

WEST FELICIANA COUNCIL ON AGING
ST. FRANCISVILLE, LOUISIANA
ANNUAL FINANCIAL STATEMENTS
As of and for the Year Ended June 30, 2018



PHIL HEBERT
CERTIFIED PUBLIC ACCOUNTANT
A PROFESSIONAL ACCOUNTING CORPORATION

West Feliciana Council on Aging, Inc.
Annual Financial Statements with Supplemental Information
For the Year Ended June 30, 2018

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Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

Independent Accountant's Review Report

To the Board of Directors
West Feliciana Council on Aging, Inc.
St. Francisville, LA

We have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the West Feliciana Council on Aging, Inc., St. Francisville, Louisiana, (the Council) as of and for the year ended June 30, 2018, which collectively comprise the Council's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Council's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The Council's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with the Statements on Standards for Accounting and review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

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

Management's discussion and analysis on pages 4 to 13 and the budgetary comparison information on pages 35 to 40 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. The accompanying Comparative Schedule of Capital Assets and Changes in Capital Assets (page 51) are presented as supplementary information for purposes of additional analysis by the Governor's Office of Elderly Affairs and are also not a required part of the basic financial statements. The accompanying Schedule of Compensation, Reimbursements, Benefits, and Other Payments to the Agency Head (Page 53) is presented as supplementary information required by Louisiana Revised Statute 24:513 A (3), as amended, but is not a required part of the basic financial statements. All supplementary information has not been subjected to the inquiry and analytical procedures we applied in the review of the basic financial statements but was compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated December 20, 2018, on the results of our agreed-upon procedures.

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation

Ponchatoula, Louisiana

December 20, 2018

Required Supplemental Information (Part 1)
Management Discussion and Analysis

**West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018**

The following discussion and analysis of the West Feliciana Council on Aging, Inc.'s (the Council) financial performance provides an overview of the Council's financial performance and activities for the year ended June 30, 2018. 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 an increase in overall net position of \$3,876, or about 5% this year.
- Capital assets net of depreciation increased by \$10,433.
- Cash was \$50,295 at June 30, 2018, as compared to \$63,998 at June 30, 2017. This is a decrease of \$13,703.
- The Council's revenue decreased by \$18,058.
- The Council's expenditures increased by \$29,094.
- No deficit fund balances existed at year-end.
- The Council's assets exceeded its liabilities at the close of fiscal year 2018 by \$80,698 (net assets) as compared to \$76,822 for 2017.

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 and fund)
- (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) Accountant's review report.
- (7) Accountant's attestation report on agreed-upon procedures

The basic financial statements include two kinds of statements that present different views of the Council:

West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018

Government-wide financial statements are comprised of the Statement of Net Position (Statement A) and the Statement of Activities (Statement 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 (Statement C) and the Statement of Revenues, Expenditures, and Changes in Fund Balances (Statement 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 significant funds.

The independent accountant has provided assurance in his accountant's review report, located immediately before this Management's Discussion and Analysis (MD&A), that the Basic Financial Statements are fairly stated. The accountant has also mentioned in his report that all supplementary information was compiled from information that is the representation of management and that he is not providing any form of assurance on it. A user of this document should read the accountant's review report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

On page 54 of this reporting package is another report by the independent accountant in which he reports on the results on certain agreed-upon procedures.

BASIC FINANCIAL STATEMENTS

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

Government-Wide Financial Statements

Management's analysis of the Council as a whole begins on page 4. An important point to consider is whether or not the Council's finances, as a whole, are better or worse off as a result of this year's activities. The Statement of Net Position and the Statement of Activities (referred to collectively as the government-wide financial statements) reports information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018

The government-wide financial statements (Statements A and B) report the Council's net position and changes in them. The Council has restricted net position of \$4,038 which must be used for specific purposes, whereas \$57,562 of its net position is unrestricted, meaning that it can be used for any program at management's discretion. The Statement of Net Position (Statement A) is designed to present the financial position of the council as of year-end. Over time, increases or decreases in the Council's net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, the reader must consider other non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities (Statement B) provides information that shows how the Council's net position changed as a result of this year's activities. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include supportive social services, Transportation of the Elderly, Information and Assistance, Outreach, Telephoning, Homemaker, Emergency Services (Medic Alert) and Utility Assistance. 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 with the intention of making a profit or recovering the full cost of providing the service, that activity would be classified as a business-type activity. The Council does not have any business-type activities.

Fund Financial Statements

The fund financial statements (Statements C and D) provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, the reader will see a General Fund and three Special Revenue Funds that have been determined to be *Major Funds*. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

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

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes of the financial statements can be found on Pages 22 - 42 of this report.

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has an adopted annual budget. The schedules compare the original and final budgets to actual budget results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria, but which is believed to be important to present to the Council's financial statement users. Management did not subjectively elevate any nonmajor fund to major fund status for purposes of financial statement presentation this year.

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

**West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018**

SUPPLEMENTARY INFORMATION REQUIRED BY GOEA

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

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. This information is designed to permit the public to see what the agency's head has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

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

The following table reflects condensed information on the Council's assets, liabilities, and net position for fiscal years 2018 and 2017:

	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>
Current and Other Assets			
Current Assets	\$ 62,854	\$ 68,157	\$ (5,303)
Other Assets	-		-
Capital Assets, Net of Depreciation	19,098	8,665	10,433
Total Assets	<u>\$ 81,952</u>	<u>\$ 76,822</u>	<u>\$ 5,130</u>
Current Liabilities	1,254	-	(1,254)
Total Liabilities	<u>1,254</u>	<u>-</u>	<u>(1,254)</u>
Net Position			
Net Investment in Capital Assets	19,098	8,665	10,433
Restricted	4,038	4,637	(599)
Unrestricted	57,562	63,520	(5,958)
Total Net Position	<u>\$ 80,698</u>	<u>\$ 76,822</u>	<u>\$ 3,876</u>

West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018

As of June 30, 2018, and 2017, the Council *as a whole* had assets greater than its liabilities of \$80,698 and \$76,822, respectively. About 71% and 82% of the Council's total net positions are unrestricted as of June 30, 2018 and 2017, respectively. Unrestricted net position is important because it represents resources that management has available to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by government agencies.

The Council's restricted net position represents about 5% and 6% of the Council's total net position as of June 30, 2018 and 2017, respectively. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net position that has been invested in capital assets is presented net of any related outstanding debt incurred to acquire them. In the fiscal year ended June 30, 2018, the Council was donated a passenger bus with an estimated value of \$7,000. The Council also purchased a van for \$9,719 during the fiscal year for total vehicle additions of \$16,719. The net investment in capital assets increased by \$10,433 after depreciation.

**West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018**

The following table illustrates the revenues and expenses that produced the change in net position for fiscal years 2018 and 2017.

<u>Revenues</u>	<u>2018</u>	<u>% of Total</u>	<u>2017</u>	<u>% of Total</u>
Program Revenues:				
Operating Grants and Contributions	\$ 38,938	17.12%	\$ 45,745	19.77%
General Revenues:				
Property Taxes	54,275	23.87%	59,275	25.62%
Unrestricted Grants & Contributions	130,398	57.34%	119,559	51.67%
Miscellaneous Income	3,798	1.67%	6,824	2.95%
Total Revenues	\$ 227,409	100.00%	231,403	100.00%

Direct Program Expenses of the Health, Welfare, and Social Services Function:

Supportive Services:

Transportation of the Elderly	\$ 141,837	63.45%	\$ 146,983	74.77%
Information and Assistance	2,087	0.93%	3,307	1.68%
Material Aid	-	0.00%	1,157	0.59%
Outreach	1,567	0.70%	410	0.21%
Telephoning	5,774	2.58%	4,224	2.15%
Homemaker	-	0.00%	3,049	1.55%
Emergency Services (Medic Alert)	1,713	0.77%	4,968	2.53%
Utility Assistance	1,926	0.86%	1,275	0.65%
Nutrition Services:		0.00%		0.00%
Congregate Meals	20,915	9.36%	22,232	11.31%
Home Delivered Meals	21,681	9.70%	27,577	14.03%
Recreation	19,630	8.78%	-	0.00%
Senior Citizen Activities	6,403	2.86%	-	0.00%
Administration	-	0.00%	(18,597)	-9.46%
Total Expense	223,533	100%	196,585	100%

Change in Net Position	3,876	34,818
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Net Position, Beginning of Year	76,822	42,004
Net Position, End of Year	<u>\$ 80,698</u>	<u>\$ 76,822</u>

As illustrated in the table above, the Council received 57.34% and 51.67% of its revenues from Unrestricted Grants and Contributions and 23.87% and 25.62% from property taxes.

Transportation of the Elderly accounted for 63.45% and 74.77% of the Council's expenses.

**West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018**

Capital Assets

The Council's investment in capital assets for its governmental activities as of June 30, 2018 amounts to \$19,098 (net accumulated depreciation). This investment includes:

	<u>2018</u>	<u>2017</u>	<u>Increase (Decrease)</u>
Current and Other Assets			
Current Assets	\$ 62,854	\$ 68,157	\$ (5,303)
Other Assets	-		-
Capital Assets, Net of Depreciation	<u>19,098</u>	<u>8,665</u>	<u>10,433</u>
Total Assets	<u>\$ 81,952</u>	<u>\$ 76,822</u>	<u>\$ 5,130</u>

Additional information on the Council's capital assets can be found on page 22.

Economic Factors and Next Year's Budget and Rates

The Council receives most of its funding from federal and state agencies and local taxes. Because of this, the source of income for the Council is consistent. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council and, therefore, those revenues are not fixed. There have been no significant changes to the funding levels or terms of the grants and contracts. The Governor's Office of Elderly Affairs (GOEA) has approved the Council's budget for the fiscal year 2018 - 2019. In July 2018, the Council added grants from the Department of Transportation

The Executive Director and the Board of Directors consider the following factors and indicators when setting next year's budget, rates, and fees:

- Actual expenditures from previous fiscal years in relation to expected needs in the current year.
- Consideration of funding to be received from GOEA.
- Interest revenues have been budgeted with no anticipation of an increase in interest rates.
- Salaries and benefits are based on the number of employees needed to perform necessary services and the related benefits.
- Travel rates in accordance with state travel regulations.
- Services the Council will provide along with estimated service cost.
- Estimate operating supplies needed to perform necessary services.
- Detail plan of equipment needed to be purchased.
- Vehicle insurance based on quotes and contracts.

**West Feliciana Council on Aging, Inc.
Management's Discussion and Analysis
For the Year Ended June 30, 2018**

Requests for Information

This financial report is designed to provide a general overview of the Council's finances for all concerned. Questions concerning any of the information provided in this report or request for additional information should be addressed to:

West Feliciana Council on Aging, Inc.
Board of Directors
Sherrel Johnson, Executive Director
P.O. Box 1933
St. Francisville, Louisiana 70775
(225) 635-6719

Basic Financial Statements

Government -Wide Financial Statements

West Feliciana Council on Aging, Inc.

Statement A

St. Francisville, Louisiana

Statement of Net Position

June 30, 2018

Assets

Current Assets:

Cash	\$ 50,295
Contract Receivable, Capital Area Agency	4,055
West Feliciana Parish Government	7,984
Other Receivable	520
Total Current Assets	<u>62,854</u>

Capital Assets, Net of Accumulated Depreciation	19,098
Total Assets	<u>81,952</u>

Liabilities

Current Liabilities:

Accounts Payable	1,254
Total Current Liabilities	<u>1,254</u>

Net Position

Net Investment in Fixed Assets	19,098
Restricted for Utility Assistance	4,038
Unrestricted	57,562
Total Net Position	<u>\$ 80,698</u>

See accompanying notes and independent accountant's review report.

West Feliciana Council on Aging, Inc.

Statement B

St. Francisville, Louisiana
Statement of Activities
For the Year Ending June 30, 2018

Function/Program	Direct Expenses	Indirect Expenses	Charges for Services	Program Revenues		Net (Expenses) Revenue and Increase in Net Position
				Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities						Total Governmental Activities
Health, Welfare & Social Services						
Supportive Services:						
Transportation of the Elderly	\$ 42,743	\$ 99,094	\$ -	\$ 16,212	\$ -	\$ (125,625)
Information and Assistance	564	1,523	-	251	-	(1,836)
Outreach	423	1,144	-	188	-	(1,379)
Telephoning	1,559	4,215	-	693	-	(5,081)
Homemaker	-	-	-	-	-	-
Emergency Services (Medic Alert)	1,713	-	-	-	-	(1,713)
Utility Assistance	1,263	663	-	109	-	(1,817)
Nutrition Services:						
Congregate Meals	11,282	9,633	-	9,185	-	(11,730)
Home Delivered Meals	5,690	15,991	-	12,300	-	(9,381)
Recreation	19,630	-	-	-	-	(19,630)
Senior Citizen Activities	6,403	-	-	-	-	(6,403)
Administration	132,263	(132,263)	-	-	-	-
Total Governmental Activities	\$ 223,533	\$ -	\$ -	\$ 38,938	\$ -	(184,595)
General Revenues:						
Parish Ad Valorem Contributions						54,275
Grants and contributions not restricted to specific programs						130,398
Miscellaneous Income						3,798
Total General Revenues						188,471
Increase in Net Position						3,876
Net Position, Beginning of Year						76,822
Net Position, End of Year						\$ 80,698

See accompanying notes and independent accountant's report.

Fund Financial Statements

West Feliciana Council on Aging, Inc.

Statement C

**St. Francisville, Louisiana
Balance Sheet**

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Total Governmental Fund
Assets					
Cash	\$ 50,295	\$ -	\$ -	\$ -	\$ 50,295
Receivables					
Capital Area Agency on Aging	-	588	1,720	1,747	4,055
West Feliciana Parish Governmer	7,984	-	-	-	7,984
Other Receivable	520	-	-	-	520
Due From Other Governments	4,055	-	-	-	4,055
	<u>\$ 62,854</u>	<u>\$ 588</u>	<u>\$ 1,720</u>	<u>\$ 1,747</u>	<u>\$ 66,909</u>
Liabilities and Fund Balances					
Liabilities					
Accounts Payable	\$ 1,254	\$ -	\$ -	\$ -	\$ 1,254
Due to Other Governments	-	588	1,720	1,747	4,055
Total Liabilities	<u>1,254</u>	<u>588</u>	<u>1,720</u>	<u>1,747</u>	<u>5,309</u>
Fund Balances					
Restricted for Utility Assistance	4,038	-	-	-	4,038
Unassigned	57,562	-	-	-	57,562
Total Fund Balance	<u>61,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>61,600</u>
Total Liabilities and Fund Balance	<u>\$ 62,854</u>	<u>\$ 588</u>	<u>\$ 1,720</u>	<u>\$ 1,747</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds

19,098

Net Position of Governmental Activities

\$ 80,698

See accompanying notes and independent accountant's review report.

West Feliciana Council on Aging, Inc.

Statement D

St. Francisville, Louisiana
 Statement of Revenues, Expenditures and Changes in Fund Balance
 For the Year Ending June 30, 2018

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Total Governmental Fund
Revenues					
Intergovernmental					
Capital Area Agency on Aging	\$ -	\$ 17,453	\$ 9,185	\$ 12,300	\$ 38,938
Governor's Office of Elderly Affairs	73,412	-	-	-	73,412
West Feliciana Parish Government	54,275	-	-	-	54,275
West Feliciana School Board	23,411	-	-	-	23,411
Public Support					
Client Contributions	-	3,858	5,251	3,450	12,559
Adopt-n-Elderly	1,860	-	-	-	1,860
Fund Raiser	4,530	-	-	-	4,530
In-Kind Revenue	2,537	1,754	2,175	1,160	7,626
Donation of Bus	7,000	-	-	-	7,000
Miscellaneous	3,234	564	-	-	3,798
Total Revenues	<u>170,259</u>	<u>23,629</u>	<u>16,611</u>	<u>16,910</u>	<u>227,409</u>
Expenditures					
Health, Welfare & Social Services:					
Personnel	17,771	56,359	10,952	7,412	92,494
Fringe	1,702	8,787	1,463	1,038	12,990
Travel	-	496	42	75	613
Operating Services	2,356	20,901	1,938	2,103	27,298
Operating Supplies	1,661	14,463	199	2,514	18,837
In-Kind Expenditures	2,537	1,754	2,175	1,160	7,626
Other Costs	6,835	38,010	4,146	7,379	56,370
Utility Assistance	1,019	-	-	-	1,019
Capital Outlay	16,719	-	-	-	16,719
Total Expenditures	<u>50,600</u>	<u>140,770</u>	<u>20,915</u>	<u>21,681</u>	<u>233,966</u>
Excess of Revenues Over (Under)					
Expenditures	119,659	(117,141)	(4,304)	(4,771)	(6,557)
Other Financing Sources (Uses)					
Operating Transfer In	-	117,141	4,304	4,771	126,216
Operating Transfer Out	(126,216)	-	-	-	(126,216)
Total Other Financing Sources (Uses)	<u>(126,216)</u>	<u>117,141</u>	<u>4,304</u>	<u>4,771</u>	<u>-</u>
Net (Decrease) in Fund Balances	(6,557)	-	-	-	(6,557)
Fund Balance, Beginning	68,157	-	-	-	68,157
Fund Balance, Ending	<u>\$ 61,600</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 61,600</u>

West Feliciana Council on Aging, Inc.

Statement E

St. Francisville, Louisiana

**Reconciliation of the Statement of Revenue, Expenditures
and Changes in Fund Balances of Governmental
Funds to the Statement of Activities
For The Year Ending June 30, 2018**

Net Increase (Decrease) in Fund Balances - Total Governmental Funds \$ (6,557)

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

Capital Outlays	16,719
Depreciation Expense	(6,286)

Net Increase (Decrease) in Net Position \$ 3,876

See accompanying notes and independent accountant's review report.

West Feliciana Council on Aging, Inc.
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Note 1 Purpose of the Council on Aging and Summary of Significant Accounting Policies

The accounting and reporting policies of St. Helena Council on the Aging, Inc. (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 West Feliciana 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 (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 the parish.

The primary services provided by the Council to the elderly residents of West Feliciana Parish include congregate and home delivered meals, transportation, supportive services information and assistance, material aid, outreach, homemaker, utility assistance, telephoning, individual counseling, in-home respite, nutritional education, and family caregiver support information and assistance.

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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.

West Feliciana Council on Aging, Inc. (the Council) is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on January 25, 1977 and began operations on January 26, 1977, the date in which it filed its articles of incorporation with the Secretary of State's office.

A board of directors, consisting of 13 voluntary members, who serve three-year terms, governs the Council. Each board member can serve no more than two consecutive terms. Any board member who has served two consecutive terms is ineligible to serve on the board of directors for one year. Reasonable efforts are made to maintain a board of directors whose composition will be representative of the population of West Feliciana Parish. Nominations to fill expiring terms of board members are made in February by the Council Development Committee. Additional nominations may also come from the floor. The Members of the Council elect board members at a regular board meeting in April. Any adult citizen of West Feliciana Parish may register to be a "member" of the Council. 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 purpose are to report individual major governmental funds and combined non-major governmental funds.

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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 (Statement A) and the Statement of Activities (Statement B) for all activities of the Council. As a 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. Intergovernmental revenues primarily support governmental activities.

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 - invested in capital assets, net of related debt; restricted net position; and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. The Statement of Activities begins by presenting gross direct and indirect expenses that includes depreciation, 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 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka the "Super circular"). 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. The Council did not charge for any of the services it rendered during the year. Ad Valorem taxes,

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unrestricted contributions, unrestricted grants, interest income, and miscellaneous revenues that are not included among program revenues are reported instead as general revenues in this statement. 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 GASB Statement No. 34 required the format change.

The daily accounts and operations of the Council continue to be organized using funds and account groups. 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, no additional funds were deemed to be major funds by management. The non-major funds are summarized (aggregated) 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: non-spendable, restricted, committed, assigned and unassigned.

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

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

The following is a brief description of the programs and 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 the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. 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 the Governor's Office of Elderly Affairs (GOEA). The Council's management may use these Act 735 funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years old).

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 costs of operating community service centers where elderly people are receiving supportive social services and participating in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The Council maintains a senior center in St. Francisville, West Feliciana Parish.

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Utility Assistance

This program provides utility assistance to elderly, disabled, and handicapped people that qualify for assistance. In past years, the Council used to participate with utility companies to provide this assistance but now the Council must rely on occasional contributions from the general public to provide utility assistance. This year the Council used \$1,018 to purchase electric blankets, and to pay electricity bills. The money used for this assistance came from unspent funds that had been carried over from past years.

The Council accounts for the utility assistance activities in the General Fund. The contributions received for this program are considered restricted public support and can only be used to pay for direct services. No indirect or administration expenses can be paid for with the donated money.

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

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

Major Governmental Funds:

Title III B Fund

The Title III B Fund is used to account for funds used to provide various units of supportive social services to the elderly. The main sources of the revenue forming the basis for this fund are as follows:

A grant from GOEA via CAAA for Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers (\$24,114).

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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 the Council reported to CAAA that it provided during the fiscal year, are as follows:

<u>Types of Services Provided</u>	<u>Units</u>
Information and Assistance	172
Homemaker	0
Wellness	0
Utility Assistance	13
Outreach	0
Telephoning	1153
Transportation for people age 60 or older	7074

Title III C-1 Fund

The Title III C-1 Fund accounts for funds used to provide meals and nutrition education in a group setting to people age 60 or older at a strategically located center in West Feliciana Parish. During the year, the Council reported to CAAA that it provided 5,245 meals and 46 units of nutrition education to eligible participants.

There were two main sources of revenues received this year that form the basis of this fund: Special Programs for the Aging Title III, Part C-1 Nutrition Services grant funds (\$9,185) received from GOEA via CAAA and restricted and restricted, voluntary contributions (\$5,251) from those persons who received 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 6,050 home-delivered meals and 27 units of nutrition education to eligible participants.

There were two main sources of revenues received this year that form the basis of this fund: Special Programs for the Aging Title III, Part C-2 Nutrition Services grant funds (\$12,300) received from GOEA via CAAA and restricted, voluntary contributions from those persons who received home-delivered meals (\$3,450).

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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 Statement of Net Position and the Statement of Activities display information about the Council as a whole. Both statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Fund Financial Statements – Modified Accrual Basis

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and 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) un-matured 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 is a cost that is 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.

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F. Cash

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

For the purposes of the Statement of Net Position, restricted cash are 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. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because it is available for use in current operations.

G. Receivables

The financial statements do not contain an allowance for uncollectible receivables because management believes that all receivables presented will be collected in full. However, if management becomes aware of information that would change its assessment of 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 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 own any investments of this type at year-end.

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 own any investments of this type at year-end.

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.

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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 reserved 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. The Council did not have any matching type transactions this year.

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.

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Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

Office Equipment	7 Years
Computers	5 Years
Vehicles	5 Years
Leasehold Improvements	20 Years
Nutrition Equipment	10 Years

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

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 government-wide statements. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented anywhere else in these statements.

The Council did not have any non-current liabilities at year end.

L. Compensated Absences

The Council's annual leave policy permits employees to accumulate earned but unused annual leave. Accordingly, a liability for the unpaid annual leave would be recorded in the Government-Wide Financial Statements. Management has estimated the current and long-term portions of this liability based on the Council's policy as it relates to accruing (earning) and using vacation leave. Accordingly, all amounts earned and unused as of year-end are considered a current liability for purposes of the Statement of Net Position.

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.

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M. Advances From Funding Agencies

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

N. Deferred Revenue Other Than Property Taxes

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

O. Net Position in the Government-Wide Financial Statements

In the Government-Wide Statement of Net Position, the Net Position is classified and displayed in three components:

Invested in Capital Assets – This component of net position consists of capital, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. At year end, the Council did not have any debt 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 consists of all other net assets that do not meet the definition of restricted or invested in capital assets.

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

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P. 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 as this item is not expected to be converted to cash.

Restricted: This classification includes amounts for which constraints have been placed on the use of resources 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.

Management has classified \$4,038 of the fund balance for the Utility Assistance special revenue fund as being restricted due to the constraints placed on the use of the money contributed by the general public and Entergy Corporation.

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 at 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 a 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 at year-end.

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Unassigned: This classification is the residual fund balance for the General Fund and represents the amount 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.

Q. Management's Use of Estimates

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

R. 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 costs a program bears to the direct costs of all programs. There are some programs that cannot absorb any indirect expense allocation according to their grant or contract restrictions.

S. 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.

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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, 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 and Deposits

The Council maintains a consolidated operating bank account at Bank of St. Francisville, 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.

As described in Louisiana law, the Council is classified as a quasi-public entity. Accordingly, the Council is not required to comply with Louisiana laws relating to the collateralization of bank deposits. However, it is the Council's policy to follow state law in an effort to minimize risk associated with bank deposits that exceed those currently covered by FDIC insurance.

The Council maintains a \$150 petty cash fund to pay for small, unexpected expenses that might arise during daily operations.

Cash is reported at its carrying value, which equals its fair value. At June 30, 2018, the Council had a cash balance of \$50,157. Bank balances, other than non-interest-bearing demand accounts, in excess of \$250,000 FDIC insurance are exposed to credit risk. However, at year end, all of the Council's bank balances were insured 100% by federal depository insurance.

Note 4. Grants Receivable

As of June 30, 2018, grants receivable consisted of Capital Area funds due to the Council in the amount of \$4,055 and \$7,984 due from West Feliciana Parish Government.

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Note 5. Changes in Capital Assets and Accumulated Depreciation

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

<u>Capital Assets Being Depreciated</u>	<u>June 30, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2018</u>
Vehicles	\$ 43,327	\$ 16,719	\$ -	\$ 60,046
Office Furniture and Equipment	30,942	-	11,552	19,390
Total Capital Assets	<u>74,269</u>	<u>16,719</u>	<u>11,552</u>	<u>79,436</u>
Less Accumulated Depreciation:				
Vehicles	34,662	6,286	-	40,948
Office Furniture and Equipment	30,942	-	11,552	19,390
Total Accumulated Depreciation	<u>65,604</u>	<u>6,286</u>	<u>11,552</u>	<u>60,338</u>
Capital Assets Net of Depreciation	<u>\$ 8,665</u>	<u>\$ 10,433</u>	<u>\$ -</u>	<u>\$ 19,098</u>

All the Council's vehicles are operational at year-end. The Council's management has also reviewed the other capital assets and does not believe any of them have been impaired as of year-end.

Depreciation was charged to governmental activities as follows:

Administration	\$ -
Supportive Services:	
Transportation of the Elderly	6,286
Nutrition Services:	
Congregate meals	-
Home delivered meals	-
Transportation of the nonelderly	-
Total Depreciation Expense for Governmental Activities	<u>\$ 6,286</u>

The \$6,286 depreciation associated with the administration function 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.

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Note 6. Changes in Compensated Absences

For purposes of the Statement of Net Position, the Council has zero accumulated unpaid vacation as a current liability. This is because vested amounts were used before the end of the fiscal year.

Note 7. Fund Balances – Fund Financial Statements

At year-end, one special revenue fund had a remaining fund balance of \$4,038. This balance represents unspent Utility Assistance contributions to help the elderly with utility bills.

Note 8. 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.

The in-kind contributions that the Council received during the year consisted primarily of volunteer meal site aides, van fuel, van repair and washing. These in-kind donations totaled \$7,626.

Note 9 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 10 Income Tax Status

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986, and as an organization that is not a private foundation as defined in Section 509(a) of the Code. The Council is also exempt from Louisiana income tax.

The organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The organization believes that it is no longer subject to tax return examinations for the years prior to 2013.

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Financial Statements

Note 11. Judgments, Claims, and Similar Contingencies

As of the end of this fiscal year, the Council's management has no knowledge of any pending litigation, lawsuits, or claims against the Council. Furthermore, the Council's management believes that any unexpected lawsuits or claims that might be filed against the Council would 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. 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 by employees; job related illnesses or injuries to employees (workman's compensation insurance); officer and director's liability; business interruption; and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements 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.

There have been no significant reductions in insurance coverage from the prior year. No settlements were made during the current or prior three years that exceeded the Council's insurance coverage.

Note 14. Related Party Transactions

There were no related party transactions during the fiscal year.

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Financial Statements

Note 15. Economic Dependency

The Council receives the majority of its annual revenues from the Governor’s Office of Elderly Affairs (GOEA). These revenues are appropriated each year by the Federal and State governments. If significant budget cuts are made at the Federal and State level, the amounts 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 significantly affect the amount the Council will receive next year relating to revenues that it usually receives from GOEA.

Note 16 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:

	Receivable From	Payable To
General Fund:		
Major Funds		
Title III B	\$ 4,055	\$ -
Totals for the General Fund	\$ 4,055	\$ -
Special Revenue Funds:		
Major Funds		
Title III B		
General Fund	\$ -	\$ 4,055
Totals for Special Revenue Funds	\$ -	\$ 4,055

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Financial Statements

Note 17 Interfund Transfers

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

	Operating Transfers	
	In From	Out to
General Fund:		
Title III B	\$ -	\$ 117,141
Title III C-1	-	4,304
Title III C-2	-	4,771
Totals for the General Fund	-	126,216
 Title III B Fund:		
General Fund - Senior Center Grant	\$ 21,134	\$ -
General Fund - Senior Center Supplement	3,100	-
General Fund - Senior Center Supplement 2	7,813	-
General Fund - School Board	23,411	-
General Fund - W.F. Parish Government	33,258	-
General Fund - PCOA Grant	28,425	-
Total Title III B Fund	117,141	-
 Title III C-1 Fund		
General Fund - W.F. Parish Government	\$ 4,304	\$ -
Total Title III C-1 Fund	4,304	-
 Title III C-2 Fund		
General Fund - W.F. Parish Government	\$ 4,771	\$ -
Total Title III C-2 Fund	4,771	-
 Grant Totals	\$ 126,216	\$ 126,216

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 and certain Special Revenue Funds to finance various programs accounted for in other funds and to eliminate program deficits.

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Financial Statements

Note 18 - Subsequent Events

Management has evaluated subsequent events through December 20, 2018, which is the date the financial statements were available to be issued. The following events require disclosure:

In July 2018 the council received grants from the Louisiana Department of Transportation and Development (DOTD) which is passed through the West Feliciana Parish Council to the Council for rural transportation services. These grants are commonly referred to as *Section 5311* and reimburses the Council 50% of the cost of providing rural transportation services and *Section 5339* which pays 85% of the cost of two new vehicles.

Required Supplemental Information GASB34

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Required Supplemental Information

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 non-major funds has not been included 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 horizontal information and changes in 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 before May 31 of the current fiscal year.
- The adopted budget is forwarded to CAAA for compliance approval for the funds it will pass-through 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 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.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Notes to the Required Supplemental Information

- The Council may transfer funds between line items as often as required but must obtain compliance approval from the CAAA and the Governors Office of Elderly Affairs 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 the particular line item exceed their amended budgeted amount by more than 10%, unless unrestricted funds are available to “cover” them.
- 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.

West Feliciana Council on Aging, Inc.

Schedule 1

St. Francisville, Louisiana
 Budgetary Comparison Schedule - General Fund
 For the Year Ending June 30, 2018

	Budgeted Amounts		Actual	Variance with
	Original	Final Amended	Amounts	Final Budget
			Modified Accrual	Favorable (Unfavorable)
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs:				
PCOA-Regular	\$ 37,500	\$ 37,500	\$ 37,500	\$ -
Senior Center	40,407	25,000	25,000	-
Supplemental Senior Center	-	3,100	3,100	-
Supplemental Senior Center 2	-	7,812	7,812	-
West Feliciana Parish Council	39,000	39,000	54,275	15,275
West Feliciana School Board	26,000	26,000	23,411	(2,589)
Public Support - Restricted	1,800	1,800	1,860	60
Public Support - Unrestricted	26,000	4,530	4,530	-
In-Kind Revenue	-	2,537	2,537	-
Donation of Bus	-	7,000	7,000	-
Miscellaneous	-	-	3,234	3,234
Total Revenues	<u>170,707</u>	<u>154,279</u>	<u>170,259</u>	<u>15,980</u>
Expenditures				
Health, Welfare & Social Services:				
Personnel	-	17,000	17,771	(771)
Fringe	-	-	1,702	(1,702)
Operating Services	600	2,271	2,356	(85)
Operating Supplies	-	1,832	1,661	171
In-Kind Expenditures	-	2,537	2,537	-
Other Costs	500	7,000	6,835	165
Utility Assistance	-	1,005	1,019	(14)
Capital Outlay	-	16,719	16,719	-
Total Expenditures	<u>1,100</u>	<u>48,364</u>	<u>50,600</u>	<u>(2,236)</u>
Excess of Revenues Over Expenditures	169,607	105,915	119,659	13,744
Other Financing Sources (Uses)				
Operating Transfer Out	(169,607)	(123,011)	(126,216)	(3,205)
Total Other Financing Sources (Uses)	<u>(169,607)</u>	<u>(123,011)</u>	<u>(126,216)</u>	<u>(3,205)</u>
Net (Decrease) in Fund Balances	-	(17,096)	(6,557)	10,539
Fund Balance, Beginning	-	68,157	68,157	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ 51,061</u>	<u>\$ 61,600</u>	<u>\$ 10,539</u>

See notes to required supplementary information.

West Feliciana Council on Aging, Inc.

Schedule 2

**St. Francisville, Louisiana
Budgetary Comparison Schedule - Title III B Fund
For the Year Ending June 30, 2018**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final Amended	Modified Accrual	Favorable (Unfavorable)
	Revenues			
Intergovernmental				
Capital Area Agency on Aging	\$ 24,114	\$ 24,114	\$ 17,453	\$ (6,661)
Public Support (Client Contributions)	3,000	3,000	3,858	858
In-Kind Revenue	-	1,754	1,754	-
Miscellaneous	-	-	564	564
Total Revenues	27,114	28,868	23,629	(5,239)
Expenditures				
Personnel	90,339	57,000	56,359	641
Fringe	13,274	8,064	8,787	(723)
Travel	2,510	500	496	4
Operating Services	22,933	21,021	20,901	120
Operating Supplies	15,585	15,585	14,463	1,122
In-Kind Expenditures	-	1,754	1,754	-
Other Costs	9,781	38,615	38,010	605
Total Expenditures	154,422	142,539	140,770	1,769
 Excess of (Expenditures) Over Revenues	 (127,308)	 (113,671)	 (117,141)	 (3,470)
Other Financing Sources (Uses)				
Operating Transfer In	127,308	113,671	117,141	3,470
Total Other Financing Sources (Uses)	127,308	113,671	117,141	3,470
 Net Change in Fund Balance	 -	 -	 -	 -
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	\$ -	\$ -	\$ -	\$ -

See notes to required supplementary information.

West Feliciana Council on Aging, Inc.

Schedule 3

St. Francisville, Louisiana
 Budgetary Comparison Schedule - Title III C-1 Fund
 For the Year Ending June 30, 2018

	Budgeted Amounts		Actual	Variance with
	Original	Final Amended	Amounts	Final Budget
			Modified Accrual	Favorable (Unfavorable)
Revenues				
Intergovernmental				
Capital Area Agency on Aging	\$ 9,185	\$ 9,185	\$ 9,185	\$ -
Public Support (Client Contributions)	4,000	4,000	5,251	1,251
In-Kind Revenue	-	2,175	2,175	-
Miscellaneous	-	-	-	-
Total Revenues	<u>13,185</u>	<u>15,360</u>	<u>16,611</u>	<u>1,251</u>
Expenditures				
Personnel	8,063	11,000	10,952	48
Fringe	1,206	824	1,463	(639)
Travel	165	43	42	1
Operating Services	2,867	1,800	1,938	(138)
Operating Supplies	1,174	174	199	(25)
In-Kind Expenditures	-	2,175	2,175	-
Other Costs	1,416	4,277	4,146	131
Total Expenditures	<u>14,891</u>	<u>20,293</u>	<u>20,915</u>	<u>(622)</u>
Excess of (Expenditures) Over Revenues	(1,706)	(4,933)	(4,304)	629
Other Financing Sources (Uses)				
Operating Transfer In	1,706	4,933	4,304	(629)
Total Other Financing Sources (Uses)	<u>1,706</u>	<u>4,933</u>	<u>4,304</u>	<u>(629)</u>
Net Change in Fund Balance	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to required supplementary information.

West Feliciana Council on Aging, Inc.

Schedule 4

St. Francisville, Louisiana
 Budgetary Comparison Schedule - Title III C-2 Fund
 For the Year Ending June 30, 2018

	Budgeted Amounts		Actual	Variance with
	Original	Final Amended	Amounts	Final Budget
			Modified Accrual	Favorable (Unfavorable)
Revenues				
Intergovernmental				
Capital Area Agency on Aging	\$ 12,300	\$ 12,300	\$ 12,300	\$ -
Public Support (Client Contributions)	3,000	3,000	3,450	450
In-Kind Revenue	-	1,160	1,160	-
Miscellaneous	-	-	-	-
Total Revenues	<u>15,300</u>	<u>16,460</u>	<u>16,910</u>	<u>450</u>
Expenditures				
Personnel	14,514	7,500	7,412	88
Fringe	1,860	791	1,038	(247)
Travel	325	70	75	(5)
Operating Services	1,708	2,198	2,103	95
Operating Supplies	342	2,342	2,514	(172)
In-Kind Expenditures	-	1,160	1,160	-
Other Costs	1,804	7,391	7,379	12
Total Expenditures	<u>20,553</u>	<u>21,452</u>	<u>21,681</u>	<u>(229)</u>
Excess of (Expenditures) Over Revenues	(5,253)	(4,992)	(4,771)	221
Other Financing Sources (Uses)				
Operating Transfer In	5,253	4,992	4,771	(221)
Total Other Financing Sources (Uses)	<u>5,253</u>	<u>4,992</u>	<u>4,771</u>	<u>(221)</u>
Net Change in Fund Balance	-	-	-	-
Fund Balance, Beginning	-	-	-	-
Fund Balance, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to required supplementary information.

Required Supplemental Information Required by GOEA

West Feliciana Council on Aging, Inc.

Schedule 5

St. Francisville, Louisiana
 Comparative Schedule of Capital Assets
 and Changes in Capital Assets
 For the Year Ending June 30, 2018

	<u>Balance 6/30/2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 6/30/2018</u>
Capital Assets				
Vehicles	\$ 43,327.00	\$ 16,719.00	\$ -	\$ 60,046.00
Office Furniture and Equipment	30,942.00	-	11,552.00	19,390.00
Total Capital Assets	<u>\$ 74,269.00</u>	<u>\$ 16,719.00</u>	<u>\$ 11,552.00</u>	<u>\$ 79,436.00</u>
Investment in Capital Assets				
FTA Section 18 Funds	\$ 4,316.00	\$ -	\$ 4,316.00	\$ -
Senior Center Funds	18,573.00	-	3,088.00	15,485.00
Senior Center Supplemental 2	46,142.00	-	-	46,142.00
Local Funds	2,789.00	16,719.00	1,699.00	17,809.00
West Feliciana Parish Police Jury	2,449.00	-	2,449.00	-
Total Investment in Capital Assets	<u>\$ 74,269.00</u>	<u>\$ 16,719.00</u>	<u>\$ 11,552.00</u>	<u>\$ 79,436.00</u>

See Independent Accountant's Review Report

Supplementary Financial Information Required by Louisiana Law

West Feliciana Council on Aging, Inc.

Schedule 6

St. Francisville, Louisiana
Schedule of Compensation, Benefits and Other Payments to the
Agency Head
For the Year Ending June 30, 2018

<u>Purpose</u>	<u>Amount</u>
Contract Labor	\$ 40,000
Benefits - Insurance (health and life)	-
Benefits - Retirement	-
Benefits - Other (FICA, LUTA, Workers Comp)	-
Car Allowance	-
Per Diem	-
Travel	-
Reimbursements	998
Registration Fees	-
Conference Travel	-
Housing	-
Totals	<u>\$ 40,998</u>

See Independent Accountant's Review Report

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Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of West Feliciana Council on Aging, Inc., the Legislative Auditor of the State of Louisiana, and applicable state grantor agencies:

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of West Feliciana Council on Aging, Inc., the Legislative Auditor of the State of Louisiana, and applicable state grantor agencies solely to assist the users in evaluating management's assertions about West Feliciana Council on Aging, Inc.'s compliance with certain laws and regulations during the year ended June 30, 2018 included in the accompanying *Louisiana Attestation Questionnaire*. Management of the West Feliciana Council on Aging, Inc. is responsible for the Council's compliance with those requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

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

Federal, State or Local Grant Name	Grant Year	CFDA No,	Amount
U.S. Department of Health & Human Services Passed thru Governor's Office of Elderly Affairs			
Title III-B	2017-2018	93.044	\$ 17,453
Title III-C-1	2017-2018	93.045	\$ 9,185
Title III-C-2	2017-2018	93.045	\$ 12,300
State:			
Governor's Office of Elderly Affairs			
Senior Center	2017-2018	N/A	\$ 25,000
Supplemental Senior Center	2017-2018	N/A	\$ 3,100
Supplemental Senior Center 2	2017-2018	N/A	\$ 7,812
PCOA	2017-2018	N/A	\$ 37,500
Total Expenditures			\$ 112,350

- For each federal, state and local award, randomly select 6 disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

For each award, 6 disbursements were selected for review.

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

We examined supporting documentation for each of the 6 selected disbursements and found that payment was for the proper amount and made to the correct payee.

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

We noted that one of the six disbursements was not coded to the correct fund. It was coded to the correct general ledger account. We also noted that one of the disbursements was a paycheck that was not calculate correctly.

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

Inspection of the documentation supporting each of the six selected disbursements indicated approvals from the accountant and management.

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

All items tested complied with the allowability, eligibility, and reporting requirements.

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

The Council on the Aging does not have any close-out reports.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

Management provided me with a copy of the agendas of the meetings. However, the agendas were not posted on the door of the meeting place.

Budget

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

The Council provided me with the original and amended budgets for to the applicable state grantor agencies for the programs mentioned previously.

State Audit Law

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

The agencies financial statements were filed time for the fiscal year ending June 30, 2018.

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

No disbursements were noted that were subject to the public bid law.

Prior Year Comments

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

Finding 2017 – 1 Compliance with Local Government Budget Act

Condition: Actual expenditures were more than budgeted expenditures by more than 5%.

Management amended the budget in the current fiscal year. Finding Resolved.

Finding 2017 – 2 Non-Compliance with Sate Laws and Regulations

Condition: Financial statements were not filed timely with the Louisiana Legislative Auditor.

Financial statements were filed on time for the fiscal year ending June 30, 2018.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of West Feliciana Council on Aging, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statue 24:513, this report is distributed by the Legislative Auditor as a public document.

Phil Hebert

Phil Hebert, CPA
A Professional Accounting Corporation
Ponchatoula, Louisiana
December 20, 2018

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Schedule of Current Year Findings and Responses
For the Year Ending June 30, 2018

2018-01 Disbursement Not Coded to Correct Fund

Condition:

We noted one of the disbursements tested in agreed upon procedure 4 was not coded to the correct fund. It was coded to the correct general ledger account.

Criteria:

The disbursements must be coded to the correct general ledger account and correct fund for proper financial reporting.

Cause:

The accountant posted one of the disbursements to the wrong fund.

Effect:

Expenses coded to the wrong program cause the program's expenses to be overstated while other programs are understated.

Recommendation:

The accountant should review the posting of disbursements as to proper general ledger code and fund.

Management's Response:

The Council's accountant will review the posting of disbursements as to the proper general ledger code and fund on a regular basis. Responsible Party, Sherrel Johnson, Executive Director, (225) 635-6719

2018-02 Gross Wages Not Calculated Correctly on Paychecks

Condition:

As part of my test of disbursements I noted that the gross wages on some of the paychecks was not calculated correctly. I also noted that the rate of pay that printed on the check stubs did not agree to the employee's actual rate of pay.

Criteria:

Gross wages should be equal to the rate of pay times the number of hours worked for hourly employees.

Cause:

For the two hourly employees that I tested, the accountant paid each employee an amount that did not agree with the hours worked times the rate of pay. The accountant paid each employee a set amount each pay-period. I was unable to determine the number of hours used or the rate of pay used in the accountant's calculation.

Effect:

For the two employees tested, they were both overpaid for the three-month period tested.

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Schedule of Current Year Findings and Responses
For the Year Ending June 30, 2018

Recommendation:

Effective July 1, the pay-period was changed from semi-monthly to bi-weekly. Hourly employees should be paid at their rate of pay times the hours worked. The accountant should review the time sheets for errors before entering the time. She should also review the paychecks for errors before printing. The correct rate of pay should be printed on the paystubs.

Management's Response:

Effective July 1, 2018, the accountant started paying all employees based on the number of hours worked and recorded on their time sheets. This change was made after the board of directors voted at its June 2018 meeting to allow employees to be paid every other Friday rather than being paid on the 1st and 15th of each month. Responsible Party, Sherrel Johnson, Executive Director, (225) 635-6719

2018-03 Open Meetings

Condition:

Management is not posting the agenda to the meeting as required by R.S. 42:11 through 42:28 (the open meeting law).

Criteria:

All public bodies, except the legislature and its committees and subcommittees, shall give written public notice of any regular, special, or rescheduled meeting no later than twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, before the meeting.

Cause:

This was an oversight on the part of management.

Effect:

The public was not given proper notice of the meetings and the Council was not in compliance with the Open Meetings Law.

Recommendation:

I recommend management post an agenda to the meeting at least twenty-four hours before the meeting on the door of the Council on Aging.

Management's Response:

Effective immediately management will post an agenda to the meetings on the door to the Council on Aging at least twenty-four hours before the meeting. Responsible Party, Sherrel Johnson, Executive Director, (225) 635-6719

West Feliciana Council on Aging, Inc.
St. Francisville, Louisiana
Schedule of Prior Year Findings
For the Year Ending June 30, 2018

Finding 2017-1 Compliance with Local Government Budget Act

Condition:

For the year ended June 30, 2017, actual expenditures were more than budgeted expenditures by more than the 5% variance allowed.

Recommendation

Management should implement a plan whereby expenditures and revenues are monitored on a continuous basis, and amend the budgets as needed during the period.

Resolved

Finding 2017-2 Non-Compliance with State Laws and Regulations

Condition:

Financial Statements were not filed timely with the Louisiana Legislative Auditor.

Recommendation:

The Council should develop a contingency plan to provide temporary management, as needed to ensure future compliance with all laws and regulations.

Resolved

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

December 20, 2018 (Date Transmitted)

Phil Hebert, CPA
PO Box 1151
Ponchatoula LA 70454

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2018 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law).

Yes No

Budget

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

Yes No

Reporting

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

Yes No

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

Yes No

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

Yes No

Prior-Year Comments

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

Yes [X] No []

General

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

<u>Elin L. Foster</u>	Secretary	<u>12-20-18</u>	Date
<u>Ken A. Chevick</u>	President	<u>12/20/18</u>	Date