

**Financial Report**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

**June 30, 2024**

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## Independent Auditor's Report

The Board of Directors of the  
Tangipahoa Voluntary Council on Aging, Inc.  
Amite, Louisiana

### **Report on the Audit of the Financial Statements**

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tangipahoa Voluntary Council on Aging, Inc., Amite, Louisiana (the "TVCOA"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the TVCOA's basic financial statements as listed in the table of contents.

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

#### *Basis for Opinions*

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

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and

for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### *Auditor's Responsibilities for the Audit of the Financial Statements*

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures including examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the effectiveness of the TVCOA's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the TVCOA's ability to continue as a going concern for a reasonable period of time.

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

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 8 through 22 and budgetary comparison information on pages 62 through 67 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

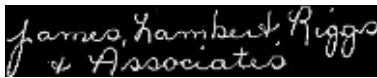
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the TVCOA's basic financial statements. The accompanying Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds; the Comparative Schedule of Capital Assets and Changes in Capital Assets; and the Schedule of Compensation, Benefits, and Other Payments to the Council's Executive Director are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management as was derived from and relates directly to the underlying accounting and other records used to prepare the basis financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds; the Comparative Schedule of Capital

Tangipahoa Voluntary Council on Aging  
December 2, 2024

Assets and Changes in Capital Assets; and the Schedule of Compensation, Benefits, and Other Payments to the Council's Executive Director are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2024, on our consideration of the TVCOA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the TVCOA's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the TVCOA's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "James Lambert Riggs & Associates". The signature is written in a cursive style and is placed over a solid black rectangular background.

James Lambert Riggs and Associates, Inc.  
Hammond, Louisiana

December 2, 2024

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**The Tangipahoa Voluntary Council on Aging**  
**June 30, 2024**

The following discussion and analysis of The Tangipahoa Voluntary Council on Aging's (the Council) financial performance provides management's overview and analysis of the Council's financial performance and activities for the year ended June 30, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts. This document should be read in conjunction with basic financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The Council showed a decrease in overall net position of \$133,870 or about 12.5%.
- Net investment in capital assets increased by \$33,200 or about 139%.
- Administrative expenses increased this year by \$35,455 or about 11%.
- The unassigned fund balance for the Council's General Fund was \$821,318 at year-end, which is a \$158,958 decrease from last year.
- Fund revenues decreased by \$169,578 or about 10.6%.
- Fund expenditures increased by \$287,763 or about 21.4%.
- No deficit fund balances existed at year-end.
- The Council had no long-term debt at year-end.

**How to Use This Annual Report**

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

- (1) Management's discussion and analysis (this section),
- (2) The basic financial statements (government-wide, fund and footnotes),
- (3) Supplementary financial information required by GASB 34,
- (4) Supplementary financial information for GOEA analysis,
- (5) Supplementary financial information required by Louisiana law, and
- (6) Auditor reports.

Government-wide financial statements are comprised of the Statement of Net Position (Exhibit A) and the Statement of Activities (Exhibit B). These financial statements provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, the fund financial statements, which consist of the Fund Balance Sheet (Exhibit C) and the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D), tell how services were financed in the short-term, as well as what remains for future spending for governmental funds. Fund financial statements also report the Council's operations in more detail than the government-wide financial statements by providing information about the Council's most



## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

significant funds.

The Council's auditor has provided assurance in his independent auditor's report, located immediately before this Management's Discussion and Analysis (MD & A), that the Basic Financial Statements are fairly stated. The auditor also mentions in his report that he has performed limited procedures about the MD&A and certain budgetary comparison schedules required by accounting principles generally accepted in the United States of America (specifically, GASB Statement 34) in this reporting package but did not audit them and therefore expresses no opinion on them. Finally, the auditor states in his report that he has applied certain audit procedures to other supplementary financial information presented for purposes of additional analysis and that this information is fairly stated in all material respects in relation to the financial statements as a whole.

On page 73 of this reporting package is a second auditor's report. This report is on the Council's compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*. In this report the auditor did not identify any deficiencies in internal control over financial reporting that he considered to be material weaknesses. In addition, the auditor stated that his tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### BASIC FINANCIAL STATEMENTS

The basic financial statements consist of the government-wide financial statements and fund financial statements, which present different views of the Council, along with notes to the financial statements.

#### Government-Wide Financial Statements

The government-wide financial statements (Exhibits A and B) are prepared using the *accrual* basis of accounting and are designed to provide readers with a broad overview of the Council's finances in a manner similar to a private sector business. When using these financial statements, the user should consider whether the Council's finances, as a whole, have improved or deteriorated since last year. The government-wide financial statements report the Council's net position and changes in them. However, to assess the overall financial position of the Council, the user must also consider non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Net Position (Exhibit A) presents all assets and liabilities and the Council's financial position at year end, whereas the Statement of Activities (Exhibit B) presents information showing how the Council's net position changed during this fiscal year as a result of the Council's

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

activities. In these statements all changes in net position are reported as soon as the underlying events giving rise to the changes occur regardless of when cash is received or paid. Thus, revenues and expenses are reported for some items that will affect cash flows in future fiscal periods.

All of the Council's significant activities are reported in the Statement of Activities (Exhibit B), including a *Health, Welfare, and Social Services* function and an *Administration* function. The Health, Welfare, and Social Services function is comprised of five primary programs that include supportive social services, nutritional services, family caregiver support, senior citizen activities, and nonelderly public transportation. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail.

All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the service are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity might be classified as a business-type activity. The Council does not have any business-type activities. Note that the Council does charge fees for its nonelderly, general public transportation services, but the Council does not expect the fees to cover the costs of operating this program.

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Council are governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements (Exhibits C and D) focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Accordingly, the governmental funds use the *modified accrual* basis of accounting. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. The governmental fund balance sheet presents a reconciliation between net position of governmental activities and fund balances of the governmental funds. A reconciliation between the change in fund balances for the governmental funds and the change in net position for the governmental activities is presented in Exhibit E. These two reconciliations will facilitate the comparison between governmental activities and fund operations.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The Council uses two types of governmental funds: (1) general fund and (2) special revenue funds.

The general fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Council's general fund receives general revenue primarily from the Tangipahoa Parish Government (TPG), the cities of Hammond and Ponchatoula, CAAA, GOEA, the Louisiana Department of Transportation and Development (DOTD), program service fees for transportation, and a variety of public donations. General funds are often transferred to special revenue funds to help pay for expenditures that exceed their primary revenues.

All other funds are special revenue funds that are used to account for the proceeds of specific revenue sources which 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, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues. All special revenue funds have no fund balance at year-end because all revenue received is expended in the same year.

The Council has presented the General Fund, Title III B Fund, Title III C-1 Fund, and Title III C-2 Fund as *major* governmental funds (See Exhibits C and D). All *nonmajor* governmental funds are presented in one column on the fund financial statements, titled *Nonmajor Funds*. A combining Schedule of Revenues, Expenditures, and Changes in Fund Balance of the nonmajor governmental funds can be found on page 69.

### Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found beginning on page 30 of this report. They should be read before making assumptions or conclusions about the Council's financial condition.

### SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

In addition to the basic financial statements, this report also presents certain required supplementary information (RSI) that further explains and supports the information in the financial statements. The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted budget (see pages 62 to 65). The schedules compare the original and final (if the original budget is amended) budgets to actual results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

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

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present a combining schedule that provides details about nonmajor governmental funds and a schedule containing details about capital assets and the changes in capital assets. This information will be used by GOEA to verify the accuracy of information submitted to them during the year and to help monitor certain compliance requirements set forth in the grants that it has with the Council (see pages 69 and 70).

**SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

Act 706 of the 2014 Louisiana Legislative session amended Louisiana Revised Statute 24:513 A (3) to require a supplementary Schedule of Compensation, Reimbursements, Benefits and Other Payments to the Council's Executive Director (see page 72). This information is designed to allow the public to see what the Council's top employee has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

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

**Condensed Statement of Net Position**

	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
Current and Other Assets:				
Current Assets	\$ 890,039	\$ 1,093,886	\$ (203,847)	-18.64%
Other Assets	29,153	4,879	24,274	497.52%
Capital Assets, net of depreciation	<u>57,088</u>	<u>23,888</u>	<u>33,200</u>	138.98%
Total Assets	<u>976,280</u>	<u>1,122,653</u>	<u>(146,373)</u>	-13.04%
Current Liabilities	<u>43,510</u>	<u>56,013</u>	<u>(12,503)</u>	-22.32%
Total Liabilities	<u>43,510</u>	<u>56,013</u>	<u>(12,503)</u>	-22.32%
Net Position:				
Net Investment in Capital Assets	57,088	23,888	33,200	138.98%
Restricted	14,027	13,889	138	0.99%
Unrestricted	<u>861,655</u>	<u>1,028,863</u>	<u>(167,208)</u>	-16.25%
<b>Total Net Position</b>	<b><u>\$ 932,770</u></b>	<b><u>\$ 1,066,640</u></b>	<b><u>\$ (133,870)</u></b>	-12.55%

As noted earlier, *net position* may serve over time as a useful indicator of the Council's financial condition. About 92% of the Council's net position is *unrestricted* at the end of 2024, whereas it was 96% at the end of 2023. The unrestricted net position decreased by \$167,208 this year, which indicates the Council's financial position has declined since last year. Unrestricted resources are important because they provide management the necessary resources to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grants and contracts by governmental agencies.

The Council's *restricted* net position did not change very much this year and represents about 1.5% of the Council's total net position as of the end of this year compared to 1.3% in 2023. Restricted net position indicates those assets, usually cash, that are only available for use by management for a specific purpose and cannot be used for general operations.

The *net investment in the capital assets* portion of net position is presented net of any related outstanding debt to acquire them. There is, however, no debt to be subtracted from the capital assets. The Council's policy is to acquire capital assets by paying cash and avoiding debt. This policy helps assure that management will stay within its financial means so that future revenues will be spent for client services instead of debt service. Net investment in capital assets represents about 6.1% of total net position at the end of 2024 compared to 2.2% at the end of 2023. This year's increase

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

of \$33,200 in net capital assets indicates that the Council's capital asset acquisitions were more than depreciation this year.

The table presented below illustrates a condensed presentation of the revenues and expenses that caused the increase in net position for FY 2024 and FY 2023, respectively.

	<u>2024</u>	<u>% of 2024 Total</u>	<u>2023</u>	<u>% of 2023 Total</u>	<u>Increase (Decrease)</u>
<b><u>REVENUES</u></b>					
Program Revenues:					
Charges for Services	\$ 8,442	0.59%	\$ 7,458	0.46%	\$ 984
Operating Grants & Contributions	907,285	63.31%	1,084,085	67.48%	(176,800)
Capital Grants & Contributions	26,635	1.86%	0	0.00%	26,635
General Revenues:					
Unrestricted Grants & Contributions	440,412	30.73%	480,947	29.94%	(40,535)
Gain on Sale of Vehicles	0	0.00%	1,500	0.09%	(1,500)
Miscellaneous Income	9,651	0.67%	13,273	0.83%	(3,622)
Interest Income	40,604	2.83%	19,178	1.19%	21,426
<b>Total Revenues</b>	<b><u>1,433,029</u></b>	<b><u>100.00%</u></b>	<b><u>1,606,441</u></b>	<b><u>100.00%</u></b>	<b><u>(173,412)</u></b>
<b><u>EXPENSES</u></b>					
Supportive Services:					
Transportation for the Elderly	442,551	28.24%	346,243	25.54%	96,308
Other Supportive Services	155,374	9.92%	108,207	7.98%	47,167
Nutrition Services:					
Congregate Meals	198,970	12.70%	160,013	11.80%	38,957
Home-delivered Meals	264,843	16.90%	232,586	17.16%	32,257
Transportation for the Non-elderly	136,071	8.68%	157,456	11.62%	(21,385)
Other Social Service Programs and Activities	8,335	0.53%	25,805	1.90%	(17,470)
Direct Administrative Expenses	360,755	23.02%	325,300	24.00%	35,455
<b>Total Expenses</b>	<b><u>1,566,899</u></b>	<b><u>100.00%</u></b>	<b><u>1,355,610</u></b>	<b><u>100.00%</u></b>	<b><u>211,289</u></b>
<b>Increase (Decrease) in Net Position</b>	<b><u>(133,870)</u></b>		<b><u>250,831</u></b>		<b><u>\$ (384,701)</u></b>
Net Position, Beginning of the Year	1,066,640		815,809		
<b>Net Position, End of the Year</b>	<b><u>\$ 932,770</u></b>		<b><u>\$ 1,066,640</u></b>		

**AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

As illustrated by the table above, the Council gets most of its revenues (about 63.3%) from **operating grants & contributions** that are specifically related to a program and must be used in the programs to which they relate. **Unrestricted grants and contributions** make up the second largest percentage (about 30.7%) of revenues and this revenue is available to management to use at its discretion. **Capital grants and contributions** consist of a \$26,635 grant from the State of Louisiana to replace



## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

the roof at the Council's Hammond senior center. This center provides a variety of senior services and activities. It is the largest senior center in the Parish. This year, **interest income** was the third largest source of income. In past years, interest income hasn't been a significant revenue but this year it increased \$21,426 when compared to last year's total. This was due to the interest rate paid on funds invested in the Council's LAMP account remaining around 5% throughout the year. **Charges for services** arise from fees the Council has charged for providing a particular service and this revenue is used to pay for the expenses of the programs for which the fees were charged. **Miscellaneous income** includes the annual workman's compensation dividend (\$9,651 for 2024 and \$7,756 for 2023). Other miscellaneous amounts are minor and require no discussion.

The expenses in the table have been presented by primary programs, with additional details about the significant subprograms. In presenting this information, only direct program expenses are shown. The administrative expenses include all administrative expenses of the Council before any allocations were made to the various programs. Percentages have been presented for the expenses associated with each program for ease of analysis and to illustrate where the Council has spent its money this year and last year. The expense allocations are a good indication of the demand for each type of service. Now that the severe consequences of COVID have diminished, the Council has been able to resume services in its primary programs to pre-COVID levels. This adjustment has caused increases in the cost of operating most programs. The Council was able to provide more services, especially in the Title III funded programs, because it received about \$150,000 of American Rescue Plan (ARP) funds under Title III this year. This money won't be available next year.

When reviewing the government-wide Statement of Activities (Exhibit B), there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest program activities are supportive services, particularly elderly transportation, nutrition services, and nonelderly transportation. Accordingly, management allocates funds to these programs because those are the areas of greatest demand.

Another area of interest on the Statement of Activities relates to the *Total Governmental Activities* column wherein the Council shows that most of the governmental activities have more expenses than revenues. In other words, the Council's programs are generally not self-supporting. However, on occasion, a program might *break even* or even make a slight *profit*. This year, Other Senior Citizen Activities seems to have generated a *profit* but this is because of the one-time capital grant it received to replace a roof at a senior center. Without the grant, this activity also operated at a deficit.

The Council's ability to support all governmental activities relies heavily on general revenues. As a result, management prepares the annual budget based on this expectation, which means that general revenues will be used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would be unable to provide services

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

at current levels. Furthermore, the general nature of these revenues allows management's discretion as to how to apply them in paying for the Council's current services, as well as reallocating them to meet changing demands.

An indication of how money is used efficiently or inefficiently can be gained by comparing the amount of administration costs from year-to-year, as well as calculating the percentage administration expenses bears in relation to total revenues. This year total administration expenses were \$360,755 or about 25% of total revenues, whereas last year total administration expenses were \$325,300 or about 20% of total revenues. Administration expenses include indirect-type costs, which are costs not specifically identified with a particular program but those that benefit all programs. Administrative costs and its percentage of gross revenues are within the range that management expected and are *in line* with those of a typical council on aging.

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

#### **Fund Balances**

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances for all fund types of \$853,345, which is a decrease of \$197,858 when compared to last year. Because none of the Council's special revenue funds have a fund balance at year-end, these overall totals also represent the totals for the Council's General Fund. The unassigned fund balance component of the General Fund is \$821,318 and is available for spending at management's discretion. The remainder of the General Fund balance consists of \$14,027 of restricted resources.



**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

**Revenues**

The combined fund revenues decreased by \$169,578 this year, as shown in the table below.

	% of 2024		% of 2023		Increase/(Decrease)	
	2024	Total	2023	Total	Amount	Percent
Intergovernmental	\$ 1,278,281	89.06%	\$ 1,473,230	102.64%	\$ (194,949)	-13.23%
Public Support	97,732	6.81%	91,441	6.37%	6,291	6.88%
Program Service Fees	8,442	0.59%	7,458	0.52%	984	13.19%
Interest Income	40,604	2.83%	19,178	1.34%	21,426	111.72%
Miscellaneous	10,303	0.72%	13,633	0.95%	(3,330)	-24.43%
<b>Total Revenues</b>	<b>\$ 1,435,362</b>	<b>100%</b>	<b>\$ 1,604,940</b>	<b>112%</b>	<b>\$ (169,578)</b>	<b>-10.57%</b>

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

Although the overall decrease of \$194,949 in intergovernmental revenue was more than 13% from last year, the components of intergovernmental revenue had significant changes. The two most notable changes that account for the overall decrease were (1) a decrease in American Rescue Plan (ARP) grant revenue of \$136,665 and (2) a decrease in Section 5307 urban transportation funds of \$119,189. These decreases were softened by an increase of \$27,030 in Title III funding from Capital Area Agency and a special \$35,000 line-item grant from the State of Louisiana.

The Council also received donations from its clients and the general public. This **public support** revenue helps to lessen the financial burden on the Council and allows it to maintain its usual services. The overall public support increased by \$6,291 when FY 2024 amounts are compared to FY 2023 amounts. This year the Council held its annual fundraiser, Walking for Seniors, which raised \$11,386 and primarily accounts for the overall increase in public support versus last year. This fundraiser was not held last year. The main decrease in public support this year came from a decrease of \$4,405 in United Way funding. Public support type revenues are voluntary in nature so the amount the Council receives is not guaranteed from year-to-year and fluctuations are expected to occur.

**MANAGEMENT’S DISCUSSION AND ANALYSIS  
(Continued)**

**Program service fees** are generated by the nonelderly transportation program. Program service fees increased by \$984 in 2024. This increase is related to an increase in revenues from cash fares (\$734) and contracted transportation services (\$250).

The increase in interest income has already been discussed along with the nature of the primary sources of miscellaneous revenue.

**Expenditures**

Total expenditures increased by \$287,763 this year, as shown in the table below.

	% of 2024		% of 2023		Increase/(Decrease)	
	2024	Total	2023	Total	Amount	Percent
Personnel	\$ 856,704	52.45%	\$ 697,545	42.71%	\$ 159,159	22.82%
Fringe	97,952	6.00%	85,650	5.24%	12,302	14.36%
Travel	11,551	0.71%	9,851	0.60%	1,700	17.26%
Operating Services	188,532	11.54%	167,651	10.27%	20,881	12.46%
Operating Supplies	105,208	6.44%	119,355	7.31%	(14,147)	-11.85%
Other Costs	48,624	2.98%	45,105	2.76%	3,519	7.80%
Meals	223,741	13.70%	200,323	12.27%	23,418	11.69%
Full Service Contracts	15,435	0.95%	11,430	0.70%	4,005	35.04%
Utility Assistance	920	0.06%	5,702	0.35%	(4,782)	-83.87%
Capital Outlay	45,515	2.79%	2,845	0.17%	42,670	1499.82%
Intergovernmental	39,038	2.39%	0	0.00%	39,038	NA
<b>Total</b>	<b>\$ 1,633,220</b>	<b>100%</b>	<b>\$ 1,345,457</b>	<b>82%</b>	<b>\$ 287,763</b>	<b>21.39%</b>

**Personnel expenditures** increased by \$159,159 (about 22.8%) from last year. Each year, changes in personnel costs will occur primarily because there are fluctuations in hours worked to meet the demand for services. This year the Council employed 45 full and part-time employees this year whereas last year the total was 46. In addition, this year the Council gave raises to its employees that ranged from 3% to 5%.

**Fringe expenditures** increased by \$12,302 this year primarily because of increases in FICA payroll taxes (\$12,663) and workman’s compensation (\$2,464). Fringe expenditures are directly tied to increases and decreases in personnel costs. This year personnel costs increased so the increase in these two fringe components is to be expected. These increases were offset somewhat by a decrease in health insurance premiums (\$2,827).

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

**Travel expenditures** increased by \$1,700 (about 17%) compared to last year primarily because the Council increased its administrative travel (\$1,242) and travel related to home-delivered meals services (\$764).

**Operating services expenditures** increased this year by \$20,881 (about 12.5%) mainly because of increases in vehicle insurance premiums (\$10,256) and vehicle maintenance (\$10,363).

**Operating supplies expenditures** decreased this year by \$14,147 (about 11.85%) mainly because of decreases in vehicle fuel and supplies (\$4,213), which stem from the reduced cost of a gallon of gas versus last year. In addition, program supplies decreased by \$8,037, small dollar equipment purchases decreased by \$3,303, and office supplies increased by \$1,406.

**Other costs** increased this year by a total of \$3,519 (about 7.8%) due to multiple reasons. Some of the more notable reasons for the overall increase are (1) an increase in the annual audit costs (\$2,900,) (2) a decrease in special events (\$4,613), (3) an increase in finance charges (\$1,117), (4) an increase in uniforms (\$1,622), and an increase in direct costs for the *Walking for Seniors* fundraiser (\$2,246).

**Meal expenditures** increased by \$23,418 this year. The Council served 58,791 home-delivered meals this year, whereas last year it served 58,506 meals, which is an increase of 285. In addition, the Council served 36,261 congregate meals this year compared to 40,474 last year, which is a decrease of 4,213. Last year CAAA was able to absorb more of the cost of meals than this year, which has accounted for the increase in overall costs.

**Full-service contract expenditures** increased this year by \$4,005 because the Council provided more counseling services than it did last year (171 units this year versus 157 last year). Counseling is the only full-service contract the Council had this year. The counseling services were paid in full with ARP funds.

**Utility assistance expenditures** decreased by \$4,782 this year. The decrease is primarily related to the Council not receiving as much ARP funding this year (\$3,520) for direct utility assistance versus last year (\$120). In addition, the Council did not use as much local funding this year (\$760) to pay for direct utility assistance as it did last year (\$2,302).

**Capital outlay expenditures** will vary from year-to-year based on the needs of the Council. Accordingly, expenditure patterns are not expected to be consistent as might be the case in the other expenditure categories. This year the Council expended \$45,515 on capital outlays, which will be discussed later in this MD&A.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

### AN ANALYSIS OF THE GENERAL FUND BUDGET

When preparing its initial budget for this year, management forecasted that its expenditures and other uses would exceed revenues and other sources by \$10,700. Management recognized that an amendment would be required later in the year as better data was compiled and operations changed. As a result, all management could do is make its best guess at forecasted revenues and expenditures when preparing the initial budget for 2024.

There was only one budget amendment prepared for this year, which was approved in February, 2024. The main reason for amending the original General Fund budget was to account for changes in revenues, expenditures and transfer accounts so that they would closely parallel the actual results for the year. By amending the budget at a relatively early date, the Council's management was unable to use as much hindsight as possible, which resulted in some budget versus actual variances that are larger than should have been the case had management allowed more time to pass before amending.

A schedule of the original budget and amended budget with the comparative actual revenues and expenditures for the General Fund can be found in the *Supplementary Financial Information Required by GASB Statement 34* section of this report. When reviewing this schedule, you can see that very few changes were made to the forecasted revenues when the budget amendment was prepared. As for the expenditures, some adjustments were made to the various categories but an adjustment for capital outlays was overlooked and the operating transfers out were significantly understated.

When the final amended budget was prepared, the Council forecasted that its General Fund revenues and other financing sources would exceed its expenditures plus transfers out to the special revenue funds by \$17,668. However, this year's actual results of operations produced a net decrease in fund balance of \$197,858. As a result, the overall budget versus actual variance for the year was an unfavorable \$215,526, which indicates the Council did much worse than what management forecasted.

There are many reasons that contributed to the overall actual unfavorable variance of \$215,526 but some of the more notable ones are as follows:

- The Council received \$26,635 from the State of Louisiana to pay for a roof replacement and this revenue source and corresponding capital outlay expenditure were not included in the amended budget.
- Interest income shows a favorable variance of \$32,604, which indicates management did not consider the increased income from this source during the year when preparing the amendment.
- Capital outlays show an unfavorable variance of \$45,515 because nothing was budgeted for

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

capital outlays.

- Transfers out to the special revenue funds shows an unfavorable variance of \$308,220, which indicates those funds needed a lot more money than management expected when it amended the budget.

The remaining favorable and unfavorable variances within the General Fund were spread across several categories and were within the expectations of management or are considered not material to this discussion; accordingly, they require no further explanation.

**ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION**

Net capital assets increased by \$33,200 as shown below.

<b><u>Capital Assets, Net of Depreciation</u></b>			
	<b><u>2024</u></b>	<b><u>2023</u></b>	<b><u>Increase/ (Decrease)</u></b>
Vehicles	\$ -	\$ -	\$ -
Office furniture and equipment	16,664	11,451	5,213
Nutrition equipment	-	251	(251)
Leasehold improvements	40,424	12,186	28,238
	<b><u>\$ 57,088</u></b>	<b><u>\$ 23,888</u></b>	<b><u>\$ 33,200</u></b>

During the year, the Council invested \$45,515 in several capital assets as follows:

- 2 computers (\$2,615)
- Air conditioner at the Hammond senior center (\$7,332)
- Hot water heater at the Hammond senior center (\$1,200)
- Portable storage building at Independence (\$2,043)
- Color copy machine at Kentwood (\$2,845)
- Color copy machine at Amite (\$2,845)
- Roof replacement at the Hammond senior center (\$26,635)

Depreciation expense for the year on capital assets was \$12,315.

At year-end, the Council's transportation fleet consisted of thirteen vehicles, three of which are owned by the Council and ten are owned by the Tangipahoa Parish Government (TPG). One of the vehicles that the Council owns is an administrative vehicle that is used by the Council's Executive Director to attend to Council business and one vehicle is used exclusively to deliver home-delivered meals. The third Council-owned vehicle is used solely for public transportation. All ten of the

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

vehicles owned by the TPG are used for public transportation. Two of these vehicles were acquired this year by the TPG for the Council to use.

Five vehicles owned by the TPG at the end of last year were removed from service at the end of this fiscal year. Seven of the thirteen vehicles being used at June 30, 2024 have been fully depreciated, which indicates that they might have to be replaced within the next few years.

The Council does not like to incur any debt as a matter of financial stewardship. Accordingly, the Council did not have any long-term debt as of year-end.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGET**

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year-to-year. All of the Council's grants and contracts from the usual federal and state agencies have been awarded for FY 2025 and management is unaware of any significant adverse changes to the funding levels or terms of these grants and contracts, except that there is no more funding under the American Rescue Plan (ARP). ARP funding for this fiscal year was \$162,169, so management will need to make adjustments to account for this loss of revenue next year.

For next year, management has initially budgeted \$1,363,655 in revenues and \$1,335,296 in expenditures, which produces an excess of revenues over expenditures of \$28,359 for the Council's programs. The budget for next year has been approved. However, management expects to have to amend the budget later in fiscal year 2025 using more current data.

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

Our financial report is designed to provide governmental agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Debi Fleming, Executive Director, at 106 North Bay St., Amite, LA 70422 or by phone (985) 748-7486.

## GOVERNMENT-WIDE FINANCIAL STATEMENTS

**Statement of Net Position**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**June 30, 2024**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Current Assets:	
Cash and Investments	\$ 728,520
Receivables:	
Tangipahoa Parish Government	82,572
Capital Area Agency on Aging (CAAA)	60,047
City of Amite	840
City of Hammond	5,000
United Way	1,876
Prepaid expenses	11,184
Total current assets	890,039
Other Asset - prepaid expense for long-term vehicle use	29,153
Capital Assets, net of accumulated depreciation	57,088
Total Assets	976,280
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts payable	35,655
Accrued expenses	7,855
Total current liabilities	43,510
<b>NET POSITION</b>	
Net investment in capital assets	57,088
Restricted for:	
Senior Citizen Activities	3,928
Arts Council	2,847
Birthday Parties	7,092
Utility Assistance	160
Unrestricted	861,655
Total Net Position	\$ 932,770

The accompanying notes are an integral part of this statement.



## Statement of Activities

The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024

Functions/Programs	Program Revenues				Capital Grants and Contributions	Total Governmental Activities	Net (Expense) Revenue and Increase (Decrease) in Net Position
	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions			
<b>Governmental Activities</b>							
<b>Health, Welfare &amp; Social Services:</b>							
Supportive Services:							
Transportation of the elderly	\$ 442,551	\$ 166,538	\$ 0	\$ 370,952	\$ 0	\$ (238,137)	
Homemaker	54,682	21,016	0	25,333	0	(50,365)	
Information and Assistance	43,036	16,541	0	8,463	0	(51,114)	
Outreach	3,053	1,174	0	650	0	(3,577)	
Telephoning	27,585	10,602	0	7,081	0	(31,105)	
Utility Assistance	6,356	444	0	281	0	(6,519)	
Material Aid	163	0	0	200	0	37	
Counseling Services	15,435	0	0	15,375	0	(60)	
Medic Alert Devices	5,064	746	0	3,630	0	(2,180)	
Nutrition Services:							
Congregate Meals	198,970	63,999	0	101,248	0	(161,721)	
Home Delivered Meals	264,843	27,938	0	193,385	0	(99,396)	
Transportation Services - non elderly	136,071	51,724	8,442	176,835	0	(2,518)	
Family Caregiver Support	680	34	0	690	0	(24)	
Other Senior Citizen Activities	7,655	0	0	3,162	26,635	22,142	
<b>Administration</b>	360,755	(360,755)	0	0	0	0	
Total governmental activities	\$ 1,566,899	\$ (0)	\$ 8,442	\$ 907,285	\$ 26,635	\$ (624,537)	
General Revenues:							
Grants and contributions not restricted to specific programs					440,412		
Miscellaneous income					9,651		
Interest income					40,604		
Total general revenues						490,667	
Increase (Decrease) in net position						(133,870)	
Net position - beginning of the year						1,066,640	
Net position - end of the year						\$ 932,770	

The accompanying notes are an integral part of this statement.

## **FUND FINANCIAL STATEMENTS**

**Fund Balance Sheet  
Governmental Funds**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

June 30, 2024

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Nonmajor Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and Investments	\$ 703,314	\$ 0	\$ 3,823	\$ 21,383	\$ 0	\$ 728,520
Receivables:						
Tangipahoa Parish Government - Sections 5307 & 5311	26,949	55,623	0	0	0	82,572
Capital Area Agency on Aging	0	50,089	663	9,245	50	60,047
City of Amite	0	0	0	840	0	840
City of Hammond	5,000	0	0	0	0	5,000
United Way	1,876	0	0	0	0	1,876
Due from other governmental funds	100,553	0	0	0	0	100,553
Total Assets	\$ 837,692	\$ 105,712	\$ 4,486	\$ 31,468	\$ 50	\$ 979,408
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities</b>						
Accounts payable	\$ 381	\$ 1,328	\$ 3,290	\$ 30,656	\$ 0	\$ 35,655
Accrued expenses	1,966	3,880	1,196	812	1	7,855
Due to other governmental funds	0	100,504	0	0	49	100,553
Total Liabilities	2,347	105,712	4,486	31,468	50	144,063
<b>Fund Balances</b>						
Restricted for:						
Senior Citizen Activities	3,928	0	0	0	0	3,928
Arts Council	2,847	0	0	0	0	2,847
Birthday Parties	7,092	0	0	0	0	7,092
Utility Assistance	160	0	0	0	0	160
Unassigned	821,318	0	0	0	0	821,318
Total Fund Balances	835,345	0	0	0	0	835,345
Total Liabilities and Fund Balances	\$ 837,692	\$ 105,712	\$ 4,486	\$ 31,468	\$ 50	
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>						
- Prepaid expenses relating to vehicle usage are not financial resources and therefore are not reported as assets in the governmental funds						40,337
- Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds as assets in the governmental funds						57,088
<b>Net Position of Governmental Activities</b>						<u>\$ 932,770</u>

The accompanying notes are an integral part of this statement.

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

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

**For the year ended June 30, 2024**

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Nonmajor Funds	Total Governmental Funds
<b><u>REVENUES</u></b>						
Intergovernmental:						
Capital Area Agency on Aging (CAAA)	\$ 0	\$ 201,503	\$ 78,498	\$ 144,893	\$ 690	\$ 425,584
City of Amite	0	0	0	10,483	0	10,483
City of Hammond	60,000	0	0	0	0	60,000
City of Ponchatoula	29,076	0	0	0	0	29,076
Governor's Office of Elderly Affairs (GOEA)	290,101	0	0	0	0	290,101
Tangipahoa Parish Government (TPG)	166,797	226,340	0	0	0	393,137
Town of Kentwood	0	2,400	0	0	0	2,400
United Way of America	0	0	0	32,500	0	32,500
State of Louisiana - special line item	26,635	0	8,365	0	0	35,000
Public Support (Restricted):						
Client contributions	650	1,560	14,220	5,509	0	21,939
United Way	22,512	0	0	0	0	22,512
Other donors	3,222	0	0	0	0	3,222
Public Support (Unrestricted):						
United Way	4,639	0	0	0	0	4,639
Anderson Ray Leto Memorial Fund	27,000	0	0	0	0	27,000
Fundraisers	16,695	0	0	0	0	16,695
Other donors	1,725	0	0	0	0	1,725
Program Service Fees- transportation services	8,442	0	0	0	0	8,442
Interest income	40,604	0	0	0	0	40,604
Miscellaneous	10,138	0	165	0	0	10,303
Total revenues	<u>708,236</u>	<u>431,803</u>	<u>101,248</u>	<u>193,385</u>	<u>690</u>	<u>1,435,362</u>
<b><u>EXPENDITURES</u></b>						
<b>Health, Welfare, &amp; Social Services:</b>						
Current:						
Personnel	111,747	489,617	186,586	68,654	100	856,704
Fringe	14,731	55,486	19,637	8,088	10	97,952
Travel	437	8,600	849	1,665	0	11,551
Operating Services	35,321	128,492	12,170	12,542	7	188,532
Operating Supplies	23,407	70,658	4,441	6,700	2	105,208
Other Costs	14,746	26,063	5,324	2,193	298	48,624
Meals	400	0	31,199	192,142	0	223,741
Full Service Contracts	0	15,435	0	0	0	15,435
Utility Assistance	464	160	0	0	296	920
Capital Outlay	45,515	0	0	0	0	45,515
Intergovernmental	39,038	0	0	0	0	39,038
Total expenditures	<u>285,806</u>	<u>794,511</u>	<u>260,206</u>	<u>291,984</u>	<u>713</u>	<u>1,633,220</u>
Excess of revenues over (under) expenditures	<u>422,430</u>	<u>(362,708)</u>	<u>(158,958)</u>	<u>(98,599)</u>	<u>(23)</u>	<u>(197,858)</u>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Operating transfers in	0	362,708	158,958	98,599	23	620,288
Operating transfers out	<u>(620,288)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(620,288)</u>
Total other financing sources and uses	<u>(620,288)</u>	<u>362,708</u>	<u>158,958</u>	<u>98,599</u>	<u>23</u>	<u>0</u>
Net increase (decrease) in fund balances	<u>(197,858)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(197,858)</u>
<b><u>FUND BALANCE (DEFICIT)</u></b>						
Beginning of year	<u>1,033,203</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,033,203</u>
End of year	<u>\$ 835,345</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 835,345</u>

The accompanying notes are an integral part of this statement.

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

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

Net Increase (Decrease) in Fund Balances - Total Governmental Funds	\$ (197,858)
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 capital outlays (\$45,515) exceeded depreciation (\$12,315) this year.	33,200
Governmental funds report the amounts the Council expends as local <i>matching</i> funds on capital assistance grants, which results in another government obtaining title to the capital assets acquired under the grants, as intergovernmental expenditures. However, because the Council gets to use the capital assets in lieu of having paid the required local match, the Council records the amounts it paid in the Statement of Net Position as a prepaid expense, which will be amortized over the estimated useful lives of the capital assets. This reconciling amount represents the amount by which intergovernmental expenditures (\$39,038) exceeded amortization expense (\$8,250) this year.	<u>30,788</u>
Increase (Decrease) of Net Position of Governmental Activities	<u><u>\$ (133,870)</u></u>

The accompanying notes are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS****The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
June 30, 2024****Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies**

The accounting and reporting policies of The Tangipahoa Voluntary Council on Aging (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. 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 Tangipahoa Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish and state; to provide for the mutual exchange of ideas and information on the parish and state level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services with other local agencies serving the aging people of the parish; to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA), Capital Area Agency on Aging - District II, Inc. (CAAA), 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 Tangipahoa Parish.

The primary services provided by the Council to the elderly residents of Tangipahoa Parish include transportation, homemaker, information and assistance, outreach, telephoning, utility assistance, medic alert devices, counseling, congregate and home-

delivered meals, and family caregiver support. The Council also provides transportation services to the general public (no age restrictions).

**b. Reporting Entity**

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

Before a council on aging can begin operations in a specific parish, its application for a charter must receive approval from GOEA pursuant to Louisiana Revised Statute (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 Tangipahoa Voluntary Council on Aging (the Council) is a legally separate, non-profit, quasi-public corporation. The Council incorporated under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes on September 22, 1980 and subsequently received its charter from the Governor of the State of Louisiana on October 3, 1980.

A board of directors, consisting of 15 voluntary members, who serve three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the Parish's elderly population, general public, private businesses, and elected public officials. Board members are elected in the following manner:

- Ten members are recommended by the Tangipahoa Parish Government to represent the elderly population in their respective districts.
- Two members are recommended by agencies that serve the elderly.
- Three at-large members are recommended by the general public.

Those persons that have been recommended are presented at the Council's annual meeting and elected by the general membership.

Although the Tangipahoa Parish Government (TPG) recommends a voting majority of the Council's board, the TPG does not intend to impose its will to affect the

operations of the Council. Furthermore, the TPG only provides the Council less than 10% of its total annual revenues (not including any pass-through DOTD funds from FTA) and does not assume any specific financial burdens of the Council. As a result, the Council is not a component unit of the Tangipahoa Parish Government.

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

Based on the criteria set forth in section 2100, *The Financial Reporting Entity*, of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. Accordingly, the Council has presented its financial statements as a special-purpose, stand-alone government by applying the provisions of section 2100 as if it were a primary government.

**c. Basis of Presentation of the Basic Financial Statements**

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

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

**Government-Wide Financial Statements:**

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



supported primarily by intergovernmental revenues.

In the government-wide Statement of Net Position only one column of numbers has been presented for total governmental activities. The numbers are presented on a consolidated basis and represent only governmental type activities. The Statement of Net Position has been prepared on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net position is reported in three parts - investment in capital assets, net of related debt; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation and amortization, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and restricted 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.

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 *Title 2 U.S. Code of Federal Regulations Part 200, - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Statement of Activities shows this allocation in a separate column labeled *indirect expenses*.

In the Statement of Activities, *charges for services* represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. *General revenues* are reported separately from program related revenues because they are unrestricted as to their use or purpose. If a function or program has a net cost, then it was supported in some manner by the Council's general revenues. *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:**

The fund financial statements (Exhibits C and D) present financial information very similar to that which was included in the general-purpose financial statements issued by governmental entities before Governmental Accounting Standards Board (GASB) Statement No. 34 required the format change.

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

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. 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, management did not elevate any nonmajor fund to major fund status. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

### **General Fund**

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

### **Local Programs and Funding**

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

### **PCOA Funding**

Parish Council on Aging (PCOA) funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via GOEA. The Council's management may use these funds at its discretion to fund any of its programs provided the program is benefiting people who are at least 60 years old. In FY 2024, the Council received \$100,000 of PCOA funds, which were initially recorded as revenues of the General Fund. Subsequently, management transferred \$100,000 of the PCOA funds to the Title III B Fund to subsidize program expenditures in that fund.

### **Senior Center and Supplemental Senior Center Funding**

Senior Center and Supplemental Senior Center grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for congregate type services of any program involving persons who are at least 60 years old. Senior centers are located throughout the parish and are designed to allow the elderly person a place to go to obtain health, welfare and social services. The Council maintains five senior centers in Tangipahoa Parish. Initially these funds are received by the Council's General

Fund. However, to make the best use of them, management transfers them to other funds to meet the demand for services. This year, management transferred its primary senior center grant funds to the Title III B Fund (\$23,246) and Title III C-1 Fund (\$155,943). The supplemental senior center funds (\$10,912) were all transferred to the Title III B Fund.

**Medicare Improvement for Patients and Providers Act (MIPPA) Program**

The MIPPA program funds are accounted for within the Council's General Fund. The purpose of this program is to provide education and enrollment assistance with regards to the Medicare Improvements for Patients and Provider's Act of 2008 to persons eligible to receive Medicare benefits. To receive the grant the Council has to provide units of service which consists of hosting outreach, enrollment, and education events in accordance with the specifications, procedures, and requirements outlined in the MIPPA Grant Taxonomy. For this fiscal year, the Council did not provide any MIPPA services and therefore it did not earn any money from this program.

**Transportation Program Services - Nonelderly**

The Council provides various transportation services to the residents of Tangipahoa Parish who are not 60 years old for a fee. These program service fees and their related costs are accounted for within the *Nonelderly Transportation* program of the General Fund. In contrast, transportation services provided to residents who are at least 60 years old are accounted for in the *Elderly Transportation* program of the Title III B Fund.

During the fiscal year, the most significant services provided under this program consisted of the following:

- The Council transports people under age 60 who pay cash fares for the service. Passengers are charged a \$9 fee per one-way trip regardless of the length of the trip. These revenues and the related expenditures are accounted for in this program, which is referred to as *General Public Transportation*. In FY 2024 this transportation service generated \$1,587 of program service fees.
- The Council has agreements with various entities in Tangipahoa Parish to transport people for a negotiated fee per trip. This year the Council provided transportation services to the Tangipahoa Parish Tourist Commission and earned \$4,000. In addition, the Council also earned \$250 by transporting people for the St. Helena Catholic Church.

- The Council also provides city bus type services to the general public in Hammond and Ponchatoula and generated \$2,605 in program fees.

### Fundraisers

The Council will hold fundraisers from time to time for the purpose of raising additional unrestricted operating funds and to promote community awareness about the needs of the elderly population within Tangipahoa Parish.

In most years, the main fundraiser is Walking for Seniors. It is usually held in conjunction with the Council's annual picnic in May of each year. Program participants and Council employees generally volunteer their time to solicit pledges from businesses and individuals of Tangipahoa Parish. To earn the pledge, the participants walk distances within a designated area at the picnic. This fundraiser generated \$13,720 in gross revenues. Direct expenditures to sponsor the fundraiser were \$2,334, which resulted in a net gain of \$11,386.

Another fundraiser held by the Council is called *Vehicle Sponsorships*. Local businesses or churches donate money to sponsor an informational message on the Council's vehicles. The *sponsors* do not receive anything in return for their donation in order to prevent the sponsorship from being considered advertising revenue. The gross revenue from this fundraiser was \$3,600, which was donated by one donor. There were no direct costs associated with producing this revenue.

### Other Senior Citizen Activities

The Council operates senior centers in Hammond, Amite, Kentwood, Independence, and Ponchatoula. The participants at each of these centers solicit public support and raise funds through activities to help offset the cost of activities not paid for through the primary grant to operate senior centers from GOEA. Examples of the types of activities used to raise these funds include craft sales, ceramic sales, soft drink sales, and recycling income. The revenues and related expenditures for each senior center's non-program activities are maintained in separate accounts within the Council's general ledger. The total gross revenue from the general public donations and the activities of the individual senior centers was \$411 this year.

### Utility Assistance

This program usually provides financial assistance to elderly, disabled, and

handicapped people that qualify for assistance with paying their utility bills. In past years, the Council used to participate with multiple utility companies to provide this assistance but only one company (WST) provides financial assistance now (\$161 this year). In addition, the Council will, on occasion, receive contributions from the general public to purchase fans, heaters, and air condition units to help those people that need them and want to lower their utility bills.

The contributions received for this program are considered restricted public support and are used to pay for direct services. No indirect or administration expenses are paid for with this program's restricted public support.

### **Special Revenue Funds**

**Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure 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, which are designed to primarily account for Title III grants. These grants originate at the federal level and are issued to the State of Louisiana's Governor's Office of Elderly Affairs (GOEA). GOEA matches a portion of the federal grant with state funds and then passes the grant funds through to the local level. Capital Area Agency on Aging (CAAA) manages the Title III grants for GOEA at the local level and awards the grant funds to the Council on Aging based on the number of units of service it provides in various programs.

The following are brief descriptions of the purpose of each special revenue fund and their classification as either a major or nonmajor governmental fund.

#### **Major Governmental Funds:**

##### **Title III B Fund**

The Title III B Fund is used to account for funds used to provide various types of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III program. Specific supportive services, along with the number of units reported to CAAA during the fiscal year, are as follows:

**Exhibit F - Continued**

<u>Type of Service Provided</u>	<u>Regular Units</u>	<u>ARP Units</u>
Information and Assistance	1,838	93
Outreach	61	5
Homemaker	2,157	62
Telephoning	4,425	217
Transportation for people age 60 or older	19,128	1,117
Medic Alert Units	117	-
Counseling	-	171
Utility Assistance	-	3
Material Aid	-	8

The sources of revenues that form the basis of this fund are as follows:

- A primary grant provided by GOEA which is then passed through CAAA to the Council for *Special Programs for the Aging \_ Title III, Part B\_ Grants for Supportive Services and Senior Centers* (\$157,861).
- American Rescue Plan (ARP) grant funds (\$43,642) which were also provided by GOEA and passed through CAAA to the Council.
- Two grants from the Louisiana Department of Transportation and Development (DOTD) which are passed through the Tangipahoa Parish Government (TPG) to the Council for public transportation services. These grants reimburse the Council a portion of the cost of providing public transportation services. The portion (\$226,340) of these grants that was used to pay for the transportation costs for elderly riders has been recorded as revenue in this fund.
- An annual grant of \$2,400 from the Town of Kentwood that is to be used to pay for the costs of transporting the elderly in that town.
- Restricted, voluntary public support (\$1,560) from persons who actually received homemaker and transportation services.

**Title III C-1 Fund**

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to people age 60 or older in strategically located centers throughout Tangipahoa Parish. The Council maintains meal-sites in Amite, Independence, Kentwood, Hammond, and Ponchatoula. During the year the Council reported to CAAA that it provided 36,261 meals (33,238 primary grant and 3,023 ARP grant) to eligible participants. The Council also reported 80 units of nutrition education.



## Exhibit F - Continued

The sources of revenues received this year that form the basis of this fund are (1) a primary grant from GOEA which is then passed through CAAA to the Council for *Special Programs for the Aging \_ Title III, Part C-1 \_ Nutrition Services* funds (\$67,385), (2) American Rescue Plan (ARP) grant funds (\$11,113) which were also provided by GOEA and passed through CAAA to the Council, (3) *Special line item* funds (\$8,365) provided by the State of Louisiana, and (4) restricted, voluntary public support (\$14,220) from those persons who received congregate meals.

### Title III C-2 Fund

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year the Council reported to CAAA that it provided 58,791 home-delivered meals (37,402 primary grant and 21,389 ARP grant) to eligible participants. The Council also reported 194 units of nutrition education.

The main sources of revenues received this year that form the basis of this fund are (1) a primary grant provided by GOEA which is passed through CAAA to the Council for *Special Programs for the Aging \_ Title III, Part C-2 \_ Nutrition Services* funds (\$51,079); (2) intergovernmental funds from the City of Amite (\$10,483); (3) American Rescue Plan (ARP) grant funds (\$93,814) which were also provided by GOEA and passed through CAAA to the Council; (4) EFSP funds (\$32,500) provided by United Way; and (5) restricted, voluntary public support (\$5,509) from the general public, including those persons actually receiving home-delivered meal services.

### Nonmajor Governmental Funds:

#### Title III E Fund

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and for grandparents or older individuals who are relative caregivers. During the year, the Council reported to CAAA that it provided 6 units of information and assistance to eligible participants. The sources of the revenues forming the basis for this fund is a \$590 grant the Council received from GOEA through CAAA for the *Title III, Part E \_ National Family Caregivers Support Program* and American Rescue Plan (ARP) grant funds of \$100.

#### **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.

### **Government-Wide Financial Statements – Accrual Basis**

The government-wide financial statements are prepared using the economic resources 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 decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both *measurable* and *available*. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within sixty days of the current fiscal year end. 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. Depreciation and amortization are costs that are not recognized in the governmental funds.

#### **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. Cash is reported at carrying value, which approximates fair value.

For the purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year end, the line item *Cash and Investments* on the Statement of Net Position includes \$14,027 of restricted cash. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because of its availability for use in current operations.

**g. Receivables**

The financial statements for the Council 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. Investments**

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

Investments, which include securities traded on a national or international exchange, are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value. The Council did not have investments of this type at the end of the fiscal year.

However, the Council invested funds in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like investment pool established as a cooperative endeavor to enable public entities of the State of Louisiana to aggregate funds for investment. A 2a7-like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment

company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940. LAMP, Inc. is subject to regulatory oversight by the state treasurer and its board of directors. For financial statement purposes, LAMP investments are valued and reported at fair value based on quoted market rates. The fair market value of investments is determined on a weekly basis to monitor any variances between amortized cost and market value. For purposes of determining participants' shares sold and redeemed, investments are valued at amortized cost. LAMP seeks to maintain a stable net asset value of \$1.00 per unit, but there are no assurances that LAMP will be able to always achieve this objective. Because of its liquidity, the balance in the LAMP account is classified as a current asset on the Statement of Net Position.

**i. Prepaid Expenses/Expenditures**

In the government-wide financial statements prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses 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 goods and 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 the 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. Disbursements made as *matching* payments to acquire vehicles that are titled to another governmental entity are recorded as a prepaid expense and amortized in the Statement of Net Position to better present the substance of this type of 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 the fund financial statements as intergovernmental expenditures when the vehicles are received.

**j. Capital Assets**

The accounting and reporting treatment used for property, vehicles, and equipment (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 estimated fair market value at the date of donation. Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expensed 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. The Council follows a guideline issued by the State of Louisiana's Office of Statewide Reporting and Accounting to establish the useful lives of the various types of capital assets that are depreciated and the method used to calculate annual depreciation. Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

Vehicles	5 years
Computer equipment	5 years
Office equipment - other than computers	6 years
Portable building	10 years
Nutrition equipment	10 years
Leasehold improvements	20 years

When calculating depreciation, the State's guideline assumes that capital assets will not have any salvage values, that a full year's worth of depreciation will be taken in the year the capital assets are placed in service, and any undepreciated amount will be taken in full in the year of disposal.

**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.

**k. 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.

**1. Unpaid Compensated Absences**

The Council's annual leave policy requires employees to consume any annual leave they might earn within the Council's fiscal year. In other words, an employee must *use or lose* any earned leave on or before June 30<sup>th</sup> of every year. In contrast, the Council's sick leave policy allows an employee to carryover up to thirty days of sick leave. However, upon termination the employee is not paid for any unused sick leave. As a result, the Council has not accrued a liability for any unused annual or sick leave in the financial statements. The Council's management has this policy to minimize the Council's exposure to a liability for which the Council may not have the funds to pay.

**m. Advances from Funding Agencies**

The Council reports advances from funding agencies on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Advances from funding agencies 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. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council did not have any advances from funding agencies that were required to be returned at year-end.

**n. Unearned Revenue**

The Council reports unearned revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Unearned revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before incurring qualifying expenditures. In subsequent periods, when the Council has a legal claim to (earned) the resources, the liability for unearned revenue is removed from the Statement of Net Position and the Fund Balance Sheet, whichever the case might be, and the revenue is recognized. At year-end the Council did not have any unearned revenue at year-end.

**o. Deferred Outflows and Inflows of Resources**

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 inflows of resources to report in any of its financial statements this year.

**p. Net Position in the Government-wide Financial Statements**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources.

The Council reports three categories of net position, as follows:

- *Net investment in capital assets* – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in this component of net position. Rather, that portion of the debt is included in the same component of net position as the unspent proceeds. At year-end, the Council did not have any borrowings that were related to capital assets.
- *Restricted net position* – This component reports the amount of net position with externally imposed constraints placed 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 is the balance (deficit) of all other elements in the statement of net position remaining after net investment in capital assets and restricted net position.

**q. Fund Equity – Fund Financial Statements**

Governmental fund equity is classified as *fund balance*, which is classified based on the relative strength of the spending constraints placed on how the fund balance resources can be used, as follows:

- *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 because these items are not expected to be converted to cash. The Council did not have any nonspendable resources as of year-end.
- *Restricted*: This classification includes amounts for which constraints have been placed on the use of resources and are 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.
- *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 specific purpose. The intent of an assigned fund balance should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned fund balance 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.

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

The preparation of financial statements in conformity with United States 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.

**s. 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. The net cost of the Administration function is allocated using a formula 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 expense allocation according to their grant or contract restrictions. In addition, if the program's activities are immaterial, management may not elect to allocate any indirect costs to the program.



**t. Elimination and Reclassifications**

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the *grossing up* effect on assets and liabilities within the governmental activities column.

**Note 2 - Revenue Recognition**

Revenues are recorded in the government-wide financial statements when they are earned using the accrual basis of accounting.

Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees (charges for services), and interest income must be both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

**Note 3 - Cash Management, Deposits and Investments**

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

The Council's policy is to follow state law in an effort to minimize risks associated with bank deposits that exceed those covered by FDIC insurance. Currently, only the first \$250,000 of deposits at each bank are covered by FDIC insurance. At year-end all bank balances at the Council's to banks were adequately covered by FDIC insurance.

The Council maintains a petty cash fund (approximately \$50) at its main office to pay for small, unexpected expenses that might arise during daily operations.

During the year the Council might accumulate cash in excess of its immediate needs. To maximize its revenues, the Council's management will invest the excess cash. The

## Exhibit F - Continued

Council's management has adopted an investment policy that is intended to follow Louisiana Revised Statute 33:2955, which sets forth a list of the types of investments in which a political subdivision may invest its temporarily idle funds. Accordingly, the Council's management invested \$676,380 in the Louisiana Asset Management Pool (LAMP). This type of investment complies with state law and the Council's investment policy.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under Louisiana law. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

GASB Statement No. 40, *Deposit and Investment Risk Disclosure*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is generally restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM (to reset) for LAMP's total investments is 43 days and the WAM (to final) is 70 days as of June 30, 2024.

**Exhibit F - Continued**

- Foreign currency risk: Not applicable to 2a7-like pools.

At June 30, 2024, the Council's cash and investments consisted of the following:

<u>Cash &amp; Investments</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Interest Rate</u>	<u>Maturity</u>	<u>Credit Risk Category</u>
Cash:					
The First Bank	\$ 24,433	\$ 24,433	0.04%	Demand	Category 1
First Guaranty Bank	27,657	27,657	None	Demand	Category 1
Petty Cash	50	50	None	N/A	None
Total Cash	<u>52,140</u>	<u>52,140</u>			
Investments:					
LAMP	676,380	676,380	0.0527%	Demand	Not Required
Total Investments	<u>676,380</u>	<u>676,380</u>			
Total Cash & Investments	<u>\$ 728,520</u>	<u>\$ 728,520</u>			
Unrestricted Purpose	\$ 714,493				
Restricted Purpose:					
Senior Citizen Activities	3,928				
Arts Council	2,847				
Birthday Parties	7,092				
Utility Assistance	160				
Total Cash & Investments	<u>\$ 728,520</u>				

As illustrated in the above table, some of the Council's cash and investments are restricted assets for presentation in the Statement of Net Position. Restricted assets include amounts received or earned by the Council with an explicit understanding between the Council and the resource providers that the resource would be used for a specific purpose.

**Note 4 - Prepaid Expenditures and Expenses**

At year-end, there were no prepaid expenditures in the Fund Balance Sheet (Exhibit C).

At year-end, prepaid expenses in the Statement of Net Position (Exhibit A) consisted of the following:

	Current Portion	Noncurrent Portion
Unamortized vehicle usage	\$ 11,184	\$ 29,153

The current portion of the unamortized vehicle usage represents the amount that management expects the Council to consume and economically benefit from in the next fiscal year. The noncurrent portion represents the amount of vehicle usage that will be consumed in future years.

The difference, if any, between prepaid expenditures and prepaid expenses arises from transactions wherein the Council has paid *matching funds* under capital assistance grants the Tangipahoa Parish Government (TPG) entered into with the Louisiana Department of Transportation and Development (DOTD) to acquire vehicles. Although the vehicles are titled in the name of the TPG, the Council and the TPG have a written agreement whereby the Council will, as a subrecipient, be a direct transportation operator for Tangipahoa Parish. Accordingly, the Council must abide by all the terms of the primary grant between the TPG and DOTD. The funds the Council expends as *matching funds* are first recorded as van deposits (prepaid expenditures) in its Fund Balance Sheet when the funds are remitted to DOTD. Upon delivery of the vehicles to the COA, the deposits are reversed as intergovernmental expenditures in the Council's fund financial statements. However, in the government-wide financial statements, the *matching funds* are classified as prepaid expenses and amortized over the estimated useful lives of the vehicles (100,000 miles - approximately 60 months). The Council's management believes presenting the matching transactions in this manner in the government-wide financial statements best presents the economics of the transactions.

**Note 5 - Changes in Capital Assets and Accumulated Depreciation**

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

<b>Capital Assets Being Depreciated</b>	<b>Balance June 30, 2023</b>	<b>Additions</b>	<b>Decreases</b>	<b>Balance June 30, 2024</b>
Vehicles	\$ 99,288	\$ 0	\$ 0	\$ 99,288
Office furniture and equipment	29,669	10,348	0	40,017
Nutrition equipment	4,290	0	0	4,290
Leasehold improvements	41,332	35,167	(28,019)	48,480
<b>Total Capital Assets</b>	<b>174,579</b>	<b>45,515</b>	<b>(28,019)</b>	<b>192,075</b>
Less Accumulated Depreciation:				
Vehicles	99,288	0	0	99,288
Office furniture and equipment	18,218	5,135	0	23,353
Nutrition equipment	4,039	251	0	4,290
Leasehold improvements	29,146	6,929	(28,019)	8,056
<b>Total Accumulated Depreciation</b>	<b>150,691</b>	<b>12,315</b>	<b>(28,019)</b>	<b>134,987</b>
<b>Capital Assets Net of Depreciation</b>	<b>\$ 23,888</b>	<b>\$ 33,200</b>	<b>\$ 0</b>	<b>\$ 57,088</b>

Capital assets do not include any donated capital assets at year-end.

The Council's management has reviewed the capital assets and does not believe any of the assets to be impaired as of year-end.

Depreciation was charged to governmental activities as follows:

Administration	\$ 10,305
Supportive Services:	
Transportation of the elderly	1,073
Nutrition Services:	
Congregate meals	535
Transportation - non elderly	402
<b>Total depreciation expense</b>	<b>\$ 12,315</b>

The depreciation expense associated with the administration function (\$10,305) relates to capital assets that essentially serve 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 Council's method of allocating indirect

expenses. The other depreciation amounts (\$2,010) are charged as direct expenses to their related functions on the Statement of Activities.

**Note 6 - Fund Balances - Fund Financial Statements**

At year-end, none of the special revenue funds have a fund balance. The fund balances of the special revenue funds are cleared out at year-end to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants.

The General Fund has \$14,027 of restricted funds to be used specifically for senior citizen activities at various senior centers and utility assistance.

**Note 7 - In-Kind Contributions**

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a donation of a capital asset, accounting principles for governmental entities require the fair value of a donated capital asset be recorded in the Statement of Activities at the time of acquisition. However, these same principles do not permit the recording of the fair value of capital assets (or other in-kind contributions) in the fund financial statements because of the measurement focus of such statements.

There are two significant types of in-kind contributions that the Council receives each year. The first one consists of free rent, utilities, and janitorial services relating to the use of facilities in Ponchatoula, Amite, Hammond, Independence, and Kentwood. These facilities allow the elderly to participate in activities and receive meals and other services. In addition, the Council's main office in Amite is furnished free of charge. Based on information supplied by the owners of these locations, management estimates the aggregate value of this set of in-kind contributions to be approximately \$175,000 for the year.

The second significant type of in-kind contribution the Council receives is for its elderly and nonelderly transportation programs. This contribution consists of free usage of 15 vehicles owned by the Tangipahoa Parish Government (TPG). The vehicles owned by the TPG were all acquired under capital assistance grants wherein the federal government paid for 80% to 100% of the vehicle's cost and the remainder, if any, had to be paid for by the Council with local *matching* funds. In return for putting up the matching

funds, the TPG permits the Council to use the vehicles. Therefore, the Council is receiving an in-kind contribution from the TPG represented by a portion of the cost of the vehicles paid directly by the federal government. Management has estimated the in-kind use of the TPG's vehicles to be \$100,126 for the fiscal year. The estimate was derived by first determining the amount the federal government paid for its share of the cost for the vehicles. Then, the amount of *federal match* for each vehicle was amortized from the date at which the Council began using each vehicle using a 5 year (approximately 100,000 miles) estimated useful life. The amount for the period July 1, 2023, through June 30, 2024, was deemed to be the value of the in-kind contribution for vehicle usage. If the in-kind contribution for the vehicles had been recorded in the Statement of Activities, the allocation of the value of the contribution amongst the Council's transportation programs would have been \$79,387 for elderly transportation and \$20,739 for nonelderly transportation.

**Note 8 - Board of Directors' 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.

**Note 9 - 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.

The Council does not file a Form 990 because the Council has been determined by the Internal Revenue Service to be an *affiliate of a governmental unit* within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 C.B. 418.

**Note 10 - Cooperative Endeavor Agreement**

On February 6, 2001 the Louisiana State Board of Elementary and Secondary Education (BESE) approved a 20-year cooperative endeavor agreement between it and the Council for the Hammond senior center building. The Council has the option to renew this lease for four consecutive additional terms of five years each provided the Council has maintained the building and submitted its request to renew in writing to BESE at least



sixty days before the end of each five-year term. On December 21, 2020 the Council elected to renew the lease for another twenty-year term, which will begin February 6, 2021. The Council is responsible for all interior and exterior repairs, utilities, the property insurance premium, and must maintain a minimum of \$1,000,000 of liability insurance coverage on the property. BESE does not charge the Council any rent to use the building.

**Note 11 - Judgments, Claims, and Similar Contingencies**

As of year-end the Council's management had knowledge of one outstanding lawsuit involving a person at one of the senior centers sustaining injuries when she fell off a treadmill. The lawsuit is still in the discovery stage and the Council's management believes any damages attributable to the Council will be adequately covered by the Council's insurance. Furthermore, the Council's management believes that any unexpected lawsuits or claims that might be filed against the Council would also be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

**Note 12 - Contingencies - Grant Programs**

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

**Note 13 - Economic Dependency**

The Council receives the majority of its revenue from other governmental entities in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal or state level, or the Council loses or fails to reapply for a grant, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the



amount of funds the Council will receive next year relating to its usual sources of intergovernmental revenues.

**Note 14 - 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 \$1,000 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 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, like floods and earthquakes, or virus pandemics.

**Note 15 - Related Party Transactions**

There were no related party transactions during the fiscal year.

**Note 16 - Purchase Commitments**

At year-end, the Council did not have any purchase commitments. On occasion, the Council will have unfulfilled purchase commitments that are usually to acquire vehicles. The outstanding commitments at the end of last year were fulfilled this year.

**Note 17 - Interfund Receivables and Payables - Fund Financial Statements**

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

	<u>Receivable From</u>	<u>Payable To</u>
General Fund:		
Major Funds:		
Title III B	\$ 100,504	\$ 0
Nonmajor Funds in the aggregate:		
Title III E	49	0
Totals for the General Fund	<u>100,553</u>	<u>0</u>
Special Revenue Funds:		
Major Funds:		
Title III B:		
General Fund	0	100,504
Nonmajor Funds in the aggregate:		
General Fund	0	49
Totals for Special Revenue Funds	<u>0</u>	<u>100,553</u>
Totals for All Funds	<u>\$ 100,553</u>	<u>\$ 100,553</u>

**Note 18 - Interfund Transfers**

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

	<b>Operating Transfers</b>	
	<b>In From</b>	<b>Out To</b>
General Fund:		
Title III B Fund	\$ 0	\$ 362,708
Title III C-1 Fund	0	158,958
Title III C-2 Fund	0	98,599
Nonmajor Funds	0	23
Total General Fund	<u>0</u>	<u>620,288</u>
Title III B - Fund:		
General Fund - PCOA grant	\$ 100,000	\$ 0
General Fund - Senior Center grant	23,246	0
General Fund - supplemental senior center grants	10,913	0
General Fund - various local funds	228,549	0
Total Title III B Fund	<u>362,708</u>	<u>0</u>
Title III C-1 Fund:		
General Fund - Senior Center grant	\$ 155,943	\$ 0
General Fund - various local funds	3,015	0
Total Title III C-1 Fund	<u>158,958</u>	<u>0</u>
Title III C-2 - Fund:		
General Fund - various local funds	\$ 98,599	\$ 0
Total Title III C-2 Fund	<u>98,599</u>	<u>0</u>
Nonmajor Funds in the Aggregate:		
Title III E:		
General Fund	\$ 23	\$ 0
Total for Nonmajor Funds	<u>23</u>	<u>0</u>
Grand Totals	<u>\$ 620,288</u>	<u>\$ 620,288</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 revenue funds to eliminate program deficits.

These transfers were eliminated as a part of the consolidation process in preparing the government-wide financial statements.

**Note 19 - Subsequent Events**

## Exhibit F - Continued

Management has evaluated subsequent events through December 2, 2024, which is the date the financial statements were available to be issued. There were no events that required disclosure.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB 34**

**Budgetary Comparison Schedule - General Fund**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the year ended June 30, 2024**

	Budgeted Amounts	Budgeted Amounts	Actual Amounts	Variance with Final Budget
	Original	Amended (Final)	Modified Accrual Basis	Favorable (Unfavorable)
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
PCOA	\$ 100,000	\$ 100,000	\$ 100,000	\$ 0
Senior Center primary grant	179,189	179,189	179,189	0
Supplemental Senior Center grant #1	3,100	3,100	3,100	0
Supplemental Senior Center grant #2	7,813	7,813	7,812	(1)
MIPPA	800	800	0	(800)
Tangipahoa Parish Government:				
Annual Award	60,000	60,000	60,000	0
Health Insurance Assistance	14,000	14,000	15,982	1,982
Section 5311 and 5307 Pass-through Grants	75,200	75,200	90,815	15,615
City of Hammond	60,000	60,000	60,000	0
City of Ponchatoula	29,076	29,076	29,076	0
City of Amite	1,787	10,500	0	(10,500)
State of Louisiana - special line item	0	0	26,635	26,635
Public Support - restricted	30,130	30,130	25,784	(4,346)
Public Support - unrestricted	48,000	48,000	50,659	2,659
Program Service Fees - transportation services	4,500	4,500	8,442	3,942
Interest Income	8,000	8,000	40,604	32,604
Miscellaneous	575	690	10,138	9,448
Total revenues	<u>622,170</u>	<u>630,998</u>	<u>708,236</u>	<u>77,238</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	122,679	138,673	111,747	26,926
Fringe	15,341	16,983	14,731	2,252
Travel	337	467	437	30
Operating Services	42,200	66,815	35,321	31,494
Operating Supplies	39,437	36,049	23,407	12,642
Other Costs	17,009	13,563	14,746	(1,183)
Meals	0	0	400	(400)
Full Service Contracts	5,000	0	0	0
Utility Assistance	5,400	1,400	464	936
Capital Outlay	0	0	45,515	(45,515)
Intergovernmental	20,500	28,812	39,038	(10,226)
Total expenditures	<u>267,903</u>	<u>302,762</u>	<u>285,806</u>	<u>16,956</u>
Excess of revenues over expenditures	<u>354,267</u>	<u>328,236</u>	<u>422,430</u>	<u>94,194</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from sale of vehicles	1,500	1,500	0	(1,500)
Transfers in	0	0	0	0
Transfers out	(345,067)	(312,068)	(620,288)	(308,220)
Total other financing sources and uses	<u>(343,567)</u>	<u>(310,568)</u>	<u>(620,288)</u>	<u>(309,720)</u>
Net increase (decrease) in fund balance	<u>\$ 10,700</u>	<u>\$ 17,668</u>	<u>(197,858)</u>	<u>\$ (215,526)</u>
<b>FUND BALANCE</b>				
Beginning of year			1,033,203	
End of year			<u>\$ 835,345</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III B Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA) - Primary Grant	\$ 150,652	\$ 150,652	\$ 157,861	\$ 7,209
Capital Area Agency on Aging (CAAA) -ARP Grant	36,500	49,017	43,642	(5,375)
Tangipahoa Parish Government - Section 5311 & 5307	394,800	394,800	226,340	(168,460)
Town of Kentwood	2,400	2,400	2,400	0
Public Support - restricted (client contributions)	1,826	1,826	1,560	(266)
Total revenues	<u>586,178</u>	<u>598,695</u>	<u>431,803</u>	<u>(166,892)</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	541,801	481,898	489,617	(7,719)
Fringe	62,957	58,080	55,486	2,594
Travel	8,612	10,409	8,600	1,809
Operating Services	110,625	161,717	128,492	33,225
Operating Supplies	78,346	70,181	70,658	(477)
Other Costs	20,933	23,566	26,063	(2,497)
Full Service Contracts	8,000	12,000	15,435	(3,435)
Utility Assistance	0	0	160	(160)
Total expenditures	<u>831,274</u>	<u>817,851</u>	<u>794,511</u>	<u>23,340</u>
Excess of expenditures over revenues	<u>(245,096)</u>	<u>(219,156)</u>	<u>(362,708)</u>	<u>(143,552)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	245,096	219,156	362,708	143,552
Transfers out	0	0	0	0
Total other financing sources and uses	<u>245,096</u>	<u>219,156</u>	<u>362,708</u>	<u>143,552</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information.



**Budgetary Comparison Schedule - Title III C-1 Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA) - Primary Grant	\$ 67,385	\$ 67,385	\$ 67,385	\$ 0
Capital Area Agency on Aging (CAAA) -ARP Grant	14,788	10,829	11,113	284
State of Louisiana - special line item	0	0	8,365	8,365
Public Support- restricted (client contributions)	15,202	15,202	14,220	(982)
Miscellaneous (alternate vendor & guest meal fees)	0	0	165	165
Total revenues	<u>97,375</u>	<u>93,416</u>	<u>101,248</u>	<u>7,832</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	145,907	147,817	186,586	(38,769)
Fringe	17,417	17,585	19,637	(2,052)
Travel	339	415	849	(434)
Operating Services	9,916	11,632	12,170	(538)
Operating Supplies	4,926	3,777	4,441	(664)
Other Costs	3,585	3,925	5,324	(1,399)
Meals	15,256	0	31,199	(31,199)
Full Service Contracts	0	0	0	0
Total expenditures	<u>197,346</u>	<u>185,151</u>	<u>260,206</u>	<u>(75,055)</u>
Excess of expenditures over revenues	<u>(99,971)</u>	<u>(91,735)</u>	<u>(158,958)</u>	<u>(67,223)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	99,971	91,735	158,958	67,223
Transfers out	0	0	0	0
Total other financing sources and uses	<u>99,971</u>	<u>91,735</u>	<u>158,958</u>	<u>67,223</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III C-2 Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA) - Primary Grant	\$ 51,079	\$ 51,079	\$ 51,079	\$ 0
Capital Area Agency on Aging (CAAA) -ARP Grant	122,443	92,443	93,814	1,371
City of Amite	8,713	0	10,483	10,483
United Way of America	15,000	0	32,500	32,500
Public Support - restricted (client contributions)	2,700	2,700	5,509	2,809
Miscellaneous (Alternate Vendor)	115	0	0	0
Total revenues	<u>200,050</u>	<u>146,222</u>	<u>193,385</u>	<u>47,163</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	122,271	105,000	68,654	36,346
Fringe	13,859	12,354	8,088	4,266
Travel	708	833	1,665	(832)
Operating Services	13,891	19,083	12,542	6,541
Operating Supplies	6,147	5,831	6,700	(869)
Other Costs	3,174	3,121	2,193	928
Meals	40,000	0	192,142	(192,142)
Full Service Contracts	0	0	0	0
Total expenditures	<u>200,050</u>	<u>146,222</u>	<u>291,984</u>	<u>(145,762)</u>
Excess of expenditures over revenues	<u>0</u>	<u>0</u>	<u>(98,599)</u>	<u>(98,599)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	0	0	98,599	98,599
Transfers out	0	0	0	0
Total other financing sources and uses	<u>0</u>	<u>0</u>	<u>98,599</u>	<u>98,599</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information.

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the Year Ended June 30, 2024**

**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 Capital Area Agency on Aging - District II Inc., (CAAA) notifies the Council each year as to the funding levels for each program's grant award.
- Revenue projections are also made based on grants from GOEA and other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information regarding projected revenues and expenditures has been obtained, the Council's executive director and bookkeeper prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting usually held before the end of the current fiscal year. The original budget for FY 2024 was adopted at a board meeting on May 8, 2023.
- The adopted budget is forwarded to CAAA for compliance approval for the funds it will pass through to the Council from GOEA.
- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically

budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under a federal matching program. The *match* might be made in one year and the vehicle delivered in another year.

- The budget is prepared on a modified accrual basis, consistent with the basis of accounting for governmental funds, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying required supplementary information include the original adopted budget amounts and all subsequent amendments. The Council amended its FY 2024 budget once at a board meeting held on February 20, 2024.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain compliance approval from the CAAA and GOEA for funds received under grants and contracts from these agencies. As a part of their compliance, CAAA and GOEA require management to amend the budget in cases where actual expenditures for a particular line item exceed their budgeted amount by more than 10%, unless unrestricted funds are available to *cover* the overrun.
- Budgeted expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.
- The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some activities may not be budgeted, particularly if they are deemed to be immaterial by management.

## **Note 2 - General Fund's Budgeted Operating (Deficit) Surplus**

Initially, management forecasted a surplus of \$10,700 when it prepared the initial budget for the year. However, as the year progressed, it amended the General Fund's budget to reflect a surplus of \$17,668. The main reasons for the favorable change resulted from *transfers out* to the special revenue funds being less than originally forecasted and expenditures being less than originally forecasted.

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

**COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
NONMAJOR GOVERNMENTAL FUNDS**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

	<b>Title III E Fund</b>	<b>Totals</b>
<b><u>REVENUES</u></b>		
Intergovernmental:		
Capital Area Agency on Aging (CAAA) - Primary Grant	\$ 590	\$ 590
Capital Area Agency on Aging (CAAA) - ARP	100	100
Total revenues	690	690
<b><u>EXPENDITURES</u></b>		
<b>Health, Welfare, &amp; Social Services:</b>		
Current:		
Personnel	100	100
Fringe	10	10
Travel	0	0
Operating Services	7	7
Operating Supplies	2	2
Other Costs	298	298
Full Service Contracts	0	0
Utility Assistance	296	296
Capital Outlay	0	0
Total expenditures	713	713
Excess of revenues over (under) expenditures	(23)	(23)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>		
Operating transfers in	23	23
Operating transfers out	0	0
Total other financing sources and uses	23	23
Net increase (decrease) in fund balance	0	0
<b><u>FUND BALANCE (DEFICIT)</u></b>		
Beginning of year	0	0
End of year	\$ 0	\$ 0

**COMPARATIVE SCHEDULE OF CAPITAL ASSETS  
AND CHANGES IN CAPITAL ASSETS**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

**For the year ended June 30, 2024**

	<b>Balance June 30, 2023</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2024</b>
<b><u>Capital Assets</u></b>				
Vehicles	\$ 99,288	\$ 0	\$ 0	\$ 99,288
Office furniture and equipment	29,669	10,348	0	40,017
Nutrition equipment	4,290	0	0	4,290
Leasehold improvements	41,332	35,167	(28,019)	48,480
	<u>\$ 174,579</u>	<u>\$ 45,515</u>	<u>\$ (28,019)</u>	<u>\$ 192,075</u>
<b><u>Investment in Capital Assets</u></b>				
Property acquired with funds from -				
Local funds and donations	\$ 173,466	\$ 45,515	(28,019)	\$ 190,962
Title III B	590	0	0	590
Title III C-1	267	0	0	267
Title III C-2	134	0	0	134
Senior Center	122	0	0	122
	<u>\$ 174,579</u>	<u>\$ 45,515</u>	<u>\$ (28,019)</u>	<u>\$ 192,075</u>

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY LOUISIANA LAW**



**Schedule of Compensation, Benefits and Other Payments to the Council's  
Executive Director**

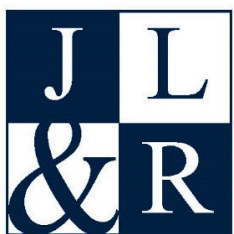
**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2024**

**Executive Director's (Agency Head) Name: Debi Fleming**

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 75,000.02
Benefits-insurance (health and life)	16,162.44
Benefits-retirement	-
Benefits-other - Fringe (LUTA, Worker's Comp, FICA)	7,472.60
Vehicle provided by government (enter amount reported on W-2)	732.56
Telephone Expense Reimbursements	1,922.63
Vehicle Maintenance Reimbursements	709.50
Conferences and Training Reimbursements	1,102.13
Office Supplies Reimbursements	594.59
Equipment Reimbursements	2,614.92
Other	
<b>Total</b>	<b>\$ 106,311.39</b>

Dennis E. James, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehrlich, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA

Lyle E. Lambert, CPA  
Lauren Kimble Smith, CPA



**JAMES  
LAMBERT RIGGS  
& ASSOCIATES, INC.**  
CERTIFIED PUBLIC ACCOUNTANTS  
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Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

The Board of Directors of  
The Tangipahoa Voluntary Council on Aging, Inc.  
Amite, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tangipahoa Voluntary Council on Aging, Inc., Amite, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Tangipahoa Voluntary Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 2, 2024.

**Report on Internal Control over Financial Reporting**

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

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

Tangipahoa Voluntary Council on Aging  
December 2, 2024


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

### **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

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

A handwritten signature in black ink that reads "James Lambert Riggs & Associates". The signature is written in a cursive style and is placed on a white background.

James Lambert Riggs and Associates, Inc.  
Hammond, Louisiana

December 2, 2024

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the Year Ended June 30, 2024**

**SUMMARY OF AUDITOR'S REPORTS**

- A. Type of auditor's report issued on the financial statements: Unmodified
- B. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*:  
Internal control over financial reporting:
  - Material weaknesses identified? No
  - Significant deficiencies identified? None were reported  
Noncompliance material to the financial statements identified? No
- C. Federal Awards:  
Auditor's reports on compliance for each major federal award program and on internal control over federal awards are not applicable because federal award expenditures were less than \$750,000 and a single audit was not required this year.
- D. Was a management letter issued for this year's audit? No

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the year ended June 30, 2024**

**Financial Statement Findings**

2023-001 - Failure to Complete Audit Report Within Six Months of the Close of the Fiscal Year  
This finding has been cleared.

**Major Federal Award Program Findings and Questioned Costs**

None

**Management Letter**

None

**MANAGEMENT'S CORRECTIVE ACTION PLAN**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the year ended June 30, 2024**

**To the following oversight agencies for audit:**

**State:** Legislative Auditor of the State of Louisiana; and  
Governor's Office of Elderly Affairs;

**Local:** Capital Area Agency on Aging - District II, Inc.

**Name and address of independent public accounting firm:** James Lambert Riggs &  
Associates, Inc., 401 East Thomas Street, Hammond, Louisiana 70401

**Audit period:** For the year ended June 30, 2024.

The findings from this year's schedule of findings and questioned costs are discussed below.

**FINANCIAL STATEMENT FINDINGS**

The auditor did not report any findings as a result of this year's audit. Therefore, management has nothing to report in this section.

If there are any questions, please call Debi Fleming, the Council's Executive Director, at (985) 748-7486 or [debi@tvcoa.com](mailto:debi@tvcoa.com).

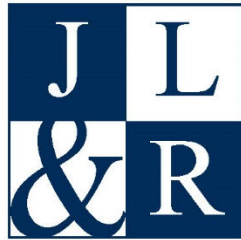
**TANGIPAHOA VOLUNTARY COUNCIL ON AGING, INC.  
AMITE, LOUISIANA**

**STATEWIDE AGREED UPON PROCEDURES ENGAGEMENT**

**FOR THE YEAR ENDED JUNE 30, 2024**

Dennis E. James, CPA  
Paul M. Riggs, Jr., CPA  
J. Bryan Ehricht, CPA  
Megan E. Lynch, CPA  
B. Jacob Steib, CPA

Lyle E. Lambert, CPA  
Lauren Kimble Smith, CPA



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Society of Louisiana CPAs

## Independent Accountants' Report on Applying Agreed-Upon Procedures

Board of Directors  
Tangipahoa Voluntary Council on Aging, Inc.  
Amite, Louisiana

Louisiana Legislative Auditor  
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Tangipahoa Voluntary Council on Aging, Inc.'s (the "TVCOA") management is responsible for those C/C areas identified in the SAUPs.

The TVCOA has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are detailed in Schedule "A."

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

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

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

James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

December 2, 2024



**1) *Written Policies and Procedures***

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. ***Receipts / Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - v. ***Payroll / Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - vi. ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
    - **Results:** No exceptions were noted as a result of the above listed procedures.

ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

- **Results:** No exceptions were noted as a result of the above listed procedures.

x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure / EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

- **Results:** No exceptions were noted as a result of the above listed procedures.

xi. **Information Technology Disaster Recovery / Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing / verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches / updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

- **Results:** No exceptions were noted as a result of the above listed procedures.

xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

- **Results:** No exceptions were noted as a result of the above listed procedures.

## 2) Board or Finance Committee

---

A. Obtain and inspect the board / finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

i. Observe that the board / finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Observe whether the board / finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

- **Results:** No exceptions were noted as a result of the above listed procedures.

### 3) Bank Reconciliations

---

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

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

### 4) Collections (excluding electronic funds transfers)

---

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no

written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee / official is responsible for reconciling ledger postings to each other and to the deposit; and

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

i. Observe that receipts are sequentially pre-numbered.

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. Trace the deposit slip total to the actual deposit per the bank statement.

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

- **Results:** No exceptions were noted as a result of the above listed procedures.

v. Trace the actual deposit per the bank statement to the general ledger.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

- **Results:** No exceptions were noted as a result of the above listed procedures.

B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. At least two employees are involved in processing and approving payments to vendors;

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. The employee responsible for processing payments is prohibited from adding / modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Either the employee / official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

- **Results:** No exceptions were noted as a result of the above listed procedures.

- v. Only employees / officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

- **Results:** No exceptions were noted as a result of the above listed procedures.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

#### **6) Credit Cards / Debit Cards / Fuel Cards / Purchase Cards (Cards)**

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit / debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the

authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business / public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

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A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms / prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

- **Results:** No exceptions were noted as a result of the above listed procedures.

iii. Observe that each reimbursement is supported by documentation of the business / public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

- **Results:** No exceptions were noted as a result of the above listed procedures.

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

- **Results:** No exceptions were noted as a result of the above listed procedures.

## 8) *Contracts*

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. Observe whether the contract was approved by the governing body / board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.
    - **Results:** No exceptions were noted as a result of the above listed procedures.

## 9) *Payroll and Personnel*

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



- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary / pay rate found within the personnel file.
    - **Results:** No exceptions were noted as a result of the above listed procedures.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- **Results:** No exceptions were noted as a result of the above listed procedures.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.
- **Results:** No exceptions were noted as a result of the above listed procedures.

## 10) Ethics

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

**11) Debt Service**

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- A. Obtain a listing of bonds / notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- **Results:** No exceptions were noted as a result of the above listed procedures.
- B. Obtain a listing of bonds / notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond / note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
- **Results:** No exceptions were noted as a result of the above listed procedures.

**12) Fraud Notice**

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- **Results:** No exceptions were noted as a result of the above listed procedures.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.
- **Results:** No exceptions were noted as a result of the above listed procedures.

**13) Information Technology Disaster Recovery / Business Continuity**

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- **Results:** We performed the procedure and discussed the results with management.

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

- **Results:** We performed the procedure and discussed the results with management.

iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

- **Results:** We performed the procedure and discussed the results with management.

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

- **Results:** We performed the procedure and discussed the results with management.

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

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

- **Results:** We performed the procedure and discussed the results with management.

#### ***14) Prevention of Sexual Harassment***

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

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

- **Results:** No exceptions were noted as a result of the above listed procedures.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - ii. Number of sexual harassment complaints received by the agency;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
    - **Results:** No exceptions were noted as a result of the above listed procedures.
  - v. Amount of time it took to resolve each complaint.
    - **Results:** No exceptions were noted as a result of the above listed procedures.