

**CLAIBORNE VOLUNTARY COUNCIL
ON AGING, INC.
Homer, Louisiana**

FINANCIAL REPORT

JUNE 30, 2020

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
Homer, Louisiana

JUNE 30, 2020

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
Homer, Louisiana

JUNE 30, 2020

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

The Board of Directors of the
Claiborne Voluntary Council on Aging, Inc.
Homer, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Claiborne Voluntary Council on Aging, Inc., as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility 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; this includes 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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The supplementary information included in Schedules 2-5 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have not audited or reviewed such information and we do not express an opinion, a conclusion nor provide any assurance on it.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 4-10, and Budgetary Comparison Schedules, on pages 36-40 be presented to supplement the basic financial statements. Such information, although not a required 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 placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Wise Marten & Cole, LLC

Minden, LA
March 30, 2021

REQUIRED SUPPLEMENTARY INFORMATION (PART I)

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

The following discussion and analysis of Claiborne Voluntary Council on Aging, Inc.'s (the Council) financial performance provides an overview of the Council's performance and financial activities for the year ended June 30, 2020. This document focuses on the current year's activities, resulting changes, and currently known facts. This document should be read in conjunction with the basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Council showed an increase in overall net position of \$73,980, or about 62% this year.
- Net capital assets of the Council increased by \$42,866, or about 59%.
- The Council's fund revenues increased by \$93,720, or about 29%.
- Fund expenditures increase by \$91,512, or 31%.
- The unassigned fund balance for the Council's General fund was \$73,478, at year-end, which is a \$28,703, or 64%, increase over the prior year.
- No deficit fund balances existed at year-end.
- The Council did not have any long-term liabilities.
- Administrative expenses increased this year by \$15,522, which is a 12% increase from last year.

HOW TO USE THIS ANNUAL REPORT

The Council's annual financial report consists of five main parts:

- (1) Management's discussion and analysis (this section)
- (2) The basic financial statements (government-wide and fund)
- (3) Supplementary information required by GASB 34
- (4) Supplementary information required by GOEA, and
- (5) Independent accountants' review and attestation reports

Government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities (on pages 12 and 13). These financial statements provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances.

In contrast, fund financial statements begin on page 15. 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.

The accountants have stated in their independent accountants' review report, located immediately before this Management's Discussion and Analysis (MD&A), that they are not aware of any material modifications that should be made to the accompanying basic financial statements in order for them to be in conformity with the accounting principles generally accepted in the United States of America. The accountants have also stated in their review report that the supplementary information required by the Governmental Accounting Standards Board (GASB) and the Governor's Office of Elderly Affairs (GOEA), which follow later in this reporting package, have not been subjected to the inquiry and analytical procedures they applied in the review of the basic financial statements, but were compiled from information that was the representation of management, without audit or review. Accordingly, they do not express an opinion or any form of assurance on the supplementary information.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

In addition, the independent accountants' have performed certain agreed-upon procedures enumerated by the Louisiana Legislative Auditor and the results of those procedures have been set forth in the accountants' report later in this reporting package. A special questionnaire has been completed by the Council's management and give to the accountants for their use in performing the agreed-upon procedures. A copy of that questionnaire follows the accountants' report.

A user of this document should read both of the accountants' reports carefully to ascertain the level of assurance being provided for the information contained within this reporting package.

BASIC FINANCIAL STATEMENTS

The basic financial statements consist of the government-wide financial statements, fund financial statements, and the notes to the financial statements.

Government-wide Financial Statements

Management's analysis of the Council as a whole begins on page 12. An important point to consider is whether or not the Council's finances, as a whole, are better or worse off as a result of this year's activities. The Statement of Net Position and the Statement of Activities (referred to collectively as the government-wide financial statements) reports information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The government-wide statements report the Council's net position and changes in net position. The Council has unrestricted net position of \$77,161, meaning that they can be used for any program at management's discretion. 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, one must consider other nonfinancial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net position changed as a result of this year's activities. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in the future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, disease prevention and health promotion, family caregiver support, and Medicare outreach and enrollment. All activities of the Council are considered to be governmental activities. A governmental activity is one in which the Council uses money it receives from governmental grants and contracts, along with donations from the general public, to pay for the services it provides to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees with the intention of making a profit or recovering the full cost of providing the service, that activity would be classified as a business-type activity.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

The Council does not have any business-type activities.

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, the reader will see a General fund and four Special Revenue funds that have been determined to be "major funds", and a column for the total of all remaining Special Revenue funds, which are considered to be "nonmajor funds." The General fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, the Council can control funds for particular purposes and can show that the fund is meeting legal responsibilities for using certain grants and other revenues.

The General fund and Special Revenue funds are considered governmental funds. Governmental funds focus on how money flows into and out of funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified* accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. The difference between the net position of governmental activities and fund balances of the governmental funds is reconciled on a separate page that follows the Balance Sheet for governmental funds. In addition, the difference between the change in fund balances for the governmental funds and the change in net position for the governmental activities has been reconciled on a separate page that follows the Statement of Revenues, Expenditures, and Changes in Fund Balances for the governmental funds. These two reconciliations will facilitate the comparison between governmental activities and 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 follow the fund financial statements and should be read 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 an adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

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 is believed to be important to present for the Council's financial statement users. Management did not subjectively elevate any nonmajor fund to major fund status for purposes of financial statement presentation this year.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT’S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

Management’s Discussion and Analysis (MD&A) is also required supplementary information (RSI) by GASB Statement 34. However, GASB Statement 34 requires the MD&A be presented as the first item in this reporting package and not with the other RSI, which is included later in this reporting package.

Other Supplementary Financial Information Required by GOEA

The Governor’s Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 44 to 46. This information will be used by GOEA to verify the accuracy of information submitted by the Council during the year to help GOEA monitor certain compliance requirements set forth in the grants that it has given the Council.

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

The following table reflects the condensed information on the Council’s assets, liabilities, and net position for fiscal years 2020 and 2019:

	<u>2020</u>	<u>2019</u>	<u>Increase (decrease)</u>
Current and other assets	\$ 78,935	\$ 46,855	\$ 32,080
Capital assets, net	<u>115,596</u>	<u>72,730</u>	<u>42,866</u>
Total assets	<u>194,531</u>	<u>119,585</u>	<u>74,946</u>
Current liabilities	<u>1,774</u>	<u>808</u>	<u>966</u>
Total liabilities	<u>1,774</u>	<u>808</u>	<u>966</u>
Net position:			
Invested in capital assets	115,596	72,730	42,866
Unrestricted	<u>77,161</u>	<u>46,047</u>	<u>31,114</u>
Total net position	<u>\$ 192,757</u>	<u>\$ 118,777</u>	<u>\$ 73,980</u>

As of June 30, 2020, the Council “as a whole” had assets greater than its liabilities by \$192,757, whereas at June 30, 2019 net position was \$ 118,777. This is an increase of \$73,980. About 40% and 39% of the Council’s net position is unrestricted as of June 30, 2020 and 2019, respectively. Unrestricted net position is important because it represents resources that management has available to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by government agencies.

The net position that has been invested in capital assets are presented net of any related debt incurred to acquire them. For 2020 and 2019, there is no debt that has to be subtracted from the capital asset amount. The Council’s policy is to acquire capital assets by paying cash and avoiding debt. This policy helps assure management will stay within its financial means so that future revenues will be spent for client services instead of debt service.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

The following table illustrates the revenues and expenses that produced the change in net position for fiscal years 2020 and 2019.

<u>Revenues</u>	<u>2020</u>	<u>% of Total</u>	<u>2019</u>	<u>% of Total</u>
Program revenues:				
Operating grants/contributions	\$ 289,034	68.80%	\$ 227,681	68.71%
General revenues:				
Unrestricted grants/contributions	131,016	31.18%	103,682	31.29%
Interest income	<u>97</u>	<u>0.02%</u>	<u>-</u>	<u>0.00%</u>
Total revenues	<u>420,147</u>	<u>100.00%</u>	<u>331,363</u>	<u>100.00%</u>
Direct program expenses of the Health <u>Welfare and Social Services Function</u>				
Supportive Services	27,291	7.88%	25,411	8.13%
Nutrition services	137,711	39.78%	111,115	35.56%
Disease prevention and health promotion	16,439	4.75%	16,329	5.23%
Senior activities	22,227	6.42%	32,678	10.45%
Direct administration expenses	<u>142,499</u>	<u>41.17%</u>	<u>126,977</u>	<u>40.63%</u>
Total expenses	<u>346,167</u>	<u>100.00%</u>	<u>312,510</u>	<u>100.00%</u>
Increase in net position	73,980		18,853	
Net position, beginning	<u>118,777</u>		<u>99,924</u>	
Net position, ending	<u>\$ 192,757</u>		<u>\$ 118,777</u>	

For fiscal year 2020, the Council's total revenues increased \$88,784 or 27% from fiscal year 2019, whereas total expenses for 2020 increased by \$33,657 or 11% from 2019. The main reason for the increases is because in 2020 the Council received additional grant funding, specifically \$62,500 increase to assist the Parish Council on Aging (PCOA) program.

ANALYSIS OF GOVERNMENTAL ACTIVITIES

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 nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Claiborne Parish. There is a high demand for supportive services; therefore, resources are channeled to meet the demand.

Another indication of how money is used efficiently or inefficiently can be analyzed by comparing the amount of administration costs from year to year as well as calculating the percentage administration expenses bears in relation to total expenses. For 2020, total administration expenses were \$142,499 or 41.17% of total expenses, whereas these same expenses were \$126,977 or 40.63% of total expenses in 2019.

Note that most of the governmental activities have more expenses than revenues. This is expected and budgets are prepared accordingly. Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities. The senior center reports revenues in excess of expenditures. The excess was transferred to fund excess costs in supportive services.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

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

Fund Balances

The Council showed a combined governmental fund balance of \$77,161 (as shown on the Fund Financial Statement's Balance Sheet) at the end of this year, which is an increase of \$31,113 over the prior year. The General fund increased by \$30,852, and combined fund balances of the Special Revenue funds increased by \$261.

Revenues

The combined fund revenues increased \$93,720 this year over prior year. The annual funding from the grants through the Governor's Office of Elderly Affairs contract were \$106,543 more in 2020.

The Council also receives public support in the form of donations from its clients and the general public. Public support allows the Council to maintain and expand services. Public support revenues, and intergovernmental grants from the Town of Homer represented 12% of total revenues for fiscal year 2020. In the prior year, public support and intergovernmental grants from the Town of Homer was 14% of total revenues.

Expenditures

The receipt of additional grant funding has allowed the Council to expand services to meet the demand in the parish. Total expenditures were \$389,418, or \$91,512 more than the prior year. Expenditures mainly increased in the areas of caterer – meals and capital outlay, by \$23,110 and \$58,782, respectively.

AN ANALYSIS OF THE GENERAL FUND BUDGET

During the past fiscal year, the budget was amended once. The amendment effectively approves any expenditure that had already been incurred that exceeded its original budgeted amount. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA.

- Grant revenues in the General fund were amended to recognize additional \$62,500 for PCOA grants.
- Public support and funding from the Town of Homer of \$31,016 and interest of \$481 was not budgeted. Actual revenues were \$31,497 more than budgeted revenues in the General fund.

CLABORNE VOLUNTARY COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2020

AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$115,596 in capital assets net of accumulated depreciation. This amount is a net increase over last year of \$42,866, which is made up of additions of \$52,304 and the current year depreciation expense of \$(9,438).

	Capital Assets, Net of Depreciation		
	<u>2020</u>	<u>2019</u>	Increase (Decrease)
Land	\$ 3,500	\$ 3,500	\$ -
Leasehold improvements	70,654	60,690	9,964
Furniture and equipment	4,710	6,385	(1,675)
Computer and peripheral equipment	3,511	2,155	1,356
Automobiles	<u>33,221</u>	<u>-</u>	<u>33,221</u>
Total	<u>\$ 115,596</u>	<u>\$ 72,730</u>	<u>\$ 42,866</u>

The Council added a van, 3 computers, shipping container. Improvements were made to add a concrete walkway and improve lighting at the Senior Center.

The Council did not have any long-term debt related to its capital assets and does not like to incur any debt as a matter of financial stewardship.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is relatively steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council; therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2021.

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. Questions about this report and requests for more information should be addressed to Executive Director Suzan Bryant, at the Council's main office at 608 East 4th Street, Homer, LA, by phone at 318-927-6922, or by email at sbryant@claibornecouncilonaging.org.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

STATEMENT A

Claiborne Voluntary Council on Aging, Inc.
 Statement of Net Position
 June 30, 2020

	Governmental Activities
ASSETS	
Cash and cash equivalents	\$ 75,252
Prepaid items	3,683
Capital assets, net of accumulated depreciation	115,596
TOTAL ASSETS	194,531
LIABILITIES	
Accounts payable	1,774
TOTAL LIABILITIES	1,774
NET POSITION	
Invested in capital assets, net of related debt	115,596
Unrestricted	77,161
TOTAL NET POSITION	\$ 192,757

See accompanying notes and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.
Statement of Activities
For the Year Ended June 30, 2020

	Expenses	Indirect Expenses Allocation	Program Revenues Operating Grants and Contributions	Net (Expense) Revenues and Changes in Net Position Governmental Activities
Governmental Activities				
Health, welfare & social services:				
Supportive services:				
Homemaker	\$ 11,177	\$ 18,976	\$ 18,689	\$ (11,464)
Information and assistance	2,751	4,670	4,726	(2,695)
Legal assistance	1,349	2,290	928	(2,711)
Outreach	1,031	1,751	1,772	(1,010)
Transportation	10,983	18,647	15,716	(13,914)
Nutrition services:				
Congregate meals	51,663	18,214	74,182	4,305
Home delivered meals	85,448	33,369	85,503	(33,314)
Nutrition education	600	223	415	(408)
Disease prevention and health promotion:				
Wellness	4,100	-	4,031	(69)
Respite	11,303	20,322	21,425	(10,200)
Information and assistance	1,036	1,864	598	(2,302)
Senior activities	22,227	-	36,905	14,678
Administration	142,499	(120,326)	24,144	1,971
Total governmental activities	<u>\$ 346,167</u>	<u>\$ -</u>	<u>\$ 289,034</u>	<u>\$ (57,133)</u>
General revenues:				
Grants and contributions not restricted to specific programs				131,016
Investment earnings				97
Total general revenues				<u>131,113</u>
Increase (decrease) in net position				73,980
Net position - beginning				118,777
Net position - ending				<u>\$ 192,757</u>

See accompanying notes and independent accountants' review report.

FUND FINANCIAL STATEMENTS

Claiborne Voluntary Council on Aging, Inc.
 Balance Sheet
 Governmental Funds
 June 30, 2020

	General Fund	Title III B	Title III C-1	Title III C-2	Title III E	Nonmajor Funds	Total
ASSETS							
Cash and cash equivalents	\$ 73,925	\$ -	\$ -	\$ 1,327	\$ -	\$ -	\$ 75,252
Prepaid expense	3,683	-	-	-	-	-	3,683
TOTAL ASSETS	\$ 77,608	\$ -	\$ -	\$ 1,327	\$ -	\$ -	\$ 78,935
LIABILITIES AND FUND BALANCES							
Liabilities:							
Accounts payable	\$ 447	\$ -	\$ -	\$ 1,327	\$ -	\$ -	\$ 1,774
Total liabilities	447	-	-	1,327	-	-	1,774
Fund balances:							
Nonspendable - prepaid expenditures	3,683	-	-	-	-	-	3,683
Unassigned	73,478	-	-	-	-	-	73,478
Total fund balances	77,161	-	-	-	-	-	77,161
TOTAL LIABILITIES AND FUND BALANCES	\$ 77,608	\$ -	\$ -	\$ 1,327	\$ -	\$ -	\$ 78,935

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See accompanying notes and independent accountants' review report.

STATEMENT C

STATEMENT D

Claiborne Voluntary Council on Aging, Inc.
Reconciliation of the Governmental Funds Balance Sheet to
the Government-wide Statement of Net Position
For the Year Ended June 30, 2020

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

Fund Balances, Total Governmental Funds (Statement C)	\$ 77,161
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund financial statements	<u>115,596</u>
Net Position of Governmental Activities (Statement A)	<u>\$ 192,757</u>

See accompanying notes and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2020

	General Fund	Title III B	Title III C-1	Title III C-2	Title IIIE	Nonmajor Funds	Total
REVENUES							
Intergovernmental							
Governor's Office of Elderly Affairs	\$ 100,000	\$ 41,081	\$ 59,740	\$ 65,466	\$ 22,023	\$ 82,717	\$ 371,027
Town of Homer	25,000	-	-	-	-	-	25,000
Public support	6,016	750	14,720	2,537	-	-	24,023
Miscellaneous	481	-	-	-	-	-	481
Total revenues	<u>131,497</u>	<u>41,831</u>	<u>74,460</u>	<u>68,003</u>	<u>22,023</u>	<u>82,717</u>	<u>420,531</u>
EXPENDITURES							
Health, welfare & social services							
Current:							
Salaries	-	45,157	18,761	28,012	23,452	21,236	136,618
Fringe	-	3,302	1,300	2,383	1,579	2,085	10,649
Travel	-	2,851	25	45	1,663	41	4,625
Operating services	-	13,081	4,067	15,334	4,923	6,623	44,028
Operating supplies	-	4,424	1,021	3,870	1,228	1,635	12,178
Caterer - meals	-	-	43,328	66,777	-	-	110,105
Accounting	-	-	-	-	-	6,000	6,000
Legal services	-	1,349	-	-	-	-	1,349
Nutrition consultant	-	-	300	300	-	4,100	4,700
Other cost	384	-	-	-	-	-	384
Capital outlay	-	19,038	6,645	13,868	9,323	9,908	58,782
Total expenditures	<u>384</u>	<u>89,202</u>	<u>75,447</u>	<u>130,589</u>	<u>42,168</u>	<u>51,628</u>	<u>389,418</u>
Excess (deficiency) of revenues over (under) expenditures	<u>131,113</u>	<u>(47,371)</u>	<u>(987)</u>	<u>(62,586)</u>	<u>(20,145)</u>	<u>31,089</u>	<u>31,113</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	-	47,371	987	62,586	20,145	7,589	138,678
Transfers out	(100,261)	-	-	-	-	(38,417)	(138,678)
Total other financing sources (uses)	<u>(100,261)</u>	<u>47,371</u>	<u>987</u>	<u>62,586</u>	<u>20,145</u>	<u>(30,828)</u>	<u>-</u>
Net change in fund balances	30,852	-	-	-	-	261	31,113
Fund balances (deficit) - beginning	46,309	-	-	-	-	(261)	46,048
Fund balances - ending	<u>\$ 77,161</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 77,161</u>

See accompanying notes and independent accountants' review report.

STATEMENT F

Claiborne Voluntary Council on Aging, Inc.
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balances of Governmental Funds
to the Statement of Activities
For the Year Ended June 30, 2020

Net change in fund balances, total governmental funds, Statement E \$ 31,113

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 by which depreciation
is more than capital outlays in the current period. 42,867

Change in net position - Statement of Activities, Statement B \$ 73,980

See accompanying notes and independent accountants' review report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
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Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies

The accounting and reporting policies of the Claiborne Voluntary Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do no conflict with or contradict GASB pronouncements. The following is a summary of certain significant accounting policies used by the Council:

a. Purpose of the Council on Aging

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health, or other conditions affecting the welfare of the aging people in Claiborne Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information at the parish and state levels; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

The primary services provided by the Council to the elderly residents of Claiborne Parish include providing congregate and home-delivered meals, nutritional education, information and assistance, outreach, material aid, homemakers, recreation, legal assistance, disease prevention, health promotion, and transportation.

b. Reporting Entity

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

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

The Council on Aging is a non-profit, quasi-public corporation. The Council received its charter from the governor of the State of Louisiana and subsequently incorporated on April 1, 1975, under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes.

A board of directors, consisting of 11 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

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population, general public, private businesses, and elected public officials.

Board members are elected annually by the members of the Council with a simple majority of those present and voting. The nominating committee presents a list of community citizens who are eligible to serve. Additional nominations are accepted if any are presented.

The Council is considered a primary government, since it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. Fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The Council also has no component units as other legally separate organizations for which the elected Council members are financially accountable.

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

c. Basis of Presentation of the Basic Financial Statements

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

Both the government-wide and fund financial statements categorize primary activities as either "governmental" or "business" type. The Council's functions and programs have all been categorized as "governmental" activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the government-wide financial statements do not include any of these activities or funds.

Government-wide Financial Statements

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

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

The Statement of Net Position has been prepared on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net position is reported in three parts - invested in capital assets, net of related debt; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's

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

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

In the Statement of Activities, unrestricted grants, unrestricted contributions, and interest income that are not included among program revenues are reported instead as general revenues in the statement.

Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence, and are separately reported below general revenues. The Council did not have any special items this year.

Fund Financial Statements

Fund financial statements present financial transactions of the Council in individual funds.

The daily accounts and operations of the Council continue to be organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows, liabilities, deferred inflows, equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

The General Fund is the primary operating fund of the Council and is used to account for all financial resources except those required to be accounted for in another fund.

The following is a description of the programs or funding sources that compromise the Council's General Fund:

Local Programs and Funding

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

PCOA Funding

PCOA funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion in any program, provided the program is benefitting people who are at least 60 years old. In FY 2020, the Council received this grant money into its General fund and management transferred the \$100,000 among AAA, Title IIIB, Title C1, Title C2, Title IIID, Title IIIE and Senior Center to subsidize those fund's program expenditures.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "*proceeds of specific revenue sources*" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

The Council has established several special revenue funds. The following are brief descriptions of the purpose each special revenue fund and their classification as either major or nonmajor governmental fund:

Major Special Revenue Funds

The Title III B Fund is used to account for funds that are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III program.

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Specific supportive social services, along with the number of units provided during the fiscal year, are as follows:

<u>Type of Service Provided</u>	<u>Units</u>
Homemaker	656
Information and Assistance	169
Legal assistance	19
Outreach	79
Transportation	3,831

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

- A grant from GOEA for Special Programs for the Aging – Title III Part B Grants for Supportive Services and Senior Centers of \$41,081.
- Public support of \$750 from persons who actually received homemaker and transportation services.

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at the meal site located in Homer. During the year, the Council provide 9,686 meals and 26 units of nutrition education to people eligible to participate in this program.

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

- A grant from GOEA for Special Programs for the Aging – Title III, Part C-1 Nutrition Services of \$50,302.
- Families First Coronavirus Response Act, Older American Act Title III Congregate meals funding of \$9,438.
- Restricted, voluntary public support of \$14,720 from those persons who received congregate meals services.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals and nutrition education to homebound persons who are age 60 or older. During the year the Council provided 19,645 home-delivered meals. There were three main sources of revenues received this year that form the basis of this fund:

- A grant from GOEA for Special Programs for the Aging – Title III, Part C-2 Nutrition Services of \$46,590
- Families First Coronavirus Response Act, Older American Act Tittle III Home-Delivered meals funding of \$18,876
- Restricted, voluntary public support of \$2,537 from those persons who received the home-delivered meals.

The Title III E Fund is used to account for funds relating to the National Family Caregiver Support program, which is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individual who are relatives caregivers. During the year, the Council provided 11 units of information and assistance and 764 units of in-home respite services under this program. The main source of the revenue forming the basis for this fund is a grant the Council

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received from the GOEA for the Title III, Part E – National Family Caregivers Support Program of \$22,023.

Non-Major Special Revenue Funds

Area Agency Administration Fund is used to account for a portion of the indirect costs of administrating the Council's programs. Each fiscal year GOEA provides the Council with funds to subsidize the costs of administering the Council's special programs for the aging. This year GOEA granted the Council \$21,044 of AAA funding. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage each program's direct costs bear to direct costs for all programs.

The Title III D Fund is used to account for funds used for wellness, which include disease prevention and health promotion activities. During the year, the Council provided 225 units of wellness services to eligible participants in this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for Special Programs for the Aging – Title III, Part D – Disease Prevention and Health Promotion Services of \$4,031.

The Senior Center Fund accounts for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities that foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior center for Claiborne Parish is located in Homer, Louisiana. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Supplemental senior center funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities were included in this fund.

The N.S.I.P. Fund is used to account for the administration of Nutrition Services Incentive Program funds provided by the United States Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. The GOEA distributes NSIP funds to each parish council on aging in Louisiana based on the number of meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. The primary purpose of the NSIP reimbursement is to provide money to the Council so that United States food and commodities may be purchased to supplement nutrition programs.

d. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

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- **Government-wide Financial Statements - Accrual Basis**

The government-wide financial statements are prepared using the economic measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of related cash flows.

- **Fund Financial Statements - Modified Accrual Basis**

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decrease (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers all revenues "available" if they are collected within 60 days of the current fiscal year-end.

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

Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources.

e. Interfund Activity

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

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

f. Cash

Cash includes not only currency on hand, but demand deposits with banks or other financial institutions.

For the purposes of the Statement of Net Position, restricted cash are amount received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year end, there was no restricted cash.

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g. Receivables

The financial statements do not contain an allowance for uncollectible receivables because management believes all amounts will be collected. However, if management becomes aware of information that would change its assessment about the collectability of any receivable, management would write off the receivable as a bad debt at that time.

h. Prepaid Expenses/Expenditures

In the Statement of Net Position prepaid expenses include amounts paid in advance for goods and services. These are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits.

In the fund financial statements, management has elected not to include amounts paid for future services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the Balance Sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of fund balance of the General fund has been classified as nonspendable to reflect the amount of fund balance not currently available for expenditure.

For purposes of presenting prepaid expenses in the government-wide statements, the Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements with one exception. Occasionally the council on aging type entities, disbursements are made as "matching" payments to acquire vehicles that will be titled to another government. When this type of transaction occurs, the disbursement is recorded as a prepaid expense and amortized in the Statement of Net Position to better present the economies of the transaction and to keep from distorting the Council's transportation expenses in the Statement of Activities. In contrast, 100% of the "matching" payments are reported in fund financial statements as intergovernmental expenditures when the vehicles are received. The Council did not have any "matching" type transactions this year.

i. Capital Assets

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

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

For capital assets recorded in the government-wide financial statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life.

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The estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings and Improvements	20-40 years
Equipment – other than computers	5-12 years
Vehicle	5-7 years
Computers	5 years

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

j. Non-Current (Long-term) Liabilities

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

k. Compensated Absences

The Council policies states that unused annual leave may be paid upon termination. Leave is expected to be taken throughout the year as a means of recuperation from the rigors of work. Accordingly, all amounts earned and unused as of year-end are lost. No liability for unpaid annual leave has been accrued in the government-wide Statements of Net Position or in the fund financial statements.

l. Advances from Funding Agency

Advances from funding agency represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grants funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when final accounting is submitted to the funding agency.

m. Deferred Outflows and Deferred Inflows

Deferred outflows represent the consumption of the Council's net position that is applicable to a future reporting period. Deferred inflows represent the acquisition of net position that is applicable to a future reporting period. The Council did not have any deferred outflows or deferred inflows of resources to report in any of its financial statements this year.

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n. Net Position in the Government-wide Financial Statements

In the government-wide Statement of Net Position, the net position amount is classified and displayed in three components:

- Invested in capital assets – This component 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 borrowing that are attributable to the acquisition, construction, or improvement of those capital assets. At year-end the Council did not have any borrowings that were related to capital assets.
- Restricted net position – This component consists of net position with constraints place on the use either by (1) external groups, such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position – This component consists of net position that does not meet the definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use in a specific program or for a specific purpose, the Council’s usual policy is to use restricted resources first to finance its activities. However, management will depart from its usual policy by using unrestricted funds in the Council’s nutrition programs before consuming unspent NSIP funds, which are restricted type revenue. The reason management will take this action is because certain unrestricted funds will have to be returned to GOEA if not consumed by June 30, whereas unconsumed NSIP funds are allowed by GOEA to be carried over and used in a subsequent year.

o. Fund Equity – Fund Financial Statements

Governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.
- Restricted: This classification includes amounts for which constraints have been placed on the use of resources either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.
- Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council’s board of directors, which is the Council’s highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.

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- **Assigned:** This classification includes spendable amounts that are reported in governmental funds *other than the General fund*, that are neither restricted nor committed, and amounts in the General fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement No. 54. The intent of an assigned fund balance should be expressed by either the Council's board of directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purposes. The Council did not have any assigned resources as of year-end.
- **Unassigned:** This classification is the residual fund balance for the General fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General fund.

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

p. Management's Use of Estimates

The preparation of financial statements in conformity with U.S. 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.

q. 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. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula that is based primarily on the relationship the direct cost a program bears to the direct cost of all programs. There are some programs that cannot absorb any indirect cost allocation according to their grant or contract restrictions.

r. 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.

s. Budgets and Budgetary Accounting

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

- The Director prepares a proposed budget for each program and submits it to the Board of Directors

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- prior to the beginning of each year.
- Upon adoption of the various program budgets by the Board of Directors, the budgets are forwarded to the State of Louisiana, Office of Elderly Affairs for approval.
 - If changes to the various program budgets are recommended by the Office of Elderly Affairs, the budgets are revised accordingly and the Board of Directors adopts a final budget.
 - All budgetary appropriations lapse at the end of each fiscal year.
 - Any grant revenue generated in excess of expenditures incurred during a fiscal year is returned to the Office of Elderly Affairs in accordance with the provisions of various contracts entered into with that office.
 - Budgets for the General and special revenue funds are adopted on a basis consistent with generally accepted accounting principles except for the expenditure of Parish Council on Aging funds which are budgeted as expended in the year they are provided from the State of Louisiana.
 - The budgets presented in the accompanying financial statements have been amended under the above method.

Note 2 – Stewardship, Compliance and Accountability

Excess of Expenditures Over Appropriations in Individual Fund – The following individual funds had actual expenditures over budgeted expenditures for the year ended June 30, 2020:

<u>Fund</u>	<u>Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Title III C 1	\$ 64,510	\$ 75,447	\$ (10,937)

Note 3 – Cash Management and Deposits

The Council maintains a consolidated operating bank account which is available for use by all funds to deposit revenues and pay expenses. The purpose of this consolidated account is to reduce administrative costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover negative cash balances in other funds.

Cash and cash equivalents include demand deposits and interest-bearing demand deposits. Under state law, the Council 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 principal offices in Louisiana. At June 30, 2020, the Council's total cash and cash equivalents was \$75,252. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. At June 30, 2020, the Council had \$93,825 in deposits. These deposits are fully secured from risk by federal deposit insurance.

Note 4 - Accounts Receivable

The Council has no accounts receivable for the fiscal year.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2020

Note 5 – Prepaid Expenditures and Expenses

At year-end, the Council reported \$3,683 in prepaid insurance.

Note 6 – Changes in Capital Assets and Accumulated Depreciation

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

	Balance <u>July 1, 2019</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>June 30, 2020</u>
Capital assets, not being depreciated:				
Real property	\$ <u>3,500</u>	\$ _____	\$ _____	\$ <u>3,500</u>
Total capital assets not being depreciated	<u>3,500</u>	_____	_____	<u>3,500</u>
Capital assets being depreciated:				
Leasehold improvements	90,685	14,439	-	105,124
Furniture and equipment	21,988	-	-	21,988
Computer and peripheral equipment	24,014	4,258	-	28,272
Automobiles	<u>81,362</u>	<u>33,607</u>	_____	<u>114,969</u>
Total capital assets being depreciated	<u>218,049</u>	<u>52,304</u>	_____	<u>270,353</u>
Less accumulated depreciation for:				
Leasehold improvements	29,995	4,475	-	34,470
Furniture and equipment	15,603	1,676	-	17,279
Computer and peripheral equipment	21,859	2,901	-	24,760
Automobiles	<u>81,362</u>	<u>386</u>	_____	<u>81,748</u>
Total accumulated depreciated	<u>148,819</u>	<u>9,438</u>	_____	<u>158,257</u>
Total capital assets being depreciated, net	<u>69,230</u>	<u>42,866</u>	_____	<u>112,096</u>
Governmental activities capital assets, net	\$ <u>72,730</u>	\$ <u>42,866</u>	\$ _____	\$ <u>115,596</u>

None of the above amounts includes any donated asset.

Depreciation was charged to governmental activities as follows:

Supportive services	\$ 1,457
Nutrition services:	
Congregate meals	688
Home delivered meals	1,066
Disease prevention	722
Senior center	5,039
Administration	<u>466</u>
Total depreciation expense for governmental activities	\$ <u>9,438</u>

The \$466 of depreciation associated with the administration function relates to capital assets that essentially service all functions. Accordingly, it is included as a direct expense of the administration function on the Statement of Activities and then allocated to other functions in accordance with the

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
 NOTES TO FINANCIAL STATEMENTS
 June 30, 2020

Council’s method of allocating indirect expense. The other depreciation amounts of \$8,972 are charged as direct expenses related to their functions on the Statement of Activities.

Note 7 - Payables

The Council accounts payable includes the following for the year:

Payroll liabilities	\$ 447
Due to GOEA	<u>1,327</u>
Total accounts payable	<u>\$ 1,774</u>

The amount “due to GOEA” represents funds received from the Governor's Office of Elderly Affairs that have not been spent within Title III C 2 and will be returned.

Note 8 - In-Kind Contributions

The Council did not receive in-kind contributions during the year.

Note 9 - Board of Director’s Compensation

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members can request reimbursement for out-of-pocket expenses in accordance with the Council’s travel policy when traveling on behalf of the Council.

The present board is composed of the following members:

Ray Anderson	Chairperson	Johnnie Ramey	Director
Michael Allen	Vice-Chairperson	Bettye Barnette	Director
Adron Hallman	Treasurer	Carmen Poss	Director
Ronald Dees	Director	Peter Sjogren	Director
Doris Baker	Director	Joe Richardson	Director
Ray Jiles	Director		

Note 10 - Income Tax Status

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986, and as an organization that is not a private foundation as defined in Section 509(a) of the Code. The Council is also exempt from Louisiana income tax. With few exceptions, the Council is no longer subject to U.S. federal, state, and local income tax examinations by tax authorities for years before 2015.

Note 11 - Lease Commitments

The Claiborne Voluntary Council on Aging, Inc. has a ten year lease agreement with the Claiborne Parish Police Jury which expires on May 31, 2021, for the building housing the Claiborne Senior Center and Central Kitchen. The annual rental payment required by the lease is \$1.00.

The Claiborne Voluntary Council on Aging, Inc. has a four-year lease for the use of a copy machine. The

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
 NOTES TO FINANCIAL STATEMENTS
 June 30, 2020

monthly rental payment is \$145.55, which began 2/8/2019.

Total rental and lease payments for the year ended June 30, 2020 were \$1,793.

The future minimum payments under these operating leases consist of the following:

Year ended	<u>Amount</u>
<u>June 30,</u>	
2021	\$ 1,748
2022	1,747
2023	<u>1,019</u>
Total minimum lease payments	\$ <u>4,514</u>

Note 12 - Litigation

As of June 30, 2020, the Council was not involved in litigation.

Note 13 - Contingencies

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 collectability of any related receivable at year end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

Note 14 - Economic Dependency

The Council receives the majority of its revenue from other governments in the form of intergovernmental revenues. The main source of funding is provided through grants administered by the Governor's Office of Elderly Affairs. The grant amounts are appropriated each year by federal and state governments. If significant budget cuts are made at the federal, state and/or local level, the amount of fund 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 fiscal year 2020 relating to its usual sources of intergovernmental revenues.

Note 15 - 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, with deductibles ranging from \$500 to \$2,500 to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current year or prior three fiscal years that exceeded the Council's insurance coverage.

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

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2020

Note 16 – Accounting reporting for pensions

For the year ended June 30, 2020, the Council does not offer its employees a retirement plan. All employees are covered by the social security system.

Note 17 – Inter-fund Transfers

Operating transfers to and from the various funds are as follows for the fiscal year:

	Major funds				Transfer in			
	Title <u>IIIB</u>	Title <u>III C 1</u>	Title <u>III C 2</u>	Title <u>III E</u>	AAA	Title <u>III D</u>	Senior <u>Center</u>	
<u>Transfer out</u>								<u>Total</u>
Major funds:								
General fund	\$ 26,591	\$ 987	\$ 44,949	\$ 20,145	\$ 6,723	\$ 330	\$ 536	\$ 100,261
Special revenue funds:								
Nonmajor funds:								
NSIP	-	-	17,637	-	-	-	-	17,637
Senior Center	<u>20,780</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,780</u>
Total	<u>\$ 47,371</u>	<u>\$ 987</u>	<u>\$ 62,586</u>	<u>\$ 20,145</u>	<u>\$ 6,723</u>	<u>\$ 330</u>	<u>\$ 536</u>	<u>\$ 138,678</u>

Transfers are used (a) to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (b) to shift unrestricted revenues collected in the General fund to finance various programs accounted for by special revenues funds to eliminate program deficits.

Note 18 - Related Party Transactions

There were no related party transactions during the fiscal year.

Note 19 – Subsequent Events

Subsequent events have been evaluated through March 30, 2021, which is the date the financial statements were available to be issued. There were no events that required disclosure.

REQUIRED SUPPLEMENTARY INFORMATION (PART II)

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - General Fund
 For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Budgetary</u> <u>other basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 37,500	\$ 100,000	\$ 100,000	\$ -
Town of Homer	-	-	-	-
Public support	-	-	-	-
Interest income	-	-	-	-
Total revenues	<u>37,500</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Expenditures				
Current:	-	-	-	-
Other costs	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenues over expenditures	<u>37,500</u>	<u>100,000</u>	<u>100,000</u>	<u>-</u>
Other financing sources (uses)				
Transfers out	<u>(37,500)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>
Total other financing sources (uses)	<u>(37,500)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>
Net change in fund balance	-	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III B
 For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Modified</u> <u>accrual basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$41,081	\$41,081	\$ 41,081	\$ -
Public support	800	700	750	50
Total revenues	<u>41,881</u>	<u>41,781</u>	<u>41,831</u>	<u>50</u>
Expenditures				
Current:				
Salaries	44,109	46,966	45,157	1,809
Fringe	3,554	3,662	3,302	360
Travel	2,454	2,718	2,851	(133)
Operating services	14,709	15,079	13,081	1,998
Operating supplies	2,299	4,081	4,424	(343)
Legal services	2,100	2,100	1,349	751
Capital outlay	-	18,394	19,038	(644)
Total expenditures	<u>69,225</u>	<u>93,000</u>	<u>89,202</u>	<u>3,798</u>
Excess (deficiency) of revenues over expenditures	<u>(27,344)</u>	<u>(51,219)</u>	<u>(47,371)</u>	<u>3,848</u>
Other financing sources				
Transfers in	27,344	51,219	47,371	(3,848)
Total other financing sources	<u>27,344</u>	<u>51,219</u>	<u>47,371</u>	<u>(3,848)</u>
Net change in fund balance	-	-	-	-
Fund balance at beginning of year	-	-	-	-
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III C-1
 For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Modified</u> <u>accrual basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 50,302	\$ 50,302	\$ 59,740	\$ 9,438
Public support	4,800	14,012	14,720	708
Total revenues	<u>55,102</u>	<u>64,314</u>	<u>74,460</u>	<u>10,146</u>
Expenditures				
Current:				
Salaries	19,790	17,498	18,761	(1,263)
Fringe	1,594	1,364	1,300	64
Travel	62	22	25	(3)
Operating services	4,910	3,898	4,067	(169)
Operating supplies	524	943	1,021	(78)
Caterer - raw food	13,976	16,510	20,676	(4,166)
Caterer - non-edibles	13,975	17,956	22,652	(4,696)
Nutrition consultant	300	300	300	-
Capital outlay	-	6,019	6,645	(626)
Total expenditures	<u>55,131</u>	<u>64,510</u>	<u>75,447</u>	<u>(10,937)</u>
Excess (deficiency) of revenues over expenditures	<u>(29)</u>	<u>(196)</u>	<u>(987)</u>	<u>(791)</u>
Other financing sources				
Transfers in	29	196	987	791
Total other financing sources	<u>29</u>	<u>196</u>	<u>987</u>	<u>791</u>
Net change in fund balance	-	-	-	-
Fund balance at beginning of year	-	-	-	-
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III C-2
 For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Modified</u> <u>accrual basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 47,917	\$ 47,917	\$ 65,466	\$ 17,549
Public support	7,550	2,350	2,537	187
Total revenues	<u>55,467</u>	<u>50,267</u>	<u>68,003</u>	<u>17,736</u>
Expenditures				
Current:				
Salaries	28,184	29,683	28,012	1,671
Fringe	2,271	2,314	2,383	(69)
Travel	111	50	45	5
Operating services	14,547	16,109	15,334	775
Operating supplies	3,254	4,908	3,870	1,038
Caterer - raw food	31,105	36,749	32,086	4,663
Caterer - non-edibles	31,104	39,968	34,691	5,277
Nutrition consultant	300	300	300	-
Capital outlay	-	13,462	13,868	(406)
Total expenditures	<u>110,876</u>	<u>143,543</u>	<u>130,589</u>	<u>12,954</u>
Excess (deficiency) of revenues over expenditures	<u>(55,409)</u>	<u>(93,276)</u>	<u>(62,586)</u>	<u>30,690</u>
Other financing sources				
Transfers in	<u>55,409</u>	<u>93,276</u>	<u>62,586</u>	<u>(30,690)</u>
Total other financing sources	<u>55,409</u>	<u>93,276</u>	<u>62,586</u>	<u>(30,690)</u>
Net change in fund balance	-	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Claiborne Voluntary Council on Aging, Inc.
 Budgetary Comparison Schedule - Title III E
 For the Year Ended June 30, 2020

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>Modified</u> <u>accrual basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 22,023	\$ 22,023	\$ 22,023	\$ -
Public support	160	-	-	-
Total revenues	<u>22,183</u>	<u>22,023</u>	<u>22,023</u>	<u>-</u>
Expenditures				
Current:				
Salaries	21,665	24,922	23,452	1,470
Fringe	1,745	1,943	1,579	364
Travel	2,113	1,714	1,663	51
Operating services	5,844	5,898	4,923	975
Operating supplies	625	1,426	1,228	198
Capital outlay	-	9,108	9,323	(215)
Total expenditures	<u>31,992</u>	<u>45,011</u>	<u>42,168</u>	<u>2,843</u>
Excess (deficiency) of revenues over expenditures	<u>(9,809)</u>	<u>(22,988)</u>	<u>(20,145)</u>	<u>2,843</u>
Other financing sources				
Transfers in	<u>9,809</u>	<u>22,988</u>	<u>20,145</u>	<u>(2,843)</u>
Total other financing sources	<u>9,809</u>	<u>22,988</u>	<u>20,145</u>	<u>(2,843)</u>
Net change in fund balance	-	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
 NOTES TO BUDGETARY COMPARISON SCHEDULES
 June 30, 2020

NOTE 1 – BUDGETARY REPORTING

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

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

- The Director prepares a proposed budget for each program and submits it to the Board of Directors prior to the beginning of each year.
- Upon adoption of the various program budgets by the Board of Directors, the budgets are forwarded to the State of Louisiana, Office of Elderly Affairs for approval.
- If changes to the various program budgets are recommended by the Office of Elderly Affairs, the budgets are revised accordingly and the Board of Directors adopts a final budget.
- All budgetary appropriations lapse at the end of each fiscal year.
- Any grant revenue generated in excess of expenditures incurred during a fiscal year is returned to the Office of Elderly Affairs in accordance with the provisions of various contracts entered into with that office.
- Budgets for the General and special revenue funds are adopted on a basis consistent with generally accepted accounting principles except for the expenditure of Parish Council on Aging funds which are budgeted as expended in the year they are provided from the State of Louisiana.
- The budgets presented in the accompanying financial statements have been amended under the above method.

NOTE 2 – The Council is not required and does not prepare a budget for General fund revenues and expenditures such as donations from the general public, bank account interest income and other expenses not chargeable to specific programs. Therefore, the Budgetary Comparison Schedule of the General fund on page 36 reflects only Parish Council on Aging (Act 735) funds provided from the State of Louisiana and the related expenditures and other financing uses.

NOTE 3 – The following explains the differences between revenues, expenditures and other financing sources (uses) for the General fund on a Budgetary Basis and GAAP basis as reported on page 17.

Revenues

Actual amounts (budgetary basis) “revenues” from the budgetary comparison schedules (page 36)	\$ 100,000
General fund revenues not budgeted and not shown on page 36	<u>31,497</u>
Total revenues as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances on page 17 – General fund	\$ <u>131,497</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO BUDGETARY COMPARISON SCHEDULES
June 30, 2020

NOTE 3 – continued

Expenditures

Actual amounts (budgetary basis) “expenditures” from the budgetary comparison schedules (page 36)	\$ -
General fund expenditures not budgeted and not shown on page 36	<u>384</u>
Total expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances on page 17 – General fund	\$ <u>384</u>
Other Financing Sources (Uses)	
Actual amounts (budgetary basis) “other financing sources (uses)” from the budgetary comparison schedules (page 36)	\$ (100,000)
General fund transfers not budgeted and not shown on page 36	<u>(261)</u>
Total other financing sources (uses) as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances on page 17 – General fund	\$ <u>(100,261)</u>

SUPPLEMENTARY INFORMATION

Claiborne Voluntary Council on Aging, Inc.
 Combining Balance Sheets
 Nonmajor Governmental Funds
 June 30, 2020

	AAA	Title III D	NSIP	Senior Center	Total
ASSETS					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts receivable	-	-	-	-	-
Prepaid expense	-	-	-	-	-
TOTAL ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
Total liabilities	-	-	-	-	-
Fund balances:					
Restricted for:					
MIPPA - education and enrollment assistance	-	-	-	-	-
Total fund balances	-	-	-	-	-
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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Claiborne Voluntary Council on Aging, Inc.
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	AAA	Title III D	NSIP	Senior Center	Total
REVENUES					
Intergovernmental:					
Governor's Office of Elderly Affairs	\$ 21,044	\$ 4,031	\$ 17,637	\$ 40,005	\$ 82,717
Total revenues	<u>21,044</u>	<u>4,031</u>	<u>17,637</u>	<u>40,005</u>	<u>82,717</u>
EXPENDITURES					
Health, Welfare, & Social Services:					
Current:					
Salaries	13,112	-	-	8,124	21,236
Fringe	1,532	-	-	553	2,085
Travel	30	-	-	11	41
Operating services	4,884	-	-	1,739	6,623
Operating supplies	1,210	-	-	425	1,635
Accounting	-	-	-	6,000	6,000
Nutrition consultant	-	4,100	-	-	4,100
Capital outlay	<u>6,999</u>	<u>-</u>	<u>-</u>	<u>2,909</u>	<u>9,908</u>
Total expenditures	<u>27,767</u>	<u>4,100</u>	<u>-</u>	<u>19,761</u>	<u>51,628</u>
Excess (deficiency) of revenues over expenditures	(6,723)	(69)	17,637	20,244	31,089
OTHER FINANCING SOURCES (USES)					
Operating transfers in	6,723	330	-	536	7,589
Operating transfers out	<u>-</u>	<u>-</u>	<u>(17,637)</u>	<u>(20,780)</u>	<u>(38,417)</u>
Total other financing sources (uses)	<u>6,723</u>	<u>330</u>	<u>(17,637)</u>	<u>(20,244)</u>	<u>(30,828)</u>
Net increase in fund balances	-	261	-	-	261
FUND BALANCE (DEFICIT)					
Beginning of year	<u>-</u>	<u>(261)</u>	<u>-</u>	<u>-</u>	<u>(261)</u>
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Claiborne Voluntary Council on Aging, Inc.
 Comparative Schedule of Capital Assets and Changes in Capital Assets
 For the Year Ended June 30, 2020

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Capital assets				
Real property	\$ 3,500	\$ -	\$ -	\$ 3,500
Leasehold improvements	90,685	14,439	-	105,124
Furniture and equipment	21,988	-	-	21,988
Computer and peripheral equipment	24,014	4,258	-	28,272
Automobiles	<u>81,362</u>	<u>33,607</u>	<u>-</u>	<u>114,969</u>
 Total capital assets	 <u>\$221,549</u>	 <u>\$ 52,304</u>	 <u>\$ -</u>	 <u>\$273,853</u>
Investment in capital assets				
Property acquired with funds from -				
Senior Center	\$ 14,052	\$ -	\$ -	\$ 14,052
Act 735 (PCOA)	199,204	52,304	-	251,508
Local	<u>8,293</u>	<u>-</u>	<u>-</u>	<u>8,293</u>
 Total investment in capital assets	 <u>\$221,549</u>	 <u>\$ 52,304</u>	 <u>\$ -</u>	 <u>\$273,853</u>

Claiborne Council on Aging, Inc.
Schedule of Compensation, Benefits and Other payments to Agency Head
For Year Ended June 30, 2020

Agency Head Name: Suzan R. Bryant – Executive Director

Purpose	Amount
Salary	\$46,280
Travel	205

OTHER REPORTS

WISE, MARTIN & COLE, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

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AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

Independent Accountants' Report
on Applying Agreed-Upon Procedures

To the Board of Directors
Claiborne Parish Council on Aging
Homer, Louisiana

We have performed the procedures enumerated below, which were agreed to by Claiborne Council on Aging, Inc. and the Louisiana Legislative Auditor (the specified parties), on the Claiborne Voluntary Council on Aging, Inc.'s compliance with certain laws and regulations contained in the accompanying Louisiana Questionnaire during the year fiscal year ended June 30, 2020, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Council's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency's management.

Management provided us with the list of expenditures. Claiborne Council on Aging, Inc.'s federal, state and local award expenditures for the fiscal year are listed on page 53.

2. For each Federal, state, and local award, we randomly selected six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

We randomly selected at least one disbursement from each grant award.

3. Obtain documentation for the disbursements selected in procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

The disbursements were properly coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Council's policies and procedures.

The Council procedure indicates the Executive Director must approve all disbursements, with subsequent approval by the board. Inspection of documentation supporting each of the selected disbursements indicated approvals from the Executive Director and signature on the check by an authorized board member, with one exception.

Exception: One item did not indicate approval from the Executive Director.

Management response: The director sees and approves all invoices for payment. The payment that lacked that director's signature was an oversight but had been seen and approved for payment. In the future all invoices will be double checked for signed approvals.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

Activities allowed or unallowed

We compared documentation for each of the selected disbursements with program compliance requirements related to services allowed or not allowed. No exceptions noted.

Eligibility

Observed no eligibility compliance requirement per Compliance Supplement. We compared documentation for each of the selected disbursements with grant contract program compliance requirements related to eligibility. No exceptions noted.

Reporting

Observed no reporting compliance requirement per Compliance Supplement. We compared documentation for each of the selected disbursements with grant contract compliance requirements related to reporting. No exceptions noted.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Council's financial records; and report whether the amounts in the close-out reports agree with the Council's records.

The selected disbursements were related to federal and state programs that closed out June 30, 2020. We compared the close-out reports for all federal and state grant programs to the Council's financial records and the amounts reported on the close-out reports agreed to the Council's financial records.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:48 (the open meetings law) and report whether there are any exceptions. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Claiborne Council on Aging is required only to post a notice of each meeting and the accompanying agenda on the door of the Claiborne Council on Aging's office building. Management has asserted that such documents were properly posted. Copies of notices of meetings and the related agenda were observed in the minute file stating that the notice was posted.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budget that the agency provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for the state grants also included specific goals, objectives, and measures of performance.

Claiborne Council on Aging provided documentation that comprehensive budgets were submitted to the applicable grantor agencies. These budgets included the purpose and duration of the grant program.

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Agency was granted an emergency/disaster related extension by the Louisiana Legislative Auditor due to the delays caused by the COVID-19 pandemic. The report was extended to March 31, 2021/ The Agency's report was submitted to the Legislative Auditor before the extended due date of March 31, 2021.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined by R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.) while the agency was not in compliance with R.S. 24:513 (the audit law).

This procedure does not apply because the agency is in compliance with the R.S. 24:513 (the audit law).

Prior Year Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

This procedure does not apply because there were no suggestions, recommendations, and/or comments in the prior year.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States

Comptroller General. We were 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 the Agency's compliance with the foregoing matters. Accordingly, we do not express an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely to describe the scope of testing performed on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statutes 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

W. Lee Martin & Cole LLC

Minden, Louisiana
March 30, 2021

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
 Agreed Upon Procedures - Listing of Federal and State grants

	<u>Grant Year or Project Period</u>	<u>Federal CFDA Number</u>	<u>Expenditures</u>
Federal Grants:			
U.S. Department of Health and Human Services - Administration on Aging			
which were passed through the Governor's Office of Elderly Affairs:			
Special Programs for the Aging:			
Title III Part B - Grants for Supportive Services and Senior Centers	FY June 30, 2020	93.044	\$ 38,715
Title III Part C - Nutrition Services	FY June 30, 2020	93.045	
Area Agency Administration	FY June 30, 2020		15,783
Part C1 - Congregate Meals	FY June 30, 2020		42,757
Part C 2 - Home Delivered Meals	FY June 30, 2020		29,017
Families First Coronavirus Response Act, Older American Act Title III - Congregate Meals	03/20/2020-06/30/2021		9,438
Families First Coronavirus Response Act, Older American Act Title III - Home Delivered Meals	03/20/2020-06/30/2021		17,549
Title IIID - Disease Prevention & Health Promotion	FY June 30, 2020	93.043	4,031
Title IIIE - National Family Caregivers Support Program	FY June 30, 2020	93.052	16,517
Nutrition Services Incentive Program	FY June 30, 2020	93.053	<u>17,637</u>
Total federal grants			<u>191,444</u>
State Grants:			
State Matching Funds relating to federal grants award by:			
U.S. Department of Health and Human Services - Administration on Aging			
which were passed through the Governor's Office of Elderly Affairs:			
Title IIIB - Supportive Services	FY June 30, 2020		2,366
Title IIIC-1 - Congregate Meals			
Area Agency Administration	FY June 30, 2020		5,261
Part C1 - Congregate Meals	FY June 30, 2020		7,545
Part C 2 - Home Delivered Meals	FY June 30, 2020		18,900
Title IIIE - National Family Caregivers Support Program	FY June 30, 2020		5,506
Claiborne FY2020 PCOA/Senior Center			
PCOA			100,000
Senior Center			29,092
Supplemental SC			3,100
Senior Center (Additional Appropriation)			<u>7,813</u>
Total state grants			<u>179,583</u>
Local grants:			
Town of Homer - Nutrition services			<u>25,000</u>
Total federal, state and local grants			<u>\$ 396,027</u>

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

9-28-2020 (Date Transmitted)

Wise, Martin & Cole, LLC (CPA Firm Name)
601 Main Street (CPA Firm Address)
Minden LA 71055 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2020 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and local grantor officials.

Yes No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.**

Yes No

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes No

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

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

Yes No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No

The previous responses have been made to the best of our belief and knowledge.

<u><i>Paula Papp</i></u>	Secretary	<u>9-24-2020</u>	Date
<u><i>Adrian W. Hallman</i></u>	Treasurer	<u>9-24-2020</u>	Date
<u><i>MAA</i></u>	President	<u>9-25-2020</u>	Date

OTHER INFORMATION

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
SCHEDULE OF PRIOR YEAR FINDINGS
For Year Ended June 30, 2020

There were no findings required to be reported as of and for the year ended June 30, 2019.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.
SCHEDULE OF CURRENT YEAR FINDINGS
For Year Ended June 30, 2020

Agreed upon procedure #5 – *Federal, State, and Local Awards*

Criteria: Report whether the selected disbursements were approved in accordance with the Council's policies and procedures.

Condition: The supporting documents for one disbursement did not have the written approval of the Executive Director as required by the policy.

Cause: Unknown

Effect: Transaction was not approved by Executive Director.

Recommendation: We recommend that before payments are made for transactions that someone verifies that the transaction was approved by the Executive Director.