

**RAPIDES COUNCIL ON AGING, INC.  
ALEXANDRIA, LOUISIANA**

**FINANCIAL STATEMENTS  
AND  
AUDITORS' REPORTS**

**June 30, 2017**

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June 30, 2017

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## **MANAGEMENT'S DISCUSSION AND ANALYSIS (MD &A)**

The following discussion and analysis of Rapides Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2017. Please read it in conjunction with the financial statements, which begin on page 9.

### **FINANCIAL HIGHLIGHTS**

- > The Council showed a net decrease in overall net position of \$ 38,748 or less than 8% this year.
- > Net Capital Assets of the Council increased by \$ 6,749 or 4%.
- > No deficit fund balances exist at year-end.
- > The unassigned fund balance for the Council's General Fund was \$ 285,036 at year-end, which is a \$ 44,188 decrease from the prior year.

### **HOW TO USE THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of net position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 12. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

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

### **Reporting the Council as a Whole Using Government-Wide Statements**

Our analysis of the Council as a whole begins on page 9. An important question to ask about the Council's finances is, "Is the Council as a whole better off or worse off as a result of the year's activities?" The Statement of net position and the Statement of Activities (referred to collectively as the Government-Wide financial Statements) report information about the Council as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar the to accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Government-Wide statements can be found on pages 10 and 11 and report the council's net assets and changes in them. Some of the net position are restricted which means they can only be used for a specific purpose. The Statement of net position is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, you will need to consider other non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The statement of activities provides information that show how the Council's net position changed as a result of this year's activities. All of the Council's significant activities are reported in the Statement of Activities. These activities include a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, and utility assistance. All activities of the Council are considered to be governmental activities. A governmental activity is one where the Council uses money it received from government grants and contracts, along with donations from the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity would be classified as a business-type activity. The Council does not have any business-type activities.

### **Reporting the Council's Most Significant Funds Using Fund Financial Statements**

Our analysis of the Council's major funds begins on page 12. The Fund Financial Statements can be found on pages 13 to 16 and provide detailed information about the most significant funds-not the Council as a whole. In the Fund Financial Statements you will see a General Fund and a variety of Special Revenue Funds. The General Fund is used to account for proceeds that are not legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we can show that the fund is meeting legal responsibilities for using certain grants and other money.

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

### **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be

found on pages 17 to 25. You should read the notes before making assumptions or drawing conclusions about the Council's financial condition.

**Supplementary Financial Information Required by GASB Statement 34**

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the Council's fiscal year. We have also opted to present positive and negative variances between the final budget and actual amounts.

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

Management's Discussion and Analysis is also required supplementary information (RSI) by GASB Statement 34. However, it is presented as the first item in this reporting package and not with the other RSI by GASB statement 34.

**Other Supplementary Financial Information Required by GOEA**

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

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 34 and 35. This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

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

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

	<u>2016</u>	<u>2017</u>
Current and other assets	\$365,421	\$296,636
Capital Assets, net of depreciation	173,396	180,145
Total Assets	<u>538,817</u>	<u>476,781</u>
Current Liabilities	7,327	8,947
Other Liabilities	24,908	0
Total Liabilities	<u>32,235</u>	<u>8,947</u>
Invested in capital assets, net of related debt	173,396	180,145
Restricted	3,962	2,653
Unrestricted	329,224	285,036
Total net position	<u>\$506,582</u>	<u>\$467,834</u>

As of June 30, 2017, the Council "as a whole" had assets greater than its liabilities by \$ 467,834. The Council's total net position decreased from \$ 506,582 to \$ 467,834. This is an decrease of 8%.

The Council's unrestricted net position decreased by \$ 44,188 or 14% from the prior year. About 61% of the Council's net position are unrestricted as of June 30, 2017. It is important that the Council have unrestricted net position so that we will have resources available to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by government agencies.

The Council's restricted net position decreased by \$ 1,309. Net position is reported as restricted when the constraints placed upon the asset's use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net position that have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them.

### **AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

Most of the Council's activities are funded by federal, state, and local monies. These grants amount to approximately 95% of the revenues of the Council in 2016 and 97% in 2017. Some of these grants are restricted which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may change based upon the level of service by the Council under terms of the particular grant award.

The Council also receives donations from its clients and the general public. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services. Public support revenues represented 5% and 3% of the total revenues of 2016 and 2017 respectively.

The Council invests idle funds and is able to earn some interest on this money each year. The investment earnings are used or accumulated as necessary to meet expenses each year.

When reviewing the Government-Wide Statement of activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are related to nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Rapides Parish. There is a high demand for these services; therefore, resources are channeled to meeting the demand.

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

#### **Fund Balances**

The Council reported a combined governmental fund balance of \$ 287,689 (as shown on the Fund Financial Statement's balance sheet at page 13) at the end of this year, which is an decrease of \$ 45,497. However, when you look at the funds individually you will see that the Council's General Fund decreased by \$ 44,188 this year, while the Special Revenue Funds had a combined fund balance decrease of \$ 1,309.

In addition, the General Fund also transferred funds to cover the deficits of some of the Special Revenue Funds. The transfers to the Special Revenue funds are the main reasons for the decrease in General Fund's fund balance this year.

**Revenues**

The combined fund revenues increased \$ 26,156 this year versus last year or 4%.

**Expenditures**

Total expenditures increased by \$ 51,989 this year, or 8%.

**AN ANALYSIS OF THE GENERAL FUND BUDGET**

The original and final budgets for the General, Title III-B, and Title III C-2 funds are located in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 28 to 32. When you review the budget versus actual schedule, you will note that the favorable and unfavorable variances are not very large. This is a result of the budget amendment process, which allows us the opportunity to use hindsight to adjust the forecast made at the beginning of the year, if necessary.

**AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION**

At the end of the year, the Council had \$ 180,145 in fixed assets net of accumulated depreciation of \$ 305,011. This amounted to a net increase of \$ 6,749 from last year.

Capital Assets, Net of Depreciation at Year End

	Governmental Activities	
	<u>2016</u>	<u>2017</u>
Furniture & Equipment	10,894	9,726
Vehicles	36,706	47,087
Building Improvements	29,500	34,538
Building	96,296	88,794
	<u>\$173,396</u>	<u>\$180,145</u>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS**

The Council receives most of its funding from federal and state agencies passed through the Cenla Area Agency on Aging, Inc. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. In setting the budget for fiscal year 2018, it was important that we deliver at least the same level of service to our clients and the public as we did in 2017. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2018. There have been no significant changes to the funding levels or terms of the grants and contracts. Accordingly, we have set our initial budget to provide the same programs and levels of service next year. There are no plans to add any significant programs for the next year.

## **CONTACTING THE COUNCIL'S MANAGEMENT**

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Betty Dekeyzer, the Council's Executive Director, at the Council's main office located at 204 Chester Street, Alexandria, Louisiana, by phone at 318-445-7985.

# Paul Dauzat, CPA

MEMBER  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 12359  
Alexandria, LA 71315

MEMBER  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Rapides Council on Aging, Inc.  
Rapidesfield, Louisiana

### Report on the Financial Statements

I have audited the accompanying financial statements of Rapides Council on Aging, Inc., ( a non-profit, quasi-public organization ) as of and for the year ended June 30, 2017, and the related notes to the financial statements. These financial statements collectively comprise the Council's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, I express no such opinion. An audit also involves evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Opinions

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Rapides Council on Aging, Inc., as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States.

## Other Matters

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government 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. The Louisiana Governor's Office of Elderly Affairs require that the non-major schedule and schedule of fixed assets be presented to supplement the basic financial statements. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during by audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

## Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued my report dated December 15, 2017 on my consideration of the Council's internal control over financial reporting and my test of its compliance with certain provisions of laws, regulations, contracts and agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance and should be read in conjunction with this report in considering the results of my audit.

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



Paul Dauzat  
Certified Public Accountant  
December 15, 2017

## **GOVERNMENT WIDE FINANCIAL STATEMENTS**

**RAPIDES COUNCIL ON AGING, INC.**  
Alexandria, Louisiana

**STATEMENT OF NET POSITION**  
JUNE 30, 2017

	<u>Governmental Activities</u>
<b>Assets</b>	
Cash	\$ 281,255
Grants and Contracts Receivable	15,381
Capital Assets (net of accumulated depreciation)	<u>180,145</u>
Total Assets	<u>476,781</u>
<b>Liabilities</b>	
Accounts Payable	<u>8,947</u>
Total Liabilities	<u>8,947</u>
<b>Net Position</b>	
Investment in Capital Assets	180,145
Restricted for:	
Utility Assistance	2,653
Unrestricted/ Undesignated	<u>285,036</u>
Total Net Position	<u>\$ 467,834</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING**

Alexandria, Louisiana

**GOVERNMENT WIDE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30,2017**

Function/Programs	<u>Direct Expenses</u>	<u>In-Direct Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses)</u>
			<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Revenue and Increases (Decreases) in Net Position</u>
					<u>Total Governmental Activities</u>
<b>Governmental Activities</b>					
Health, Welfare, & Social Services:					
Supportive Services:					
Other Services	\$ 24,899	\$ 25,574	\$ 30,980	\$ -	\$ (19,493)
Information and Assistance	11,539	11,846	14,353	-	(9,032)
Outreach	10,823	11,130	13,474	-	(8,479)
Transportation	53,684	55,096	66,769	-	(42,011)
Nutrition Services:					
Home Delivered Meals	145,594	149,429	6,750	-	(288,273)
Utility Assistance	5,221	-	3,912	-	(1,309)
National Family Caregiver Support:					
Respite Care	27,878	28,616	43,816	-	(12,678)
Other Services	10,426	10,713	16,395	-	(4,744)
Senior Activities	84,798	64,403	-	-	(149,201)
<b>Total Governmental Activities</b>	<u>\$ 374,862</u>	<u>\$ 356,807</u>	<u>\$ 196,449</u>	<u>\$ -</u>	<u>(535,220)</u>
<b>General Revenues:</b>					
Grants and Contributions not restricted to specific programs					493,231
Unrestricted Investment Income					3,241
<b>Total General Revenues</b>					<u>496,472</u>
Increase (Decrease) in Net Position					(38,748)
Net Position - Beginning of the year					506,582
Net Position - End of the year					<u>\$ 467,834</u>

The accompanying notes are an integral part of this statement

## **FUND FINANCIAL STATEMENTS**

**RAPIDES COUNCIL ON AGING, INC.**  
Alexandria, Louisiana

**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
JUNE 30, 2017

	<u>General Fund</u>	<u>Title III B</u>	<u>Title III C-2</u>	<u>Title III-E</u>	<u>Non-Major Funds</u>	<u>Total</u>
<b>Assets</b>						
Cash	\$ 278,602	\$ -	\$ -	\$ -	\$ 2,653	\$ 281,255
Grants and Contracts Receivable	-	10,411	-	4,970	-	15,381
Due from Special Revenue Funds	15,381	-	-	-	-	15,381
Total Assets	<u>293,983</u>	<u>10,411</u>	<u>-</u>	<u>4,970</u>	<u>2,653</u>	<u>312,017</u>
<b>Liabilities</b>						
Accounts Payable	8,947	-	-	-	-	8,947
Due to General Fund	-	10,411	-	4,970	-	15,381
Total Liabilities	<u>8,947</u>	<u>10,411</u>	<u>-</u>	<u>4,970</u>	<u>-</u>	<u>24,328</u>
<b>Fund Balances:</b>						
Reserved for:						
Utility assistance	-	-	-	-	2,653	2,653
Unassigned For:						
General Fund	285,036	-	-	-	-	285,036
Total Fund Balances	<u>285,036</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,653</u>	<u>287,689</u>
Total Liabilities and Fund Balances	<u>\$ 293,983</u>	<u>\$ 10,411</u>	<u>\$ -</u>	<u>\$ 4,970</u>	<u>\$ 2,653</u>	

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 funds.

Net Position of Governmental Activities

180,145  
\$ 467,834

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**

Alexandria, Louisiana

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

FOR THE YEAR ENDED JUNE 30, 2017

	<u>General Fund</u>	<u>Title III-B</u>	<u>Title III C-2</u>	<u>Title III 3-E</u>	<u>Non-Major Funds</u>	<u>Totals</u>
<b>Revenues</b>						
Intergovernmental:						
Governor's Office of Elderly Affairs	\$ 62,935	\$ -	\$ -	\$ -	\$ -	\$ 62,935
Passed through Cenla Area						
Agency on Aging, Inc.	-	124,987	-	59,684	-	184,671
Police Jury	425,000	-	-	-	-	425,000
Public Support:						
City of Pineville	-	-	1,200	-	-	1,200
Client Contributions	-	589	5,550	527	-	6,666
CLECO	-	-	-	-	2,497	2,497
Other	5,296	-	-	-	1,415	6,711
Investment Income	3,241	-	-	-	-	3,241
Total Revenues	<u>496,472</u>	<u>125,576</u>	<u>6,750</u>	<u>60,211</u>	<u>3,912</u>	<u>692,921</u>
<b>Expenditures</b>						
Health, Welfare & Social Services						
Current:						
Salaries	90,164	151,779	170,524	60,681	-	473,148
Fringe	7,683	13,138	14,725	5,166	-	40,712
Travel	-	44	-	2,119	-	2,163
Operating Services	15,659	30,098	40,430	8,207	-	94,394
Operating Supplies	11,900	7,162	8,354	590	-	28,006
Other Costs	1,722	2,369	60,990	870	-	65,951
Capital Outlays	28,823	-	-	-	-	28,823
Utility Assistance	-	-	-	-	5,221	5,221
Total Expenditures	<u>155,951</u>	<u>204,590</u>	<u>295,023</u>	<u>77,633</u>	<u>5,221</u>	<u>738,418</u>

<b>Excess (Deficiency) of Revenues Over Expenditures</b>	340,521	(79,014)	(288,273)	(17,422)	(1,309)	(45,497)
<b>Other Financing Sources (Uses)</b>						
Operating Transfers In	103,226	79,014	288,273	17,422	-	487,935
Operating Transfers Out	<u>(487,935)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(487,935)</u>
Total Other Financing Sources (Uses)	<u>(384,709)</u>	<u>79,014</u>	<u>288,273</u>	<u>17,422</u>	<u>-</u>	<u>-</u>
<b>Net Increase (Decrease) in Fund Balances</b>	(44,188)	-	-	-	(1,309)	(45,497)
<b>Fund Balance, Beginning of Year</b>	<u>329,224</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,962</u>	<u>333,186</u>
<b>Fund Balance, End of Year</b>	<u>\$ 285,036</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,653</u>	<u>\$ 287,689</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**  
**Alexandria, Louisiana**

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities**

**Year Ended June 30, 2017**

Net Increase (Decrease) in fund balances - total governmental funds \$ (45,497)

Governmental funds report capital outlays as expenditures.  
However, in the Statement of Activities the cost of these assets is  
allocated over their estimated useful lives and reported as depreciation  
expense. This is the amount that depreciation exceeded capital outlays 6,749

Increase (Decrease) of net position of governmental activities \$ (38,748)

The accompanying notes are an integral part of this statement.

RAPIDES COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

**NOTE 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 in the parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish and state 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 governments 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 the parish include providing home delivered meals, nutritional education, wellness, information and assistance, outreach, chore, telephoning, medication management, utility assistance, recreation, transportation, sitter and in-home respite.

**B. Reporting Entity**

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. However, before the 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 are governed by the policies and regulations established by GOEA.

The Organization is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on July 8, 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 population, general public, private businesses and elected public officials. Board members are elected annually.

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

Based on the criteria set forth in GASB Statement 14, the Council on Aging is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in 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 previously

**RAPIDES COUNCIL ON AGING, INC.**

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mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

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

**C. Presentation of Statements**

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

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

The Council's financial statements are presented in accordance with Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* which include the following:

- \* A Management Discussion and Analysis ( MD & A ) section providing an analysis of the Council's overall financial position and results of operations.
- \* Government-Wide Financial statements prepared using full accrual accounting for all of the Council's activities.
- \* A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements ( including notes to financial statements ). The Council was required to implement the general provisions of GASB Statement No. 34 in the fiscal year ended June 30, 2004.

**D. Government-Wide Financial 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

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

The Council's policy is to use restricted resources first to finance its activities. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary ( either operating or capital ) grants, while the capital grants column reflects capital-specific grants.

The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities presents this allocation in a separate column labeled indirect expenses. 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 on the Council's ability to sustain operations and the change in its net position resulting from the current year's activities.

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**E. Fund Financial Statements**

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Resources are allocated to and accounted for in individual funds based on 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 fund measurement ( in the fund statements ) is on the 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 classified as fund balance. Fund balance is further classified on a hierarchy that shows, from the highest to the lowest, the level or form of constraints on fund balance and accordingly, the extent to which the Council is bound to honor them: nonspendable, restricted, committed, assigned and unassigned.

**Nonspendable:** This classification includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

**Restricted:** This classification includes amounts for which constraints have been placed on the use of resources either externally or imposed by law.

**Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council's board of directors.

**Assigned:** This classification includes amounts that are constrained by the Council's intent to be used for a specific purpose but are neither restricted nor committed.

**Unassigned:** This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

- \* *The General Fund* is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. The following is a brief description of the programs that comprise the General Fund:

Local Fund

This fund is used to account for revenues that are not required to be accounted for in a specific program or fund. These funds are mostly unrestricted and can be used at management's discretion. Local funds are often transferred to other programs to eliminate deficits.

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PCOA Funding

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council through the Governor's Office of Elderly Affairs (GOEA). The Council's management may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting the elderly people of at least 60 years of age.

- \* *Special Revenue Funds* are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. 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 Centla Area Agency on Aging, which passes through the funds to the Council on a predetermined unit cost reimbursement basis.

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**

*The Title III B Fund* is used to account for funds which are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for defining a qualifying unit of service for each Title III B program. Specific services are information and assistance, outreach, chore, telephoning, transportation, and utility assistance.

*The Title III C-2 Fund* is used to account for funds that are used to provide nutritional meals to homebound older persons. The Council served 97,500 meals during the year to people eligible to participate in this program.

*The Title III E Fund* accounts for the resources and activities of the National Family Caregiver Support Program. The purpose of the program is to provide multifaceted systems of support services for the family caregivers and of older individuals who are relative caregivers.

**Non-Major Special Revenue Funds**

*The Utility Assistance Fund* is used to account for the administration of utility assistance that is sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the Parish Councils on aging to provide assistance to the elderly for the payment of utility bills. The Council receives its donations directly from Cleco Corporation.

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NOTES TO FINANCIAL STATEMENTS

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**F. Measurement Focus and Basis of Accounting**

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

\* **Accrual Basis-Government-Wide Financial Statements ( GWFS )**

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

\* **Modified Accrual Basis-Fund Financial Statements ( FFS )**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government 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 un-matured principle and interest on long-term debt, if any, are recorded when due, and claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

**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.

RAPIDES COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

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**I. Investments**

GASB Statement No. 31 requires the Council to report its investments at fair value, except for investments in non-participating interest earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost based measure, provided that the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors.

Investments that include securities traded on a national or international exchange are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value.

**J. Capital Assets**

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long lived assets that have been purchased or acquired with an original cost of at least \$ 1,000 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of net position. 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.

Capital assets recorded in the Government-Wide Financial Statements are depreciated using the straight-line method for the assets estimated useful lives. The estimated useful lives of the various classes of capital assets are as follows:

Buildings	30 years
Building Improvements	20 years
Equipment	5-10 years
Furniture	10 years
Vehicles	5 years
Computers	3 years

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

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

**K. Compensated Absences**

Annual leave is earned by full time employees and may be carried over into the next year at a rate of no more than 30 days accumulation. Part time employees earn and vest at a pro-rata accumulation. Annual leave vests upon termination with six months of service. Regular full time and regular part time employees accrue sick leave at a rate of one day per month. Sick leave vests upon termination with six months of service, not to exceed 30 days or a maximum of 240 hours. These amounts have not been included in the financial statements.

RAPIDES COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

**L. Management's Use of Estimates**

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

**M. Elimination and Reclassifications**

In the process of aggregating data for the Statement of net 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.

**NOTE 2 Revenue Recognition**

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting. In applying the susceptible to accrual concept, intergovernmental grant revenues, program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts are often difficult to measure; therefore, they are recorded as revenue in the period received.

**NOTE 3 Cash**

The Council maintains a checking account at JP Morgan Chase Bank. The consolidated bank account is available for use by all funds. The purpose of this account is to reduce administration costs and facilitate cash balances to cover any negative cash balances in other funds at year end. At June 30, 2017, the balance of the Council's bank account totaled \$ 281,255. GASB Statement No. 3, as amended by GASB Statement No. 40 categorized the credit risk of these deposits as Category 1 and Category 2. The collected bank balance totaled \$ 286,691. At June 30, 2017, the Council's bank balance is federally insured by FDIC for up to \$250,000, with the difference pledged by US Treasury notes held by the Federal Reserve Bank of New York in the Council's name. The market value of the US Treasury notes at June 30, 2017 was \$ 257,949.

**NOTE 4 Contracts Receivable**

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

Government grants and contracts receivable at year end consist of the following:

<u>Program</u>	<u>Fund</u>	<u>Funding Agency</u>	<u>Amount</u>
Title III-B	Special Revenue	Cenla AAA	10,411
Title III-E	Special Revenue	Cenla AAA	4,970
		Total	<u>\$ 15,381</u>

**RAPIDES COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS**

June 30, 2017

**NOTE 5: Changes in Property and Equipment**

A summary of changes in property and equipment follows:

	Balance			Balance
	6/30/2016	Additions	Deletions	6/30/2017
Leasehold Improvements	\$ 9,595	\$ -	\$ -	\$ 9,595
Buildings	219,847	5,080	-	224,927
Furniture and Equipment	47,013	-	-	47,013
Computer Software	4,874	-	-	4,874
Vehicles	187,603	23,743	(12,600)	198,746
<b>Totals</b>	<b>\$468,932</b>	<b>\$ 28,823</b>	<b>\$ (12,600)</b>	<b>\$ 485,155</b>

Depreciation was charged to governmental activities as follows:

Transportation	\$ 13,362
Senior Activities	8,712
	<u>\$ 22,074</u>

**NOTE 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 that they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

**NOTE 7: Income Tax Status**

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

**NOTE 8: Judgments, Claims and Similar Contingencies**

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

RAPIDES COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

**NOTE 9 Contingencies-Grant Programs**

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

**NOTE 10 Economic Dependency**

The Council receives the majority of its revenue through grants from the Louisiana Governor's Office of Elderly Affairs ( GOEA ) and awarded to the Cenla Area Agency on Aging, Inc. who awards these grants to the Council on a per unit of service provided. The grant amounts are appropriated each year by Federal and State governments. If significant budget cuts are made at the Federal and/or State level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next fiscal year.

**NOTE 11 Risk Management**

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

**NOTE 12 Inter-fund Transfers**

Operating transfers in and out are listed by fund for fiscal year ended 2017:

Transferred In	Transferred Out						TOTAL IN
	Title III			PCOA	POLICE	FEMA	
	B	C-2	MIPPA		JURY		
Title III B	\$ -	\$ -	\$ -	\$ 62,935	\$ 16,079	\$ -	\$ 79,014
Title III C-2	-	-	-	-	288,273	-	288,273
Title III 3-D	-	-	-	-	-	-	-
Title III 3-E	-	-	-	-	17,422	-	17,422
GENERAL	-	-	-	-	103,226	-	103,226
<b>Total Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,935</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ 487,935</b>

**RAPIDES COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2017**

Transfers are used to move revenues from the fund that statute or budget requires to expend them, and to 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.

**NOTE 13 Related Party Transactions**

There were no related party transactions during the year.

**NOTE 14 Subsequent Events**

Management has evaluated subsequent events through December 15, 2017, which is the date the financial statements were available to be issued. There were no events that required disclosure.

**SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34**

# RAPIDES COUNCIL ON AGING, INC.

Alexandria, Louisiana

## Budgetary Comparison Schedule-General Fund For The Year Ended June 30, 2017

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP</u> <u>Basis</u>	<u>Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs	\$ 62,935	\$ 62,935	\$ 62,935	\$ -
Police Jury	465,000	495,000	425,000	(70,000)
Other	3,000	3,000	5,296	2,296
Interest Income	3,723	3,723	3,241	(482)
Total Revenues	<u>534,658</u>	<u>564,658</u>	<u>496,472</u>	<u>(68,186)</u>
<b>EXPENDITURES</b>				
Current:				
Salaries	90,088	106,373	90,164	16,209
Fringe	7,781	9,187	7,683	1,504
Travel	-	1,021	-	1,021
Operating Services	17,825	22,058	15,659	6,399
Operating Supplies	10,069	18,927	11,900	7,027
Other Costs	1,743	2,958	1,722	1,236
Capital Outlays	15,955	30,360	28,823	1,537
Total Expenditures	<u>143,461</u>	<u>190,884</u>	<u>155,951</u>	<u>34,933</u>
Excess(Deficiency) of Revenues Over Expenditures	<u>391,197</u>	<u>373,774</u>	<u>340,521</u>	<u>(33,253)</u>
<b>OTHER FINANCING SOURCES(USES)</b>				
Transfers In	140,461	138,506	103,226	(35,280)
Transfers Out	<u>(531,658)</u>	<u>(512,280)</u>	<u>(487,935)</u>	<u>24,345</u>
Total Other Financing Sources and Uses	<u>(391,197)</u>	<u>(373,774)</u>	<u>(384,709)</u>	<u>(10,935)</u>
Net Increase(Decrease) in Fund Balances	-	-	(44,188)	(44,188)
<b>FUND BALANCES</b>				
Beginning of Year	<u>329,224</u>	<u>329,224</u>	<u>329,224</u>	<u>-</u>
End of Year	<u>\$ 329,224</u>	<u>\$ 329,224</u>	<u>\$ 285,036</u>	<u>\$ (44,188)</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**  
**Alexandria, Louisiana**

**Budgetary Comparison Schedule-Title III B Fund**  
**For The Year Ended June 30, 2017**

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance</u> <u>with Final</u> <u>Budget</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP</u> <u>Basis</u>	<u>Favorable</u> <u>(Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs				
Passed through Cenla Area Agency on Aging	\$ 124,987	\$ 124,987	124,987	\$ -
Public Support	200	200	589	389
Total Revenues	<u>125,187</u>	<u>125,187</u>	<u>125,576</u>	<u>389</u>
<b>EXPENDITURES</b>				
Current:				
Salaries	142,092	143,913	151,779	(7,866)
Fringe	14,167	14,396	13,138	1,258
Travel	162	0	44	(44)
Operating Services	33,213	32,720	30,098	2,622
Operating Supplies	9,506	9,659	7,162	2,497
Other Cost	2,205	2,466	2,369	97
Total Expenditures	<u>201,345</u>	<u>203,154</u>	<u>204,590</u>	<u>(1,436)</u>
Excess(Deficiency) of Revenues				
Over Expenditures	<u>(76,158)</u>	<u>(77,967)</u>	<u>(79,014)</u>	<u>(1,047)</u>
<b>OTHER FINANCING SOURCES(USES)</b>				
Transfers In	76,158	77,967	79,014	1,047
Transfers Out	-	-	-	-
Total Other Financing Sources and Uses	<u>76,158</u>	<u>77,967</u>	<u>79,014</u>	<u>1,047</u>
Net Increase(Decrease) in Fund Balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**  
**Alexandria, Louisiana**

**Budgetary Comparison Schedule-Title III C-2 Fund**  
**For The Year Ended June 30, 2017**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>GAAP</u> <u>Basis</u>	<u>with Final</u> <u>Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Passed through Centa Area Agency on Aging	\$ -	\$ -	\$ -	\$ -
City of Pineville	1,200	1,200	1,200	-
Public Support	4,000	4,000	5,550	1,550
<b>Total Revenues</b>	<u>5,200</u>	<u>5,200</u>	<u>6,750</u>	<u>1,550</u>
<b>EXPENDITURES</b>				
Current:				
Salaries	148,302	161,121	170,524	(9,403)
Fringe	14,786	16,118	14,725	1,393
Travel	180	-	-	-
Operating Services	45,476	46,374	40,430	5,944
Operating Supplies	12,106	12,662	8,354	4,308
Other Cost	2,445	61,922	60,990	932
<b>Total Expenditures</b>	<u>223,295</u>	<u>298,197</u>	<u>295,023</u>	<u>3,174</u>
Excess(Deficiency) of Revenues				
Over Expenditures	<u>(218,095)</u>	<u>(292,997)</u>	<u>(288,273)</u>	<u>4,724</u>
<b>OTHER FINANCING SOURCES(USES)</b>				
Transfers In	218,095	292,997	288,273	(4,724)
Transfers Out	-	-	-	-
<b>Total Other Financing Sources and Uses</b>	<u>218,095</u>	<u>292,997</u>	<u>288,273</u>	<u>(4,724)</u>
Net Increase(Decrease) in Fund Balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**  
**Alexandria, Louisiana**

**Budgetary Comparison Schedule-Title III E Fund**  
**For The Year Ended June 30, 2017**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>GAAP</u> <u>Basis</u>	<u>with Final</u> <u>Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Passed through Cenla Area Agency on Aging	\$ 59,684	\$ 59,684	\$ 59,684	\$ -
Public Support	-	-	527	527
Total Revenues	<u>59,684</u>	<u>59,684</u>	<u>60,211</u>	<u>527</u>
<b>EXPENDITURES</b>				
Current:				
Salaries	72,102	53,530	60,681	(7,151)
Fringe	7,189	5,355	5,166	189
Travel	4,079	2,300	2,119	181
Operating Services	10,502	7,450	8,207	(757)
Operating Supplies	2,669	1,991	590	1,401
Other Cost	1,069	868	870	(2)
Total Expenditures	<u>97,610</u>	<u>71,494</u>	<u>77,633</u>	<u>(6,139)</u>
Excess(Deficiency) of Revenues				
Over Expenditures	<u>(37,926)</u>	<u>(11,810)</u>	<u>(17,422)</u>	<u>(5,612)</u>
<b>OTHER FINANCING SOURCES(USES)</b>				
Transfers In	37,926	11,810	17,422	5,612
Transfers Out	-	-	-	-
Total Other Financing Sources and Uses	<u>37,926</u>	<u>11,810</u>	<u>17,422</u>	<u>5,612</u>
Net Increase(Decrease) in Fund Balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA**

**RAPIDES COUNCIL ON AGING, INC.**  
Alexandria, Louisiana

**SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS**  
For the Year Ended June 30, 2017

	<u>Utility Assistance</u>	<u>Total</u>
<b>REVENUES</b>		
Public Support:		
CLECO	\$ 2,497	\$ 2,497
Other	<u>1,415</u>	<u>1,415</u>
Total Revenues	<u>3,912</u>	<u>3,912</u>
<b>EXPENDITURES</b>		
Current:		
Salaries	-	-
Fringe	-	-
Travel	-	-
Operating Services	-	-
Operating Supplies	-	-
Utility Assistance	<u>5,221</u>	<u>5,221</u>
Total Expenditures	<u>5,221</u>	<u>5,221</u>
Excess(Deficiency) of Revenues Over Expenditures	<u>(1,309)</u>	<u>(1,309)</u>
<b>OTHER FINANCING SOURCES(USES)</b>		
Transfers In	-	-
Transfers Out	<u>-</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>-</u>	<u>-</u>
Net Increase(Decrease) in Fund Balances	(1,309)	(1,309)
<b>FUND BALANCES</b>		
Beginning of Year	<u>3,962</u>	<u>3,962</u>
End of Year	<u>\$ 2,653</u>	<u>\$ 2,653</u>

The accompanying notes are an integral part of this statement.

**RAPIDES COUNCIL ON AGING, INC.**  
Alexandria, Louisiana

**COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS  
AND CHANGES IN GENERAL FIXED ASSETS  
For the Year Ended June 30, 2017**

	Balance June 30, 2016	Additions	Deletions	Balance June 30, 2017
GENERAL FIXED ASSETS, AT COST				
Vehicles	\$ 187,603	\$ 23,743	\$ (12,600)	\$ 198,746
Buildings	219,847	5,080	-	224,927
Furniture & Equipment	47,013	-	-	47,013
Computer Software	4,874	-	-	4,874
Leasehold Equipment	9,595	-	-	9,595
	<u>\$ 468,932</u>	<u>\$ 28,823</u>	<u>\$ (12,600)</u>	<u>\$ 485,155</u>
Total General Fixed Assets				
INVESTMENT IN GENERAL FIXED ASSETS				
PCOA	\$ 73,779	\$ -	\$ -	\$ 73,779
General	395,153	28,823	(12,600)	411,376
	<u>\$ 468,932</u>	<u>\$ 28,823</u>	<u>\$ (12,600)</u>	<u>\$ 485,155</u>
Total Investment In General Fixed Assets				

The accompanying notes are an integral part of this statement.

**OTHER REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

# Paul Dauzat, CPA

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AMERICAN INSTITUTE OF  
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P.O. Box 12359  
Alexandria, LA 71315

MEMBER  
SOCIETY OF LOUISIANA  
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*

Board of Directors  
Rapides Council on Aging, Inc.  
Rapidesfield, Louisiana

I have audited the financial statements of the Rapides Council on Aging, Inc. as of and for the year ended June 30, 2017, and the related notes to the financial statements and have issued my report thereon dated December 15, 2017. I conducted my 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.

### Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Rapides Council on Aging, Inc.'s internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Rapides Council on Aging, Inc.'s internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Rapides Council on Aging, Inc.'s internal control over financial reporting.

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.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Rapides Council on Aging, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management, board of directors, others within the entity, and government entities and is not intended to be and should not be used by anyone other than these specified parties.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of my 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.



Paul Dauzat  
Certified Public Accountant  
December 15, 2017

**RAPIDES COUNCIL ON AGING, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
FOR THE YEAR ENDED JUNE 30, 2017

I have audited the financial statements of Rapides Council on Aging, Inc. as of and for the year ended June 30, 2017, and have issued my report thereon dated December 15, 2017. I conducted the audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 2017 resulted in an unqualified opinion.

**Section 1-Summary of Auditor's Reports**

Report on Internal Control and Compliance Material to the Financial Statements

**Internal Control:**

Material Weaknesses  Yes  No      Reportable Conditions  Yes  No

**Compliance:**

Non Compliance Material to Financial Statements  Yes  No

**Section 11-Financial Statement Findings or Questioned Costs.**

There were no financial statement findings or questioned costs.

**RAPIDES COUNCIL ON AGING, INC.**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**For The Year Ended June 30, 2017**

**Section 1-Internal Control and Compliance Material to the Financial Statements**

There were no internal control or compliance findings for the year ended June 30, 2016.

**RAPIDES COUNCIL ON AGING, INC.**

*Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer*

**Year Ended June 30, 2017**

**Agency Head Name: Betty DeKeyzer, Executive Director**

<b>Purpose</b>	<b>Amount</b>
Salary	\$100,783
Benefits-Insurance	None
Benefits-Retirement	None
Accrued Leave	\$11,694
Car Allowance	None
Vehicle Provided By Government	None
Per Diem	None
Reimbursements	None
Travel	None
Registration Fees	None
Conference Travel	None
Continuing Professional Education Fees	None
Housing	None
Unvouchered Expenses	None
Special Meals	None

# Paul Dauzat, CPA

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

To: Board of Directors  
Rapides Council on Aging, Inc.

I have performed the procedures enumerated below, which were agreed to by Rapides Council on Aging and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period July 1, 2016 through June 30, 2017. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated results are presented in the accompanying Schedule of Procedures, Results and Managements' response where applicable.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is 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.



Paul Dauzat, CPA  
Alexandria, Louisiana  
December 13, 2017

RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE

**WRITTEN POLICIES AND PROCEDURES**

Agreed-Upon Procedure	Results	Managements' Response
<p>Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions:</p> <ul style="list-style-type: none"> <li>* Budgeting</li> <li>* Purchasing</li> <li>* Disbursements</li> <li>* Receipts</li> <li>* Payroll/Personnel</li> <li>* Contracting</li> <li>* Credit Cards</li> <li>* Travel and expense reimbursements</li> <li>* Ethics</li> <li>* Debt</li> </ul>	<p>Reviewed the entity's written policies and procedures and ascertained that they addressed the following:</p> <p style="text-align: center;">yes yes yes yes yes yes yes yes yes n/a</p>	

**RAPIDES COUNCIL ON AGING, INC.  
STATEWIDE AGREED-UPON PROCEDURES  
SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

<b>Board ( or Finance Committee)</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain and review the board/committee minutes for the fiscal period, and:</p> <p><b>a)</b> Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation.</p> <p><b>b)</b> Report whether the minutes reference or included monthly budget to actual comparisons on the general fund and any funds identified as major funds in the entity prior audit ( GAAP basis ).</p> <p>If budgets are adopted that increase an existing deficit, is there a formal written plan to eliminate deficit spending and do the minutes indicate periodic monitoring of the plan?</p> <p><b>c)</b> Report whether the minutes referenced or included non-budgetary financial information ( e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.</p>	<p>Reviewed the board minutes for the year ended.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">n/a</p> <p style="text-align: center;">yes</p>	

RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE

Agreed-Upon Procedure	Bank Reconciliations Results	Managements' Response
<p>Obtain a listing of client bank accounts from management:</p> <p>Using the listing provided by management, select a minimum of five (5) or all if less than five (5) and report whether:</p> <ul style="list-style-type: none"> <li>a) Bank reconciliations have been prepared.</li> <li>b) Bank reconciliations include evidence that a member of management or a board member has reviewed each reconciliation.</li> <li>c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.</li> </ul>	<p>Obtained a listing of bank accounts with representation that the list was complete. Only one bank account.</p> <p>Selected bank account which consisted of one.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">no outstanding items greater than 6 months</p>	

**RAPIDES COUNCIL ON AGING, INC.  
STATEWIDE AGREED-UPON PROCEDURES  
SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.</p> <p>Using the list provided by management, select a minimum of five (5) or all if less than 5 cash locations and obtain written documentation and report whether:</p> <p><b>a)</b> Each person responsible for collecting cash is:</p> <ul style="list-style-type: none"> <li>* bonded</li> <li>* not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account.</li> <li>* not required to share the same cash register or drawer with another employee.</li> </ul> <p><b>b)</b> The entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.</p>	<p>Obtained a listing of all cash locations and representation that the list was complete.</p> <p>Selected all cash locations which consisted of 5.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p>	

**RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

<b>Collections</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p><b>c)</b> Select the highest dollar week of cash collections from the general ledger or other accounting records during the fiscal period and:</p> <p>* Report whether the deposits were made within one day of collection.</p> <p>* Verify that daily cash collections are completely supported by documentation.</p> <p>Obtain existing written documentation and report whether the entity has a process specifically defined to determine completeness of all collections by a person who is not responsible for collections.</p>	<p>Selected highest dollar week of cash collections from cash collection log.</p> <p style="text-align: center;">no</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p>	<p>The council will change it's policy</p>

**RAPIDES COUNCIL ON AGING, INC.  
STATEWIDE AGREED-UPON PROCEDURES  
SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

**Disbursements-General**

Agreed-Upon Procedure	Results	Managements' Response
Obtain a listing of entity disbursements from management.	Obtained list of disbursements from disbursements journal.	
Using the disbursements population from above, randomly select 25 disbursements excluding credit card/debit card/fuel card purchases or payments. Obtain supporting documentation ( e.g. purchase requisitions, system screen logs for each transaction and report whether the supporting documentation for each transaction demonstrated that:	Selected 40 disbursements. Entity uses voucher requisition system.	
a) Purchases were initiating using requisition/ purchase order system.	yes	
b) Purchase orders were approved by a person who did not initiate the purchase.	yes	
c) Payments for purchases were not processed without:		
* An approved requisition and/or purchase order	yes	
* A receiving report showing receipt of goods purchased.	no	The council will change it's policy
* An approved invoice.	yes	
Using entity documentation report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursements system.	no	The council has limited staff
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**RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

<b>Disbursements-General</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
Using entity documentation report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.	yes	
Inquire of management and observe whether the supply of unused checks or blank check stock is maintained in a locked location, with access restricted to those persons that do not have signatory authority.	yes Unsued checks are maintained in a locked location. The entity director has access to the checks however, checks require a board member signature.	
If a signature stamp or signature machine is used, inquire of the signer whether his or her signature and any signed checks are maintained under his or her control or is used only with the knowledge and consent of the signer.	yes	

**RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

**Credit Cards/Debit Cards/Fuel Cards**

Agreed-Upon Procedure	Results	Managements' Response
<p>Obtain from management a listing of all active credit cards, bank debit cards and fuel cards.</p>	<p>Obtained a listing of credit cards and fuel cards.</p>	
<p>Select the monthly statement or combined statement with the largest dollar activity for each card:</p> <p><b>a}</b> Is there evidence that the monthly statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.</p> <p><b>b}</b> Report whether finance charges and/or late fees were assessed on the selected statements.</p>	<p>Selected the monthly statement with the largest dollar activity for each card. ( 1 credit card, 1 fuel card )</p> <p>yes</p> <p>no finance charges or late fees noted.</p>	
<p>Using the monthly statements or combined statements selected, obtain supporting documentation for all transactions for each of the cards selected.</p> <p><b>a)</b> Obtain supporting documentation for all transactions for each card selected by:</p> <ul style="list-style-type: none"> <li>* An original itemized receipt</li> <li>* Documentation of the business purpose.</li> <li>* Other documentation that may be required by written policy.</li> </ul> <p><b>b}</b> Compare the transaction's detail to the entity's written purchasing/disbursement policies and the La. Public Bid Law.</p> <p><b>c)</b> Compare the entity's documentation of the business purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution.</p>	<p>Obtained supporting documentation for all transactions on each card.</p> <p>Obtained supporting documentation for each card:</p> <p>yes</p> <p>yes</p> <p>yes</p> <p>no violations noted.</p>	

**RAPIDES COUNCIL ON AGING, INC.  
STATEWIDE AGREED-UPON PROCEDURES  
SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

**Travel and Expense Reimbursement**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Obtain from management a listing of all travel and related expense reimbursements, by person.</p> <p>Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration and report any amounts that exceeded the GSA rates.</p> <p>Using the listing or general ledger, select three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:</p> <p><b>a)</b> Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy ( e.g., rates established for meals, mileage, lodging). If entity does not have written policies, compare to the GSA rates and report each reimbursement that exceeded those rates.</p> <p><b>b)</b> Report whether each expense is supported by:</p> <ul style="list-style-type: none"> <li>* An original itemized receipt that identifies precisely what was purchased.</li> <li>* Documentation of the business purpose.</li> <li>* Other documentation as may required by written policy.</li> </ul>	<p>Obtained a listing of all travel expense reimbursements by person. ( 3 persons )</p> <p>Entity reimburses using the GSA rates established at the time of reimbursement.</p> <p>Selected 3 employees that incurred the largest travel costs for the year ended. Obtained the related expense documentation and selected the largest travel reimbursement for each person.</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">yes</p> <p style="text-align: center;">51</p>	

**RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANagements' RESPONSE**

**Travel and Expense Reimbursement**

<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Compare the entity's documentation of the business purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions ( e.g., hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, report the transaction as an exception.</p> <p>Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving the reimbursement.</p>	<p>none noted</p> <p>yes</p>	

**RAPIDES COUNCIL ON AGING, INC.  
STATEWIDE AGREED-UPON PROCEDURES  
SCHEDULE OF PROCEDURES, RESULTS AND MANAGERMENTS' RESPONSE**

**Payroll and Personnel**

Agreed-Upon Procedure	Results	Managements' Response
<p>Obtain a listing of employees ( elected officials, if applicable) with their related salaries, and obtain management's representation that the list is complete. Randomly select 5 ( or one third if greater than 5 employees) , obtain their personnel files, and:</p> <p><b>a)</b> Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.</p> <p><b>b)</b> Review changes made to hourly pay rates/ salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.</p>	<p>Obtained a listing of all employees with related compensation amounts and a representation that the list was complete. Selected 6 employees and obtain personnel files.</p> <p>yes</p> <p>yes</p>	
<p>Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials ( or one-third of employees/officials if less than 25) during the fiscal period and:</p> <p><b>a)</b> Report whether all selected employees/ officials documented their daily attendance and leave. ( if an elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave).</p> <p><b>b)</b> Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.</p>	<p>Obtained time sheets and leave records and selected a pay period in which leave had been taken by one employee. Selected 6 employees</p> <p>yes</p> <p>yes</p> <p>53</p>	

**RAPIDES COUNCIL ON AGING, INC.  
 STATEWIDE AGREED-UPON PROCEDURES  
 SCHEDULE OF PROCEDURES, RESULTS AND MANAGERMENTS' RESPONSE**

<b>Payroll and Personnel</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p><b>c)</b> Report whether there is written documentation that the entity maintained written leave records ( e.g. hours earned, hours used, and the balance available ) on those selected employees/officials that earn leave.</p> <p>Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.</p> <p>Obtain supporting documentation ( e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions as well as the required reporting forms were submitted to the applicable agencies by the required deadlines.</p>	<p>yes</p> <p>There were two terminated employees during the fiscal period. Obtained management's representation.</p> <p>One termination payment made during the fiscal period.</p> <p>Yes</p> <p>Obtained payroll tax returns and cancelled checks and ascertained that returns were timely filed and the correct payments were made by deadlines.</p>	

**RAPIDES COUNCIL ON AGING, INC.  
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<b>Ethics</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>Using the five randomly selected employees/officials, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.</p> <p>Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.</p>	<p>Partial compliance            Ethics training was completed by the executive director only.</p> <p>no violations reported</p>	<p>The council will enforce ethics training for all employees.</p>

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<b>Debt Service</b>		
<b>Agreed-Upon Procedure</b>	<b>Results</b>	<b>Managements' Response</b>
<p>If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.</p>	<p>no debt issued during the year ended</p>	
<p>If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.</p>	<p>no outstanding debt</p>	
<p>If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceeded debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.</p>	<p>no tax millages related to debt service</p>	

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Agreed-Upon Procedure	Other Results	Managements' Response
<p>Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.</p> <p>Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice ( available for download or print at <a href="http://www.la.gov/hotline">www.la.gov/hotline</a> ) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.</p> <p>If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.</p>	<p>inquired no misappropriations discovered or reported</p> <p>yes</p> <p>none noted</p>	