IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA

FINANCIAL REPORT

JUNE 30, 2017

IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA
JUNE 30, 2017

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MANAGEMENT'S DISCUSSION AND ANALYSIS

MANAGEMENT'S DISCUSSION AND ANALYSIS
(MD&A)

The following discussion and analysis of Iberville Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2017. Please read it in conjunction with the financial statements, which begin on page 17.

FINANCIAL HIGHLIGHTS

- The Council showed an increase in overall net position of $33,019 or 26% this year.
- Net Capital Assets of the Council decreased by $5,746 or 29%.
- The General Fund has Fund Balance of $146,405 at year-end. The Governmental Fund Balance as a whole is also $146,405.
- Because of improved management and increase In-Kind donations from Iberville Parish, the Council on Aging continues to manage a healthy fund balance.
- The Iberville Council on Aging no longer pays any salaries and fringe benefits to employees. Personnel are provided through an in-kind agreement with the Iberville Parish Council.
- The Iberville Council on Aging has experienced continued growth in congregate meals at a cost over and above the amount allotted to the Agency by the Grantor.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 18 and 19) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 20. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

Our auditor has provided assurance in their independent auditor's report, located immediately after this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. The auditor is providing varying degrees of assurance about Supplementary Financial Information Required by GASB Statement 34 and Supplementary Financial Information Required by GOEA and Uniform Guidance that follow later in this reporting package. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

Reporting the Council as a Whole Using Government-Wide Statements

Our analysis of the Council as a whole begins on page 17. An important question to ask about the Council's finances is, "Is the Council as a whole better off or worse off as a result of the 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 answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Government-Wide statements can be found on pages 18 to 19 and report the Council's net position and changes in them. Some of the net positions are restricted which means they can only be used for a specific purpose. 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, you will need to consider other nonfinancial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net position changed as a result of this year's activities. All of the Council's significant activities are reported in the Statement of Activities. These activities include an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, and utility assistance. All activities of the Council are considered to be governmental activities. A governmental activity is one where the Council uses money it receives from government grants and contracts, along with donations from the general public, to pay for the services it provides to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity would be classified as a business-type activity. The Council does not have any business-type activities. However, the Council does charge a small monthly fee to people who rent Medical Alert units and a fee for persons under 60 years old to ride the Council's vans. We do not view the fees we charge for these activities as a business-type activity because we do not intend to make a profit or recover the full cost of providing the service.

Reporting the Council's Most Significant Funds Using Fund Financial Statements

Our analysis of the Council's major funds begins on page 45. The Fund Financial Statements can be found on pages 20 to 23 and provide detailed information about the most significant funds - not the Council as a whole. In the Fund Financial Statements, you will see a General Fund and a variety of Special Revenue Funds. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we can show that the fund is meeting legal responsibilities for using certain grants and other money.

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

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 24 to 44. You should read the notes before making assumptions or drawing conclusions about the Council's financial condition.

Supplementary Financial Information Required by GASB Statement 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the Council's fiscal year. We have also opted to present positive and negative variances between the final budget and actual amounts.

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but which we believe is important to present for the Council's financial statement users.

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

Other Supplementary Financial Information Required by GOEA and Uniform Guidance

The Council has also presented other required supplemental information in this report package.

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 51 to 53.

This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

The Uniform Guidance requires a Schedule of Expenditures of Federal Awards. This schedule will present required information about the Council's federally funded programs in a manner that can facilitate financial and compliance analysis by the agencies that have granted federal money to 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 net position:

	2017	2016
Current and other assets	$ 149,799	$ 112,430
Capital Assets, net of depreciation	14,683	20,429
Total Assets	164,482	132,859
Other Liabilities	3,394	4,790
Total Liabilities	3,394	4,790
Net Position:		
Invested in capital assets, net of related debt	14,683	20,429
Restricted	-	-
Unrestricted	146,405	107,640
Total Net Position	$ 161,088	$ 128,069

As of June 30, 2017, the Council "as a whole" had assets greater than its liabilities by $161,088. The Council's total net position increased from $128,069 to $161,088.

The Council's unrestricted net position increased by $38,765 or 36% from the previous year. 91% of the Council's net position is unrestricted as of June 30, 2017. It is important that the Council have unrestricted net position so that we will have resources available to adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

Net positions are reported as restricted when the constraints placed upon the asset's use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net positions that have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them. For both years presented, there is no debt that has been subtracted from the capital asset amounts. Our policy is to acquire capital assets by paying cash and avoiding debt. This policy helps to assure us that decreases in the Council's future revenues won't impact its ability to provide a certain level of service to our clients and program participants.

Table 2 illustrates the revenues and expenses that caused the change in net position over the two-year period.

Table 2
Increase (Decrease) in Net position

	2017	2016
Revenues		
Program Revenues		
Charges for Services	$ -	$ -
Operating Grants and Contributions	734,181	793,681
General Revenues:		
Unrestricted Grants and Contributions	37,500	36,900
Interest Income	123	79
Other General Revenue	371	485
Total Revenues	772,175	831,145
Direct Program Expenses of the Health, Welfare, and Social Services Function:		
Supportive Services:		
Personal Care	-	-
Medical Alert	10,711	11,970
Recreation	-	-
Wellness	-	-
Other Supportive Services	-	-
Information and Assistance	1,067	983
Telephoning	152	484
Legal Assistance	-	-
Outreach	239	-
Transportation	41,440	30,061
Nutrition Services:	-	-
Congregate Meals	67,761	67,198
Nutrition Education	200	479
Utility Assistance	-	-
Senior Activities	30,028	32,212
MIPPA	2,700	2,400
Supplemental PCOA Funding	-	-
Direct Administration Expenses	584,858	642,222
Total Expenses	739,156	788,009
Excess (Deficiency) of revenues over expenditures before special items	33,019	43,136
Special items	-	-
Increase (Decrease) in Net position	$ 33,019	$ 43,136

The Council's total revenues (excluding special items) decreased by $58,970 versus last year. Total expenses decreased by $48,853 versus last year.

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

Most of the Council's activities are funded by federal, state, and local grants. Some 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 change based upon the level of service provided by the Council under the terms of the particular grant award.

The Council also receives donations from its clients and the general public. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services.

The Council invests idle funds and is able to earn some interest on this money each year. The investment earnings are used or accumulated as necessary to meet expenses each year.

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 related to transportation and nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Iberville Parish. There is a high demand for these services; therefore, resources are channeled to meeting the demand.

You will also note that most of the governmental activities have more expenses than revenues. We expect this situation to occur and have prepared the Council's budgets for these activities with this in mind. Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities.

Revenues under the Home Delivered Meals Program are provided in part with funds from a USDA grant. USDA funds can only be used to pay for part of the cost of the meals provided to the elderly recipient. There are also other grants that can only be used to pay for costs in this program. Depending on the number of meals served, the types of costs charged to this program, and the amount of grant funds available to use in this program, it is possible that some money earned under the USDA grant may not be needed this year to help pay for all of the program's costs. Any unused USDA grant funds are recorded as a restricted net position of the Nutrition Services program and will be available for use next year if necessary.

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

Fund Balances

The Council showed a combined governmental fund balance of $146,405 (as shown on the Fund Financial Statement's balance sheet at page 18) at the end of this year, which is an increase of $38,765 versus last year. The Council's General Fund increased by $38,765 this year, while the Special Revenue Funds had a combined no change in fund balance.

The primary reasons for the increase in the General Fund's fund balance are as follows:

The Council no longer covers Salaries and Fringe Benefits for employees. Those expenditures are provided In-Kind through the Iberville Parish Council.

The Council has been effective at managing its budget over the last fiscal year.

Revenues

The combined governmental fund revenues decreased by $58,970 this year versus last year. Some of the reasons for this decrease are as follows:

- The Council noted a decrease in in-kind contributions in the current year.

Expenditures

Total expenditures decreased by $47,764 this year. Some of the notable reasons why this occurred are as follows:

- The Council noted a decrease in in-kind expenditures in the current year.

AN ANALYSIS OF THE GENERAL FUND BUDGET

Over the course of this past fiscal year, the budget was amended. The original budget was approved at a Board of Directors meeting on March 16, 2016. You can find schedules of the original and amended budgets for the General Fund in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 45 to 50.

AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had $14,683 in fixed assets net of accumulated depreciation. This amounted to a net decrease of $5,746 over last year.

Table 4

Capital Assets, Net of Depreciation at Year End

	2017	2016
Vehicles	$ 13,734.00	$ 18,581.00
Furniture and Equipment	949.00	1,848.00
Computer Equipment	-	-
	$ 14,683.00	$ 20,429.00

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

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. In setting its budget for fiscal year 2017, it was important that we deliver at least the same level of service to our clients and the public as we did in 2016. The Iberville Parish Council provides all personnel necessary to run an effective program. This commitment by Iberville Parish should enable the council to use more of its federal and state grant funds on expanding programs and services. We have set our initial budget to provide the same programs and levels of service next year. GOEA has also approved the Council's budget for next year.

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 Charlene Siplin, the Council's Executive Director, at the Council's main office located at 58105 Court Street, Plaquemine, LA 70764, by phone at 225-687-9682.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Iberville Council on Aging, Inc.
Plaquemine, 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 the Iberville Council on Aging, Inc. as of and for the year ended June 30, 2017, 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.

Auditor's 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 auditor's 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 auditor considers 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 obtained is sufficient and appropriate to provide a basis for our audit opinions.

INDEPENDENT AUDITOR'S REPORT (continued)

Basis for Qualified Opinion on Governmental Activities

As explained in Note 13, the Iberville Council on Aging, Inc. did not adopt the provision of GASB 68 as amended by GASB 71, "*Pension Transition for Contributions Made Subsequent to the Measurement Date-An Amendment of GASB Statement 68.*" These statements require the Council to recognize, within the governmental activities financial statements, net pension liability, deferred inflows of resources, and deferred outflows of resources related to its participation in the Parochial Employees Retirement System of Louisiana, a cost-sharing, multiple employer, defined benefit plan. The amount by which this departure would affect deferred outflows, deferred inflows, net position, and expense of the governmental activities has not been determined.

Qualified Opinion

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Governmental Activities" paragraph, the financial statements referred to above, present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Council on Aging, Inc. as of June 30, 2017, and the respective changes in financial position for the year then ended in conformity 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 and required supplementary information on pages 1 through 13 and pages 45 through 50 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 an opinion on the financial statements that collectively comprise the Iberville Council on Aging, Inc.'s basic financial statements as a whole. The Schedule of Non-Major Special Revenue Funds, Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets, Schedule of Compensation for Board Members, and Schedule of Compensation, Benefits, and Other Payments to the Agency Head are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

INDEPENDENT AUDITOR'S REPORT (continued)

The Schedule of Non-Major Special Revenue Funds, Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets, Schedule of Compensation for Board Members, Schedule of Compensation, Benefits, and Other Payments to the Agency Head, and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Non-Major Special Revenue Funds, Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets, Schedule of Compensation for Board Members, and Schedule of Compensation, Benefits, Other Payments to the Agency Head, and the schedule of expenditures of federal awards 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 13, 2017, on our consideration of the Iberville 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 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 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 Iberville Council on Aging, Inc.'s internal control over financial reporting and compliance.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 13, 2017

GOVERNMENT WIDE FINANCIAL STATEMENTS

GOVERNMENT WIDE STATEMENT OF NET POSITION

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

June 30, 2017

		Governmental Activities
Assets		
Cash and cash equivalents		136,899
Grants and contracts receivable		12,618
Prepaid insurance		282
Capital assets, net of accumulated depreciation		14,683
Total Assets	$	164,482
Liabilities		
Accounts payable		3,394
Total Liabilities		3,394
Net Position		
Net Invested in Capital Assets		14,683
Restricted		-
Unrestricted		146,405
Total Net Position	$	161,088

The accompanying notes are an integral part of this statement.

GOVERNMENT WIDE STATEMENT OF ACTIVITIES

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

For the year ended June 30, 2017

Functions/Programs	Direct Expenses	Indirect Expenses	Operating Grants and Contributions	Net (Expense) Revenue and Increases (Decreases) in Net Position — Total Governmental Activities
Governmental Activities				
Health, Welfare & Social Services:				
Supportive Services:				
Medical Alert	$ 10,711	$ 3,971	$ 11,519	$ (3,163)
Information and Assistance	1,067	394	1,390	(71)
Outreach	239	89	284	(44)
Telephoning	152	56	114	(94)
Transportation	41,440	15,362	44,487	(12,315)
Nutrition Services:				
Congregate Meals	67,761	25,118	50,806	(42,073)
Nutrition Education	200	75	203	(72)
Senior Activities	30,028	-	50,360	20,332
MIPPA	2,700	-	2,700	-
Administration	584,858	(45,065)	572,318	32,525
Total governmental activities	$ 739,156	$ -	$ 734,181	$ (4,975)
General Revenues:				
Grants and contributions not restricted to specific programs				37,500
Unrestricted interest income				123
Unrestricted miscellaneous income				371
Total general revenues and special items				37,994
Increase (Decrease) in net position				33,019
Net position - beginning of the year				128,069
Net position - end of the year				$ 161,088

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

BALANCE SHEET
GOVERNMENTAL FUNDS

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

June 30, 2017

	General Fund	Title III B	Title III C-1	Title III C-2	MIPPA	Non-Major Funds	Total
Assets							
Cash	$ 135,954	$ -	$ -	$ -	$ -	$ 945	$ 136,899
Grants and contracts receivable	-	5,057	2,729	1,832	2,700	300	12,618
Due from other funds	10,451	-	-		-	-	10,451
Prepaid insurance	-	97	86	97	-	2	282
Total Assets	$ 146,405	$ 5,154	$ 2,815	$ 1,929	$ 2,700	$ 1,247	$ 160,250
Liabilities and Fund Balances							
Liabilities:							
Account payable	$ -	$ 2,063	$ -	$ 385	$ -	$ 946	$ 3,394
Due to other funds	-	3,091	2,815	1,544	2,700	301	10,451
Total Liabilities	-	5,154	2,815	1,929	2,700	1,247	13,845
Fund Balances:							
Unassigned	146,405	-	-	-	-	-	146,405
Total Fund Balances	146,405	-	-	-	-	-	146,405
Total Liabilities and Fund Balances	$ 146,405	$ 5,154	$ 2,815	$ 1,929	$ 2,700	$ 1,247	

Amounts reported for governmental activities in the statement of net position are different because:	
- Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	14,683
Net Position of Governmental Activities	$ 161,088

The accompanying notes are an integral part of this statement.

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

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

For the Year Ended June 30, 2017

	General Fund	Title III B	Title III C-1	Title III C-2	MIPPA	Non-Major Funds	Total Governmental Funds
REVENUES							
Intergovernmental:							
Governor's Office of Elderly Affairs	$ 37,500	$ -	$ -	$ -	$ 2,700	$ 50,360	$ 90,560
Capital Area Agency on Aging	-	56,744	30,041	20,768	-	1,050	108,603
Program Service Fees	-	-	150	50	-	-	200
Interest Income	123	-	-	-	-	-	123
Miscellaneous	328	-	26	-	-	17	371
In-kind Contributions	-	230,814	147,747	190,042	-	3,715	572,318
Total Revenues	37,951	287,558	177,964	210,860	2,700	55,142	772,175
EXPENDITURES							
Health, Welfare, & Social Services							
Current:							
Travel	-	260	146	204	-	4	614
Operating Services	-	41,267	14,773	39,759	-	18,196	113,995
Operating Supplies	-	12,948	2,519	6,357	-	4,560	26,384
Other Costs	479	5,677	2,326	4,759	2,700	4,158	20,099
Capital Outlay	-	-	-	-	-	-	-
In-kind	-	230,814	147,747	190,042	-	3,715	572,318
Total Expenditures	479	290,966	167,511	241,121	2,700	30,633	733,410
Excess (deficiency) of revenues over expenditures	37,472	(3,408)	10,453	(30,261)	-	24,509	38,765
OTHER FINANCING SOURCES (USES)							
Transfers in	38,793	15,644	8,676	37,500	-	-	100,613
Transfers out	(37,500)	(12,236)	(19,129)	(7,239)	-	(24,509)	(100,613)
Total other financing sources and uses	1,293	3,408	(10,453)	30,261	-	(24,509)	-
Net Increase (Decrease) in fund balances	38,765	-	-	-	-	-	38,765
FUND BALANCES							
Beginning of the year	107,640	-	-	-	-	-	107,640
End of the year	$146,405	$ -	$ -	$ -	$ -	$ -	$ 146,405

The accompanying notes are an integral part of this statement.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

Year Ended June 30, 2017

Net Increase (Decrease) in fund balances - total governmental funds	$	38,765
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays ($0) exceed depreciation $5,746 in the current period.		(5,746)
Increase (Decrease) of net position of governmental activities	$	33,019

The accompanying notes are an integral part of this statement.

IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2017

Note 1 – Summary of Significant Accounting Policies

a. Purpose of the Council on Aging:

The purpose of the Iberville Council on Aging, Inc. (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 Iberville 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.

Specific services provided by the Council to the elderly residents of Iberville Parish include providing congregate and home delivered meals, nutritional education, information and assistance, outreach, material aid, homemakers, recreation, and transportation.

b. Reporting Entity:

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. However, before the council on aging can begin operations in a specific parish, its application for a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and each council is governed by the policies and regulations established by GOEA.

Note 1 – Summary of Significant Accounting Policies - (continued)

The Iberville Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on November, 1975.

A board of directors, consisting of 12 voluntary members, who can serve up to 2 three-year terms, governs the Council. The board of directors consists of representatives of the Parish Council Districts and/or agencies which serve the elderly. Paid staff members of the Council are prohibited from serving on the Board.

Membership in the Council is open at all times, without restriction, to all residents of Iberville 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 14, the Iberville Council on Aging, Inc. 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 14, the term fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. As previously mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial 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 14.

Note 1 – Summary of Significant Accounting Policies - (continued)

c. Presentation of Statements:

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

In July 2003, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements- and Management's Discussion and Analysis-for State and Local Governments. Certain of the significant changes in the Statement include the following:

- The financial statements include:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Council's overall financial position and results of operations.

- Governmental-Wide Financial statements prepared using full accrual accounting for all of the Council's activities.

- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Council has elected to implement the general provisions of the GASB Statement 34.

Note 1 – Summary of Significant Accounting Policies - (continued)

c. Presentation of Statements: - (continued)

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, was adopted for the fiscal year ended June 30, 2013. GASB Statement No. 63 provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as a consumption of net position by the government that is applicable to a future reporting period and an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial elements, which are distinct from assets and liabilities. Concepts Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position.

This Statement amends the net asset reporting requirements in GASB Statement No. 34, *Basic Statements - and Management's Discussion and Analysis – for Local and State Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

d. Basic Financial Statements - Government-Wide Statements

The Council's basic financial statements include both Government-Wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major 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 been classified as governmental activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

In the Government-Wide Statement of Net Position, the governmental type activities column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

Note 1 – Summary of Significant Accounting Policies - (continued)

d. Basic Financial Statements - Government-Wide Statements – (continued)

The Council's net position is reported in three parts – net invested in capital assets; restricted net position; and unrestricted net position. Net invested in capital assets 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. Restricted net position 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 includes all other net position that does not meet the definition of "restricted" or "net invested in capital assets."

The Council's policy is to use restricted resources first to finance its activities except for nutrition services. When providing nutrition services, revenues earned by the Council under its USDA contract with GOEA can only be used to pay for the raw food component of each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the USDA revenues when paying for nutrition program costs. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases, it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

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 like intergovernmental revenues, and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost.

Note 1 – Summary of Significant Accounting Policies - (continued)

d. Basic Financial Statements - Government-Wide Statements – (continued)

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 amount various functions and programs in accordance with Uniform Guidance. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses," GOEA provides administrative grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

The Government-Wide Statements focus upon the Council's ability to sustain operations and the change in its net position resulting from the current year's activities.

e. Basic Financial Statements - Fund Financial Statements:

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. 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. 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 various funds are reported by generic classification within the financial statements.

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.

Note 1 – Summary of Significant Accounting Policies - (continued)

e. Basic Financial Statements - Fund Financial Statements: - (continued)

Governmental fund equity is called the fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned, in accordance with *Government Accounting Standards* Board Pronouncement Number 54. Note O listed under "Summary of Significant Accounting Policies" provides further details of the designation of fund balances.

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

- The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund.
- Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

The Council has established several special revenue funds. The following is a brief description of each special revenue fund's purpose:

Major Special Revenue Funds

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

	Units
• Information and Assistance	437
• Outreach	89
• Transportation for people age 60 or older	11,886
• Telephoning	2,215
• Medical Alert	426

Note 1 – Summary of Significant Accounting Policies - (continued)

e. Basic Financial Statements - Fund Financial Statements: - (continued)

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in Iberville Parish. During the year the Council served 27,319 meals to people eligible to participate in this program. In addition to the meals served, the Council also provided 176 units of nutritional education to eligible participants.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. Using Title III C-2 funds the Council served 35,226 meals and 132 units of nutrition education during the year to people eligible to participate in this program.

The Medicare Improvement for Patients and Providers Act (MIPPA) Fund was established to provide education and enrollment assistance to persons eligible to receive Medicare benefits. To receive the full amount of the grant ($2,700), the Council had to provide 5 units of service which consisted of hosting outreach, enrollment, and education events in accordance with the specifications, procedures, and requirements outlined in the MIPPA Grant Taxonomy.

Non-Major Special Revenue Funds

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 centers for Iberville are located in Plaquemine, White Castle, and Maringouin.

Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly, in accordance with the Governor's Office of Elderly Affairs. Accordingly, during the fiscal year, the Senior Center Fund transferred a portion of its grant revenues to assist with the costs of providing supportive services to elderly persons who use the senior centers.

Note 1 – Summary of Significant Accounting Policies - (continued)

e. Basic Financial Statements - Fund Financial Statements: - (continued)

The Title III E Fund is used to account for the administration of special programs for the aging. Title III E funds are provided by the United States Department of Health and Human Services through the GOEA. This program provides for multifaceted systems of support services for family caregivers and grandparents or older individuals who are relative caregivers.

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 Iberville Council on Aging was one of the parish councils to receive a supplemental grant of $3,100. The money received by this fund during the year was transferred to the Title III B in the amount of $3,100. GOEA provided these funds to the Council.

f. Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues or expenditures/ expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual Basis – Government-Wide Financial Statements (GWFS):

The Statement of Net Position and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Note 1 – Summary of Significant Accounting Policies - (continued)

f. Measurement Focus and Basis of Accounting – (continued)

2. Modified Accrual Basis – Fund Financial Statements (FFS):

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

g. Interfund Activity:

Interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. All other interfund transactions are treated as transfers. Transfers represent a permanent reallocation of resources between funds. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net position in the Government-Wide Financial Statements.

h. Cash and Cash Equivalents:

Cash includes amounts in demand deposits, interest-bearing demand deposits, and petty cash. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are reported at their carrying amounts that equal their fair values.

Note 1 – Summary of Significant Accounting Policies - (continued)

i. Prepaid Expenses/Expenditures:

Prepaid expenses include amounts paid for services in advance. These are shown as assets on the Government-Wide Statement of Net Position.

In the Fund Financial Statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed to comply with the cost reimbursement terms of grant agreements. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the Fund Financial Statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been reserved to reflect the amount of fund balance not currently available for expenditure.

j. Capital Assets:

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least $1,000 and that 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. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. 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.

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

Building Improvements	20 years
Equipment	5-7 years
Vehicles	5 years
Computers	3 years

Note 1 – Summary of Significant Accounting Policies - (continued)

j. Capital Assets - (continued)

Salvage values have not been estimated by management when calculating how much of an asset's cost needs to be depreciated except for vehicles. For that category of capital asset, management has used 10% of the vehicle's initial cost as a salvage value estimate. Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

k. Unpaid Compensated Absences:

No amount has been accrued for the year ended June 30, 2017. Due to the change in management functions at July 1, 2009, the Iberville Parish Council accrues compensated absences on their records. This liability will be reflected on the Iberville Parish Council's annual audit report.

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

When an expense is incurred for purposes for which there are both restricted and unrestricted net position available, it is the Council's policy to apply those expenses to restricted net position to the extent such are available and then to unrestricted net position.

m. Management's Use of Estimates:

The preparation of financial statements in conformity with 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.

Note 1 – Summary of Significant Accounting Policies - (continued)

n. 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.

o. Fund Balance – Governmental Funds

The Iberville Council on Aging, Inc. elected to implement GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, in the fiscal year 2011. In the fund financial statements, fund balance of the governmental funds is classified as follows:

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally and contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations or other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the Board. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board of the Council.

Assigned – amounts that do no meet the criteria to be classified as restricted or committed by that are intended to be used for specific purposes.

Unassigned – all other spendable amounts.

The details of the fund balances are included in the Balance Sheet – Governmental Funds (page 21). As noted above, restricted funds are used first as appropriate. Assigned funds are reduced to the extent that expenditure authority has been budgeted by the Council or the Assignment has been changed by the Council. Decreases to fund balance first reduce Unassigned fund balance; in the event that Unassigned becomes zero, then Assigned and Committed Fund Balances are used in that order.

Note 1 – Summary of Significant Accounting Policies - (continued)

o. Fund Balance – Governmental Funds – (continued)

As of June 30, 2017, fund balances are composed of the following:

Unassigned	$146,405
Total Fund Balances	$146,405

Note 2 – Revenue Recognition

Revenues are recorded in the Government-Wide 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

The Council maintains a consolidated bank account to deposit most of the monies it collects and to pay its bills. The consolidated bank account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds.

At year-end, the carrying amount of the Council's cash balances on the books was $136,899, whereas the related bank cash balances totaled $142,747. The difference in the book and bank balances for cash relates primarily to deposits made and checks written which did not clear the bank accounts by year-end. All bank balances were covered by federal depository insurance. Accordingly, all bank deposits are classified as a "Category 1" credit risk in accordance with GASB Statement 3.

Note 3 – Cash – (continued)

GASB Statement 3 categorizes deposits into three categories of credit risk:

1. Insured by FDIC or collateralized with securities held by the Council or by its agent in the Council's name. (Category 1)

2. Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Council's name. (Category 2)

3. Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Council's name; or collateralized with no written or approved collateral agreement. (Category 3)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a legal requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent has failed to pay deposited funds upon demand.

Under state law, all bank deposits must be (1) secured by federal deposit insurance or by the pledge of securities owned by the fiscal agent bank, or (2) invested exclusively in instruments backed by the U.S. government. The fair value of the pledged securities plus the federal deposit insurance must always equal or exceed the amount on deposit with the fiscal agent.

Note 4 – Government Grants and Contracts Receivable

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year-end.

Note 4 – Government Grants and Contracts Receivable – (continued)

Government grants and contracts receivable at year-end, consist of reimbursements for expenses incurred under the following programs:

Program	Fund	Provider	Amount
Nutritional Services	Title III C - 1	CAAA	$2,729
Nutritional Services	Title III C - 2	CAAA	$1,832
Supp. Social Services	Title III B	CAAA	$5,057
Informational Services	Title III E	CAAA	$300
MIPPA	MIPPA	GOEA	$2,700
Total government grants and contracts receivable			$12,618

Note 5 – Changes in Capital Assets

A summary of changes in capital assets is as follows:

Capital Assets	Balance 07-01-16	Increases	Decreases	Reclassification	Balance 06-30-17
Vehicles	$ 106,009	$ -	$ (19,050)	$ 2,007	$ 88,966
Furniture & equipment	7,847	-	-	(2,007)	5,840
Subtotal	113,856	-	(19,050)	-	94,806
Accumulated Depreciation:					
Vehicles	87,428	4,847	(19,050)	2,007	75,232
Furniture & equipment	5,999	899	-	(2,007)	4,891
Subtotal	93,427	5,746	(19,050)	-	80,123
Net Capital Assets	$ 20,429	$ (5,746)	$ -	$ -	$ 14,683

Depreciation was charged to governmental activities as follows:

Nutrition Services:	
Congregate meals	$899
Supportive Services:	
Transportation	$4,847
Total depreciation expense for governmental activities	$5,746

Note 6 – In-Kind Contributions

The Council received $572,318 in various in-kind contributions during the year, which have been valued at their estimated fair market value, and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on net income (loss) in the governmental fund types.

The primary in-kind contributions consisted of salaries, employee benefits, and insurance. These contributions are provided by the Iberville Parish Council. Retirement contributions to the Parochial Employees Retirement System are made by the Iberville Parish Council. In-kind contributions also consisted of free rent and utilities for three meal sites. The utilities for the senior center were furnished free to the Council by the City of Plaquemine.

A summary of the in-kind contributions and their respective values is as follows:

Salaries and benefits	$515,593
Operating services	27,917
Facility rentals	1,500
Utilities for facilities	21,907
Telephone	3,146
Maintenance and repairs	2,255
Total in-kind contributions	$572,318

Note 7 – Income Tax Status & Tax Related Matters

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

The Council has three open tax years, June 30, 2017, 2016, and 2015 and no interest or penalties have assessed or paid for these tax years.

Note 8 – Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council as of year-end. The Council's management believes that any potential lawsuits would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

Note 9 – 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 collectibility 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 10 – Economic Dependency

The Council receives the majority of its revenue through grants administered by the Louisiana Governor's Office of Elderly Affairs (GOEA) and the Capital Area Agency on Aging. The grant amounts are appropriated each year by the federal and state 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 the next fiscal year.

Effective July 1, 2009, the Council receives assistance from the Iberville Parish Council in the form of daily management functions, payroll services, and other bookkeeping assistance. The Iberville Parish Council funds payroll expenses and fringe benefits for the Iberville Council on Aging, Inc.

Note 11 – 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 year that exceeded the Council's coverage.

Note 11 – Risk Management – (continued)

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

Note 12 – Interfund Transfers

Interfund transfers in and out are listed by fund for the fiscal year ended June 30, 2017 as follows:

	Interfund Transfers	
	In	Out
General Fund:		
Title III B Fund	$ 12,236	$ -
Title III C-1 Fund	19,129	-
Title III C-2 Fund	7,239	37,500
Non-Major Funds	189	-
Total	38,793	37,500
Title III B:		
General Fund	-	12,236
Non-Major Funds	15,644	-
Total	15,644	12,236
Title III C-1:		
General Fund	-	19,129
Non-Major Funds	8,676	-
Total	8,676	19,129
Title III C-2:		
General Fund	37,500	7,239
Total	37,500	7,239
Non-Major Funds:		
General Fund	-	189
Title III B Fund	-	15,644
Title III C-1 Fund	-	8,676
Total	-	24,509
Grand Totals	$ 100,613	$ 100,613

Transfers are used to (1) 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 to (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

Note 13 – Recent Accounting Pronouncements

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, "*Accounting and Financial Reporting for Pensions – An Amendment to GASB Statement No. 27.*" This Statement is effective for financial statements for years beginning after June 15, 2014. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by the state and local governmental employers about financial support for pensions that is provided by other entities. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumption that should be used to project benefit payments to their actuarial present value, and attribute that present value to period of employee service.

The adoption of GASB 68 as amended by GASB 71, "*Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB 68,*" requires the Council to recognize the difference between the actuarial total pension liability and the fair value of the legally restricted plan assets related to its participation in the Parochial Employees Retirement System of Louisiana, a cost-sharing, multiple employer, defined benefit pension plan, as a net pension liability on the statement of net position. In addition, the Iberville Council on Aging, Inc. is required to recognize its share of deferred outflows and deferred inflow associated with its participation in the plan. However, the Iberville Council on Aging, Inc.'s salaries and retirement contributions are paid by the Iberville Parish Council and are treated as "on-behalf" payments by the Iberville Parish Council. The Iberville Council on Aging, Inc.'s share of the net pension liability, deferred inflows and outflows are included in the Iberville Parish Council's governmental amounts. Information specific for the Iberville Council on Aging, Inc.to implement the accounting changes was not readily available. As such, the Iberville Council on Aging, Inc. did not adopt the provisions of this statement as of June 30, 2017. Information related to participation in these retirement plans can be found in the financial statements of Iberville Parish Council as of December 31, 2016.

Note 14 – Related Party Transactions

There were no significant related party transactions during the year.

Note 15 – Subsequent Events

These financial statements considered subsequent events through December 13, 2017, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

Iberville Council on Aging, Inc.
Budgetary Comparison Schedule - General Fund
For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs	$ 37,500	$ 37,500	$ 37,500	$ -
Interest Income	-	-	123	123
Miscellaneous	-	-	328	328
Total Revenues	37,500	37,500	37,951	451
EXPENDITURES				
Current:				
Travel	-	-	-	-
Operating services	-	-	-	-
Operating supplies	500	500	-	500
Other costs	2,400	2,400	479	1,921
Capital outlay	-	-	-	-
In-kind	-	-	-	-
Total Expenditures	2,900	2,900	479	2,421
Excess (deficiency) of revenues over expenditures	34,600	34,600	37,472	2,872
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	38,793	38,793
Transfers out	(37,500)	(37,500)	(37,500)	-
Total other financing sources and uses	(37,500)	(37,500)	1,293	38,793
Net increase (decrease) in fund balances	(2,900)	(2,900)	38,765	41,665
FUND BALANCES				
Beginning of year	$ 107,640	$ 107,640	$ 107,640	-
End of year	$ 104,740	$ 104,740	$ 146,405	$ 41,665

Iberville Council on Aging, Inc.
Budgetary Comparison Schedule - Title III B Fund
For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Capital Area Agency on Aging	$ 56,744	$ 56,744	$ 56,744	$ -
Miscellaneous Income	-	-	-	-
Program Service Fees	42	42	-	(42)
In-kind contributions	257,388	257,388	230,814	(26,574)
Total Revenues	314,174	314,174	287,558	(26,616)
EXPENDITURES				
Current:				
Travel	521	521	260	261
Operating Services	45,817	45,817	41,267	4,550
Operating Supplies	17,654	17,654	12,948	4,706
Other Costs	8,438	8,438	5,677	2,761
In-kind	257,388	257,388	230,814	26,574
Total Expenditures	329,818	329,818	290,966	38,852
Excess (deficiency) of revenues over expenditures	(15,644)	(15,644)	(3,408)	12,236
OTHER FINANCING SOURCES (USES)				
Transfers in	15,644	15,644	15,644	-
Transfers out	-	-	(12,236)	(12,236)
Total other financing sources and uses	15,644	15,644	3,408	(12,236)
Net increase (decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	$ -	$ -	$ -	$ -

Iberville Council on Aging, Inc.
Budgetary Comparison Schedule - Title III C-1 Fund
For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Capital Area Agency on Aging	$ 30,041	$ 30,041	$ 30,041	$ -
Miscellaneous Income	-	-	26	26
Program Service Fees	105	105	150	45
In-kind contributions	164,758	164,758	147,747	(17,011)
Total Revenues	194,904	194,904	177,964	(16,940)
EXPENDITURES				
Current:				
Travel	251	251	146	105
Operating Services	28,103	28,103	14,773	13,330
Operating Supplies	2,536	2,536	2,519	17
Other Costs	3,944	3,944	2,326	1,618
In-kind	164,758	164,758	147,747	17,011
Total Expenditures	199,592	199,592	167,511	32,081
Excess (deficiency) of revenues over expenditures	(4,688)	(4,688)	10,453	15,141
OTHER FINANCING SOURCES (USES)				
Transfers in	4,688	4,688	8,676	3,988
Transfers out	-	-	(19,129)	(19,129)
Total other financing sources and uses	4,688	4,688	(10,453)	(15,141)
Net increase (decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	$ -	$ -	$ -	$ -

Iberville Council on Aging, Inc.
Budgetary Comparison Schedule - Title III C-2 Fund
For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Capital Area Agency on Aging	$ 20,768	$ 20,768	$ 20,768	$ -
Miscellaneous Income	-	-	-	-
Program Service Fees	53	53	50	(3)
In-kind contributions	211,922	211,922	190,042	(21,880)
Total Revenues	232,743	232,743	210,860	(21,883)
EXPENDITURES				
Current:				
Travel	420	420	204	216
Operating Services	43,838	43,838	39,759	4,079
Operating Supplies	7,461	7,461	6,357	1,104
Other Costs	6,602	6,602	4,759	1,843
In-kind	211,922	211,922	190,042	21,880
Total Expenditures	270,243	270,243	241,121	29,122
Excess (deficiency) of revenues over expenditures	(37,500)	(37,500)	(30,261)	7,239
OTHER FINANCING SOURCES (USES)				
Transfers in	37,500	37,500	37,500	-
Transfers out	-	-	(7,239)	(7,239)
Total other financing sources and uses	37,500	37,500	30,261	(7,239)
Net increase (decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	$ -	$ -	$ -	$ -

Iberville Council on Aging, Inc.
Budgetary Comparison Schedule - MIPPA
For the year ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs	$ 2,700	$ 2,700	$ 2,700	$ -
Total Revenues	2,700	2,700	2,700	-
EXPENDITURES				
Current:				
Travel	-	-	-	-
Operating Services	-	-	-	-
Operating Supplies	-	-	-	-
Other Costs	2,700	2,700	2,700	-
In-kind	-	-	-	-
Total Expenditures	2,700	2,700	2,700	-
Excess (deficiency) of revenues over expenditures	-	-	-	-
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total other financing sources and uses	-	-	-	-
Net increase (decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	$ -	$ -	$ -	$ -

SUPPLEMENTARY FINANCIAL INFORMATION

IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA
SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED JUNE 30, 2017

	Title III E	Senior Center	Supplemental Senior Center	Total
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs	$ -	$ 47,260	$ 3,100	$ 50,360
Capital Area Agency on Aging	1,050	-	-	1,050
Miscellaneous	-	17	-	17
In-kind contributions	3,715	-	-	3,715
Total Revenues	4,765	47,277	3,100	55,142
EXPENDITURES				
Current:				
Travel	4	-	-	4
Operating Services	537	17,659	-	18,196
Operating Supplies	221	4,339	-	4,560
Other Costs	99	4,059	-	4,158
In-kind	3,715	-	-	3,715
Total Expenditures	4,576	26,057	-	30,633
Excess (deficiency) of revenues over expenditures	189	21,220	3,100	24,509
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(189)	(21,220)	(3,100)	(24,509)
Total other financing sources and uses	(189)	(21,220)	(3,100)	(24,509)
Net Increase (Decrease) in fund balances	-	-	-	-
FUND BALANCES				
Beginning of the year	-	-	-	-
End of the year	$ -	$ -	$ -	$ -

IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA
COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND CHANGES IN GENERAL FIXED ASSETS
FOR THE YEAR ENDED JUNE 30, 2017

	Balance June 30, 2016	Additions	Deletions	Reclassification	Balance June 30, 2017
General fixed assets:					
Vehicles	$ 106,009	$ -	$ (19,050)	$ 2,007	$ 88,966
Furniture and equipment	7,847	-	-	(2,007)	5,840
Total general fixed assets	113,856	-	(19,050)	-	94,806
Investment in general fixed assets:					
Property acquired with funds from -					
Iberville Parish Council	14,174	-	-	-	14,174
Dow Chemical Grant	1,345	-	-	-	1,345
Other	98,337	-	(19,050)	-	79,287
Total investment in general fixed assets	$ 113,856	$ -	$ (19,050)	$ -	$ 94,806

IBERVILLE COUNCIL ON AGING, INC.
SCHEDULE OF COMPENSATION FOR BOARD MEMBERS
FOR THE YEAR ENEDED JUNE 30, 2017

Board Members	2017
Woodrow Cagnolatti, Chairman	$ -
Dawn Rivet, Vice Chairman	-
Shirley Oliver, Treasurer	-
Courtney Lewis, Secretary	-
Susie Burns	-
Martha Oubre	-
Gladys Howard	-
Rosalie Thompson	-
Josie Williams	-
Douglas Landry	-
Monika Edmond	-
Annette Skinner	-
Total	$ -

IBERVILLE COUNCIL ON AGING, INC.
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED JUNE 30, 2017

Agency Head: Charlene Siplin

Purpose	Amount
Salary	$ 77,777
Benefits - Insurance	8,598
Benefits - Retirement	10,599
Benefits - Deferred Compensation	1,231
Car Allowance	802
Life Insurance	53
Total	$ 99,060

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY UNIFORM GUIDANCE

IBERVILLE COUNCIL ON AGING, INC.
PLAQUEMINE, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017

FEDERAL GRANTOR/PASS-THROUGH GRANTORS / PROGRAM OR CLUSTER TITLE	FEDERAL CFDA NUMBER	GRANT YEAR ENDED	PROGRAM OR AWARD AMOUNT	FEDERAL REVENUE RECOGNIZED	FEDERAL EXPENDITURES
U.S. Department of Health and Human Services - Administration on Aging					
Passed through the Governor's Office of Elderly Affairs:					
Special Programs for the Aging :					
Title III, Part B - Supportive Services and Senior Centers	93.044	6/30/2017	32,222	32,222	32,222
Title III, Part C-1 - Nutrition Services (Congregate Meals)	93.045	6/30/2017	28,484	28,484	28,484
Title III, Part C-2 - Nutrition Services (Home-Delivered Meals)	93.045	6/30/2017	12,968	12,968	12,968
Subtotal CFDA #93.045			41,452	41,452	41,452
Title III Part E - NFCSP Caregiver Support	93.052	6/30/2017	788	788	788
MIPPA - Council on Aging	93.779	6/30/2017	2,700	2,700	2,700
Totals for U.S. Department of Health and Human Services - Administration on Aging			77,162	77,162	77,162
Total federal grants			$ 77,162	$ 77,162	$ 77,162

Note A - Basis of Presentation - The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Iberville Council on Aging, Inc., and has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for presenting the fund financial statements. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the presentation of the financial statements.

Note B - The Iberville Council on Aging, Inc. did not pass-through any of its federal awards to a sub-recipient during the fiscal year.

Note C - No federal awards were expended in the form of non-cash assistance during the fiscal year.

OTHER REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

BAXLEY AND ASSOCIATES, LLC

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Hugh F. Baxley, CPA/CGMA/CVA
Margaret A. Pritchard, CPA/CGMA

Staci H. Joffrion, CPA/CGMA

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

To the Board of Directors
Iberville Council on Aging, Inc.
Plaquemine, 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 Iberville Council on Aging, Inc. as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated December 13, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Iberville 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 the Iberville Council on Aging, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Iberville 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 charges 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.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* (continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Iberville 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item 2017-001.

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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 13, 2017

SCHEDULE OF FINDINGS AND RESPONSES

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

For the year ended June 30, 2017

A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses a qualified opinion on the financial statements of the Iberville Council on Aging, Inc.
2. There is one significant deficiency relating to the audit of the financial statements reported in the Report on Compliance on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of the Iberville Council on Aging, Inc. were disclosed during the audit.
4. Iberville Council on Aging, Inc. did not expend federal awards in excess of $750,000 during the year ended June 30, 2017.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

2017-001 – Budget

Condition:
In the Title IIIC-1 Fund and Title IIIC-2 Fund, budgeted revenues exceeded actual revenues by more 10%.

Criteria:
The actual expenditures in any of the funds should not exceed the estimated budgeted expenditures by more than 10 percent nor should the budgeted revenue exceed the actual revenues by more than 10 percent.

Effect:
The program did not function as originally intended.

Recommendation:
Continuous efforts should be made by management to monitor revenue and expenditures in relation to the budget. Amendments should be made as they become necessary.

Management's Response:
The Iberville Council on Aging, Inc. concurs with this comment. The Council will make a concerted effort to ensure that all budgeted line items are properly amended to account for any unforeseen circumstances.

<u>SCHEDULE OF FINDINGS AND RESPONSES</u>

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

For the year ended June 30, 2017

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS

Not applicable for the year ended June 30, 2017.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Iberville Council on Aging, Inc.
Plaquemine, Louisiana

For the Year Ended June 30, 2017

There were no findings in prior year.

IBERVILLE COUNCIL ON AGING, INC.

PLAQUEMINE, LOUISIANA

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

FOR THE YEAR ENDED JUNE 30, 2017

BAXLEY AND ASSOCIATES, LLC

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To the Board of Directors
Iberville Council on Aging, Inc.
Plaquemine, Louisiana

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

We have performed the procedures enumerated below, which were agreed to by the Iberville Council on Aging, Inc. (the Council) 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, 2016 through June 30, 2017. The Iberville Council on Aging, Inc.'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 associated findings are as follows:

Written Policies and Procedures

1. Procedures: Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
    a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
    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.
    c) ***Disbursements***, including processing, reviewing, and approving
    d) ***Receipts***, including receiving, recording, and preparing deposits
    e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
    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

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, and (5) monitoring card usage

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

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. Note: Ethics requirements are not applicable to nonprofits.

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

Findings:

We reviewed the written policies and procedures for the related functions listed in the above procedures. Through our review, we were able to determine that the Council had sufficient policies and procedures for the related topics of Budgeting, Disbursements, Receipts, and Travel and Expense Reimbursement.

We did not note the following topics in the written policies and procedures: Purchasing and Contracting.

The following areas were not applicable to the Council: Payroll/Personnel, Credit Cards, Ethics, and Debt Service.

Board (or Finance Committee, if applicable)

2. Obtain and review the board/committee minutes for the fiscal period, and:

   a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

   b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

      - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

   c) Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

Findings:

We obtained the Council's board minutes for the year, noting that the board met in accordance with their policies, without exception. We reviewed the Council's board minutes for the year and noted no references to the monthly budget-to-actual comparisons on the General Fund or any other additional funds identified as a major fund in the Council's prior year audit. We noted the minutes included non-budgetary financial information.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete.

   Findings:

   We reviewed a listing of the client's one bank account with Citizen's Bank & Trust. We received management's representation that the listing is complete and accurate.

   No exceptions were noted as a result of applying this procedure.

4. Using the listing provided by management, select all of the entity's bank accounts (if five accounts or less) or one-third of the bank accounts on a three-year rotating basis (if more than 5 accounts). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity fund accounts may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* For each of the bank accounts selected, obtain bank statements and reconciliations for all months in the fiscal period and report whether:

   a) Bank reconciliations have been prepared;

   b) Bank reconciliations include evidence that a member of management or a board member (with no involvement in the transactions associated with the bank account) has reviewed each bank reconciliation; and

   c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months as of the end of the fiscal period.

   Findings:

   For the one account selected, we obtained the related bank statements and reconciliations for all months in the fiscal year. Reconciliations have been prepared and were reviewed and approved by the Executive Director of the Council. There were no items outstanding for more than 6 months at the end of the fiscal period.

   No exceptions were noted as a result of applying this procedure.

Collections

5. Obtain a listing of cash/check/money order (cash) collection locations and management's representation that the listing is complete.

Findings:

As represented by management, the Council does not allow cash/check/money order collections at any of its sites.

Therefore, these procedures were not applicable to the Council.

6. Using the listing provided by management, select all of the entity's cash collection locations (if five locations or less) or one-third of the collection locations on a three year rotating basis (if more than 5 locations). If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner. *Note: School student activity funds may be excluded from selection if they are otherwise addressed in a separate audit or AUP engagement.* **For each cash collection location selected**:

   a) Obtain existing written documentation (e.g. insurance policy, policy manual, job description) and report whether each person responsible for collecting cash is (1) bonded, (2) not responsible for depositing the cash in the bank, recording the related transaction, or reconciling the related bank account (report if there are compensating controls performed by an outside party), and (3) not required to share the same cash register or drawer with another employee.

   b) Obtain existing written documentation (e.g. sequentially numbered receipts, system report, reconciliation worksheets, policy manual) and report whether the entity has a formal process to reconcile cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, by a person who is not responsible for cash collections in the cash collection location selected.

   c) Select the highest (dollar) week of cash collections from the general ledger or other accounting records during the fiscal period and:

      - Using entity collection documentation, deposit slips, and bank statements, trace daily collections to the deposit date on the corresponding bank statement and report whether the deposits were made within one day of collection. If deposits were not made within one day of collection, report the number of days from receipt to deposit for each day at each collection location.

      - Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

Findings:

As represented by management, the Council does not allow cash/check/money order collections at any of its sites.

Therefore, these procedures were not applicable to the Council.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and 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) by a person who is not responsible for collections.

Findings:

As represented by management, the Council does not allow cash/check/money order collections at any of its sites.

Therefore, these procedures were not applicable to the Council.

Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)

8. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for entity disbursements. Obtain management's representation that the listing or general ledger population is complete.

   Findings:

   We reviewed a management listing of the Council's disbursements from the general ledger.

   No exceptions were noted as a result of applying this procedure.

9. Using the disbursement population from #8 above, randomly select 25 disbursements (or randomly select disbursements constituting at least one-third of the dollar disbursement population if the entity had less than 25 transactions during the fiscal period), excluding credit card/debit card/fuel card/P-card purchases or payments. Obtain supporting documentation (e.g. purchase requisitions, system screens/logs) for each transaction and report whether the supporting documentation for each transaction demonstrated that:

   a) Purchases were initiated using a requisition/purchase order system or an equivalent electronic system that separates initiation from approval functions in the same manner as a requisition/purchase order system.

   b) Purchase orders, or an electronic equivalent, were approved by a person who did not initiate the purchase.

   c) Payments for purchases were not processed without (1) an approved requisition and/or purchase order, or electronic equivalent; a receiving report showing receipt of goods purchased, or electronic equivalent; and an approved invoice.

   Findings:

   After randomly selecting 25 disbursements from #8 above, we noted all disbursements were approved and supported by a proper invoice. All disbursements were initiated through the Council's purchase order system, without exception. All disbursements were approved by the Executive director and a board member, both whom did not initiate the purchase, without exception. All disbursements were processed with a purchase order and included a receiving report showing receipt of goods purchased, without exception.

   No exceptions were noted as a result of applying this procedure.

10. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the person responsible for processing payments is prohibited from adding vendors to the entity's purchasing/disbursement system.

Findings:

We noted that the bookkeeper is responsible for processing payments and is not prohibited from adding vendors to the Council's purchasing system. However, all payments to vendors are approved by the Executive Director and require dual signatures on all checks.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.

Findings:

We obtained the required documentation and noted that persons with signatory authority are not responsible for initiating or recording purchases.

No exceptions were noted as a result of applying this procedure.

12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.

Findings:

We noted all unused checks are kept in a locked cabinet in the bookkeeper's office. The bookkeeper is the only person with a key and does not have signatory authority.

No exceptions were noted as a result of applying this procedure.

13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.

Findings:

The Council does not have a signature stamp or signature machine, as all original signatures are used.

Therefore, this procedure was not applicable to the Council.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

Findings:

We obtained management's representation that the Council does not have any credit cards, debits cards, fuel cards, or P-Cards.

Therefore, these procedures were not applicable for the Council.

15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

    Obtain the monthly statements, or combined statements if multiple cards are on one statement, for the selected cards. Select the monthly statement or combined statement with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:

    a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation 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.)]

    b) Report whether finance charges and/or late fees were assessed on the selected statements.

Findings:

As represented by management, the Council does not have any credit cards, debits cards, fuel cards, or P-Cards.

Therefore, these procedures were not applicable for the Council.

16. Using the monthly statements or combined statements selected under #15 above, obtain supporting documentation for all transactions for each of the 10 cards selected (i.e. each of the 10 cards should have one month of transactions subject to testing).

    a) For each transaction, report whether the transaction is supported by:

        - An original itemized receipt (i.e., identifies precisely what was purchased)
        - Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.
        - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

    b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.

    c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

Findings:

As represented by management, the Council does not have any credit cards, debits cards, fuel cards, or P-Cards.

Therefore, these procedures were not applicable for the Council.

Travel and Expense Reimbursement

17. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

    Findings:

    Management provided a listing of all travel and related expense reimbursements during the fiscal year. Representation was provided that the listing was complete and accurate.

    No exceptions were noted as a result of applying this procedure.

18. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the U.S. General Services Administration (www.gsa.gov) and report any amounts that exceed GSA rates.

    Findings:

    Management provided the written policies and we noted no amounts that exceeded GSA rates.

    No exceptions were noted as a result of applying this procedure.

19. Using the listing or general ledger from #17 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:

    a) Compare expense documentation to written policies and report whether each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, compare to the GSA rates (#18 above) and report each reimbursement that exceeded those rates.

    b) Report whether each expense is supported by:

- An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]
- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).
- Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

d) Report whether each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Findings:

We selected the top three persons who incurred the most travel costs as listed in #17 above. We compared expense documentation to written policies, examined original itemized receipts, documentation of business purpose, and other documentation as required. We observed no loans, pledges, or donations of funds, credit, property or things of value.

No exceptions were noted as a result of applying this procedure.

Contracts

20. Obtain a listing of all contracts in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

    Findings:

    We obtained a listing of all contracts during the fiscal period. We obtained management's representation that the listing was complete and accurate. There was only one contract listed for the fiscal period.

    No exceptions were noted as a result of applying this procedure.

21. Using the listing above, select the five contract "vendors" that were paid the most money during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner). Obtain the related contracts and paid invoices and:

    a) Report whether there is a formal/written contract that supports the services arrangement and the amount paid.

b) Compare each contract's detail to the Louisiana Public Bid Law or Procurement Code. Report whether each contract is subject to the Louisiana Public Bid Law or Procurement Code and:

  - If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)
  - If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

c) Report whether the contract was amended. If so, report the scope and dollar amount of the amendment and whether the original contract terms contemplated or provided for such an amendment.

d) Select the largest payment from each of the five contracts, obtain the supporting invoice, compare the invoice to the contract terms, and report whether the invoice and related payment complied with the terms and conditions of the contract.

e) Obtain/review contract documentation and board minutes and report whether there is documentation of board approval, if required by policy or law (e.g. Lawrason Act or Home Rule Charter).

Findings:

We were provided with a formal/written contract for the 1 contract selection, as listed in management's listing, without exception. The contract was not subject to the Louisiana Public Bid Law and Procurement Code. The Council solicited quotes as a best practice for the service, without exception. We noted no amendments to the contract selected. We noted no exceptions in the selected invoice. We noted no board approval on the selected contract. However, the Council has been using the same vendor to provide these services for years.

Payroll and Personnel

22. Obtain a listing of employees (and elected officials, if applicable) with their related salaries, and obtain management's representation that the listing is complete. Randomly select five employees/officials, obtain their personnel files, and:

a) Review compensation paid to each employee during the fiscal period and report whether payments were made in strict accordance with the terms and conditions of the employment contract or pay rate structure.

b) Review changes made to hourly pay rates/salaries during the fiscal period and report whether those changes were approved in writing and in accordance with written policy.

Findings:

The Iberville Parish Council provides payroll and personnel services for the Iberville Council on Aging, Inc.

Therefore, these procedures were not applicable for the Iberville Council on Aging, Inc.

23. Obtain attendance and leave records and randomly select one pay period in which leave has been taken by at least one employee. Within that pay period, randomly select 25 employees/officials (or randomly select one-third of employees/officials if the entity had less than 25 employees during the fiscal period), and:

    a) Report whether all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

    b) Report whether there is written documentation that supervisors approved, electronically or in writing, the attendance and leave of the selected employees/officials.

    c) Report whether there is written documentation that the entity maintained written leave records (e.g., hours earned, hours used, and balance available) on those selected employees/officials that earn leave.

    Findings:

    The Iberville Parish Council provides payroll and personnel services for the Iberville Council on Aging, Inc.

    Therefore, these procedures were not applicable for the Iberville Council on Aging, Inc.

24. Obtain from management a list of those employees/officials that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain the personnel files for the two employees/officials. Report whether the termination payments were made in strict accordance with policy and/or contract and approved by management.

    Findings:

    The Iberville Parish Council provides payroll and personnel services for the Iberville Council on Aging, Inc.

    Therefore, these procedures were not applicable for the Iberville Council on Aging, Inc.

25. Obtain supporting documentation (e.g. cancelled checks, EFT documentation) relating to payroll taxes and retirement contributions during the fiscal period. Report whether the employee and employer portions of payroll taxes and retirement contributions, as well as the required reporting forms, were submitted to the applicable agencies by the required deadlines.

    Findings:

    The Iberville Parish Council provides payroll and personnel services for the Iberville Council on Aging, Inc.

    Therefore, these procedures were not applicable for the Iberville Council on Aging, Inc.

Ethics (excluding nonprofits)

26. Using the five randomly selected employees/officials from procedure #22 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and report whether the entity maintained documentation to demonstrate that required ethics training was completed.

    Findings:

    The Council is a nonprofit entity and is excluded from completing the ethics training.

    Therefore, this procedure was not applicable for the Council.

27. Inquire of management whether any alleged ethics violations were reported to the entity during the fiscal period. If applicable, review documentation that demonstrates whether management investigated alleged ethics violations, the corrective actions taken, and whether management's actions complied with the entity's ethics policy. Report whether management received allegations, whether management investigated allegations received, and whether the allegations were addressed in accordance with policy.

    Findings:

    We inquired of management whether there were any alleged ethics violations reported to the entity during the fiscal period. No ethic violations were reported or noted during the year.

    No exceptions were noted as a result of applying this procedure.

Debt Service (excluding nonprofits)

28. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

    Findings:

    No debt was issued during the fiscal period.

    Therefore, this procedure was not applicable for the Council.

29. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and report whether the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

    Findings:

    The Council did not have any outstanding obligations during the fiscal year.

    Therefore, this procedure was not applicable for the Council.

30. If the entity had tax millages relating to debt service, obtain supporting documentation and report whether millage collections exceed debt service payments by more than 10% during the fiscal period. Also, report any millages that continue to be received for debt that has been paid off.

Findings:

The entity did not have tax millages related to debt service.

Therefore, this procedure was not applicable for the Council.

Other

31. Inquire of management whether the entity had any misappropriations of public funds or assets. If so, obtain/review supporting documentation and report whether the entity reported the misappropriation to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Findings:

Per discussion with the Executive Director, there has been no misappropriation of public funds or assets.

No exceptions were noted as a result of applying this procedure.

32. Observe and report whether the entity has posted on its premises and website, the notice required by R.S. 24:523.1. This notice (available for download or print at www.lla.la.gov/hotline) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

Findings:

The notice as required by R.S. 24:523.1 was not posted on the Council's premises. The notice was posted on the Council's website.

33. If the practitioner observes or otherwise identifies any exceptions regarding management's representations in the procedures above, report the nature of each exception.

Findings:

There were no other exceptions noted while performing the Agreed-Upon Procedures and none noted in management's representations.

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 of 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.

Baxley & Associates, LLC

Plaquemine, Louisiana
December 13, 2017

IBERVILLE COUNCIL ON AGING, INC.

Management's Response to Statewide Agreed-Upon Procedures
For the Year Ended June 30, 2017

Management's Response to Items:

1. Written procedures are in place for purchasing and contracting with vendors.

2. The Council will make sure that the minutes accurately reflect all items that were discussed.

10. Due to the size of our organization, we are unable to prohibit the bookkeeper that is responsible for processing payments from adding vendors to the purchasing system. However, all payments to vendors are approved by the Executive Director and require dual signatures on all checks.

21. The Council has been using the same vendor to provide these services for years. The Board is aware that we have continued use this vendor.

32. The Council has posted the notice as required by R.S. 24:523.1 on its premises.