Net change in fund balances	\$ 41,872	\$ -	\$ (34,493)	\$ (60,167)	\$ -	\$ (23,105)	\$ (75,893)
Fund balances, beginning of year	470,895	-	34,493	60,167	-	23,105	588,660
Fund balances, end of year	\$ 512,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 512,767

(Concluded)

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes
in Fund Balance of Governmental Funds to the Statement of Activities
For the Year Ended June 30, 2024

Net change in fund balances - total governmental funds	\$ (75,893)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the government-wide statement of activities and changes in net position, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.	240,372
Compensated absences reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.	(6,879)
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.	<u>(55,822)</u>
Change in net position of governmental activities	<u><u>\$ 101,778</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

1. PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Purpose of the Council on Aging

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

B. Reporting Entity

In 1964, the State of Louisiana passed Act 456, which authorized the charter of voluntary councils on aging for the welfare of the aging people in their respective parishes. However, 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. The functions of each council on aging in Louisiana must comply with the objectives of state laws and each council is governed by policies and regulations established by GOEA.

The Vernon Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on May 1, 1969.

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 populations, general public, private businesses, and elected public officials. Board members are elected annually from general elections.

Membership in the Council is open at all times, without restriction, to all residents of Vernon Parish who have reached the age of majority and who expresses 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 17, the Vernon Council 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 criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement 14, the term fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issued bonded debt. As previously mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget is approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Notes to the Financial Statements (Continued)

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

C. Presentation of Statements

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The more significant accounting policies established by GAAP and used by the Council are discussed below.

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

For the first time the financial statements include:

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

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

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

D. Basic Financial Statements – Government-Wide Statements

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

In the Government-Wide Statement of Net Position, the governmental type activities column is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net position is reported in three parts – net investment in capital assets, restricted net position, and unrestricted net position. 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. Restricted net position consist of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net position includes all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

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

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both 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 drive 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 allocates its indirect costs among various functions and programs in accordance with Circular A-87. In addition, GOEA provides grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

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

E. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Council are reported in individual funds in the Funds Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

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

Governmental fund equity is called the fund balance. Fund balance is further classified as restricted and unassigned. Restricted means that the fund balance is not available for expenditures because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that makes them only available to meet future obligations.

The Council has not established a policy for use of the unrestricted fund balance; therefore, it considers committed fund balances to be used first, then assigned fund balances to be used next and finally the unassigned fund balance will be used.

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

- **General Fund** is the general operating fund of the Council. It is used to account for all financial resources except those in another fund.

Notes to the Financial Statements (Continued)

- **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 and capital projects. A large percentage of the Council’s special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services – Administration on Aging to the Governor’s Office of Elderly Affairs, which in turn “passes through” the funds to the Council.

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

Major Special Revenue Funds

Title III C-2 Home Delivered Meals Fund

Title III C-2 is used to account for funds, which are used to provide nutritional, home delivered meals to homebound older persons. During the fiscal year July 1, 2023 to June 30, 2024, the Council served approximately 65,323 home delivered meals.

Title III-B Supportive Services Fund

Title III-B Supportive Services Fund is used to account for funds which are to provide a variety of social services; such as, information and assistance, assess services, in-home services, community services, legal assistance, and outreach for people age 60 and older.

Senior Center Fund

The Senior Center fund is used to account for the administration of Senior Center Program funds appropriated by the Louisiana Legislature to the Governor’s Office of Elderly Affairs, which “passes through” the funds to the Council. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance, and encourage their dignity, and, encourage their involvement in and with the community. The Council operates one senior center in Vernon Parish, Louisiana.

N.S.I.P. Fund

The N.S.I.P. (National Services Incentive Program) Fund is used to account for the administration of Nutrition Program for the Elderly funds provided by the United States Department of Agriculture through the Governor’s Office of Elderly Affairs, which in turn “passes through” the funds to the Council. This program reimburses the service provider about forty cents for each congregate and home-delivered meal serviced to an eligible participant so that United States food and commodities may be purchased to supplement these programs. Net position of the N.S.I.P. Fund is restricted for the purposes stated above.

Non-Major Special Revenue Funds

Title III C-1 Congregate Meals Fund

The Title III C-1 Fund is used to account for funds, which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year July 1, 2023 to June 30, 2024, the Council serviced approximately 7,681 congregate meals.

Title III-E National Family Caregiver Support Fund

The Title III-E Fund is used to account for funds used to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers, including in-home respite and respite care. In-home respite provides personal care in the home of the qualifying

Notes to the Financial Statements (Continued)

individual in order to provide a brief period of relief or rest for the client. Respite care provides temporary or periodic services for frail elderly or individuals with developmental disabilities including Adult Day Care/Adult Day Health, Group Respite, In-Home Respite, and Institutional Respite.

Title III-D Preventive Health Fund

The Title III-D Fund is used to account for funds used for disease prevention and health promotion activities or services, such as: (1) equipment and materials (scales to weigh people, educational material, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, and (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to “give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need.”

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various councils on aging through the state to be used to supplement the primary state grant for senior centers. Vernon Council on Aging, Inc. was one of the parish councils to receive a supplemental grant. These funds are “passed through” the Governor’s Office of Elderly Affairs.

Title III-C Area Agency Administration (AAA) Fund

The Title III-C Area Agency Administration Fund is used to account for some of the administration cost associated with operating the Special Programs for the Aging.

F. Measurement Focus and Basis of Accounting

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

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

The Statement of Net Position and 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, expenditures, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

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

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they 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. 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.

Notes to the Financial Statements (Continued)

G. Interfund Activity

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

H. Cash and Cash Equivalents

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

I. Capital Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$5,000 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. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. 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.

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

Building Improvements	20-40 years
Equipment	5-15 years
Vehicles	5 years
Computers	5 years

Salvage values have not been estimated by management when calculating how much of an asset's cost needs to be depreciated.

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

J. Vacation/Sick Leave

1. Annual leave shall be granted under the following schedules:
 - a. Full-time employees, (more than thirty hours per week) will receive four (4) hours of annual leave per every pay period of two (2) weeks duration, which amounts to one hundred four (104) hours annually which may be brought forward from one year to the next, but may not exceed two hundred forty (240) hours of accrued annual leave.
 - b. After three (3) years of continuous employment the rate of annual leave will be increased to six (6) hours of annual leave per each of twenty-six (26) pay periods annually, representing one hundred fifty six hours annually after three (3) years of uninterrupted employment with the Council.

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

- c. After ten (10) years of uninterrupted employment with the Council an employee is entitled to eight (8) hours of annual leave per each of twenty-six (26) pay periods which amounts to two hundred eight (208) hours of annual leave per year.
 - d. No employee is allowed more than two hundred forty (240) hours of annual leave to accrue at any one time, and annual leave is only given for continuous employment. No annual leave will be accrued during probationary employment or for part-time employment, or for substitute drivers. At the request of the employee or at the discretion of the Executive Director of the Council annual leave may be donated from one employee to another in extreme cases of duress or need, but will be done in writing on a Council form for request for said donation.
 - e. Annual leave is an employee benefit for the employee's personal use and should be requested within four (4) to two (2) weeks of its intended use in writing by the employee wanting to use annual leave. The Council encourages its employees to utilize their annual leave and to use at least one (1) or two (2) weeks of annual leave per year if they have it accrued. Every effort will be made to afford each employee an opportunity to use annual leave with consideration for their own wishes and needs, provided the mission of the Council does not suffer unduly. Whenever possible the employee will be granted annual leave to observe established Holy Days of their religious preference. However, annual does not accrue during a "leave without pay" status. Any annual leave in excess of two hundred forty (240) hours will be lost after July 1st of each year.
2. Sick Leave will be granted to all full-time employees at the rate of sixty-four (64) hours per year for continuous service. Part-time employees, probationary employees, or substitute drivers will not be afforded sick leave. There will be no annual increase in the amount of sick leave awarded to full-time employees. Sick leave will not be paid for upon termination of employee's time with Council, but a full-time employee can donate sick leave to another employee under circumstances of severe illness of employee. This donation is at the discretion of the Council Executive Director and the employee donating the sick leave which will be documented on a special Council form which designates to whom the sick leave is being donated.

Sick leave is a benefit which an employee may utilize when the employee's absence is necessary due to illness. Also, sick leave may be used in the pursuit of a medical or dental appointment or that of a child, a spouse, or the employee's immediate family as long as this privilege is not abused. Request for continuous sick leave in excess of three (3) days must be supported by a physician's statement. No compensation for unused sick leave will be afforded an employee upon separation or termination.

K. Allocation of Indirect Expenses

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct expenses of the Administration function. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula that is based 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.

L. Management's Use of Estimates

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

Notes to the Financial Statements (Continued)

M. 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.

N. Fund Balances

Restricted Amounts that are restricted to specific purposes should be reported as restricted fund balance. Fund balance should be reported when constraints 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.

Unassigned Unassigned fund balance is the residual classification for the general fund. This classification 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.

O. Budgetary Reporting

The budget information presented in the section of required supplementary information applies to “major” governmental funds for which annual budgets were adopted. Budgetary information for “Non-major” 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.

- GOEA notifies the Council each year as to the funding levels for each of its programs.
- Management makes revenue projections based on grants from the Vernon Council on Aging, Inc., other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Management develops expenditure projections using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information has been obtained to project revenues and expenditures, the Council’s Executive Director and Finance Administrator prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board of directors meeting before May 31 of the current fiscal year.
- The adopted budget is forwarded to the Governor’s Office of Elderly Affairs (GOEA) for compliance approval.
- Unbudgeted amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, the Council will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under federal matching programs. The “match” might be made in one year and the vehicles delivered in another year.

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying financial statements included the original adopted budget amounts and all subsequent amendments.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain compliance approval from the Governor’s Office of Elderly Affairs for funds received under grants from this state agency. As part of its grant awards, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%, unless unrestricted funds are available to “cover” the overrun.
- Expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.
- The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.

EXCESS OF EXPENDITURES OVER APPROPRIATIONS The following individual funds had actual expenditures over budgeted appropriations for the year ended June 30, 2024.

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
Senior Center Fund	\$ 461,135	\$ 452,938	\$ 469,802	\$ 16,864
Title III B Fund	328,470	256,026	260,456	4,430

P. Extraordinary and Special Items

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of Vernon Council on Aging, Inc., which are either unusual in nature or infrequent in occurrence. Subsequent events have been evaluated through December 6, 2024, the date that the financial statements were available to be issued.

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 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 AND CASH EQUIVALENTS

At June 30, 2024, the Council had cash and cash equivalents (book balances) totaling \$518,981 as follows:

NOW accounts	<u>\$ 518,981</u>
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Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

The cash and cash equivalents of the Vernon Council on Aging, Inc. are subject to the following risk:

Custodial Credit Risk: Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the entity will not be able to recover its deposits.

At June 30, 2024, the entity has \$525,395 in deposits (collected bank balances). These deposits are secured from risk by \$250,000 of federal deposit insurance. The remaining balance of \$275,395 is unsecured and subject to custodial credit risk.

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended June 30, 2024, for the Council is as follows:

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets not being depreciated				
Land	\$ 55,000	\$ -	\$ -	\$ 55,000
Capital assets being depreciated				
Buildings	\$ 215,851	\$ -	\$ -	\$ 215,851
Improvements	33,180	-	-	33,180
Machinery and equipment	125,646	-	-	125,646
Furniture and fixtures	3,000	-	-	3,000
Vehicles	289,115	240,372	-	529,487
Total capital assets being depreciated	<u>\$ 666,792</u>	<u>\$ 240,372</u>	<u>\$ -</u>	<u>\$ 907,164</u>
Less accumulated depreciation for:				
Buildings	\$ 155,109	\$ 6,146	\$ -	\$ 161,255
Improvements	18,654	2,595	-	21,249
Machinery and equipment	35,016	7,265	-	42,281
Furniture and fixtures	3,000	-	-	3,000
Vehicles	231,610	39,816	-	271,426
Total accumulated depreciation	<u>\$ 443,389</u>	<u>\$ 55,822</u>	<u>\$ -</u>	<u>\$ 499,211</u>
Total capital assets being depreciated, net	<u>\$ 223,403</u>	<u>\$ 184,550</u>	<u>\$ -</u>	<u>\$ 407,953</u>

Depreciation expense of \$55,822 for the year ended June 30, 2024, was charged to the following governmental functions:

Title III B	\$ 39,816
General administration	16,006
Total	<u>\$ 55,822</u>

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

5. NET INVESTMENT IN CAPITAL ASSETS

Capital assets not being depreciated	\$ 55,000
Capital assets being depreciated	<u>907,164</u>
Total capital assets	<u>\$ 962,164</u>
Less:	
Accumulated depreciation	<u>\$ (499,211)</u>
Net investment in capital assets	<u>\$ 462,953</u>

6. BOARD OF DIRECTORS' COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for any out-of-pocket costs they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

7. 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 of 1986 and is 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.

8. JUDGEMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

There is no litigation pending against the Council at June 30, 2024. Furthermore, the Council's management believed that any potential lawsuits would be adequately covered by insurance.

9. FEDERAL AWARDS PROGRAMS

The Council receives revenues from various federal and state grant programs, which are subject to final review and approval as to allowability of expenditures by respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits or reviews by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.

10. ECONOMIC DEPENDENCY

The Council receives the majority of its revenue from funds provided through grants administered by the Louisiana Governor's Office of Elderly Affairs. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next year.

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Continued)

11. INTERFUND TRANSFERS

Operating transfers in and out are listed by fund for the fiscal year ended June 30, 2024:

	Funds Transferred To						Total
	Title III B	Title III C-1	Title III C-2	Title III D	Title III E	Senior Center	
<u>Transfer From</u>							
General Fund	\$ 75,083	\$ 10,750	\$ 296,345	\$ 2,254	\$ 17,552	\$ 22,797	\$ 424,781
Special Revenue Funds:							
Major Funds:							
Title III C1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NSIP	-	-	47,464	-	-	-	47,464
Title III B	-	-	-	-	-	-	-
Senior Center	-	-	-	-	-	-	-
Non-Major Funds:							
Title III C2	-	-	-	-	-	-	-
Supplemental Senior Center	7,812	-	-	-	-	3,100	10,912
Title III E	-	-	-	-	-	-	-
Title III D	-	-	-	-	-	-	-
<u>Total Special Revenue Funds</u>	\$ 7,812	\$ -	\$ 47,464	\$ -	\$ -	\$ 3,100	\$ 58,376
<u>Total all funds</u>	\$ 82,895	\$ 10,750	\$ 343,809	\$ 2,254	\$ 17,552	\$ 25,897	\$ 483,157

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect 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.

12. RETIREMENT COMMITMENTS

Employees of the Council are participants in the social security system and retirement benefits are provided by that system.

13. RISK MANAGEMENT

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

Vernon Council on Aging, Inc.

Notes to the Financial Statements (Concluded)

14. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended June 30, 2024.

	<u>Compensated Absences</u>
Long-term obligations at beginning of year	\$ 31,748
Additions	10,243
Compensated absences used	<u>(3,364)</u>
Long-term obligations at end of year	<u>\$ 38,627</u>

The following is a summary of the current (due in one year or less) and the long-term (due in more than one year) portions of long-term obligations as of June 30, 2024.

	<u>Compensated Absences</u>
Current portion	\$ -
Long-term portion	<u>38,627</u>
Total	<u>\$ 38,627</u>

15. RECEIVABLES

The receivables of \$44,839 at June 30, 2024 are as follows:

<u>Class of receivable</u>	
Intergovernmental - grants	
Accounts	\$ 1,021
Transportation	15,687
Police Jury millage	1,538
GOEA	20,026
State of Louisiana - Act 447	<u>6,567</u>
Total	<u>\$ 44,839</u>

16. PAYABLES

The payables of \$51,053 at June 30, 2024 are as follows:

<u>Class of payable</u>	
Payroll taxes payable	\$ 5,602
Accounts payable	<u>45,451</u>
Total	<u>\$ 51,053</u>

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

General Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual Amount	Budget to Actual differences over (under)
	Original	Final		
REVENUES				
PCOA revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Governor's Office of Elderly Affairs - STPH	9,904	9,904	9,904	-
Vernon Parish Police Jury - Transportation	166,000	165,000	200,000	35,000
Medicaid Transportation	105,000	150,000	183,910	33,910
Vernon Parish Police Jury - Millage	95,000	175,000	206,693	31,693
State revenue sharing	4,700	7,600	9,169	1,569
Local grant	-	207,200	207,200	-
Taxes				
Hotel/motel taxes	21,500	39,000	46,329	7,329
Participant contributions	6,500	16,000	15,960	(40)
Expenditure reimbursements	200	1,800	1,760	(40)
Local donations	1,500	7,500	9,151	1,651
Other donations	600	1,200	1,529	329
Interest income	300	550	552	2
Commissions	3,600	13,000	15,402	2,402
Miscellaneous	56	1,724	2,321	597
Total revenues	<u>\$ 514,860</u>	<u>\$ 895,478</u>	<u>\$ 1,009,880</u>	<u>\$ 114,402</u>
EXPENDITURES				
Program services:				
Health, Welfare and Social Services				
Salaries and benefits	\$ 367,000	\$ 300,287	\$ 243,770	\$ 56,517
Travel	700	1,308	1,605	(297)
Operating services	104,000	65,435	63,583	1,852
Operating supplies	43,160	26,581	27,069	(488)
Capital outlay	-	207,200	207,200	-
Total expenditures	<u>\$ 514,860</u>	<u>\$ 600,811</u>	<u>\$ 543,227</u>	<u>\$ 57,584</u>
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ 294,667</u>	<u>\$ 466,653</u>	<u>\$ 171,986</u>
Other financing sources (uses)				
Transfers out	\$ -	\$ (404,956)	\$ (424,781)	\$ (19,825)
Total other financing sources (uses)	<u>\$ -</u>	<u>\$ (404,956)</u>	<u>\$ (424,781)</u>	<u>\$ (19,825)</u>
Net change in fund balances	\$ -	\$ (110,289)	\$ 41,872	\$ 152,161
Fund balances, beginning of year	<u>475,000</u>	<u>470,895</u>	<u>470,895</u>	<u>-</u>
Fund balances, end of year	<u>\$ 475,000</u>	<u>\$ 360,606</u>	<u>\$ 512,767</u>	<u>\$ 152,161</u>

NSIP Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual Amount	Budget to Actual Differences Over (Under)
	Original	Final		
REVENUES				
Nutrition services incentive program	\$ 35,877	\$ 47,464	\$ 47,464	\$ -
EXPENDITURES				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ -	\$ -	\$ -	\$ -
Travel	-	-	-	-
Operating services	-	-	-	-
In-kind operating services	-	-	-	-
Operating supplies	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 35,877</u>	<u>\$ 47,464</u>	<u>\$ 47,464</u>	<u>\$ -</u>
Other financing sources (uses)				
Transfers out	<u>\$ (35,877)</u>	<u>\$ (47,464)</u>	<u>\$ (47,464)</u>	<u>\$ -</u>
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Title III C-2 Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences Over (Under)
REVENUES				
GOEA support	\$ 66,032	\$ 66,032	\$ 66,032	\$ -
GOEA support - ARP	43,209	54,609	54,609	-
Participant contributions	5,000	9,273	9,273	-
Total revenues	<u>\$ 114,241</u>	<u>\$ 129,914</u>	<u>\$ 129,914</u>	<u>\$ -</u>
EXPENDITURES				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 103,398	\$ 85,473	\$ 86,197	\$ (724)
Travel	59	454	470	(16)
Operating services	134,548	155,242	151,088	4,154
Operating supplies	369,321	277,910	270,461	7,449
Total expenditures	<u>\$ 607,326</u>	<u>\$ 519,079</u>	<u>\$ 508,216</u>	<u>\$ 10,863</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (493,085)</u>	<u>\$ (389,165)</u>	<u>\$ (378,302)</u>	<u>\$ 10,863</u>
Other financing sources (uses)				
Transfers in	<u>\$ 493,085</u>	<u>\$ 354,672</u>	<u>\$ 343,809</u>	<u>\$ (10,863)</u>
Net change in fund balances	\$ -	\$ (34,493)	\$ (34,493)	\$ -
Fund balances, beginning of year	<u>-</u>	<u>34,493</u>	<u>34,493</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Title III B Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences Over (Under)
REVENUES				
GOEA support	\$ 90,370	\$ 90,370	\$ 90,370	\$ -
GOEA support - ARP	50,255	26,967	26,967	-
Participant contributions	10,000	57	57	-
Total revenues	<u>\$ 150,625</u>	<u>\$ 117,394</u>	<u>\$ 117,394</u>	<u>\$ -</u>
EXPENDITURES				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 167,287	\$ 158,457	\$ 197,305	\$ (38,848)
Travel	87	1,258	1,420	(162)
Operating services	150,510	86,669	53,016	33,653
Operating supplies	10,586	9,642	8,715	927
Total expenditures	<u>\$ 328,470</u>	<u>\$ 256,026</u>	<u>\$ 260,456</u>	<u>\$ (4,430)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (177,845)</u>	<u>\$ (138,632)</u>	<u>\$ (143,062)</u>	<u>\$ (4,430)</u>
Other financing sources (uses)				
Transfers in	<u>\$ 177,845</u>	<u>\$ 78,465</u>	<u>\$ 82,895</u>	<u>\$ 4,430</u>
Net change in fund balances	\$ -	\$ (60,167)	\$ (60,167)	\$ -
Fund balances, beginning of year	<u>-</u>	<u>60,167</u>	<u>60,167</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Senior Center Fund
 Schedule of Revenues, Expenditures and Changes in Fund Balances
 Budget and Actual
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences Over (Under)
REVENUES				
GOEA support	\$ 76,905	\$ 76,905	\$ 76,905	\$ -
In-kind support	367,000	367,000	367,000	-
Total revenues	<u>\$ 443,905</u>	<u>\$ 443,905</u>	<u>\$ 443,905</u>	<u>\$ -</u>
EXPENDITURES				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 43,280	\$ 41,024	\$ 44,449	\$ (3,425)
Travel	4	36	53	(17)
Operating services	50,444	44,578	57,867	(13,289)
In-kind operating services	367,000	367,000	367,000	-
Operating supplies	407	300	433	(133)
Total expenditures	<u>\$ 461,135</u>	<u>\$ 452,938</u>	<u>\$ 469,802</u>	<u>\$ (16,864)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (17,230)</u>	<u>\$ (9,033)</u>	<u>\$ (25,897)</u>	<u>\$ (16,864)</u>
Other financing sources (uses)				
Transfers in	<u>\$ 17,230</u>	<u>\$ 9,033</u>	<u>\$ 25,897</u>	<u>\$ 16,864</u>
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SUPPLEMENTARY INFORMATION REQUIRED BY GOEA

Schedule of Non-Major Special Revenues Funds
 Combining Statement of Revenues and Expenditures
 For the Year Ended June 30, 2024

	Title III D Fund	AAA Fund	Senior Center Supplemental	Title IIIC1 Fund	Title III E Fund	Total
REVENUES						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 4,888	\$ 33,857	\$ 10,912	\$ 81,452	\$ 35,221	\$ 166,330
Governor's Office of Elderly Affairs - ARP	3,053	15,405	-	8,440	6,667	33,565
In-kind support	-	-	-	175,000	-	175,000
Participant contributions	-	-	-	14,743	-	14,743
Total revenues	<u>\$ 7,941</u>	<u>\$ 49,262</u>	<u>\$ 10,912</u>	<u>\$ 279,635</u>	<u>\$ 41,888</u>	<u>\$ 389,638</u>
EXPENDITURES						
Health and Welfare and Social Services						
Salaries and benefits	\$ 13,888	\$ 30,925	\$ -	\$ 29,568	\$ 15,035	\$ 89,416
Travel	11	181	-	185	22	399
Operating services	1,973	16,686	-	26,499	52,339	97,497
Operating supplies	91	1,470	-	68,334	180	70,075
In-kind operating services	-	-	-	175,000	-	175,000
Total expenditures	<u>\$ 15,963</u>	<u>\$ 49,262</u>	<u>\$ -</u>	<u>\$ 299,586</u>	<u>\$ 67,576</u>	<u>\$ 432,387</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (8,022)</u>	<u>\$ -</u>	<u>\$ 10,912</u>	<u>\$ (19,951)</u>	<u>\$ (25,688)</u>	<u>\$ (42,749)</u>
Other financing sources (uses)						
Transfers in	\$ 2,254	\$ -	\$ -	\$ 10,750	\$ 17,552	\$ 30,556
Transfers out	-	-	(10,912)	-	-	(10,912)
Total other financing sources (uses)	<u>\$ 2,254</u>	<u>\$ -</u>	<u>\$ (10,912)</u>	<u>\$ 10,750</u>	<u>\$ 17,552</u>	<u>\$ 19,644</u>
Net change in fund balances	\$ (5,768)	\$ -	\$ -	\$ (9,201)	\$ (8,136)	\$ (23,105)
Fund balances at beginning of year	<u>5,768</u>	<u>-</u>	<u>-</u>	<u>9,201</u>	<u>8,136</u>	<u>23,105</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Comparative Schedule of General Fixed Assets
and Changes in General Fixed Assets
For the Year Ended June 30, 2024

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
General Fixed Assets				
Land	\$ 55,000	\$ -	\$ -	\$ 55,000
Buildings	215,851	-	-	215,851
Improvements	33,180	-	-	33,180
Machinery and equipment	125,646	-	-	125,646
Furniture and fixtures	3,000	-	-	3,000
Vehicles	<u>289,115</u>	<u>240,372</u>	<u>-</u>	<u>529,487</u>
Total capital assets being depreciated	<u>\$ 721,792</u>	<u>\$ 240,372</u>	<u>\$ -</u>	<u>\$ 962,164</u>
Invested in General Fixed Assets				
Property acquired with funds from				
PCOA	\$ 33,180	\$ -	\$ -	\$ 33,180
DOTD	179,320	207,200	-	386,520
General	424,126	33,172	-	457,298
ARPA	74,420	-	-	74,420
ARP	<u>10,746</u>	<u>-</u>	<u>-</u>	<u>10,746</u>
Total Invested in General Fixed Assets	<u>\$ 721,792</u>	<u>\$ 240,372</u>	<u>\$ -</u>	<u>\$ 962,164</u>

OTHER SUPPLEMENTAL SCHEDULES

Schedule of Compensation, Benefits and
Other Payments to Agency Head
For the Year Ended June 30, 2024

Agency Head Name - Torry Grose

Purpose	Amount
Salary	\$ 79,496
Benefits - insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - other	-
Car allowance	-
Dues	-
Vehicle rental	-
Per diem	425
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	262
Housing	-
Unvouchered expenses	-
Special meals	427
Other	-

OTHER REPORTS

Schedule of Prior Year Audit Findings
For the Year Ended June 30, 2024

Findings – Financial Statement Audit

Audit Finding No. 2023-1

Audit Report Not Timely Submitted to the Louisiana Legislative Auditor

Condition: The June 30, 2023 audit report of Vernon Council on Aging, Inc. was not submitted to the Louisiana Legislative Auditor’s office by the statutory deadline of December 31, 2023.

Criteria: Louisiana Revised Statute R.S. 24:513(A)(5)(a)(i) states that the audits of local governments must be completed within six months of the entity’s year end and timely submitted to the Louisiana Legislative Auditor by the six month deadline.

Cause and Condition: The financial statements to be audited were not submitted to the CPA for audit until late in December 2023. This did not leave sufficient time for the audit of the financial statements to be completed by the statutory deadline of December 31, 2023. The Council had been without a bookkeeper for half of the year due to the death of the Executive Director and the bookkeeper at that time being promoted to the new Executive Director position.

Effect of Condition: Violation of R.S. 24:513(A)(5)(a)(i).

Recommendation: We recommend that the Council submit the financial records to their accountant who prepares their financial statements as soon as possible after the Council’s year end. Also, we recommend that the Director monitor the preparation in order to have them available for audit with sufficient time to complete the audit by the statutory deadline.

Date of Initial Occurrence - June 30, 2023

Corrective Action Taken - Yes

Audit Finding No. 2023-2

Payroll Tax Returns Not Timely Filed and Payroll Tax Deposits Submitted Late

Condition: Payroll tax returns during the year were filed late after the due date of the returns. Payroll tax deposits were also paid late incurring IRS penalties.

Criteria: IRS has specific due dates for both filing payroll tax returns and paying the related payroll tax liabilities throughout the year.

Cause and Condition: The Council was without a bookkeeper part of the year. The payroll tax return due dates and payroll tax deposits due dates were missed by management.

Effect of Condition: A violation of IRS rules and regulations regarding the filing of payroll tax returns and paying the related payroll tax deposits.

Recommendation: We recommend that payroll tax returns be filed by their due dates and the payroll tax deposits be paid by their due dates. Also the Director should monitor the bookkeeping department to see that these payroll taxes are timely filed and paid.

Date of Initial Occurrence - June 30, 2023

Corrective Action Taken - Yes

Schedule of Current Year Audit Findings and Management's Response
For the Year Ended June 30, 20234

There were no current year audit findings as of June 30, 2024.

Windham & Reed, L.L.C.

Certified Public Accountants

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INDEPENDENT AUDITOR'S 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
Vernon Council on Aging, Inc.
Leesville, Louisiana

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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Vernon Council on Aging, Inc. (a nonprofit organization) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Vernon Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 6, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Vernon Council on Aging, Inc.'s internal control over financial reporting (internal control) as a basis for designing 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 Vernon Council on Aging, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Vernon Council on Aging, Inc.'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 that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Vernon Council on Aging, Inc.'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 financial statements. 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 disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standard*.

Board of Directors
Vernon Council on Aging, Inc.

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.

Handwritten signature of John A. Windham, CPA in black ink.

DeRidder, Louisiana
December 6, 2024

Windham & Reed, L.L.C.

Certified Public Accountants

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors
Vernon Council on Aging, Inc.
Leesville, Louisiana

To the Vernon 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, 2023 through June 30, 2024. Vernon Council on Aging, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Vernon Council on Aging, Inc. 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, 2023 through June 30, 2024. 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 of 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:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - ii. ***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.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
 - iv. ***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).
 - v. ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
 - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 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.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Written policies and procedures obtained and address the functions listed above.

2) **Board or Finance Committee**

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - i. Observe 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.
No exceptions noted.
 - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
No exceptions noted.
 - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe 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.
No exceptions noted.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.
No exceptions noted.

3) **Bank Reconciliations**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the

fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

No exceptions noted.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

Bank reconciliations did not have evidence of any review.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

No exceptions noted.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Only one collection site.

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- i. Employees responsible for cash collections do not share cash drawers/registers;

Only one cash drawer, two people present when opened and counted.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

No exceptions noted.

- iii. Each employee responsible for collecting cash is not also 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; and

No exceptions noted.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

No exceptions noted.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

No bonds for theft coverage.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and

- i. Observe that receipts are sequentially pre-numbered.
Receipts are not pre-numbered.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.
No exceptions noted.
- iv. Observe 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).
No exceptions noted.
- v. Trace the actual deposit per the bank statement to the general ledger.
Examined two random deposit dates for each account, no exceptions noted.

5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
No exceptions noted.
 - ii. At least two employees are involved in processing and approving payments to vendors;
No exceptions noted.
 - iii. 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;
No exceptions noted.
 - iv. 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; and
No exceptions noted.
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
No exceptions noted.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
No exceptions noted.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

No exceptions noted.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

No exceptions noted.

6) Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Obtained listing of all credit cards.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

- i. Observe whether 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) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

No exceptions noted.

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies 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, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions noted.

7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)

- A. Obtain 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. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

No exceptions noted.

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
No exceptions noted.
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
No exceptions noted.
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
No exceptions noted.

8) Contracts

- A. Obtain 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. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
 - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
No exceptions noted.
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
No exceptions noted.
 - iii. If the contract was amended (e.g., change order), observe 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, the documented approval); and
Not applicable.
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.
No exceptions noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
No exceptions noted.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and:
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
No exceptions noted.
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
No exceptions noted.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
No exceptions noted.
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
No exceptions noted.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
Not applicable.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
No exceptions noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:
- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
No exceptions noted.
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
No exceptions noted.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
No exceptions noted.

11) Debt Service – Not Applicable

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree 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).

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
Not applicable.

- B. Observe that 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.

No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

Backups were not done at least weekly.

- ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

No exceptions noted.

- iii. Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe 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.

No exceptions noted.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Not applicable.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

No exceptions noted.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

No exceptions noted.

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

No exceptions noted.

- C. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

No report filed.

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- i. Number and percentage of public servants in the agency who have completed the training requirements;
No exceptions noted.
- ii. Number of sexual harassment complaints received by the agency;
Not applicable.
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
Not applicable.
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
Not applicable.
- v. Amount of time it took to resolve each complaint.
Not applicable.

We were engaged by the Vernon Council on Aging, Inc. 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 Vernon Council on Aging, Inc. 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.

Windham & Reed CPA, L.L.C.
DeRidder, Louisiana
December 6, 2024