

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

## **FINANCIAL STATEMENTS**

**June 30, 2019**



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## **Independent Auditors' Report**

To the Board of Directors  
Bossier Council on Aging, Inc.  
Bossier City, Louisiana

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of Bossier Council on Aging, Inc. as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of Bossier Council on Aging, Inc., as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters***Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 4 through 11) and the budgetary comparison information (pages 40 through 43) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Bossier Council on Aging, Inc.'s basic financial statements. The Supplementary Financial Information required by GOEA (pages 44 through 45) and the Schedule of Compensation, Benefits and Other Payments to Agency Head (page 46) are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Supplementary Financial Information required by GOEA and the Schedule of Compensation, Benefits and Other Payments to Agency Head are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Financial Information required by GOEA and the Schedule of Compensation, Benefits and Other Payments to Agency Head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2019, on our consideration of the Bossier Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Bossier Council on Aging, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bossier Council on Aging, Inc.'s internal control over financial reporting and compliance.

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**

Shreveport, Louisiana  
December 4, 2019

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Bossier Council on Aging, Inc.  
Bossier City, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2019**

The following discussion and analysis of Bossier Council on Aging, Inc.'s (the Council or BCOA) financial performance provides an overview of the Council's financial activities for the year ending June 30, 2019. This discussion should be read in conjunction with the Audited Financial Statements, which follow this section.

**Financial Highlights**

- The Council had a net increase in overall net position of \$43,260 this year.
- Net capital assets of the Council increased by \$25,544.
- The Council's revenue decreased by \$111,047.
- No deficit fund balance exists at year-end.
- The unassigned and nonspendable fund balance for the Council's General Fund was \$587,225 at year end, which is a \$16,966 increase from the prior year.
- Administrative expenses increased this year by \$30,654.

**How to Use This Annual Report**

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

1. Independent auditors' report
2. Management's discussion and analysis (this section)
3. The basic financial statements (government-wide and fund)
4. Supplementary information required by GASB 34
5. Supplementary Financial Information required by GOEA

Government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities. 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 Balance Sheet – Governmental Funds and the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds, 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 auditors have provided assurance in their independent auditors' report, that the Basic Financial Statements are fairly stated. The auditors have also provided assurance about Supplementary Financial Information required by GOEA that follows later in this reporting package. A user of this document should read the independent auditors' report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

## **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. When reading the financial statements, an important point to consider is whether 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, report 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. Also, under the accrual basis, all current year revenues and expenses are taken into account regardless of when cash is received or paid.

The government-wide financial statements report the Council's net position and changes in it. The Council has net position invested in capital assets of \$218,086, whereas \$579,066 of the net position are unrestricted, meaning that they can be used for any program at management's discretion. The Statement of Net Position is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, 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 provides information that shows how the Council's net position changed as a result of the year's activities. In this statement, all changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of 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 six primary programs that include supportive services, nutritional services, utility assistance, disease prevention and health promotion, national family caregiver support and Medicaid outreach. 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 government 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 services are not required to pay for what they receive.

## **Fund Financial Statements**

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, there is a column presentation for the General Fund, each major special revenue fund, and a column for the total of all remaining Special Revenue Funds, which are deemed to be “Nonmajor Funds.” 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 is believed to be important for the Council’s financial statement users. 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 of 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.

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 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 on a separate page that follows the Balance Sheet – Governmental Funds. In addition, the difference between the changes in fund balance 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 – 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 the full understanding of the data provided in the government-wide and fund financial statements. The notes to financial statements follow the fund financial statements and should be read before making assumptions or drawing conclusions about the Council’s financial condition.

### **SUPPLEMENTARY INFORMATION REQUIRED BY GASB 34**

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for each major Special Revenue Fund that has a legally adopted annual budget. There is no legal obligation to budget for the General Fund. 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.

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

**OTHER SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA**

The Governor’s Office of Elderly Affairs (GOEA) has required the Council to present this information as schedules. 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.

**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 assets for the fiscal years 2019 and 2018:

June 30,	2019	2018	Increase (Decrease)
<b>Current and other assets</b>			
Current assets	\$ 611,955	\$ 581,052	\$ 30,903
Beneficial interest in assets of foundation	17,156	17,221	(65)
Capital assets, net of depreciation	218,086	192,542	25,544
<b>Total assets</b>	<b>847,197</b>	<b>790,815</b>	<b>56,382</b>
<b>Liabilities</b>			
<b>Total liabilities</b>	<b>50,045</b>	<b>36,923</b>	<b>13,122</b>
<b>Net position</b>			
Invested in capital assets	218,086	192,542	25,544
Unrestricted	579,066	561,350	17,716
<b>Total net position</b>	<b>\$ 797,152</b>	<b>\$ 753,892</b>	<b>\$ 43,260</b>

As of June 30, 2019, the Council “as a whole” had assets greater than its liabilities by \$797,152 compared to the June 30, 2018, net position of \$753,892. This is an increase of \$43,260 or about 6%.

Unassigned net position is important because it provides the discretionary resources management will need so that it can quickly adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

The net position that has been invested in capital assets is presented net of any related outstanding debt incurred to acquire them. For 2019 and 2018, the Council had no debt.

The table presented below illustrates a condensed presentation of the revenues and expenses that caused the increase in net position for fiscal years 2019 and 2018.

	2019	% of Total	2018	% of Total
<b>Revenues</b>				
Program revenues				
Operating grants and contributions	\$ 778,349	67.2%	\$ 826,836	65.2%
Capital grants and contributions	49,242	4.3%	81,548	6.4%
General revenues				
Charges for services	23,472	2.0%	23,373	1.8%
Unrestricted grants and contributions	277,671	24.0%	286,683	22.6%
Other general revenues	29,443	2.5%	50,784	4.0%
<b>Total revenues</b>	<b>1,158,177</b>	<b>100.0%</b>	<b>1,269,224</b>	<b>100.0%</b>
<b>Direct Program Expenses for the Health, Welfare and Social Services Function</b>				
Supportive services				
Transportation for the elderly	290,738	26.2%	269,056	23.9%
Other supportive services	122,847	11.0%	148,045	13.1%
Nutrition services				
Congregate meals	79,573	7.1%	80,770	7.2%
Home-delivered meals	239,884	21.5%	271,882	24.1%
Other social services programs and activities	99,687	8.9%	105,607	9.4%
Direct administrative expenses	282,188	25.3%	251,534	22.3%
<b>Total expenses</b>	<b>1,114,917</b>	<b>100.0%</b>	<b>1,126,894</b>	<b>100.0%</b>
<b>Increase in net position</b>	<b>\$ 43,260</b>		<b>\$ 142,330</b>	

As illustrated by the table above, the Council receives most of its revenues from operating grants and contributions that are specifically related to a program and must be used in the programs to which they relate. Unrestricted grants and contributions make up the second largest percentage of revenues and this revenue is available to management to use at its discretion.

The expenses in the table have been presented by primary programs, with some additional details about the subprograms. In presenting this information, only direct program expenses are shown. The administrative expenses include all administrative expenses of the Council before any allocation were made to the various programs. Percentages have been presented for the expenses associated with each program for ease of analysis and to illustrate where the Council has spent its money this year and last year. The expense allocations are a good indication of the demand for each type of service.

The Council had a \$43,260 increase in its overall net position for fiscal year 2019, whereas the increase in fund balances of the governmental funds was \$16,966. There is a reconciliation that follows the Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds that presents an analysis of why there are differences between that particular fund financial statement and the government-wide Statement of Activities for fiscal year 2019.

## AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

When reviewing the government-wide Statement of Activities, there are relationships that are important to the understanding of the Council’s operations. As you can see, the Council’s largest activities are transportation and nutrition services. The Council’s main focus is to meet the needs of the elderly citizens of Bossier Parish and right now, these services are in the greatest demand. However, there is a growing demand for other supportive services. As these demands increase, management will adjust its annual budget to reallocate available resources to meet the demands.

Another area of interest on the Statement of Activities relates to the total governmental activities column wherein the Council shows that most of the governmental activities have more expenses than revenues. None of the programs are expected to be truly self-supporting; and management has prepared budgets accordingly. However, on occasion, a program might “breakeven” or even make a slight “profit”. Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would have a difficult time providing services at current levels. Further, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council’s current services as well as reallocating them to meet future demands.

Another indication of how money is used efficiently can be analyzed by comparing the amount of administrative costs from year to year as well as calculating the percentage administrative expenses bear in relation to total expenses. For 2019, total administration expenses were \$282,188, or 25.3% of total expenses. For 2018, total administration expenses were \$251,534 or 22.3% of total expenses. Administration expenses include indirect type costs, meaning these are costs that not specifically identified with a particular program, but which benefit all programs.

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

### Fund Balances

The Council presents a combined governmental fund balance of \$587,225 (as shown on the Fund Financial Statement’s Balance Sheet) at the end of this year, which is an increase of \$16,966 from 2018.

### Revenues

The combined fund revenues decreased by \$105,111 this year, compared to last year, as shown in the table below.

	2019	2018	Increase (Decrease)	Percent
Intergovernmental	\$ 1,011,905	\$ 1,122,416	\$ (110,511)	-10%
Other	146,273	140,873	5,400	4%
<b>Total revenues</b>	<b>\$ 1,158,178</b>	<b>\$ 1,263,289</b>	<b>\$ (105,111)</b>	<b>-8%</b>

Most of the Council’s activities were funded by federal, state, and local grants, which comprise the Council’s intergovernmental revenues. The total of these types of grants was \$1,011,905 (2019) and \$1,122,416 (2018) and represent about 87% and 89% of the total revenues of the Council in 2019 and 2018, respectively. Most of these grants are restricted, which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may vary based upon the level of service provided by the Council under the terms of the particular grant award.

**Expenditures**

Total expenditures decreased by \$74,636 this year, as shown in the table that follows.

	<b>2019</b>	2018	Increase (Decrease)	Percent
Personnel	\$ 452,940	\$ 451,558	\$ 1,382	0%
Fringe	54,145	57,213	(3,068)	-5%
Travel	9,618	13,058	(3,440)	-26%
Operating services	292,026	284,766	7,260	3%
Operating supplies	57,717	66,665	(8,948)	-13%
Direct costs – no indirect allocation	4,719	4,719	-	0%
Other costs	189,796	215,962	(26,166)	-12%
Capital outlay	80,251	121,907	(41,656)	-34%
<b>Total expenditures</b>	<b>\$ 1,141,212</b>	<b>\$ 1,215,848</b>	<b>\$ (74,636)</b>	<b>-6%</b>

**AN ANALYSIS OF MAJOR SPECIAL REVENUE BUDGETS**

Budgets and budgetary amendments are approved by the Board of Directors and GOEA. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council’s grants from Capital Area Agency and GOEA. Monthly budget reports are reviewed to ensure compliance with the budget, and where necessary, revisions to the budget are made. There were no budget amendments during 2019.

Schedules of the original budgets for the Special Revenue Funds can be found in the Supplementary Financial Information Required by GASB Statement 34 Section of this report.

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

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council’s grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. All of the Council’s grants and contracts from the usual federal and state agencies have been awarded for fiscal year 2020 and there were no significant changes to the funding levels or terms of the grants and contracts. Accordingly, the initial budget has been set to provide the same programs and similar levels of service next year. GOEA has also approved the Council’s budget for next year. There are no plans to add or discontinue any significant programs for next year.

## ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION

Net capital assets increased by \$25,544 as shown below.

Capital Assets, net of Depreciation	2019	2018	Increase (Decrease)
Vehicles	\$ 191,451	\$ 182,110	\$ 9,341
Furniture and equipment	26,635	10,432	16,203
	<b>\$ 218,086</b>	<b>\$ 192,542</b>	<b>\$ 25,544</b>

The Council does not have any long-term debt.

### CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Tamara Crane, Executive Director, 706 Bearkat Drive, Bossier City, LA 71111, (318) 741-8302. You can also reach us at [contactus@bossiercoa.org](mailto:contactus@bossiercoa.org).

**GOVERNMENT – WIDE FINANCIAL STATEMENTS (GWFS)**

**Bossier Council on Aging, Inc.**  
**Statement of Net Position**

<i>June 30,</i>	<b>2019</b>
<b>Assets</b>	
Current assets	
Cash	\$ 591,252
Grants and contracts receivable	3,916
Prepaid expenses	16,787
Total current assets	611,955
Noncurrent assets	
Beneficial interest in assets of foundation	17,156
Capital assets, net of accumulated depreciation	218,086
Total noncurrent assets	235,242
Total assets	847,197
 <b>Liabilities</b>	
Current liabilities	
Accounts payable	40,896
Payroll liabilities	990
Accrued compensated absences	8,159
Total current liabilities	50,045
 <b>Net Position</b>	
Invested in capital assets	218,086
Unrestricted	579,066
Total net position	\$ 797,152

*The accompanying notes are an integral part of these financial statements.*

## Bossier Council on Aging, Inc. Statement of Activities

For the year ended June 30, 2019

Functions/Programs	Program Revenues					Net (Expense) Revenue and Change in Net Assets
	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>						
Health, Welfare & Social Services						
Supportive services						
Transportation of the elderly & disabled	\$ 290,738	\$ 55,634	\$ 23,472	\$ 109,806	\$ 49,242	\$ (163,852)
Homemaker	20,612	8,187	-	19,689	-	(9,110)
Information and assistance	18,403	3,948	-	19,980	-	(2,371)
Outreach	7,902	1,346	-	6,984	-	(2,264)
Material aid	7,122	1,189	-	6,216	-	(2,095)
Public education	18,197	4,026	-	10,236	-	(11,987)
Telephoning	6,688	1,492	-	1,968	-	(6,212)
Personal care	2,571	770	-	1,236	-	(2,105)
Crime prevention	477	113	-	174	-	(416)
Other services	36,156	6,178	-	34,829	-	(7,505)
Legal assistance	4,719	-	-	4,584	-	(135)
Nutrition services						
Congregate meals	79,573	19,215	-	88,237	-	(10,551)
Home-delivered meals	239,884	53,929	-	215,645	-	(78,168)
Senior center	49,259	7,694	-	112,490	-	55,537
Disease prevention and health promotion	7,172	1,682	-	7,565	-	(1,289)
National family caregiver support	43,256	11,374	-	38,775	-	(15,855)
Other services (PCOA, MIPPA)	-	-	-	61,238	-	61,238
Administration	282,188	(176,777)	-	38,697	-	(66,714)
Total governmental activities	\$ 1,114,917	\$ -	\$ 23,472	\$ 778,349	\$ 49,242	(263,854)
General revenues						
Grants and contributions not restricted to specific programs						277,671
Miscellaneous						29,443
Total general revenues and special items						307,114
Change in net position						43,260
Net position - beginning of year						753,892
Net position - end of the year						\$ 797,152

*The accompanying notes are an integral part of these financial statements.*

## **FUND FINANCIAL STATEMENTS**

**Bossier Council on Aging, Inc.**  
**Balance Sheet – Governmental Funds**

<i>June 30, 2019</i>	<b>General Fund</b>	<b>Title III B</b>	<b>Title III C-1</b>	<b>Title III C-2</b>	<b>Non-Major Funds</b>	<b>Total</b>
<b>Assets</b>						
Cash	\$ 441,252	\$ -	\$ -	\$ -	\$ -	\$ 441,252
Certificate of Deposit	150,000	-	-	-	-	150,000
Grants and contracts receivable	3,916	-	-	-	-	3,916
Prepaid expenses	16,787	-	-	-	-	16,787
Beneficial interest in assets of foundation	17,156	-	-	-	-	17,156
<b>Total assets</b>	<b>\$ 629,111</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 629,111</b>
<b>Liabilities and Fund Balances</b>						
<b>Liabilities</b>						
Accounts payable	40,896	\$ -	\$ -	\$ -	\$ -	\$ 40,896
Payroll liabilities	990	-	-	-	-	990
<b>Total liabilities</b>	<b>41,886</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,886</b>
<b>Fund Balances</b>						
Nonspendable	33,943	-	-	-	-	33,943
Unassigned	553,282	-	-	-	-	553,282
<b>Total fund balances</b>	<b>587,225</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>587,225</b>
<b>Total liabilities and fund balances</b>	<b>\$ 629,111</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 629,111</b>

*The accompanying notes are an integral part of these financial statements.*

**Bossier Council on Aging, Inc.**  
**Reconciliation of the Balance Sheet – Governmental Funds**  
**to the Statement of Net Position**

*June 30, 2019*

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Total fund balances per balance sheet – Governmental funds	\$ 587,225
Compensated absences are not paid out of current financial resources and therefore are not reported in the funds	(8,159)
Net capital assets used in governmental activities which are not financial resources in the fund statements	218,086
<hr/>	
Net position of governmental activities	\$ 797,152
<hr/> <hr/>	

*The accompanying notes are an integral part of these financial statements.*

## Bossier Council on Aging, Inc.

### Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds

<i>For the year ended June 30, 2019</i>	General Fund	Title III B	Title III C-1	Title III C-2	Non-Major Funds	Total
<b>Revenues</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ -	\$ 114,078	\$ 81,164	\$ 126,479	\$ 257,868	\$ 579,589
Bossier Parish Police Jury	115,000	-	-	-	-	115,000
City of Bossier City	150,080	-	-	-	-	150,080
NSIP	-	-	-	46,101	-	46,101
LA Department of Transportation and Development	103,209	-	-	-	-	103,209
FEMA	-	-	-	-	6,000	6,000
Other Municipalities	11,926	-	-	-	-	11,926
Public support						
Unrestricted	33,018	18	-	14,100	-	47,136
Restricted	979	-	-	-	-	979
Fundraising, net of expenses	11,110	-	-	-	-	11,110
Client contributions	-	41,641	7,073	13,965	897	63,576
Program service fees						
Transportation	23,472	-	-	-	-	23,472
Total revenues	448,794	155,737	88,237	200,645	264,765	1,158,178
<b>Expenditures</b>						
Health, welfare & social services						
Personnel	-	258,815	32,476	75,275	86,374	452,940
Fringe	3,290	28,229	3,577	8,590	10,459	54,145
Travel	230	5,583	542	973	2,290	9,618
Operating services	6,634	156,250	10,702	61,368	57,072	292,026
Operating supplies	7	41,857	1,041	8,028	6,784	57,717
Direct costs - no indirect allocation	-	4,719	-	-	-	4,719
Other costs	-	-	50,550	139,246	-	189,796
Capital outlays	80,251	-	-	-	-	80,251
Total expenditures	90,412	495,453	98,888	293,480	162,979	1,141,212
Excess (deficiency) of revenues over expenditures	358,382	(339,716)	(10,651)	(92,835)	101,786	16,966
Other financing sources (uses)						
Transfers in	-	339,716	10,651	92,835	20,775	463,977
Transfers out	(341,416)	-	-	-	(122,561)	(463,977)
Total other financing sources (uses)	(341,416)	339,716	10,651	92,835	(101,786)	-
Net increase in fund balances	16,966	-	-	-	-	16,966
Fund balances						
Beginning of the year	570,259	-	-	-	-	570,259
End of the year	\$ 587,225	\$ -	\$ -	\$ -	\$ -	\$ 587,225

*The accompanying notes are an integral part of these financial statements.*

**Bossier Council on Aging, Inc.**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances –**  
**Governmental Funds to the Statement of Activities**

*June 30, 2019*

Total net change in fund balances – governmental funds	\$	16,966
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which purchased assets (\$80,251) exceeds depreciation (\$54,707).		25,544
In the Statement of Activities, compensated absences are measured by the amounts earned during the year. In governmental funds, however, only the decrease in the current portion of these expenditures are recorded based on the current amount expended.		750
Change in net position of governmental activities	\$	43,260

*The accompanying notes are an integral part of these financial statements.*

## Bossier Council on Aging, Inc. Notes to Financial Statements

### **NOTE 1 - PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of Bossier Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The 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.

#### **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 Bossier Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information 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 when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA); 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 Bossier Parish include congregate and home-delivered meals, nutritional education, personal care, information and assistance, outreach, homemaker services, telephoning, wellness, family caregiver support, medic alert referral, transportation, recreation, legal services, material aid, senior centers and public education.

#### **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 (La. R.S. 46:931) with 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.

Bossier Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. The Council incorporated under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes on April 28, 1975.

## Bossier Council on Aging, Inc. Notes to Financial Statements

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

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

Based on the criteria set forth in GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, both of which amended GASB Statement No. 14, *The Financial Reporting Entity*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. In addition, based on the criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement No. 61, the term fiscally dependent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. As previously mentioned, the GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by the GOEA. However, this approval process is part of the GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement No. 61.

### **Basis of Presentation of the Basic Financial Statements**

The accompanying basic financial statements of the Council have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments*, issued in June 1999 as amended by GASB Statement 61, "The Financial Reporting Entity: Omnibus an amendment of GASB Statements No. 14 and No. 34".

The content and certain titles of the GWFS were changed upon adoption by the Council in 2013 of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This statement provides reporting guidance for deferred outflows of resources and deferred inflows of resources, and adds them, when applicable, as elements of the GWFS, because they are distinct from assets and liabilities. In addition, because these additional elements may affect the residual amount of all of the elements presented in the statement of financial position, GASB No. 63 renames that measure as net position rather than net assets. The Council had no deferred outflows or inflows of resources at June 30, 2019.

The Council's basic financial statements consist of "government-wide" financial statements on all activities



## **Bossier Council on Aging, Inc. Notes to Financial Statements**

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 nonmajor governmental funds.

Both the government-wide and fund financial statements categorize primary activities as either “governmental” or “business” type. The Council’s functions and programs have all been categorized as “governmental” activities. The Council does not have any business-type activities or fiduciary funds. Accordingly, the government-wide financial statements do not include any of these activities or funds.

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

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been eliminated from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in its net 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, 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. Many functions and programs are supported by general government revenues such as intergovernmental revenues, and public support, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as 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. The Council did not receive any capital-specific grants this year.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas, the Council allocates its indirect expenses among various functions and programs in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards. 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 of other entities.

## Bossier Council on Aging, Inc. Notes to Financial Statements

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. 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 material items this year.

### **Fund Financial Statements**

The daily accounts and operations of the Council are organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government 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. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

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

#### ***Local Programs and Funding***

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at management's discretion. Expenditures 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.

## Bossier Council on Aging, Inc. Notes to Financial Statements

### ***Transportation Program Services***

The Council provides transportation services to the residents of Bossier Parish who are at least 60 years old or residents with disabilities. The Council receives a grant from the Louisiana Department of Transportation and Development (DOTD) for the transportation services. This grant is commonly referred to as Section 5310 and reimburses the Council 50% of the cost of providing transportation services. This grant (\$53,967) has been recorded as revenue within the Council's General Fund.

### ***Medicaid Services***

The Council provides services for which it is paid a fee by Medicaid. The services consist of providing medical transportation for Medicaid recipients by appointment. The Council also assists people who want to apply for Medicaid coverage with applications.

### ***FTA Funding for Vehicle Acquisition***

The Council participates in a capital assistance program for elderly and disabled sponsored by the U.S. Department of Transportation, Federal Transit Administration (FTA). The purpose of this program is to provide the Council an avenue to acquire vans by only having to pay 20% of the van's total cost. The Louisiana Department of Transportation and Development (DOTD) coordinates the receipt and disbursement of the federal funds and the required matching funds of the Council. During the year ended June 30, 2019, the Council received one van under this program. The federal government's share (\$49,242) of the total cost of this van has been presented as the gross revenues within the Council's General Fund with an offsetting amount also presented as the capital outlay expenditures of this fund.

**Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "*proceeds of specific revenue sources*" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. A significant percentage of the Council's special revenue funds are provided by the United States Department of Health and Human Services – Administration on Aging to GOEA, which in turn "passes through" the funds to the Council.

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 nonmajor governmental fund.

### **Major Governmental Funds**

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

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

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

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

<u>Service</u>	<u># of Units</u>
Information and assistance	793
Outreach	793
Homemaker	2,267
Recreation	18,777
Transportation for people age 60 or older	13,665
Wellness	11,716
Legal assistance	67

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

- A grant from GOEA for Special Programs for the Aging Title III, Part B Grant for Supportive Services and Senior Centers (\$114,078).
- Client contributions from persons who actually received services under this program (\$41,767).

***Title III C-1 Fund***

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to the people age 60 or older in strategically located centers throughout Bossier Parish. During the year, the Council provided 13,851 meals and 1,414 units of nutrition education to people eligible to participate in this program.

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 (\$81,164).
- Client contributions from those persons who received congregate meals (\$6,947).

***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 provided 40,901 home-delivered meals and 2,813 units of nutrition education to people eligible to participate in this program.

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

- A grant from GOEA for Special Programs for the Aging Title III, Part C-2 Nutrition Services (\$126,479).
- Nutrition Services Incentive Program (NSIP) funds (\$46,101) provided by GOEA to supplement the home-delivered meals program. Any food that is purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of Agriculture.
- Client contributions from those persons actually receiving home-delivered meal services (\$13,965).

**Nonmajor Governmental Funds**

***Title III AAA Fund***

The Title III Area Agency Administration (AAA) Fund is used to account for a portion of the indirect costs of administrating the Council’s programs. Each fiscal year GOEA provides the Council with funds to help pay

## Bossier Council on Aging, Inc. Notes to Financial Statements

for the costs of administering the Council's special programs for the aging. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage each program's direct costs bear to direct costs for all programs except payroll and fringe benefits which are allocated on time studies.

### ***Medicare Improvement for Patients and Providers Act (MIPPA) Fund***

The MIPPA Fund is used to account for funds relating to supporting outreach and assistance efforts directed toward Medicare beneficiaries with limited incomes who may be eligible for Medicare Part D, Low Income Subsidy (LIS) and Medicare Savings Plan (MSP) programs. The goal is to provide outreach to individuals in Bossier Parish, Louisiana with special emphasis on rural communities to increase public awareness and enrollment into the benefits available under LIS and MSP.

### ***Title III D Fund***

The Title III D Fund is used to account for funds used for disease prevention and health promotion (wellness) activities. During the year, the Council provided 3,520 units of wellness service to eligible participants. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA via CAAA for Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services.

### ***Title III E Fund***

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and grandparents of older individuals who are relative caregivers. During the year, the Council provided 914 units of respite care under this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for the Title III, Part E National Family Caregivers Support Program.

### ***Senior Center Fund***

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior center for Bossier Parish is located in Bossier City with satellite sites in Benton and Plain Dealing. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Accordingly, during the fiscal year, the Senior Center Fund transferred its grant revenue remaining after its operating expenses to other Title III Funds to subsidize those programs' cost of providing social services to elderly persons in Bossier Parish.

### ***Supplemental Senior Center Fund***

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Bossier Council on Aging, Inc. was one of the Parish councils to receive a supplemental grant. The money received by this fund during the year was

## Bossier Council on Aging, Inc. Notes to Financial Statements

transferred to the Title III Funds to supplement the supportive services provided by this fund. GOEA provided these funds to the Council.

### ***PCOA Funding***

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the 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). In fiscal year 2019, the Council received this grant money into its PCOA Fund and management transferred \$49,725 of the PCOA funds to the Title III C-2 Fund to help pay for that fund's program expenditures.

### ***FEMA Funding***

The FEMA Fund is used to account for the administration of the Emergency Food and Shelter National Board Program (EFSP), the purpose of which is to supplement food and shelter assistance to individuals. Funds are provided by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to the United Way of America, which in turn "passes through" the funds to the Council. A local board working with Bossier Parish's local United Way agency assists Bossier City in obtaining EFSP funds. During the fiscal year, EFSP funds were used to supplement the home-delivered meals program.

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

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

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

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when 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 financial 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 that can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be "available" if they are collected within sixty days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation and amortization are costs that are not recognized in the governmental funds.

## Bossier Council on Aging, Inc. Notes to Financial Statements

### **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.

### **Cash**

Cash includes currency on hand and demand deposits with banks or other financial institutions.

### **Receivables**

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

### **Investments**

GASB Statement 72 requires the Council to report its investments at fair value in the balance sheet, except for investments in non-participating interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost-based measure, provided that the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. The Council did not 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.

### **Prepaid Expenses/Expenditures**

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

In the fund financial statements, management has elected not to include amounts paid for future goods or services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been classified as nonspendable to reflect the amount of fund balance not currently available for expenditure. The Council had \$16,787 in prepaid expenses at year-end.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**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 statement or the fund financial statements.

**Government-wide Financial Statements**

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

For capital assets recorded in the government-wide financial statements, depreciation is computed and recorded using the straight-line method for the asset’s estimated useful life. The Council follows a guideline issued by the State of Louisiana’s Office of Statewide Reporting and Accounting to establish the useful lives of the various types of capital assets that are depreciated and the method used to calculate annual depreciation. Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

Leasehold improvements	20 Years
Nutrition equipment	10 Years
Office equipment – other than computers	6 years
Computer equipment	5 years
Computer software	3 years
Vehicles	5 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.

**Non-Current (Long-Term) Liabilities**

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

**Unpaid Compensated Absences**

The Council's policy for vacation time permits employees to accumulate earned but unused vacation leave. Accordingly, a liability for unpaid vacation leave has been recorded in the Government-Wide Statements. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect at the end of the year.

In contrast, the governmental funds in the Fund Financial Statements report only compensated absence liabilities that are payable from expendable available financial resources to the extent that the liabilities mature. Vacation leave does not come due for payment until an employee makes a request to use it or terminates employment with the Council. Accordingly, no amounts have been accrued as fund liabilities as of year-end in the Fund Financial Statements. The difference in the methods of accruing compensated absences creates a reconciling item between the fund and government-wide financial statement presentations.

**Advances From Funding Agency**

Advances from funding agency represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council did not have any advances from funding agencies at year-end.

**Deferred Revenues**

The Council reports deferred revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (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 Fund Balance Sheet, whichever the case might be, and the revenue is recognized. The Council had no deferred revenue at year-end.

**Net Position in the Government-Wide Financial Statements**

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

- Invested in capital assets – This component consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. At year-end, the Council did not have any borrowings that were related to capital assets.
- Restricted net position – This component consists of net position with constraints 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 position that do not meet the

definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Council’s policy to use restricted resources first to finance its activities.

#### **Fund Equity – Fund Financial Statements**

Governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the Council’s management implemented GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable** - This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures, beneficial interests in assets of foundation, and deposits as being nonspendable as these items are not expected to be converted to cash.
- **Restricted** - This classification includes amounts for which constraints have been placed on the use of resources 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. The Council did not have any restricted fund balances at year-end.
- **Committed** - This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council’s board of directors, which is the Council’s highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- **Assigned** - This classification includes amounts that are constrained by the Council’s intent to be used for a specific purpose but are neither restricted nor committed. This intent 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 resources as of year-end.
- **Unassigned** - This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

## Bossier Council on Aging, Inc. Notes to Financial Statements

unassigned resources first and to defer the use of the other classified funds.

### **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.

### **Allocation of Indirect Expenses**

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct costs of the administration function. The net cost of the administration function is allocated using a formula based primarily on the relationship the direct cost a program bears to the direct cost of all programs. There are some programs that cannot absorb any indirect cost allocation according to their grant or contract restrictions.

### **Beneficial Interest in Assets of Foundation**

Transfers of its funds to the Community Foundation of Shreveport-Bossier, specifying Bossier Council in Aging, Inc. as the beneficiary, are accounted for as an asset, in accordance with generally accepted accounting principles.

### **Elimination and Reclassifications**

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

### **NOTE 2 - REVENUE RECOGNITION**

Revenues are recorded in the government-wide financial statements when they are earned under 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 are usually 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 AND CERTIFICATE OF DEPOSIT**

The Council maintains a consolidated bank account to deposit most of the monies it collects and to pay its bills. The purpose of this consolidated bank account is to reduce administrative 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.

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash on its books, including \$350 of petty cash, was \$441,252 and the related bank balances totaled \$444,993. The difference in the book and bank balances for cash relates primarily to

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

deposits made and checks written on demand deposit accounts which did not clear the bank accounts by year-end. At year-end, the Council's cash and cash equivalents were fully insured.

The Council has a certificate of deposit in the amount of \$150,000 at year end. The certificate of deposit has an original six month term and is set to mature on December 27, 2019.

**NOTE 4 - CHANGES IN CAPITAL ASSETS**

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

Capital Assets	Balance July 1, 2018	Additions	Decreases	Balance June 30, 2019
Vehicles	\$ 433,552	\$ 56,927	\$ 19,850	\$ 470,629
Furniture and equipment	46,318	23,324	-	69,642
<b>Total capital assets</b>	<b>479,870</b>	<b>80,251</b>	<b>19,850</b>	<b>540,271</b>
Less accumulated depreciation				
Vehicles	251,442	47,586	19,850	279,178
Furniture and equipment	35,886	7,121	-	43,007
<b>Subtotal</b>	<b>287,328</b>	<b>54,707</b>	<b>19,850</b>	<b>322,185</b>
<b>Capital assets, net</b>	<b>\$ 192,542</b>	<b>\$ 25,544</b>	<b>\$ -</b>	<b>\$ 218,086</b>

None of the above amounts include donated assets. All of the Council's vehicles are operational at year-end. The Council's management has reviewed capital assets and does not believe any capital assets are impaired as of year-end.

Depreciation was charged to governmental activities as follows:

Administration	\$ 54,707
AAA	-
<b>Total</b>	<b>\$ 54,707</b>

**NOTE 5 - 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 6 - BENEFICIAL INTERESTS IN ASSETS OF FOUNDATION**

The Council established an endowment fund in fiscal year 2013 by transferring \$15,000 to the Community Foundation of Shreveport/Bossier (Foundation). Under the terms of the agreement, variance power and legal ownership of the funds rest with the Foundation, with the Council as the beneficiary of the reciprocal transfer.

A summary of the activity on the endowment fund follows:

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

		BCOA		Community Foundation
Balance at July 1, 2018	\$	-	\$	17,221
Interest and dividends		-		196
Net realized and unrealized gains		-		570
Grants/ scholarships		-		(665)
Administrative fees		-		(166)
Balance at June 30, 2019	\$	-	\$	17,156

**NOTE 7 - IN-KIND CONTRIBUTIONS**

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a 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.

**NOTE 8 - INCOME TAX STATUS**

Under provisions of Section 501(c)(3) of the Internal Revenue Code and the applicable income tax regulations of the State of Louisiana, the Council is exempt from income taxes, except from unrelated business income. There were no unrelated business activities for the year ended June 30, 2019. Accordingly, no tax expense was incurred for the year ended June 30, 2019. The Council believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.

**NOTE 9 - LEASE AND RENTAL COMMITMENTS**

The Council has an operating lease associated with a copier. The terms of the lease require the Council to pay \$336 per month over the term of this lease. The lease term runs from July 2016 to June 2021. The Council also leases a building used for congregate meals and recreation. The lease ran from September 2018 to June 2019 at \$401 per month. This lease was renewed through June 2020 for \$400 per month. Rent expense for the fiscal year ended June 30, 2019, was \$8,070. Minimum payments due under these leases are as follows: 2020 -\$8,826; 2021 - \$4,026.

**NOTE 10 - JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES**

The Council is party to routine claims and legal proceedings arising in the ordinary course of business. All such claims are covered by insurance and, in the opinion of management, the outcome of such actions will have no material impact on the financial condition or results of operations for the Council.

**NOTE 11 - 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 significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

**NOTE 12 - ECONOMIC DEPENDENCY**

The Council receives the majority of its revenue from other governments in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal and/or state level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in fiscal year 2019 relating to its usual sources of intergovernmental revenues.

**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; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

**NOTE 14 - INTERFUND RECEIVABLES AND PAYABLES**

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. The Council had no interfund receivables or payable at year-end.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**NOTE 15 - INTERFUND TRANSFERS**

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

	Transfers In	Transfers Out
General Fund	\$ -	\$ 341,416
Title III B Fund	339,716	-
Title III C-1 Fund	10,651	-
Title III C-2 Fund	92,835	-
Nonmajor Funds		
Title III AAA	2,828	-
MIPPA		600
Title III D	1,288	-
Title III E	16,659	-
Senior Center	-	55,323
Supplemental Senior Center	-	10,913
PCOA	-	49,725
FEMA	-	6,000
<b>Total</b>	<b>\$ 463,977</b>	<b>\$ 463,977</b>

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (b) to shift unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits. These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

**NOTE 16 - FAIR VALUE MEASUREMENTS**

The fair value measurement accounting literature provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels. Level 1 inputs to the valuation methodology are based on unadjusted quoted prices for identical assets in active markets that the Council has the ability to access. Level 2 inputs are based primarily on quoted prices for similar assets in active or inactive markets and/ or based on inputs that are derived principally from or corroborated by observable market data. Level 3 inputs are unobservable and are based on assumptions market participants would utilize in pricing the assets.

The Council uses appropriate valuation techniques based on the available inputs to measure the fair value of its beneficial interest in assets of foundation. The asset's fair value measurement level with the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. When available, valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

The Council's beneficial interest in assets of foundation are pooled with other organizations' funds and managed by the Community Foundation of North Louisiana. Level 2 inputs are used to value the Council's beneficial interest in assets of foundation of \$17,156 at June 30, 2019.



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**Independent Auditors' Report on Internal Control over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards***

To the Board of Directors  
Bossier Council on Aging, Inc.  
Bossier City, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier Council on Aging, Inc. as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Bossier Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 4, 2019.

**Internal Control Over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Bossier Council on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2019-001.

### **Bossier Council on Aging's Response to Finding**

Bossier Council on Aging's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. Bossier Council on Aging's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**

Shreveport, Louisiana  
December 4, 2019

## Bossier Council on Aging, Inc. Schedule of Findings and Responses

We have audited the basic financial statements of the Bossier Council on Aging, Inc. as of and for the year ended June 30, 2019, and have issued our report thereon dated December 4, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2019, resulted in an unmodified opinion.

### Section I – Summary of Auditors’ Report

Type of auditors’ report issued on the basic financial statements:	<b>Unmodified</b>
Internal control over financial reporting:	
• Material weakness identified?	<b>No</b>
• Significant deficiencies identified that are not considered material weaknesses?	<b>No</b>
Noncompliance material to the basic financial statements noted?	<b>No</b>
Federal awards	<b>N/A</b>

### Section II – Financial Statement Findings

#### Current Year Findings

##### **2019-001 Other Matter – Misappropriation of Client Funds**

###### *Criteria or Specific Requirement:*

Adequate controls should be in place to ensure timely detection and reporting of fraud or misappropriation.

###### *Condition:*

Executive Director uncovered the theft of client contributions by a Bossier Council on Aging employee in the amount of \$300. The employee had taken cash contributions from clients participating in the Council’s home-delivered meals program and issued bogus receipts to the clients to cover up the theft. The theft occurred from early March 2019 until early May 2019. The former employee admitted to taking money from the Council, was arrested and booked for theft. The Council notified the District Attorney on July 8, 2019, and requested that the former employee pay restitution, and that his crime be linked as a crime against the elderly. The Council received restitution in early October 2019. The Council notified the Louisiana Legislative Auditor of the theft on November 5, 2019.

###### *Cause:*

Client contributions made in cash present opportunity for misappropriation.



**Bossier Council on Aging, Inc.  
Schedule of Findings and Responses**

*Effect:*

The Council may have lost revenue from clients that help to support the services provided.

*Recommendation:*

We recommend the Council continue to more closely monitor home-delivered meal drivers' activities and continue to develop procedures to communicate and verify cash contributions made by clients.

**Prior Year Findings**

**2018-001 Material Adjustment**

**Year of Origination: June 30, 2018**

*Condition:*

In the course of performing auditing procedures over revenue, receivables and capital assets, we discovered there was an overstatement of revenue, receivables and capital assets. We made a material audit adjustment to reduce revenue, reduce receivables and reduce capital assets.

Corrective action taken: Management corrected capital assets to correctly record capital asset from DOTD 5310 capital grant of vehicle received from \$54,154.85 to \$39,560.95. Management corrected account receivable for DOTD 5310 operational grant for the non-reimbursable expenses that exceeded grant amount of \$7,219.50.

**Financial Statement Findings Reported in Accordance with Governmental Auditing Standards**

**2019-001 Misappropriation of Client Funds**

*Condition:*

Executive Director uncovered the theft of client contributions by a Bossier Council on Aging employee in the amount of \$300. The employee had taken cash contributions from clients participating in the Council's home-delivered meals program and issued bogus receipts to the clients to cover up the theft. The theft occurred from early March 2019 until early May 2019. The former employee admitted to taking money from the Council, was arrested and booked for theft. The Council notified the District Attorney on July 8, 2019, and requested that the former employee pay restitution, and that his crime be linked as a crime against the elderly. The Council received restitution in early October 2019. The Council notified the Louisiana Legislative Auditor of the theft on November 5, 2019.

*Plan of Correction*

We are unable to require non-cash contributions from clients. As such, we will implement the following: an internal receipt that is administered from bookkeeping when requested by client that is marked with logo to reduce risk of forgery; monthly calls to clients will remind them about ability to make non-cash contributions; pop-in visits by supervisors will also discuss ability to make non-cash contributions.

*Person responsible for plan of correction:*

Tamara Crane

*Anticipated completion date:*

December 1, 2019

**SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34**



**Bossier Council on Aging, Inc.  
Budgetary Comparison Schedule – General Fund**

The Council has no legal obligation to budget this fund.

*See Independent Auditors' Report.*

**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Title III B Fund**

<i>For the year ended June 30, 2019</i>	<b>Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance with Budget</b>
		<b>GAAP Basis</b>	<b>Favorable (Unfavorable)</b>
<b>Revenues</b>			
Intergovernmental			
Governor's Office of Elderly Affairs	\$ 114,078	\$ 114,078	\$ -
Unrestricted public support	-	18	18
Client contributions	52,628	41,641	( 10,987)
Program service fees	-	-	-
Investment Income	-	-	-
Other	-	-	-
Inkind Contributions			-
<b>Total revenues</b>	<b>166,706</b>	<b>155,737</b>	<b>( 10,969)</b>
<b>Expenditures</b>			
Personnel	287,321	258,815	28,506
Fringe	37,295	28,229	9,066
Travel	5,940	5,583	357
Operating services	104,048	156,250	(52,202)
Operating supplies	39,398	41,857	(2,459)
Other costs	15,302	-	15,302
Direct costs - no indirect allocation	31,719	4,719	27,000
<b>Total expenditures</b>	<b>521,023</b>	<b>495,453</b>	<b>25,570</b>
Excess (deficiency) of revenues over expenditures	(354,317)	(339,716)	14,601
<b>Other financing sources</b>			
Transfers in	354,317	339,716	(14,601)
<b>Total other financing sources</b>	<b>354,317</b>	<b>339,716</b>	<b>(14,601)</b>
Net increase (decrease) in fund balances	-	-	-
<b>Fund balances</b>			
Beginning of year	-	-	-
End of year	\$ -	\$ -	\$ -

*See Independent Auditors' Report.*

**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Title III C-1 Fund**

<i>For the year ended June 30, 2019</i>	<b>Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance with Budget</b>
		<b>GAAP Basis</b>	<b>Favorable (Unfavorable)</b>
<b>Revenues</b>			
Intergovernmental			
Governor's Office of Elderly Affairs	\$ 81,164	\$ 81,164	\$ -
Client contributions	5,800	7,073	1,273
<b>Total revenues</b>	<b>86,964</b>	<b>88,237</b>	<b>1,273</b>
<b>Expenditures</b>			
Personnel	32,648	32,476	172
Fringe	4,238	3,577	661
Travel	127	542	( 415)
Operating services	4,974	10,702	( 5,728)
Operating supplies	1,665	1,041	624
Other costs	68,262	50,550	17,712
<b>Total expenditures</b>	<b>111,914</b>	<b>98,888</b>	<b>13,026</b>
Excess (deficiency) of revenues over expenditures	(24,950)	( 10,651)	14,299
<b>Other financing sources</b>			
Transfers in	24,950	10,651	( 14,299)
<b>Total other financing sources</b>	<b>24,950</b>	<b>10,651</b>	<b>( 14,299)</b>
Net increase (decrease) in fund balances	-	-	-
<b>Fund balances</b>			
Beginning of year	-	-	-
End of year	\$ -	\$ -	\$ -

*See Independent Auditors' Report.*

**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Title III C-2 Fund**

<i>For the year ended June 30, 2019</i>	<b>Budgeted Amounts</b>	<b>Actual Amounts</b>	<b>Variance with Budget</b>
		<b>GAAP Basis</b>	<b>Favorable (Unfavorable)</b>
<b>Revenues</b>			
Intergovernmental			
Governor's Office of Elderly Affairs	\$ 126,478	\$ 126,479	\$ 1
NSIP	46,101	46,101	-
Unrestricted public support	-	14,100	14,100
Client contributions	15,000	13,965	(1,035)
<b>Total revenues</b>	<b>187,579</b>	<b>200,645</b>	<b>13,066</b>
<b>Expenditures</b>			
Personnel	71,615	75,275	(3,660)
Fringe	9,296	8,590	706
Travel	357	973	(616)
Operating services	56,991	61,368	(4,377)
Operating supplies	9,531	8,028	1,503
Other costs	167,416	139,246	28,170
<b>Total expenditures</b>	<b>315,206</b>	<b>293,480</b>	<b>21,726</b>
Excess (deficiency) of revenues over expenditures	(127,627)	(92,835)	34,792
<b>Other financing sources</b>			
Transfers in	127,627	92,835	(34,792)
<b>Total other financing sources</b>	<b>127,627</b>	<b>92,835</b>	<b>(34,792)</b>
Net increase (decrease) in fund balances	-	-	-
<b>Fund balances</b>			
Beginning of year	-	-	-
End of year	\$ -	\$ -	\$ -

*See Independent Auditors' Report.*

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA**

**Bossier Council on Aging, Inc.**  
**Schedule of Non-Major Special Revenue Funds**

<i>For the year ended June 30, 2019</i>	Title III AAA	MIPPA	Title III D	Title III E	Senior Center	Supplemental Senior Center	PCOA	FEMA	Total
<b>Revenues</b>									
<b>Intergovernmental</b>									
GOEA	\$ 38,697	\$ 600	\$ 7,529	\$ 37,914	\$ 112,490	\$ 10,913	\$ 49,725	\$ -	\$ 257,868
FEMA	-	-	-	-	-	-	-	6,000	6,000
<b>Public Support</b>									
Client contributions	-	-	36	861	-	-	-	-	897
<b>Total revenues</b>	<b>38,697</b>	<b>600</b>	<b>7,565</b>	<b>38,775</b>	<b>112,490</b>	<b>10,913</b>	<b>49,725</b>	<b>6,000</b>	<b>264,765</b>
<b>Expenditures</b>									
Personnel	18,359	-	7,095	37,437	23,483	-	-	-	86,374
Fringe	1,542	-	759	5,493	2,665	-	-	-	10,459
Travel	861	-	30	1,260	139	-	-	-	2,290
Operating services	19,804	-	915	10,403	25,950	-	-	-	57,072
Operating supplies	959	-	54	841	4,930	-	-	-	6,784
<b>Total expenditures</b>	<b>41,525</b>	<b>-</b>	<b>8,853</b>	<b>55,434</b>	<b>57,167</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>162,979</b>
Excess (deficiency) of revenues over expenditures	(2,828)	600	(1,288)	(16,659)	55,323	10,913	49,725	6,000	101,786
<b>Other financing sources (uses)</b>									
Operating transfers in	2,828	-	1,288	16,659	-	-	-	-	20,775
Operating transfers out	-	(600)	-	-	(55,323)	(10,913)	(49,725)	(6,000)	(122,561)
<b>Total other financing sources (uses)</b>	<b>2,828</b>	<b>(600)</b>	<b>1,288</b>	<b>16,659</b>	<b>(55,323)</b>	<b>(10,913)</b>	<b>(49,725)</b>	<b>(6,000)</b>	<b>(101,786)</b>
Net increase in fund balances	-	-	-	-	-	-	-	-	-
<b>Fund balances</b>									
Beginning of year	-	-	-	-	-	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*See Independent Auditors' Report.*

**Bossier Council on Aging, Inc.**

**Comparison Schedule of Capital Assets and Changes in Capital Assets**

<i>For the year ended June 30, 2019</i>	<b>Balance June 30, 2018</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2019</b>
Capital assets, at cost				
Vehicles	\$ 433,552	\$ 56,927	\$ 19,850	\$ 470,629
Furniture and equipment	46,318	23,324	-	69,642
<b>Total</b>	<b>\$ 479,870</b>	<b>\$ 80,251</b>	<b>\$ 19,850</b>	<b>\$ 540,271</b>
Investment in capital assets				
Property acquired with funds from -				
AAA	\$ 2,567	\$ -	\$ -	\$ 2,567
PCOA	19,850	-	19,850	-
Local	457,453	80,251		537,704
<b>Total</b>	<b>\$ 479,870</b>	<b>\$ 80,251</b>	<b>\$ 19,850</b>	<b>\$ 540,271</b>

*See Independent Auditors' Report.*

**OTHER SUPPLEMENTARY INFORMATION**

**Bossier Council on Aging, Inc.**  
**Schedule of Compensation, Benefits and Other Payments Made to Agency Head**

Agency Head Name: Tamara Crane, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 64,378
Cell phone	\$ 1,564
Dues	\$ 331
Travel	\$ 216
Conference travel	\$ 2,295
Special meals	\$ 78

**Bossier Council on Aging, Inc.**

**AGREED-UPON PROCEDURES REPORT**

**For the fiscal period July 1, 2018 through June 30, 2019**



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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors  
Bossier Council on Aging, Inc.  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by the Bossier Council on Aging, Inc. (the "BCOA") and the Louisiana Legislative Auditor ("LLA") on the control and compliance ("C/C") areas identified in the LLA's Statewide Agreed-Upon Procedures ("SAUPs") for the fiscal period July 1, 2018 through June 30, 2019. The BCOA's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, 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.

The procedures and our associated findings are as follows:

### ***Written Policies and Procedures***

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1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.  
**Results: No exceptions were found as a result of applying the procedure.**
  - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.  
**Results: No exceptions were found as a result of applying the procedure.**
  - c) ***Disbursements***, including processing, reviewing, and approving.  
**Results: No exceptions were found as a result of applying the procedure.**
  - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).  
**Results: No exceptions were found as a result of applying the procedure.**

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

**Results: No exceptions were found as a result of applying the procedure.**

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

**Results: There was an exception found as a result of applying the procedure. Policies and procedures do not address the standard terms and conditions nor the legal review for contracts. Policies and procedures appropriately address the types of services requiring contracts and the monitoring process. This is a repeat finding.**

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

**Results: No exceptions were found as a result of applying the procedure.**

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

**Results: No exceptions were found as a result of applying the procedure.**

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

**Results: There was an exception found as a result of applying the procedure. No formal written Ethics policies and procedures are in place. This is a repeat finding.**

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

**Results: This step was not applicable. The BCOA does not hold any debt to require a written policy to address service debt.**

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

**Results: There was an exception found as a result of applying the procedure. No formal Disaster Recovery/Business Continuity written policies and procedures are in place to address the items above.**

## **Collections**

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

**Results: Obtained a listing of deposit sites for the fiscal period and management's representation that the listing is complete. We selected BCOA's one deposit site for further procedures.**

3. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.  
**Results: No exceptions were found as a result of applying the procedure.**
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.  
**Results: No exceptions were found as a result of applying the procedure.**
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.  
**Results: One employee is allowed to take collections and post to the general ledger. These incompatible duties are mitigated by another employee's review and reconciliation of the posted transactions. We did not consider this to be an exception.**
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.  
**Results: No exceptions were found as a result of applying the procedure.**
4. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.  
**Results: Per inquiry of management, all employees who have access to cash are covered by an insurance policy for theft.**
5. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select two deposit dates for each of these 5 bank accounts (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.  
**Results: Receipts used are not sequentially pre-numbered.**
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
**Results: No exceptions were found as a result of applying the procedure.**
  - c) Trace the deposit slip total to the actual deposit per the bank statement.  
**Results: No exceptions were found as a result of applying the procedure.**
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).  
**Results: No exceptions were found as a result of applying the procedure.**

- e) Trace the actual deposit per the bank statement to the general ledger.

**Results: No exceptions were found as a result of applying the procedure.**

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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

**Results: We obtained a listing of all active credit cards, bank debit cards, fuel cards, and P-cards for the fiscal period and management's representation that the listing is complete.**

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

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

**Results: There was an exception found as a result of applying the procedure. We inspected each of the selected statements and supporting documentation for review and approval. We observed that the supporting documentation was reviewed and approved; however, one out of the four statements did not have evidence of review and approval. This is a repeat finding.**

- b) Observe that finance charges and late fees were not assessed on the selected statements.

**Results: No exceptions were found as a result of applying the procedure.**

8. Using the monthly statements or combined statements selected under #7 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

**Results: No exceptions were found as a result of applying the procedure.**

### ***Other***

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9. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

**Results: We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We obtained supporting documentation for the one misappropriation of assets and observed that the entity reported the misappropriation to the legislative auditor and the district attorney.**

10. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Results: There was an exception found as a result of applying the procedure. We inspected the premises and observed the required notice is posted. We inspected the BCOA website at [www.bossiercoa.org](http://www.bossiercoa.org) and observed that the required notice is not posted. This is a repeat finding.**

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

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

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**

Shreveport, Louisiana  
December 4, 2019