

# **Concordia Council on Aging, Inc.**

**Annual Financial Report  
For the Year Ended June 30, 2024**



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March 21, 2025

## INDEPENDENT AUDITORS' REPORT

To the Concordia Council on Aging  
Ferriday, Louisiana

### **REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS**

#### **Opinions**

We have audited the accompanying financial statements of the governmental activities, and each major fund, and of the Concordia Council on Aging, Inc. as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Concordia Council on Aging's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major fund, information of the Concordia Council on Aging, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

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

#### **Responsibilities of Management for the Financial Statements**

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

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

#### **AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

160 Brown's Bend Road  
Alexandria, Louisiana 71303  
Online: [CenlaCPAs.com](http://CenlaCPAs.com)

## **INDEPENDENT AUDITORS' REPORT**

### **March 21, 2025**

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misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

#### **Required Supplementary Information**

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

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Concordia Council on Aging's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Agency Head of Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplemental information listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



**INDEPENDENT AUDITORS' REPORT**  
**March 21, 2025**

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**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March 21, 2025, on our consideration of the Concordia Council on Aging's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Concordia Council on Aging's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Concordia Council on Aging's internal control over financial reporting and compliance.

A handwritten signature in blue ink, reading "Rozier, McKay & Willis".

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana

# ***Concordia Council on Aging***

## ***Management's Discussion and Analysis For the Year Ended June 30, 2024***

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This section of the Concordia Council on Aging's annual financial report presents our discussion and analysis of the Concordia Council on Aging's financial performance during the year ended June 30, 2024.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present the Concordia Council on Aging's financial position and results of operations from differing perspectives, which are described as follows:

#### **Government –Wide Financial Statements**

The government-wide financial statements report information about the Concordia Council on Aging as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of the Concordia Council on Aging's assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of the Concordia Council on Aging's programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding the Concordia Council on Aging's most significant activities and are not intended to provide information for the Concordia Council on Aging as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Concordia Council on Aging's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of the Concordia Council on Aging's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

### **FINANCIAL ANALYSIS OF THE CONCORDIA COUNCIL ON AGING AS A WHOLE**

Government-wide financial data for the Concordia Council on Aging are presented as follows:

#### **Net Position**

A condensed version of the government-wide Statement of Net Position is presented as follows:

	<b>June 30,</b>	
	<b>2024</b>	<b>2023</b>
<b><u>Assets:</u></b>		
Current and Other Assets	\$ 1,103,883	\$ 1,034,213
Capital Assets	52,056	54,637
Total Assets	1,155,939	1,088,850
<b><u>Liabilities:</u></b>		
Current and Other Liabilities	33,781	21,829
Long-term Liabilities	41,268	25,200
Total Liabilities	75,049	47,029
<b><u>Net Position:</u></b>		
Invested in Capital Assets	52,056	54,637
Restricted	----	----
Unrestricted	1,028,834	987,184
Total Net Position	\$ 1,080,890	\$ 1,041,821

# ***Concordia Council on Aging***

## ***Management's Discussion and Analysis For the Year Ended June 30, 2024***

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As the presentation appearing above demonstrates, net position is invested in capital assets. The increase in the Council's net position is attributable to careful management by administration and additional resources.

### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<b>June 30,</b>	
	<b>2024</b>	<b>2023</b>
<b><u>Revenues:</u></b>		
Program Revenue:		
Operating Grants and Contributions	\$ 356,589	\$ 139,603
General Revenue:		
Unrestricted Grants and Contributions	----	169,212
Ad Valorem Taxes	688,017	670,414
Miscellaneous	51,679	3,811
Total Revenue	1,096,285	983,040
<b><u>Program Expenses:</u></b>		
Support Services	170,451	157,183
Nutrition Services	464,190	314,523
Caregiver Support	46,506	32,619
Utility Assistance	----	16,820
General Senior Activities and Administration	346,046	379,663
Total Expenses	1,027,193	900,808
Change in Net Position	69,092	82,232
<b><u>Net Position Beginning</u></b>		
As Originally Reported	1,041,821	959,589
Prior Period Adjustment	(30,023)	----
As Restated	1,011,798	959,589
Net Position Ending	\$ 1,080,890	\$ 1,041,821

As presented above, the Concordia Council on Aging's net position changed due to the availability of additional resources.

### **FINANCIAL ANALYSIS OF THE CONCORDIA COUNCIL ON AGING'S FUNDS**

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference was the effect of timing differences related to reporting capital assets.

### **GENERAL FUND BUDGET HIGHLIGHTS**

Budgets were adopted in the manner prescribed by State Law.

### **CAPITAL ASSET ADMINISTRATION**

Aside from depreciating existing equipment and facilities, capital asset activity was limited to acquisition of a donated property.

# ***Concordia Council on Aging***

## ***Management's Discussion and Analysis For the Year Ended June 30, 2024***

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### **DEBT ADMINISTRATION**

For the year ended June 30, 2024, debt was limited to short-term obligations.

### **FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

At the present time, no significant factors are expected to affect further operations.

# **Concordia Council on Aging, Inc.**

## **Statement of Net Position**

**June 30, 2024**

	Governmental Activities
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$ 1,086,650
Receivables (net)	16,741
Prepaid Expenses	492
Capital Assets, Net of Accumulated Depreciation	
Non Depreciable Capital Assets	5,000
Depreciable Capital Assets	<u>47,056</u>
<b>Total Assets</b>	<u>1,155,939</u>
<b><u>LIABILITIES</u></b>	
Accounts Payable	33,781
Compensated Absences Payable	<u>41,268</u>
<b>Total Liabilities</b>	<u>75,049</u>
<b><u>NET POSITION</u></b>	
Invested in Capital Assets	52,056
Unrestricted	<u>1,028,834</u>
<b>Total Net Position (deficit)</b>	<u><u>\$ 1,080,890</u></u>

The accompanying notes are an integral part of the financial statements.

# **Concordia Council on Aging, Inc.**

## ***Statement of Activities***

***For the Year Ended June 30, 2024***

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Charges For Services</u>	<u>Program Revenue Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expenses) Revenue and Changes in Net Position</u>
<u>Governmental Activities</u>						
Health and Welfare						
Support Services	\$ 137,332	\$ 33,119	\$ -	\$ 48,471	\$ -	\$ (121,980)
Nutrition Services						
Congregate Meals	100,671	24,278	-	41,805	-	(83,144)
Home Delivered Meals	273,326	65,915	-	72,970	-	(266,271)
National Family Caregiver Support	37,470	9,036	-	23,142	-	(23,364)
American Rescue Plan	-	-	-	-	-	-
General Senior Activities and Administration	<u>478,394</u>	<u>(132,348)</u>	<u>-</u>	<u>170,201</u>	<u>-</u>	<u>(175,845)</u>
Total Governmental Activities	<u>1,027,193</u>	<u>-</u>	<u>-</u>	<u>356,589</u>	<u>-</u>	<u>(670,604)</u>
General Revenues						
Ad Valorem Taxes						688,017
Miscellaneous						<u>51,679</u>
Total General Revenues						<u>739,696</u>
Change in Net Position						<u>69,092</u>
Beginning Net Position						
As Originally Reported						1,041,821
Prior Period Adjustment						<u>(30,023)</u>
Beginning, As Restated						<u>1,011,798</u>
Net Position - Ending						<u>\$ 1,080,890</u>

The accompanying notes are an integral part of the financial statements.



## **Concordia Council on Aging, Inc.**

### **Balance Sheet - Governmental Funds**

**June 30, 2024**

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Total Governmental Funds
<b>Assets</b>						
Cash and Cash Equivalents	\$ 1,086,650	\$ -	\$ -	\$ -	\$ -	\$ 1,086,650
Receivables	-	6,958	4,116	5,667	-	16,741
Due From Other Funds	-	-	8,505	5,667	9,823	23,995
Prepaid Expenses	492	-	-	-	-	492
<b>Total assets</b>	<u>\$ 1,087,142</u>	<u>\$ 6,958</u>	<u>\$ 12,621</u>	<u>\$ 11,334</u>	<u>\$ 9,823</u>	<u>\$ 1,127,878</u>
<b>Liabilities and Fund Balance</b>						
<b><u>Liabilities</u></b>						
Accounts Payable	\$ 3	\$ -	\$ 12,621	\$ 11,334	\$ 9,823	\$ 33,781
Due to Other Funds	17,037	6,958	-	-	-	23,995
<b>Total liabilities</b>	<u>17,040</u>	<u>6,958</u>	<u>12,621</u>	<u>11,334</u>	<u>9,823</u>	<u>57,776</u>
<b><u>Fund Balance (Deficit)</u></b>						
Unassigned	1,070,102	-	-	-	-	1,070,102
<b>Total Fund Balances</b>	<u>1,070,102</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,070,102</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,087,142</u>	<u>\$ 6,958</u>	<u>\$ 12,621</u>	<u>\$ 11,334</u>	<u>\$ 9,823</u>	<u>\$ 1,127,878</u>

The accompanying notes are an integral part of the financial statements.

# **Concordia Council on Aging, Inc.**

## ***Reconciliation of Governmental Fund Balance to Net Position June 30, 2024***

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Total Fund Balances - Governmental Funds	\$	1,070,102
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.		52,056
Compensated absences are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		<u>(41,268)</u>
Net Position of Governmental Activities		<u>1,080,890</u>

The accompanying notes are an integral part of the financial statements.

## **Concordia Council on Aging, Inc.**

### ***Statement of Revenue, Expenditures and Changes in Fund Balance - Governmental Funds For the Year Ended June 30, 2024***

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Total Governmental Funds
<b><u>Revenues:</u></b>						
Intergovernmental						
Governor's Office of Elderly Affairs						
Parish Council on Aging Funds	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Senior Center	59,288	-	-	-	-	59,288
Supplemental Senior Center	10,913	-	-	-	-	10,913
Cenla Area Agency on Aging	-	48,471	41,805	56,670	23,142	170,088
Ad Valorem Taxes	688,017	-	-	-	-	688,017
In-Kind Support	5,400	-	-	16,200	-	21,600
Public Support	40,020	-	-	100	-	40,120
Other	6,259	-	-	-	-	6,259
Total revenues	<u>909,897</u>	<u>48,471</u>	<u>41,805</u>	<u>72,970</u>	<u>23,142</u>	<u>1,096,285</u>
<b><u>Expenditures:</u></b>						
Current						
Salaries	263,393	106,986	36,580	56,803	11,552	475,314
Fringe	22,187	8,053	3,118	4,609	804	38,771
Travel	3,297	22,015	404	52,515	22,576	100,807
Operating Services	32,367	28,729	1,205	5,156	870	68,327
Operating Supplies	22,454	1,175	308	1,317	222	25,476
In-Kind	5,400	-	-	16,200	-	21,600
Other	8,322	3,493	83,334	202,641	10,482	308,272
Capital Expenditures	-	-	-	-	-	-
Total expenditures	<u>357,420</u>	<u>170,451</u>	<u>124,949</u>	<u>339,241</u>	<u>46,506</u>	<u>1,038,567</u>
<b><u>Other Financing Sources (Uses)</u></b>						
Operating Transfers In	73,130	121,980	83,144	266,271	23,364	567,889
Operating Transfers Out	(567,889)	-	-	-	-	(567,889)
Total Other Financing Sources (Uses)	<u>(494,759)</u>	<u>121,980</u>	<u>83,144</u>	<u>266,271</u>	<u>23,364</u>	<u>-</u>
Net Change in Fund Balances	57,718	-	-	-	-	57,718
Fund balance - Beginning of Year	<u>1,012,384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,012,384</u>
Fund balance - End of Year	<u>\$ 1,070,102</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,070,102</u>

The accompanying notes are an integral part of the financial statements.

## **Concordia Council on Aging, Inc.**

### ***Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities For the Year Ended June 30, 2024***

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Change in Fund Balances - Governmental Funds	\$ 57,718
Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense.	(2,582)
Activity related to accumulated compensated absences reported in the statement of activities that does not require current resources and therefore is not reported by governmental funds.	<u>13,956</u>
Change in Net Position - Government-Wide Statement of Activities	<u>\$ 69,092</u>

The accompanying notes are an integral part of the financial statements.

# ***Concordia Council on Aging***

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

***June 30, 2024***

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### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Concordia Council on Aging, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The primary function of the Council on Aging is to improve the quality of life for the elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving aging people.

The following is a summary of certain significant accounting policies and practices:

#### **Financial Reporting Entity**

The Concordia Council on Aging is considered a legally separate stand-alone government as defined by Generally Accepted Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. The Concordia Council on Aging is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

#### **Basic Financial Statements**

All of the Concordia Council on Aging's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the Concordia Council on Aging's financial position and results of operations from differing perspectives which are described as follows:

##### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about the Concordia Council on Aging as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

##### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Concordia Council on Aging's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Title III B – Accounts for funds dedicated to providing supportive services for seniors.
- Title C-1 – Reports activity associated with providing nutrition services at congregate meal sites.
- Title C-2 – Reports activity associated with providing nutrition services consisting of home delivered meals.
- Title III E – Accounts for funds dedicated to providing support services for caregivers.

#### **Basis of Accounting and Measurement Focus**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made,

# ***Concordia Council on Aging***

## ***Notes to Financial Statements June 30, 2024***

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regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 90 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

### **Accumulated Unpaid Vacation**

The Council's permanent hourly employees earn from 1.0 to 1.5 hours of vacation pay for every twenty hours worked depending upon the number of years worked. Unused vacation time that an hourly employee may carry forward to the next year is limited to 30 days. Administrative employees accrue 120 hours at the beginning of the fiscal year and are allowed to carryforward any amounts unused until retirement or resignation.

### **Capital Assets**

Capital assets include significant acquisitions of facilities and equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 5 years to 40 years.

### **Interfund Receivables and Payables**

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

### **Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Concordia Council on Aging may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Coverage provided by the Federal Deposit Insurance Corporation eliminates Credit risk associated with bank deposits.

### **Use of Estimates**

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



# ***Concordia Council on Aging***

## ***Notes to Financial Statements*** ***June 30, 2024***

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### **Budgets**

Budgets are adopted and occasionally amended by the Board of Directors in the manner prescribed by Louisiana Law and the Governor's Office of Elderly Affairs.

### **Allocation of Indirect Expenses**

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct costs of the Administration function. Indirect costs, including travel, operating services, operating supplies, and other administrative costs are allocated using a budget tool provided by the Governor's Office of Elderly Affairs which is based primarily on the relationship of direct costs a program bears to the total direct costs of all programs.

### **Ad Valorem Taxes**

Property taxes are assessed on a calendar year basis and are due on or before December 31 in the year the tax is levied. Revenues from property taxes are recognized as revenue in the year billed.

### **Restrictions**

Certain resources are restricted by grant contract provisions. Whenever an expenditure meets qualifications necessary to satisfy restrictions, management ordinarily utilizes restricted rather than unrestricted resources to complete the transaction.

### **NOTE 2 – INTERNAL BALANCES AND ACTIVITY**

The interfund receivables and payables at June 30, 2024 are as follows:

	<b><u>Interfund Receivables</u></b>	<b><u>Interfund Payables</u></b>
General Fund	\$ ----	\$ 17,037
Special Revenue Funds:		
Title III-B	----	6,958
Title III C-1	8,505	----
Title III C-2	5,667	----
Title III-E	9,823	
<b>Total</b>	<b>\$ 23,995</b>	<b>\$ 23,995</b>

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2024 are presented as follows:

# Concordia Council on Aging

## Notes to Financial Statements June 30, 2024

	Operating Transfers In	Operating Transfers Out	Net
General Fund	\$ 73,130	\$ 567,889	\$ (494,759)
Special Revenue Funds:			
Title III-B	121,980	----	121,980
Title III C-1	83,144	----	83,144
Title III C-2	266,271	----	266,271
Title III-E	23,364	----	23,364
Total	\$ 567,889	\$ 567,889	\$ ----

The transfers described above consist of unrestricted resources that were transferred to various special revenue funds for the purpose of enhancing activities supported by those funds.

### NOTE 3 – CAPITAL ASSETS

	Beginning Balance	Additions	Disposals	Ending Balance
<u>Non Depreciable Capital Assets:</u>				
Land	\$ 5,000	\$ ----	\$ ----	\$ 5,000
<u>Depreciable Capital Assets:</u>				
Furniture, Fixtures and Equipment	\$ 173,408	\$ ----	\$ ----	\$ 173,408
Buildings and Improvements	85,071	----	----	85,071
Less Accumulated Depreciation	(208,841)	(2,582)	----	(211,423)
Total Net of Depreciation	\$ 49,638	\$ (2,582)	\$ ----	\$ 47,056

Depreciable capital assets are limited to furniture, fixtures, equipment and improvements used in the administration of the Concordia Council on Aging's activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expense.

### NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable at year end consisted entirely of funding that originated with the State of Louisiana. Based on collection experience, no allowance for doubtful accounts was necessary.

### NOTE 5 - COMPENSATION OF BOARD MEMBERS

During the year, no compensation was paid to any member of the Concordia Council on Aging's Board of Directors.

### NOTE 6 - CASH

Deposits are stated at cost, which approximates market value. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2024, the Council has \$1,117,023 in deposits (collected bank balance). These deposits are secured from risk by \$359,334 of federal deposit insurance and \$1,100,000 of pledged securities held by the custodial bank in the name of the fiscal agent bank.

# ***Concordia Council on Aging***

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

***June 30, 2024***

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Even though the pledged securities are considered uncollateralized, Louisiana law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the pledging bank has failed to pay deposited funds upon demand.

### **NOTE 7 - RISK MANAGEMENT:**

The Concordia Council on Aging is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks of loss are covered by a comprehensive commercial insurance policy and worker's compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

### **NOTE 8 – CONTINGENCES**

The Concordia Council on Aging receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

### **NOTE 9 - PRIOR PERIOD ADJUSTMENTS**

Due to an erroneous interpretation of the policy governing carryover of vacation leave earned by administrative personnel, compensated absences payable was understated in the prior period. The misstatement was limited to the government wide financial statements and there was no impact on the fund financial statements. In addition, the error did not have a significant impact on the change in net position reported for the previous period. The effect of the error on the on the previous period is summarized as follows:

	Year Ended June 30, 2023		
	As Originally Reported	Prior Period Adjustment	As Restated
Change in Net Position	82,232	----	82,232
Net Position Beginning	959,589	(30,023)	929,566
Net Position Ending	1,041,821	(30,023)	1,011,798

# **Concordia Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **General Fund**

**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ 100,000	\$ 100,000	\$ 100,000	-
Senior Center	59,288	59,288	59,288	-
Supplemental Senior Center	10,913	10,913	10,913	-
Cenla Area Agency on Aging	-	-	-	-
Ad Valorem Taxes	635,000	664,200	688,017	23,817
In Kind Support	20,480	20,480	5,400	(15,080)
Public Support	7,500	-	40,020	40,020
Other	3,400	6,300	6,259	(41)
Total revenues	<u>836,581</u>	<u>861,181</u>	<u>909,897</u>	<u>48,716</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	252,973	264,292	263,393	899
Fringe	21,915	22,965	22,187	778
Travel	4,047	4,358	3,297	1,061
Operating Services	27,107	29,418	32,367	(2,949)
Operating Supplies	13,005	17,083	22,454	(5,371)
In Kind	20,480	20,480	5,400	15,080
Other	6,872	7,808	8,322	(514)
Capital Expenditures	5,500	18,000	-	18,000
Total expenditures	<u>351,899</u>	<u>384,404</u>	<u>357,420</u>	<u>26,984</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	-	-	73,130	73,130
Operating Transfers Out	(564,529)	(532,424)	(567,889)	(35,465)
Total Other Financing Sources (Uses)	<u>(564,529)</u>	<u>(532,424)</u>	<u>(494,759)</u>	<u>37,665</u>
<b>Net Change in Fund Balances</b>	<b>(79,847)</b>	<b>(55,647)</b>	<b>57,718</b>	<b>113,365</b>
<b>Fund balance - Beginning of Year</b>	<b>1,012,384</b>	<b>1,012,384</b>	<b>1,012,384</b>	<b>-</b>
<b>Fund balance - End of Year</b>	<b><u>\$ 932,537</u></b>	<b><u>\$ 956,737</u></b>	<b><u>\$ 1,070,102</u></b>	<b><u>\$ 113,365</u></b>

# **Concordia Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III-B**

**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	-
Senior Center	-	-	-	-
Supplemental Senior Center	-	-	-	-
Cenla Area Agency on Aging	45,286	45,286	48,471	3,185
In Kind Support	-	-	-	-
Public Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>45,286</u>	<u>45,286</u>	<u>48,471</u>	<u>3,185</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	135,313	118,614	106,986	11,628
Fringe	11,722	10,307	8,053	2,254
Travel	27,288	22,039	22,015	24
Operating Services	15,322	13,766	28,729	(14,963)
Operating Supplies	2,264	3,080	1,175	1,905
In Kind	-	-	-	-
Other	3,884	3,654	3,493	161
Capital Expenditures	-	-	-	-
Total expenditures	<u>195,793</u>	<u>171,460</u>	<u>170,451</u>	<u>1,009</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	150,507	126,174	121,980	(4,194)
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>150,507</u>	<u>126,174</u>	<u>121,980</u>	<u>(4,194)</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# **Concordia Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III C-1**

**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	49,397	49,397	41,805	(7,592)
In Kind Support	-	-	-	-
Public Support	-	650	-	(650)
Other	-	-	-	-
Total revenues	<u>49,397</u>	<u>50,047</u>	<u>41,805</u>	<u>(8,242)</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	38,989	35,877	36,580	(703)
Fringe	3,378	3,118	3,118	-
Travel	563	534	404	130
Operating Services	3,773	3,605	1,205	2,400
Operating Supplies	557	807	308	499
In Kind	-	-	-	-
Other	70,020	82,145	83,334	(1,189)
Capital Expenditures	-	-	-	-
Total expenditures	<u>117,280</u>	<u>126,086</u>	<u>124,949</u>	<u>1,137</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	67,883	76,039	83,144	7,105
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>67,883</u>	<u>76,039</u>	<u>83,144</u>	<u>7,105</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



# **Concordia Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III C-2**

**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	68,005	68,005	56,670	(11,335)
In Kind Support	16,200	16,200	16,200	-
Public Support	-	110	100	(10)
Other	-	-	-	-
Total revenues	<u>84,205</u>	<u>84,315</u>	<u>72,970</u>	<u>(11,345)</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	54,782	53,045	56,803	(3,758)
Fringe	4,746	4,609	4,609	-
Travel	51,362	51,284	52,515	(1,231)
Operating Services	46,323	35,918	5,156	30,762
Operating Supplies	24,778	26,890	1,317	25,573
In Kind	16,200	16,200	16,200	-
Other	228,326	219,527	202,641	16,886
Capital Expenditures	-	-	-	-
Total expenditures	<u>426,517</u>	<u>407,473</u>	<u>339,241</u>	<u>68,232</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	342,312	323,158	266,271	(56,887)
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>342,312</u>	<u>323,158</u>	<u>266,271</u>	<u>(56,887)</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# **Concordia Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III E**

**For the Year Ended June 30, 2024**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	25,246	25,246	23,142	(2,104)
In Kind Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>25,246</u>	<u>25,246</u>	<u>23,142</u>	<u>(2,104)</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	11,545	9,250	11,552	(2,302)
Fringe	1,000	804	804	-
Travel	13,340	18,384	22,576	(4,192)
Operating Services	2,275	2,593	870	1,723
Operating Supplies	336	580	222	358
In Kind	-	-	-	-
Other	577	688	10,482	(9,794)
Capital Expenditures	-	-	-	-
Total expenditures	<u>29,073</u>	<u>32,299</u>	<u>46,506</u>	<u>(14,207)</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	3,827	7,053	23,364	16,311
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>3,827</u>	<u>7,053</u>	<u>23,364</u>	<u>16,311</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**Concordia Council on Aging, Inc.**

***Schedule of Compensation, Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the year ended June 30, 2024***

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Agency Head (Executive Director)

Patsy Smith

Purpose:

Compensation

\$ 51,151

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Total

\$ 51,151

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March 21, 2025

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

To the Board of Directors  
Concordia Council on Aging

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of Concordia Council on Aging, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Concordia Council on Aging's basic financial statements, and have issued our report thereon dated March 21, 2025.

**Report on Internal Control over Financial Reporting**

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

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

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

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Concordia Parish Council on Aging's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as item 2024-001.



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

160 Brown's Bend Road  
Alexandria, Louisiana 71303  
Online: [CenlaCPAs.com](http://CenlaCPAs.com)

**CONCORDIA COUNCIL ON AGING, INC.**  
**MARCH 21, 2025**

**Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on Concordia Parish Council on Aging's response to the findings identified in our audit and described in the accompanying schedule of findings. The response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Rozier, McKay & Willis". The signature is written in a cursive, flowing style.

Rozier, McKay & Willis  
Certified Public Accountant

# CONCORDIA COUNCIL ON AGING

## SCHEDULE OF FINDINGS

### FOR THE YEAR ENDED JUNE 30, 2024

#### **Part I - Summary of Auditor's Results:**

- The Independent Auditor's Report on the financial statements for the Concordia Council on Aging as of June 30, 2023 and for the year then ended expressed an unmodified opinion.
- No deficiencies in internal control over financial reporting were reported in connection with the audit.
- An instances of noncompliance material to the financial statements of the Concordia Council on Aging was disclosed during the audit, see 2024-001.

#### **Part II - Findings Relating to the Financial Statements Which are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards:**

##### **2024-001: State Audit Law**

###### Condition

Audits were not completed within six months of the end of the fiscal year.

###### Criteria

State Law requires reporting to be completed within six months of year end.

###### Cause

Due to unforeseen illness, and replacement of the executive director, preparations for the audit were not completed within time for audit to be completed by the statutory deadline.

###### Effect

It was necessary to request an extension for submission of the audit report and a ninety day extension was granted by the Louisiana Legislative Auditor.

###### Recommendation

We suggest making arrangements for timely audits in the future.

#### **Part III - Findings for Federal Awards Which Shall Include Audit Findings as Defined by the Uniform Guidance:**

N/A



# CONCORDIA COUNCIL ON AGING

## MANAGEMENT'S CORRECTIVE ACTION PLAN

### FOR THE YEAR ENDED JUNE 30, 2024

<b>SECTION I</b> <b>Internal Control and Compliance Material to the Financial Statements</b>	
<b><u>2024-001: STATE AUDIT LAW</u></b> Audits were not completed within six months as required by State Law.	<b><u>2024-001: MANAGEMENT'S RESPONSE</u></b> Unforeseen circumstances contributed to delays in completing the audit. We expect these matters to be resolved, and that future engagements to be completed on time.
<b>SECTION II</b> <b>Internal Control and Compliance Material to Federal Awards</b>	
Not Applicable: An audit under Uniform Guidance was not required.	Response – N/A
<b>SECTION III</b> <b>Management Letter</b>	
No findings were reported.	Response – N/A

# CONCORDIA COUNCIL ON AGING

## SCHEDULE OF PRIOR YEAR FINDINGS

### FOR THE YEAR ENDED JUNE 30, 2024

SECTION I Internal Control and Compliance Material to the Financial Statements	
<b><u>2023-001: State Audit Law</u></b> Audits were not completed within six months as required by State Law.	<b><u>2023-001: Unresolved</u></b> See 2024-001 for current status.
SECTION II Internal Control and Compliance Material to Federal Awards	
Not Applicable: An audit under Uniform Guidance was not required.	Response – N/A
SECTION III Management Letter	
No findings were reported.	Response – N/A

# **APPENDIX A**

## **Statewide Agreed-Upon Procedures**



Independent Accountant's Report  
On Applying Agreed-Upon Procedures

To the Concordia Council on Aging and  
the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Concordia Council on Aging (the Entity) 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 fiscal period July 1, 2023 through June 30, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

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

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

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

Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana  
March 21, 2025



Rozier, McKay & Willis  
Certified Public Accountants  
Voice: 318.442.1608

160 Browns Bend Road  
Alexandria, Louisiana 71303  
Online: [CenlaCPAs.com](http://CenlaCPAs.com)

# **Concordia Council on Aging, Inc.**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
1 Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories.  <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 Service</li><li>• Disaster Recovery / Business Continuity</li><li>• Sexual Harassment</li></ul>	Applicable policies were in place.	<b><i>The results did not include any findings or criticism.</i></b>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
2 Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:  a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.</i>  c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes	Meetings were conducted quarterly.  Minutes included discussion of financial matters.  The General Fund reported a surplus for the previous year.	<i>The results did not include any findings or criticism.</i>  <i>The results did not include any findings or criticism.</i>  <i>The results did not include any findings or criticism.</i>

**Concordia Council on Aging, Inc.**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.  d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.	Discussions were had regarding prior year findings.	<b><i>The results did not include any findings or criticism.</i></b>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Reconciliations were prepared outside the required period of time.</p> <p>Reconciliations were reviewed by the Cenla Area Agency on Aging's accounting department.</p> <p>N/A – No transactions were more than 12 months from the statement's closing date.</p>	<p>Management has discussed this with the responsible employee and has clarified the importance of timely and accurate reconciliations.</p> <p><b><i>The results did not include any findings or criticism.</i></b></p> <p><b><i>The results did not include any findings or criticism.</i></b></p>



# **Concordia Council on Aging, Inc.**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
4 Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).	All activity is conducted at a single facility.	<i>The results did not include any findings or criticism.</i>
5 For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:  a) Employees that are responsible for cash collections do not share cash drawers/registers.	Drawers and registers are not utilized because cash collections are typically limited and placed in a secured lockbox.	<i>The results did not include any findings or criticism.</i>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.	An employee other than the employee responsible for the lockbox is accountable for making the bank deposit.	<i>The results did not include any findings or criticism.</i>
c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.	The accounts payable clerk is responsible for posting to the general ledger. A separate employee is accountable for the lockbox.	<i>The results did not include any findings or criticism.</i>
d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.	An employee other than the employee responsible for the lockbox is accountable for reconciling the bank accounts.	<i>The results did not include any findings or criticism.</i>
6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.	Insurance policies provide blanket coverage for employee theft.	<i>The results did not include any findings or criticism.</i>
7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as		

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Collections (excluding EFTs)		
Agreed-Upon Procedure	Results	Managements' Response
a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:		
a. Observe that receipts are sequentially pre-numbered.	Receipts are sequentially prenumbered.	<b><i>The results did not include any findings or criticism.</i></b>
b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.	Deposit slips agree with supporting documentation.	<b><i>The results did not include any findings or criticism.</i></b>
c. Trace the deposit slip total to the actual deposit per the bank statement.	Deposit letters or confirmations from the payer agree with bank statements.	<b><i>The results did not include any findings or criticism.</i></b>
d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).	Deposits for collections at the branch were made at the end of the month, unless they were electronically deposited.	Management has discussed this with the responsible employee and has clarified the importance of timely deposits.
e. Trace the actual deposit per the bank statement to the general ledger.	Deposits agree with the general ledger.	<b><i>The results did not include any findings or criticism.</i></b>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).	Payments are processed at 1106 2 <sup>nd</sup> Street.	<i>The results did not include any findings or criticism.</i>
9 For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:		
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	The executive director oversees purchasing. All checks require two signatures.	<i>The results did not include any findings or criticism.</i>
b) At least two employees are involved in processing and approving payments to vendors.	The accounts payable clerk prints checks and vouchers. The Board President and another member of the board sign the checks.	<i>The results did not include any findings or criticism.</i>
c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.	The accounts payable clerk updates vendor information per invoices or notices. The executive director matches all invoices to checks prior to approval.	<i>The results did not include any findings or criticism.</i>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.	The accounts payable clerk mails the checks.	The risk for this activity is mitigated by thorough record keeping of invoices paid and diligent review by the executive director. Additionally, a second signature is also required on each check.
10 For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:		
a. Observe that the disbursement matched the related original invoice/billing statement.	Disbursement is supported by documentation.	<b><i>The results did not include any findings or criticism.</i></b>
b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.	A second signature is present on each check.	<b><i>The results did not include any findings or criticism.</i></b>
11 Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized	Electronic disbursements are limited to EFT payroll tax payments.	<b><i>The results did not include any findings or criticism.</i></b>

**Concordia Council on Aging, Inc.****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

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Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.		

# **Concordia Council on Aging, Inc.**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
12 Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.	Management has reported that there are no credit cards.	<b><i>The results did not include any findings or criticism.</i></b>
13 Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:		
a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.	See above.	<b><i>The results did not include any findings or criticism.</i></b>
b. Observe that finance charges and late fees were not assessed on the selected statements.	See above.	<b><i>The results did not include any findings or criticism.</i></b>

**Concordia Council on Aging, Inc.**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
14 Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	See above.	<i>The results did not include any findings or criticism.</i>



***Schedule of Procedures, Results and Managements' Response (Continued)***

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**Concordia Council on Aging, Inc.**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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Travel and Expense Reimbursement		
Agreed-Upon Procedure	Results	Managements' Response
someone other than the person receiving reimbursement.		

***Schedule of Procedures, Results and Managements' Response (Continued)***

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## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
17 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	The list was furnished by the executive director.	<b><i>The results did not include any findings or criticism.</i></b>
18 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:  a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).  b. Observe that supervisors approved the attendance and leave of the selected employees/officials.  c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.	Attendance was properly documented.  Documentation included evidence of approval.  Leave taken was properly reflected in the records.	<b><i>The results did not include any findings or criticism.</i></b>  <b><i>The results did not include any findings or criticism.</i></b>  <b><i>The results did not include any findings or criticism.</i></b>
19 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination	The list was furnished by the executive director. Cumulative leave due to the employee agreed to the final payment of leave.	<b><i>The results did not include any findings or criticism.</i></b>

**Concordia Council on Aging, Inc.****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

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Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.  20 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Appropriate representations were provided.	<b><i>The results did not include any findings or criticism.</i></b>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Ethics		
Agreed-Upon Procedure	Results	Managements' Response
21 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:  a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.  b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.	One hour of ethics training was completed by one of the five employees tested.  One hour of ethics training was completed by one of the five employees tested.	Due to a change in management in the current year, ethics training was overlooked. In the future, we will ensure that all employees complete the required training.  Due to a change in management in the current year, ethics training was overlooked. In the future, we will ensure that all employees complete the required training.
22 Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.	The executive director fulfills this role.	<b><i>The results did not include any findings or criticism.</i></b>

**Concordia Council on Aging, Inc.****Statewide Agreed-Upon Procedures****Schedule of Procedures, Results and Managements' Response (Continued)**

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Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	No debt was issued or outstanding.	<i>The results did not include any findings or criticism.</i>
25 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	No debt was issued or outstanding.	<i>The results did not include any findings or criticism.</i>

**Concordia Council on Aging, Inc.**

**Statewide Agreed-Upon Procedures**

**Schedule of Procedures, Results and Managements' Response (Continued)**

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Fraud Notice		
Agreed-Upon Procedure	Results	Managements' Response
23 Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.	No misappropriation was reported.	<i>The results did not include any findings or criticism.</i>
26 Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The posting was observed on the premise and the Council on Aging does not maintain a website.	<i>The results did not include any findings or criticism.</i>



## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
27 Perform the following procedures, <b>verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."</b>		
a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.	We performed the procedure and discussed the results with management.	<b><i>The results did not include any findings or criticism.</i></b>
b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.	We performed the procedure and discussed the results with management.	<b><i>The results did not include any findings or criticism.</i></b>
c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.	We performed the procedure and discussed the results with management.	<b><i>The results did not include any findings or criticism.</i></b>
28 Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in	We performed the procedure and discussed the results with management.	<b><i>The results did not include any findings or criticism.</i></b>

# **Concordia Council on Aging, Inc.**

## **Statewide Agreed-Upon Procedures**

### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Information Technology Disaster Recovery /Business Continuity		
Agreed-Upon Procedure	Results	Managements' Response
<p>procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p> <p>29 Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267<sup>1</sup>. The requirements are as follows:</p> <ol style="list-style-type: none"><li>1. Hired before June 9, 2020 - completed the training; and</li><li>2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.</li></ol>	<p>We performed the procedure and discussed the results with management.</p>	<p><b><i>The results did not include any findings or criticism.</i></b></p>

## **Concordia Council on Aging, Inc.**

### **Statewide Agreed-Upon Procedures**

#### **Schedule of Procedures, Results and Managements' Response (Continued)**

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Sexual Harassment		
Agreed-Upon Procedure	Results	Managements' Response
29 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.	Since the Concordia Council on Aging is organized as a non profit it is not subject to RS 42:341.	<i>The results did not include any findings or criticism.</i>
30 Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).	Since the Concordia Council on Aging is organized as a non profit it is not subject to RS 42:341.	<i>The results did not include any findings or criticism.</i>
31 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:  a. Number and percentage of public servants in the agency who have completed the training requirements; b. Number of sexual harassment complaints received by the agency; c. Number of complaints which resulted in a finding that sexual harassment occurred; d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and e. Amount of time it took to resolve each complaint.	Since the Concordia Council on Aging is organized as a non profit it is not subject to RS 42:341.	<i>The results did not include any findings or criticism.</i>