

**JEFFERSON COUNCIL  
ON AGING, INC.**

FINANCIAL STATEMENTS AND SCHEDULES  
*June 30, 2018*

# **JEFFERSON COUNCIL ON AGING, INC.**

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## INDEPENDENT AUDITORS' REPORT

Members of the Board of Directors  
Jefferson Council on Aging, Inc.

### 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 Jefferson Council on Aging, Inc. (the Council), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditors' Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the 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 have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Council, as of June 30, 2018, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4-14 and 52-59 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The combining and individual nonmajor fund financial statements, comparative statement of capital assets and changes in capital assets, and schedule of compensation, reimbursements, benefits and other payments to 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 by 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.

The combining and individual nonmajor fund financial statements, comparative statement of capital assets and changes in capital assets, schedule of compensation, reimbursements, benefits and other payments to 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 basic financial statements. Such information

has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements, comparative statement of capital assets and changes in capital assets, schedule of compensation, reimbursements, benefits and other payments to 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.

The schedule of units of service has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2018, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
November 1, 2018

**JEFFERSON COUNCIL ON AGING, INC.**  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
*June 30, 2018*

This report is designed to present to the reader a narrative overview and analysis of the financial performance of the Jefferson Council on Aging, Inc. (the Council) for the fiscal year ended June 30, 2018, with comparative data (where applicable) from the fiscal year ended June 30, 2017. Please read it in conjunction with the financial statements, which follow.

FINANCIAL HIGHLIGHTS

- Net position; that is, total assets less total liabilities, increased by \$448,829, or 35.7% this fiscal year.
- Revenues increased by \$556,528 or 9.6% over last fiscal year.
- Expenditures increased by \$346,507 or 6.3% over last fiscal year.
- The unassigned fund balance for the Council's General Fund increased by \$11,301 or 5.8% this fiscal year.
- No deficit fund balances exist at year-end.
- Net investment in capital assets increased by \$370,279 or 638.8% over last fiscal year.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements that provide a picture of the Council's activities as a whole, as well as a closer look at the Council's more significant activities. These reports recognize the expense of depreciation to our fixed assets, which gives the reader a more realistic view of the value of our capital resources which we use in the performance of the Council's activities, and which we will have to replace in the future.

The Council's annual report is composed of five parts as follows:

1. Management's Discussion and Analysis (MD&A)
2. Basic Financial Statements
3. GASB Required Supplementary Information
4. Supplementary Information on General Fund and Non-Major Governmental Funds
5. Special Reports of the Certified Public Accountant and Management

The auditor has provided assurance in the independent auditors' report, located immediately before the Management's Discussion and Analysis, that the Basic Financial Statements are fairly presented. The auditor is providing varying degrees of assurance about Supplemental Financial Information Required by GASB Statement No. 34 and Supplementary Financial Information Required by the Governor's Office of Elderly Affairs (GOEA) and The Uniform Guidance as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* that follow later in this reporting package. A user of this report should read the independent auditors' report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

**JEFFERSON COUNCIL ON AGING, INC.**  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
June 30, 2018

**Basic Financial Statements**

The basic financial statements include two kinds of statements that present different perspectives of the Council: *Government-wide Statements*, and *Fund Financial Statements*.

**Using Government-wide Statements to View the Council as a Whole**

The analysis of the Council as a whole begins on page 16 and gives the reader an opportunity to evaluate whether the current year's activities left the Council in a stronger or weaker position financially. The statements are prepared like a private sector business; that is, the accrual method of accounting is used, recognizing revenues and expenses in the current year regardless of when cash is received or paid. In addition, the factor of depreciation is included, where a systematic reduction in the value of existing capital assets is realized and is expensed accordingly.

The Statement of Net Position summarizes all of the Council's major classes of assets and liabilities at year-end, with the difference between the two being designated as Net Position, which is further broken down into its restricted, unrestricted, and capital components. Over time, increases or decreases in net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall condition of the Council, the reader will have to consider other non-financial factors, such as the condition of the Council's capital assets, future additions or cuts to funding from its revenue sources, and the expansion or contraction of activities of programs and services.

The Statement of Activities shows how the net position has changed during the current fiscal year, based upon the activities performed. The Council's activities consist of a Health, Welfare, and Social Services function, and an Administrative function. Within the Health, Welfare and Social Services function are various programs that include Supportive Services, Nutritional Services, Information and Assistance, Senior Center Operations, and others as noted. All of these activities are *governmental activities*, which means that the Council uses government grants and contracts, along with contributions from the general public, to pay for services it provides to our segment of the general public, that is, the elderly.

The Council does not charge for any of the services provided, but encourages contributions from its clientele.

**Using the Fund Financial Statements to Focus on the Council's Most Significant Funds**

The analysis of the Council's major funds begins on page 19. The Fund Financial Statements are designed to provide the reader a more detailed view of the Council's most significant funds, which would include the General Fund and certain Special Revenue Funds. All of these funds are governmental funds.

**JEFFERSON COUNCIL ON AGING, INC.**  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
June 30, 2018

The presentation of these fund statements use a *modified accrual basis* of accounting, versus the accrual basis used in the Government-wide Financial Statements. For the Council's purposes, the difference between the two methods is in how capital outlays are handled.

In the Fund Financial Statements, a capital outlay is recorded and expensed *in total*, when acquired. Whereas in the Government-wide Financial Statements, the capital outlay is recorded as an *asset*, then depreciated over its estimated useful life, resulting in a *systematic depreciation expense* recognized throughout several fiscal years, and not the full cost of the asset being expensed in the year acquired. Reconciliations are included in the Fund Financial Statements to account for these differences.

**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 the Fund Financial Statements. The notes begin on page 26. The reader should read these notes before making any assumptions or drawing conclusions about the Council's financial condition.

**Supplementary Financial Information Required by GASB Statement No. 34**

The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. A major fund is one whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a fund that does not meet the above criteria, may be included as a major fund, if in the opinion of management, it is important to present to the Council's financial statement users.

The schedules compare the original and final approved budgets to actual results for the Council's fiscal year. In addition, variances are presented comparing the final budget to the actual results.

**Other Supplementary Financial Statement Information Required by GOEA and the Uniform Guidance**

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED**  
*June 30, 2018*

The GOEA has required the Council to present as schedules the information on pages 61 - 70. This information is 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 presents 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:

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Increase (Decrease)</u>
Current and other assets	\$ 1,465,454	\$ 1,433,809	\$ 31,645
Capital Assets, net of depreciation	<u>428,246</u>	<u>57,967</u>	<u>370,279</u>
Total Assets	<u>1,893,700</u>	<u>1,491,776</u>	<u>401,924</u>
Compensated absences	32,075	38,598	(6,523)
Other liabilities	<u>154,410</u>	<u>194,792</u>	<u>(40,382)</u>
Total Liabilities	<u>186,485</u>	<u>233,390</u>	<u>(46,905)</u>
Net Position:			
Net investment in Capital Assets	428,246	57,967	370,279
Restricted	307,470	488,424	(180,954)
Unrestricted	<u>971,499</u>	<u>711,995</u>	<u>259,504</u>
Total Net Position	<u>\$ 1,707,215</u>	<u>\$ 1,258,386</u>	<u>\$ 448,829</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
*MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED*  
*June 30, 2018*

As of June 30, 2018, the Council "as a whole" had assets greater than its liabilities by \$1,707,215, of which \$971,499 or 56.9% is unrestricted. An amount of \$201,325 or 20.7% of the unrestricted net position are the net proceeds raised by the former Community Committees on Aging and are designated for the Senior Centers to use for social and educational activities they wish to hold. An amount of \$500,000 or 51.5% of the unrestricted net position is designated as a Working Capital Reserve, the purpose of which is to have available resources to systematically phase out programs in the event of funding cancellation or delay by either legislative action or policy changes. It is important for the Council to have unrestricted net position in order to have resources available to respond to reductions in funding, emergencies, or program terminations.

Net position is deemed restrictive when constraints are placed on the asset's use by the grantor, contributor, or laws or regulations of other governmental agencies. In addition, laws created through constitutional provisions or enabling legislation can impose restrictions to net position.

The Council's restricted net position is primarily comprised of resources dedicated to the Nutrition programs, specifically the Nutritional Services Incentive Program (or NSIP) Program and the Endowment Program.

Compensated absences represent the liability due to eligible full-time employees for earned but unused vacation leave. In the event of termination, the employee is entitled to payment for any outstanding unused vacation leave, provided he/she has followed all procedures as required in the Council's personnel policy.

Other liabilities consist primarily of accrued payroll related expenses and vendor payables.

The following table shows condensed information in the changes to the Council's net position for the year ended June 30, 2018 versus June 30, 2017.

**JEFFERSON COUNCIL ON AGING, INC.**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED**  
*June 30, 2018*

	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Increase (Decrease)</u>	<u>Percentage Increase (Decrease)</u>
Revenues				
Program Revenues:				
Charges for Services	\$ 409,955	\$ 262,253	\$ 147,702	56.3 %
Operating Grants and Contributions	4,248,211	4,232,568	15,643	0.4
Capital Grants	355,494	-	355,494	100.0
General Revenues:				
Local Governments	465,849	471,464	(5,615)	(1.2)
Grants not Restricted to Specific Programs	834,358	779,137	55,221	7.1
Endowment Donations and Interest	1,609	441	1,168	264.9
Unrestricted Investment Earnings	13,065	6,050	7,015	116.0
Other	<u>1,022</u>	<u>21,122</u>	<u>(20,100)</u>	<u>(95.2)</u>
Total Revenues	6,329,563	5,773,035	556,528	9.6
Direct Program Expenses of the Health, Welfare, and Social Services functions:				
Supportive Services:				
Personal Care	36,173	38,034	(1,861)	(4.9)
Adult Day Health Care	19,209	12,255	6,954	56.7
Homemaker	60,968	63,312	(2,344)	(2.7)
Legal Assistance	14,994	14,266	728	5.1
Material Aid	24,507	21,050	3,457	16.4
Senior Employment Training	571,787	553,789	17,998	3.3
Recreation and Education	1,357	1,480	(123)	(8.3)
Transportation	737,859	557,758	180,101	32.3
Nutritional Services:				
Congregate Meals	636,754	551,238	85,516	15.5
Home Delivered Meals	1,110,488	996,450	114,038	11.4
Information and Assistance	269,461	278,569	(9,108)	(3.3)
In-Home Respite Care	34,422	35,143	(721)	(2.1)
Preventive Health	12,932	12,681	251	2.0
Senior Center Operations	1,341,721	1,421,140	(79,419)	(5.6)
Administration and Other	<u>1,008,102</u>	<u>977,062</u>	<u>31,040</u>	<u>3.2</u>
Total Expenses	<u>5,880,734</u>	<u>5,534,227</u>	<u>346,507</u>	<u>6.3</u>
Increase in Net Position	<u>\$ 448,829</u>	<u>\$ 238,808</u>	<u>\$ 210,021</u>	<u>87.9 %</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
*MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED*  
*June 30, 2018*

The Council's total revenues increased by \$556,528, or 9.6%, from the previous year. The primary factors for this increase are as follows:

- Charges for Services increased \$147,702 due to an upward adjustment in the Council's charged rate and a 7.1% increase in the number of Transportation rides provided during fiscal 2018.
- Capital Grants increased from \$0 last year to \$355,494 this year. This was a combination of two one-time grants. DOTD awarded a grant for the purchase of six vehicles; the grant award was \$305,494. Oscar J. Tolmas Foundation also funded a one-vehicle grant in the amount of \$50,000.
- Grants not Restricted to Specific Programs increased \$55,221. This was primarily due to JCOA's first-year participation in the Sippin' with Santa fundraising event, which contributed \$30,695 towards JCOA in FY 18. In addition, Local client contributions (\$24,526 for FY 18) were moved from Other Funding into Grants not Restricted to Specific Programs.

Offsetting the above-mentioned increases in the Council's revenues included the following decrease:

- Other funding decreased by \$20,100. This was primarily due to a reclassification done for Local client contributions (\$20,941 in FY 17), which were moved from Other funding into Grants not Restricted to Specific Programs. This is a one-time adjustment that will be carried forward to future year reporting.

The Council's total expenses increased by \$346,507 or 6.3% over last year. The primary factors for this increase are as follows:

- Increase in the number of Congregate and Home Delivered Meals served due to additional sources of funding, primarily from the Community Development Block Grant, GiveNOLA fund, and corporate contributions.
- Increase in Adult Day Health Care services provided, due to an increased need communicated by the Council's clients.
- Increase in Transportation expenses incurred by the Council, primarily associated with the Council's purchase of seven vehicles during FY 18.

**JEFFERSON COUNCIL ON AGING, INC.**  
*MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED*  
*June 30, 2018*

Offsetting the above-mentioned increases in the Council's expenses included the following decreases:

- Decrease in Senior Center Operations expense, associated with restructured Salary costs, a decrease in Fringe expense, and a decrease in Operating Services expense.
- Decrease in Information and Assistance expenses, associated with decreased costs for Fringe, Operating Services and Operating Supplies.

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

***Fund Balances***

The Council showed a combined governmental fund balance of \$1,278,969 per the Fund Balance Sheet, an increase of \$78,550 or 6.5% from last year. The increase is primarily attributable to revenues in excess of expenditures incurred during fiscal year 2018 for the Private Pay Meals Program of \$45,299, the Community Block Grant for Meals fund of \$34,192, and the Sipping with Santa fund of \$30,695, offset by the use of the Nutritional Services Incentive Program (\$34,303) and the Give NOLA fund for meals (\$9,438).

***Revenues***

Overall, there was an increase in revenues. However, as stated elsewhere in the MD&A, the growth in Charges for Services, Capital Grants, and Grants not restricted to specific programs was offset by a decrease in Other funding.

Additional information on these revenues was discussed previously in the Analysis of the Council as a whole using Government-Wide Financial Statements.

***Expenditures***

The increases in expenditures were likewise discussed previously in the Analysis of the Council as a whole using Government-Wide Financial Statements.

**AN ANALYSIS OF THE GENERAL FUND BUDGET**

The primary reasons for amending a budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA. The budget was not amended for the year ended June 30, 2018.

**JEFFERSON COUNCIL ON AGING, INC.**  
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED  
June 30, 2018

**AN ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION**

At the end of the fiscal year, the Council had \$428,246 in capital assets net of accumulated depreciation. This represents a net increase of \$370,279 over last year as shown below:

Capital Assets, Net of Depreciation at Year End Governmental Activities				
	<u>6/30/2018</u>	<u>6/30/2017</u>	Increase (Decrease)	Percentage Increase (Decrease)
Furniture and Equipment	\$ 24,865	\$ 41,484	\$ (16,619)	(40.0)%
Vehicles	<u>403,381</u>	<u>16,483</u>	<u>386,898</u>	<u>2,347.2</u>
Total	<u>\$ 428,246</u>	<u>\$ 57,967</u>	<u>\$ 370,279</u>	<u>638.8 %</u>

Depreciation expense for the year totaled \$37,104, which was primarily on the Council's furniture, equipment and vehicles. More detailed information on the Council's capital assets can be found in the notes to the financial statements.

The Council did not have any long-term debt at June 30, 2018 and 2017.

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

The Council receives most of its funding from federal and state agencies. In addition, the Council entered into a cooperative endeavor agreement on September 29, 2006 whereby Jefferson Parish not only continues to provide general funding for our operation and a significant in-kind contribution of facility usage for Senior Centers and meal sites in the unincorporated areas of the Parish, but also millage funding to augment or initiate services for the elderly in the unincorporated areas of Jefferson Parish and the town of Jean Lafitte. The Cooperative Endeavor Agreement was renewed in October 2016.

Federal and state income sources have been relatively consistent; however, some of the Council's grants and contracts are contingent upon the level of service provided by the Council. In addition, 100% state funded programs are subject to mandated cuts by the Governor, and thus, revenues can vary from year to year. Preparation of the fiscal year 2019 budget included the following major factors:

- Revenue stream from the fiscal year 2019 Schedule of Funding received from GOEA.
- Anticipated revenue stream from contributions to the Nutrition programs.
- Anticipated revenue from the Parish millage to assist in funding for Nutrition Programs and from the Parish millage to assist in funding for Senior Centers.

**JEFFERSON COUNCIL ON AGING, INC.**  
*MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED*  
*June 30, 2018*

- Anticipated revenue from the general funding appropriation to the Council from Jefferson Parish.
- Anticipated numbers of services the Council could provide with projected funding levels, considering the demand for services offered, and price increases charged by our current and other available service providers and vendors.
- Anticipated staffing levels required to maintain services projected.
- No general wage increase for fiscal year 2019.

As of October 2018, The Governor's Office of Elderly Affairs is reviewing and pending approval of the fiscal year 2019 budget.

In the past, the State Legislature provided additional funding to the Council through special line item appropriations. These funds are not recurring and were not available at the time the Schedule of Funding was provided to the Council by the Governor's Office for fiscal year 2019.

If during the fiscal year, any additional funding is awarded by the State Legislature, a revised budget will have to be submitted during fiscal year 2019 to account for the use of these additional funds.

Economic factors to be considered for fiscal year 2019 and beyond include the following:

- Since the budget of the State of Louisiana is based primarily on the revenue stream generated by the price of oil, and also the collections of sales taxes, the Governor and his staff review potential cuts to the State Budget. There always exists the possibility of reductions to our State funds.
- Due to the volatile availability of millage funding and general funding from Jefferson Parish, the Council will be forced to find other sources of funding, with a focus on recurring funding sources, to minimize the amount of service reductions.
- The Council continues to regularly research and apply for grants for all services we can provide to our seniors; however, the need for finding recurring funding sources is paramount.
- Wages in the marketplace continue to cause a majority of our positions to be non-competitive. The effect of this disparity is shown by loss of staff with the subsequent replacement staff being paid at a higher rate of pay. This is still no assurance that the Council can retain new hires. Keeping current staff can result in additional increases to wages and resultant reductions to the levels of services that the Council can afford to provide. In an attempt to minimize the effect of higher wage rates, the Council's Administration seeks ways of consolidating staff duties, lowering the number of staff required, but paying more competitive wage rates.

**JEFFERSON COUNCIL ON AGING, INC.**  
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED  
*June 30, 2018*

- Our service providers are hiring staff at higher rates of pay; the effects being higher unit costs being charged to the Council, and fewer units of service purchased.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide government agencies and the general public an overview of the Council's finances, and demonstrate the accountability for the funding it receives. If there are any questions regarding the content of this report, or any related information about the Council, please contact Albert Robichaux, CEO at the Council's main office located at 6620 Riverside Drive, Suite 216, Metairie, LA 70003, or by phone at (504) 888-5880. If email is the preferred medium of contact, please send as follows:

Albert Robichaux      [arobichaux@jcoa.net](mailto:arobichaux@jcoa.net)

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**JEFFERSON COUNCIL ON AGING, INC.**

STATEMENT OF NET POSITION

June 30, 2018

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,067,218
Accounts receivable	248,044
Prepaid expenses	<u>16,260</u>
<b>TOTAL CURRENT ASSETS</b>	<b>1,331,522</b>
Restricted assets:	
Cash and cash equivalents	6,932
Investments	127,000
Capital assets:	
Depreciable, net of accumulated depreciation	<u>428,246</u>
<b>TOTAL ASSETS</b>	<b><u>1,893,700</u></b>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	<u>186,485</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>186,485</u></b>
<b>NET POSITION</b>	
Net investment in capital assets	428,246
Restricted	307,470
Unrestricted	<u>971,499</u>
<b>TOTAL NET POSITION</b>	<b><u>\$ 1,707,215</u></b>

# JEFFERSON COUNCIL ON AGING, INC.

## STATEMENT OF ACTIVITIES For the Year Ended June 30, 2018

<u>Functions/Programs</u>	<u>Direct Expenses</u>	<u>Indirect Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
			<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Total Governmental Activities</u>
Governmental Activities:						
Health, Welfare and Social Services:						
Supportive Services:						
Personal Care	\$ 36,173	\$ -	\$ -	\$ 36,173	\$ -	\$ -
Adult Day Health Care	19,209	-	-	19,209	-	-
Homemaker	60,968	-	-	60,968	-	-
Legal Assistance	14,994	-	-	14,858	-	(136)
Material Aid	24,507	-	-	23,538	-	(969)
Senior Employment Training	571,787	24,209	-	567,463	-	(28,533)
Recreation and Education	1,357	-	-	245	-	(1,112)
Transportation	737,859	75,419	409,955	120,352	355,494	72,523
Nutritional Services:						
Congregate Meals	636,754	64,239	-	685,807	-	(15,186)
Home Delivered Meals	1,110,488	97,942	-	1,242,514	-	34,084
Information and Assistance	269,461	57,737	-	332,249	-	5,051
In-Home Respite Care	34,422	-	-	34,422	-	-
Preventive Health	12,932	492	-	13,029	-	(395)
Senior Center Operations	1,341,721	141,094	-	815,873	-	(666,942)
Administration and other	<u>1,008,102</u>	<u>(461,132)</u>	<u>-</u>	<u>281,511</u>	<u>-</u>	<u>(265,459)</u>
Total governmental activities	<u>\$ 5,880,734</u>	<u>\$ -</u>	<u>\$ 409,955</u>	<u>\$ 4,248,211</u>	<u>\$ 355,494</u>	<u>(867,074)</u>
General Revenues:						
Local governments						465,849
Grants not restricted to specific programs						834,358
Fund Raising-Endowment donations and interest						1,609
Unrestricted investment earnings						13,065
Miscellaneous						<u>1,022</u>
Total general revenues						<u>1,315,903</u>
Change in net position						448,829
Net position:						
Beginning of the year						<u>1,258,386</u>
End of the year						<u>\$ 1,707,215</u>

**FUND FINANCIAL STATEMENTS -  
GOVERNMENTAL FUNDS**

**JEFFERSON COUNCIL ON AGING, INC.**

## FUND BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2018

	<u>General Fund</u>	<u>Title III B - Supportive Services Fund</u>	<u>Title III C-1- Congregate Meals Fund</u>	<u>Title III C-2 - Home Delivered Meals Fund</u>
<b>ASSETS</b>				
Cash and cash equivalents	\$ 1,067,218	\$ -	\$ -	\$ -
Accounts receivable	112,219	-	8,650	34,600
Prepaid expenditures	16,260	-	-	-
Due from other funds	63,301	24,036	1,469	16,602
Restricted assets:				
Cash and cash equivalents	6,932	-	-	-
Investments	<u>127,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,392,930</u>	<u>\$ 24,036</u>	<u>\$ 10,119</u>	<u>\$ 51,202</u>
<b>LIABILITIES</b>				
Accounts payable and accrued expenditures	\$ 21,046	\$ 24,036	\$ 10,119	\$ 51,202
Due to other funds	<u>514,636</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	<u>535,682</u>	<u>24,036</u>	<u>10,119</u>	<u>51,202</u>
<b>FUND BALANCES</b>				
Nonspendable	16,260	-	-	-
Restricted	133,917	-	-	-
Assigned	500,000	-	-	-
Unassigned	<u>207,071</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL FUND BALANCES</b>	<u>857,248</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 1,392,930</u>	<u>\$ 24,036</u>	<u>\$ 10,119</u>	<u>\$ 51,202</u>

Title V - Senior Community Service Employment Program Fund	Senior Center Fund	Other Governmental Funds	Total Governmental Funds
\$ -	\$ -	\$ -	\$ 1,067,218
32,575	-	60,000	248,044
-	-	-	16,260
-	34,891	437,638	577,937
-	-	-	6,932
-	-	-	127,000
<u>32,575</u>	<u>34,891</u>	<u>497,638</u>	<u>2,043,391</u>
\$ 17,910	\$ 34,891	\$ 27,281	\$ 186,485
<u>14,665</u>	<u>-</u>	<u>48,636</u>	<u>577,937</u>
<u>32,575</u>	<u>34,891</u>	<u>75,917</u>	<u>764,422</u>
-	-	-	16,260
-	-	421,721	555,638
-	-	-	500,000
-	-	-	207,071
-	-	421,721	1,278,969
<u>32,575</u>	<u>34,891</u>	<u>497,638</u>	<u>2,043,391</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
 RECONCILIATION OF THE GOVERNMENTAL FUNDS  
 BALANCE SHEET TO THE STATEMENT OF NET POSITION  
*June 30, 2018*

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

Fund Balances - Governmental Funds	\$ 1,278,969
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Capital assets used in governmental activities  
 are not financial resources and, therefore,  
 are not reported in the governmental funds:

Governmental capital assets	\$ 1,066,588	
Less: accumulated depreciation	<u>(638,342)</u>	<u>428,246</u>

Net Position of Governmental Activities	<u>\$ 1,707,215</u>
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**JEFFERSON COUNCIL ON AGING, INC.**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -**  
**GOVERNMENTAL FUNDS**  
*For the Year Ended June 30, 2018*

	General Fund	Title III B - Supportive Services Fund	Title III C - I - Congregate Meals Fund
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>REVENUES</b>			
Intergovernmental:			
State of Louisiana:			
Office of Elderly Affairs	\$ 100,000	\$ 386,462	\$ 306,527
Department of Transportation	331,452	-	-
Local governments	439,891	-	110,391
Charges for services	409,955	-	-
Restricted income	50,000	-	-
Interest income	14,674	-	-
Public support:			
Client contributions	185,968	8,812	8,343
Miscellaneous	591	-	-
In-kind contributions	<u>-</u>	<u>-</u>	<u>253,686</u>
Total revenues	<u>1,532,531</u>	<u>395,274</u>	<u>678,947</u>
<b>EXPENDITURES</b>			
Current:			
Health and welfare:			
Salaries	309,251	113,252	180,794
Fringe	46,225	24,287	29,488
Travel	3,940	3,323	708
Operating services	189,539	26,700	36,721
Operating supplies	57,032	1,595	5,693
Other costs	185,920	521,523	-
Meals	-	-	193,903
Capital outlay	404,217	-	-
In-kind expenditures	<u>-</u>	<u>-</u>	<u>253,686</u>
Total expenditures	<u>1,196,124</u>	<u>690,680</u>	<u>700,993</u>
Excess (deficiency) of revenues over expenditures	<u>336,407</u>	<u>(295,406)</u>	<u>(22,046)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	49,918	295,406	22,046
Operating transfers out	<u>(373,380)</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(323,462)</u>	<u>295,406</u>	<u>22,046</u>
Net Change in Fund Balances	12,945	-	-
<b>Fund Balances</b>			
Beginning of year	<u>844,303</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ 857,248</u>	<u>\$ -</u>	<u>\$ -</u>

Title III C - 2 - Home Delivered Meals Fund	Title V - Senior Community Service Employment Program Fund	Senior Center Fund	Other Governmental Funds	Total Governmental Funds
\$ 432,319	\$ 567,464	\$ 445,818	\$ 780,676	\$ 3,019,266
-	-	-	-	331,452
434,417	-	-	34,192	1,018,891
-	-	-	-	409,955
-	-	-	-	50,000
-	-	-	-	14,674
116,448	-	5,000	95,173	419,744
-	-	431	-	1,022
-	-	810,873	-	1,064,559
<u>983,184</u>	<u>567,464</u>	<u>1,262,122</u>	<u>910,041</u>	<u>6,329,563</u>
283,650	517,515	391,992	181,305	1,977,759
36,955	48,670	69,873	38,518	294,016
79,136	3,407	3,260	3,311	97,085
48,089	23,413	134,074	64,969	523,505
10,731	2,184	26,463	15,021	118,719
2,541	807	36,205	79,761	826,757
747,327	-	-	-	941,230
657	-	656	1,853	407,383
-	-	810,873	-	1,064,559
<u>1,209,086</u>	<u>595,996</u>	<u>1,473,396</u>	<u>384,738</u>	<u>6,251,013</u>
<u>(225,902)</u>	<u>(28,532)</u>	<u>(211,274)</u>	<u>525,303</u>	<u>78,550</u>
225,902	28,532	233,320	6,450	861,574
-	-	(22,046)	(466,148)	(861,574)
<u>225,902</u>	<u>28,532</u>	<u>211,274</u>	<u>(459,698)</u>	<u>-</u>
-	-	-	65,605	78,550
-	-	-	356,116	1,200,419
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 421,721</u>	<u>\$ 1,278,969</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
 RECONCILIATION OF THE STATEMENT OF REVENUES,  
 EXPENDITURES AND CHANGES IN FUND BALANCES OF  
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
 For the Year Ended June 30, 2018

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

Net Change in Fund Balances - Total Governmental Funds		\$ 78,550
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period:

Capital outlays	\$ 407,383		
Depreciation expense	<u>(37,104)</u>	<u>370,279</u>	

Change in Net Position of Governmental Activities		<u>\$ 448,829</u>
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***NOTES TO THE FINANCIAL STATEMENTS***

## **JEFFERSON COUNCIL ON AGING, INC.**

### NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

#### NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of Jefferson Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. The Council applies GASB Statement No. 62 – “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements,” as amended by GASB Statement No. 66 – “Technical Corrections – 2012 – an amendment of GASB Nos. 10 & 62”. This statement supersedes GASB Statement No. 20, “Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting” by bringing governmental accounting and financial literature together in one place, thereby eliminating the need to subjectively determine which FASB and AICPA pronouncement provisions apply to state and local governments.

The Council follows GASB Statement No. 76 – “The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.” The objective of this statement is to identify, in the context of the current governmental financial reporting environment, the hierarchy of generally accepted accounting principles (GAAP). The “GAAP hierarchy” consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. This statement supersedes GASB Statement No. 55 – “The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.”

The following is a summary of certain significant accounting policies used by the Council:

#### ***Purpose of the Council on Aging***

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Specific services provided by the Council to the elderly residents of the Parish include providing congregate and home delivered meals, nutritional education, information and referral services, prescription assistance, insurance counseling, benefits and options counseling, outreach, material aid, in-home respite, personal care, support groups, public education, senior centers, homemakers, recreation, legal assistance, wellness and transportation.

***Reporting Entity***

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

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

The Council is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on June 23, 1970 and subsequently incorporated on September 10, 1971 under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes.

A board of directors, who serve two three-year terms, governs the Council. The Board of Directors consists of 15 members. The board is comprised of representatives of the Parish's general public that represent all sections of the Parish and that are drawn from, but not limited to, civic organizations, governmental agencies, business and religious groups, Jefferson Parish School Board and Jefferson Parish Government, and State Government officials representing Jefferson Parish. Board members are elected by the General Membership of the Council during its annual meeting. In the event of an interim vacancy, however, the Board may upon recommendation of its Nominating Committee, appoint a new Board member to fill the unexpired term of the vacancy, provided the General Membership ratifies the continuance of the appointment at its next annual meeting.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

Based on the criteria set forth in GASB Statement No. 14 (as amended by GASB Statement No. 61), *The Financial Reporting Entity*, the Council is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in this statement, the Council has presented its financial statements as a special purpose, stand-alone government; accordingly, it is applying the provisions of GASB Statement No. 61 as if it were a primary government.

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

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

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

***Government-Wide Financial Statements***

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

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

***Government-Wide Financial Statements - Continued***

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

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues such as, intergovernmental revenues, property taxes, and unrestricted public support, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and 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 costs. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas the Council allocates its indirect expenses among various functions and programs in accordance with the 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 administrative funds are allocated to the Council's other functions and programs.

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Contributions, property taxes, grants, interest income, special event, fundraising, and miscellaneous revenues that are not properly included among program revenues are reported instead as general revenues in this statement. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence, and are separately reported below general revenues. There were no special items this year.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

***Fund Financial Statements***

The fund financial statements present financial information that is very similar to that which was included in the general-purpose financial statements issued by governmental entities before GASB Statement No. 34 required the format change.

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

In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The non-major funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Fund Financial Statements - Continued***

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 Financial Statements – and Management’s Discussion and Analysis – for State and Local 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.

The following are brief descriptions of the programs that comprise the Council's General Fund:

Senior Health Insurance Information Program (SHIIP)

This program is used to account for the expenditures associated with the Council's sponsorship of SHIIP. This program provides health insurance counseling to seniors in Jefferson Parish.

Endowment

This fund is used to account for contributions and interest generated in the Endowment.

Fund Development

The purpose of this function is to initiate and maintain fundraising efforts within the community, as well as securing grants that would provide supplemental funding for various needed services for the elderly.

Transportation

This fund is used to account for the operations of the transportation program which provides nutrition and social rides to program participants. Any deficits incurred in this program are absorbed by the Council's discretionary funds.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE I – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Fund Financial Statements - Continued***

Local

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unassigned, which means they may be used at management's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditure, are generally recorded in the local program. Because these funds are mostly unassigned, they are often transferred to other programs and funds to eliminate deficits in cases where the expenditures of the other programs and funds exceeded their revenues.

Parish Council on Aging (PCOA)

Parish Council on Aging (PCOA) funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion in any program provided the program is benefiting people who are at least 60 years old. In fiscal year 2018, the Council transferred its PCOA funds to Title III C Area Agency Administration, Title III B, Title III C-2, Title III D, Title III E, Title V, SHIIP, SenioRx and General Fund to provide additional funds to pay for program expenditures.

***Other Major Governmental Funds***

Title III B - Supportive Services Fund

Title III B funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. The Title III B Supportive Services Fund accounts for funds used to provide various units of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III B program. Specific supportive social services include, among other things, in-home services, community services and legal assistance for the elderly.

**JEFFERSON COUNCIL ON AGING, INC.**  
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
June 30, 2018

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Other Major Governmental Funds - Continued***

Title III C-1 - Congregate Meals Fund

Title III C-1 funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. The Title III C-1 Congregate Meals Fund accounts for funds used to provide nutritional, congregate meals to people age 60 or older in strategically located centers throughout Jefferson Parish.

Title III C-2 - Home Delivered Meals Fund

Title III C-2 funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. Title III C-2 Home Delivered Meals Fund accounts for funds used to provide nutritional meals to homebound people who are age 60 or older.

Title V - Senior Community Service Employment Program Fund

This Title V - Senior Community Service Employment Program Fund is used to account for the payment and reimbursement of expenses incurred in the operation of the Title V program. Included in these expenses are salaries paid for program participants whose salaries are being paid by funds provided through this program. The Council operates this program in Jefferson, St. Bernard, and Plaquemines Parishes.

Senior Center Fund

Senior Center funds are appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement with the community.

***Non-Major Governmental Funds - Special Revenue Funds***

Title III C - Area Agency Administration Fund (AAA)

The Title III C - Area Agency Administration Fund is used to account for the administration of Special Programs for the Aging. Title III C - Area Agency Administration funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to pay for administrative costs associated with the Title III and Senior Center programs.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Non-Major Governmental Funds - Special Revenue Funds - Continued***

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various councils on aging throughout the state to be used to supplement the primary grant for senior centers. The Council was one of the parish councils to receive a supplemental grant of \$233,320. The Governor's Office of Elderly Affairs provided these funds to the Council. For the year ended June 30, 2018, these funds included \$233,320 for senior center operations.

Nutritional Services Incentive Program Fund (NSIP)

The Nutritional Services Incentive Program Fund (NSIP) is used to account for the administration of NSIP funds provided by the Administration on Aging, U.S. Department of Health and Human Services, to GOEA, which in turn "passes through" the funds to the Council. GOEA distributes NSIP funds to each parish council on aging in Louisiana based on how many meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. Using this formula, the Council receives from GOEA approximately 60 cents per congregate and home-delivered meal it serves. The primary purpose of the NSIP reimbursement is to provide money to buy food that will be used in the preparation of congregate and home-delivered meals under nutrition service programs. The food that is purchased for these purposes must be of United States origin or be commodities from the United States Department of Agriculture. The fund balance of \$173,553 at June 30, 2018 is to be used to fund the raw food costs components for the year ending June 30, 2019.

Title III D - Disease Prevention and Health Promotion Services Fund

The Title III D Fund accounts for funds used for wellness, which includes disease prevention and health promotion activities.

Title III E - National Family Caregiver Support Fund

The Title III E Fund accounts for funds relating to the National Family Caregiver Support program. The National Family Caregiver Support program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. This program targets older, low-income individuals. Specific types of services that can be provided by this program include: Adult Day Care, Adult Health Care, Material Aid, Case Management, Personal Care, Counseling, Support Groups, Respite Care, Sitter Service, and Information and Assistance. Eligible participants include (1) adult family members, or another adult person, who provides uncompensated in-home and community care to an older person who needs supportive services or (2) grandparents, or a person 60 years of age or older, who is related to a child by blood or marriage and (1) lives with the child, (2) is the primary caregiver, and (3) has a legal relationship to the child or is raising the child informally.

**JEFFERSON COUNCIL ON AGING, INC.**  
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
June 30, 2018

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Non-Major Governmental Funds - Special Revenue Funds – Continued***

Entergy Fund

The Council received funding from Entergy to purchase hardware and software related to electronic scanning and touchscreen enablement for the monitoring of senior member activities at the Senior Centers. The fund balance of \$11,338 at June 30, 2018 is to be used to fund future software licensing and additional hardware for the year ending June 30, 2019.

Aging and Disability Resource Center Grant Fund (ADRC)

The Council entered into a contract with the GOEA to provide information and assistance that would improve the health, independence and quality of life to adults living with disabilities, senior citizens, or caregivers. The contract included the parishes of Jefferson, Orleans, St. Bernard, and Plaquemines.

GiveNOLA Fund

The Council received funding of \$6,860 through GiveNOLA donations to provide assistance to the Title III C-1 and C-2 programs.

Senior Computer & Digital Literacy Fund (C&D Literacy)

The C&D Literacy Fund was to provide for computer and digital literacy programs for the year ending June 30, 2018. The remaining fund balance as of June 30, 2018 is \$0.

Medicare Improvements for Patients and Providers Act Fund (MIPPA)

The Council received funding of \$8,890 to provide outreach services and assistance to seniors in the enrollment process for the Low Income Subsidy program, Medicare Savings program, and Medicare Part D program.

Private Pay Meals

The Private Pay Meals Fund has a fund balance of \$107,551 at June 30, 2018 to provide assistance to the Council's Title III C-2 Program.

Jefferson Parish (Pass Through) CDBG – Meals on Wheels Program

The Council received funding of \$34,192 from Jefferson Parish through a CDBG grant for the Meals on Wheels Program to provide assistance to the Council's Title III C-2 program.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

***Non-Major Governmental Funds - Special Revenue Funds – Continued***

Sipping with Santa

The Council received funding of \$30,695 to offset future food costs associated with the Title III C-1 and Title III C-2 programs.

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

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

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

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

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

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be available if they are collected within 60 days of year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation is a cost that is not recognized in the governmental funds.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

***Interfund Activity***

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

***Cash and Cash Equivalents***

Cash and cash equivalents includes not only currency on hand, but also demand deposits and money market funds with banks or other financial institutions. For purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose.

***Accounts Receivable***

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

***Investments***

GASB Statement No. 31 requires the Council to report its investments at fair value in the Statement of Net Position, except for investments in non-participating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates.

This type of investment is reported using a cost-based measure, provided the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. As of June 30, 2018 the Council had \$127,000 in one certificate of deposit that is a non-participating interest-earning investment contract.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

***Prepaid Expenses/Expenditures***

Prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits. In the fund financial statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure the Council's management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been shown as nonspendable to reflect the amount of fund balance not currently available for expenditures.

***Capital Assets***

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

Government-Wide Financial Statements

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

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

Furniture and equipment	3 to 12 years
Vehicles	5 years

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

***Capital Assets - Continued***

Fund Financial Statements

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

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

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the government-wide financial statements, all non-current liabilities that will be repaid from governmental resources are reported as liabilities in the government-wide statements. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented anywhere else in these statements. The Council has no non-current liabilities at June 30, 2018.

***Compensated Absences***

The Council's policies for vacation leave permit employees to accumulate earned but unused vacation leave. Accordingly, a liability for the unpaid vacation leave has been recorded in the fund financial statements.

The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect as of June 30, 2018.

The Council's sick leave policy does not provide for the vesting of sick leave. There are no sick leave amounts paid for any unused sick leave upon termination of employment. Accordingly, no amounts have been accrued as unpaid compensated absences in the government-wide financial statements relative to sick leave.

***Advances from Funding Agency***

Advances from funding agency represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council had advances from funding agencies in the amount of \$5,605 payable at June 30, 2018.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

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

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

- Net investment in capital assets - This component consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets.
- Restricted net position - This component consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position - This component consists of all other net position that does not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use in a specific program or for a specific purpose, the Council's 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 NSIP 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 NSIP 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 the grantor agency. 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, in this case, the Council will depart from its usual policy of using restricted resources first.

***Fund Equity - Fund Financial Statements***

Governmental fund equity is classified as fund balance. The Council applies GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified \$16,260 of prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

***Fund Equity - Fund Financial Statements – Continued***

- **Restricted:** This classification includes amounts for which constraints have been placed on the use of resources are either:
  - Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or
  - Imposed by law through constitutional provisions or enabling legislation.

Unspent NSIP funds of \$173,553 within the Council's Fund have also been classified as restricted because of spending constraints placed upon this money by GOEA. Endowment funds of \$133,917 have been classified as restricted due to constraints of the donor. GiveNOLA funds of \$10,444, JP - CDBG – Meals on Wheels Program funds of \$88,140, Private Pay Meals funds of \$107,551, Sipping with Santa funds of \$30,695 and Entergy funds of \$11,338 have been classified as restricted as well due to constraints placed upon this money by the donors.

- **Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's Board of Directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- **Assigned:** This classification includes spendable amounts that are reported in governmental funds other than the General Fund, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement No. 54. The intent of an assigned fund balance should be expressed by either the Council's Board of Directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purposes. The Council's management assigned \$500,000 of funds at year ended June 30, 2018.
- **Unassigned:** This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

***Fund Equity - Fund Financial Statements – Continued***

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

***Management's Use of Estimates***

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

***Allocation of Indirect Expenses***

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

***Elimination and Reclassifications***

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

NOTE 2 – REVENUE RECOGNITION

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

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

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 3 – CASH AND CASH EQUIVALENTS AND INVESTMENTS**

The Council is a quasi-governmental entity which is not required to comply with Louisiana laws relating to collateralization of cash and investments. The Council, however, obtains collateralization for cash at financial institutions which is in excess of the FDIC insurance. Acceptable collateralization included FDIC insurance and securities pledged to the political subdivision. Obligations of the United States, the State of Louisiana, and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by political subdivisions or with an unaffiliated bank or with a trust company for the account of the political subdivision.

The year-end bank balances of deposits and the carrying amounts as shown on the Statement of Net Position and Governmental Fund Balance Sheet are as follows:

	<u>Bank Balances</u>	<u>Reported Balances</u>
Cash	\$ 1,125,336	\$ 1,074,150
Certificate of deposit	<u>127,000</u>	<u>127,000</u>
Total	<u>\$ 1,252,336</u>	<u>\$ 1,201,150</u>

Custodial credit risk is the risk that in the event of a bank failure, the Council's deposits may not be returned to it. The Council has written a policy for custodial credit risk. As of June 30, 2018, none of the Council's bank balances of \$1,252,336 was exposed to custodial credit risk. These deposits were either insured or primarily collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Council's name.

A reconciliation of deposits and investments as shown in the combined balance sheet is as follows:

Cash on hand	\$	4,000
Reported amount of deposits		<u>1,197,150</u>
Total		<u>\$ 1,201,150</u>
Classified as:		
Cash and cash equivalents	\$	1,067,218
Restricted assets:		
Cash and cash equivalents		6,932
Investments (certificate of deposit)		<u>127,000</u>
Total		<u>\$ 1,201,150</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 3 – CASH AND CASH EQUIVALENTS AND INVESTMENTS - Continued

**Short-term Investments**

The Council's primary purpose for investing is to earn interest income on money that management has determined to be in excess of immediate cash needs. Although it is not required by law to comply with the State of Louisiana's investment laws, the Council's management has elected to follow Louisiana Revised Statute 33:2955, which lists the types of investments in which a political subdivision may invest its temporarily idle funds. As of June 30, 2018, the Council had invested \$127,000 in a non-negotiable certificate of deposit. This certificate of deposit was insured 100% by federal depository insurance.

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2018 were as follows:

	<u>GOEA</u>	<u>Jefferson Parish</u>	<u>Other</u>	<u>Total Receivables</u>
General Fund	\$ -	\$ 30,362	\$ 13	\$ 30,375
Local Fund	-	81,844	-	81,844
J.P. - CDBG – Meals on Wheels Program	-	60,000	-	60,000
Title III C-1 Congregate Meals Fund	-	8,650	-	8,650
Title III C-2 Home Delivered Meals Fund	-	34,600	-	34,600
Title V Senior Community Service Employment Program Fund	<u>32,575</u>	<u>-</u>	<u>-</u>	<u>32,575</u>
	<u>\$ 32,575</u>	<u>\$ 215,456</u>	<u>\$ 13</u>	<u>\$ 248,044</u>

NOTE 5 – CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION

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

<u>Capital Assets Being Depreciated</u>	<u>Balances 7/1/2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances 6/30/2018</u>
Capital Assets				
Furniture and equipment	\$ 309,721	\$ 3,166	\$ -	\$ 312,887
Vehicles	<u>349,484</u>	<u>404,217</u>	<u>-</u>	<u>753,701</u>
Total Capital Assets	659,205	407,383	-	1,066,588
Less Accumulated Depreciation				
Furniture and equipment	(268,237)	(19,785)	-	(288,022)
Vehicles	<u>(333,001)</u>	<u>(17,319)</u>	<u>-</u>	<u>(350,320)</u>
Total Accumulated Depreciation	<u>(601,238)</u>	<u>(37,104)</u>	<u>-</u>	<u>(638,342)</u>
Capital Assets, Net of Depreciation	<u>\$ 57,967</u>	<u>\$ 370,279</u>	<u>\$ -</u>	<u>\$ 428,246</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 5 – CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION -  
Continued

Depreciation expense of \$37,104 was charged to governmental activities as follows:

Health, Welfare, and Social Services:

Supportive Services:	
Recreation and Education	\$ 1,112
Transportation	17,319
Information and Assistance	5,569
Senior Center Operations	9,557
Administration and Other	<u>3,547</u>
Total	<u>\$ 37,104</u>

NOTE 6 – GOVERNMENT FUND - GENERAL FUND PROGRAM - LOCAL ENDOWMENT

This represents funds that are subject to restrictions of the donor requiring in perpetuity that the principal be invested in order to generate income sufficient to supplement funding of existing programs operated by the Council, or to create new programs, as authorized by the Board of Directors. At this time, the Board of Directors has agreed to reinvest earnings generated from the Endowment principal into the Endowment principal to facilitate the growth of principal. The balance restricted for endowment totaled \$133,917 at June 30, 2018.

NOTE 7 – GOVERNMENT FUND - GENERAL FUND PROGRAM - LOCAL WORKING  
CAPITAL RESERVE

This represents funds that will be used to phase out programs in the event normal funding is delayed or canceled by either legislative action or policy changes. The funds may be used to cover short-term emergencies. The working capital assigned totaled \$500,000 at June 30, 2018.

NOTE 8 – FUND BALANCES - FUND FINANCIAL STATEMENTS

As of June 30, 2018, six special revenue funds had a remaining fund balance. Usually, the fund balances of the special revenue funds are cleared out as of June 30, 2018 to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants. However, there are exceptions to these policies.

The Council has \$173,553 of fund balance in the Nutritional Services Incentive Program Fund. The fund balance will be used to fund the raw food cost components for the year ending June 30, 2019.

The Council had \$107,551 of fund balance in the Private Pay Meals Fund. The fund balance will be used to help fund the Title III C-2 program.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 8 – FUND BALANCES - FUND FINANCIAL STATEMENTS - Continued

The Council has \$10,444 of fund balance in the GiveNOLA Fund. The fund balance will be used to fund the raw food cost components for the year ending June 30, 2019.

The Council also has \$11,338 of fund balance in the Entergy Fund. The fund balance will be used as needed to fund computer equipment and licensing for the year ending June 30, 2019.

The Council has \$30,695 of fund balance in the Sipping with Santa Fund. This fund balance will be used as needed to fund future food costs associated with the Title III C-1 and Title III C-2 programs in the year ending June 30, 2019.

The Council has \$88,140 of fund balance in JP - CDBG – Meals on Wheels Program. This fund balance will be used as needed to fund the Council’s Title III C-2 program.

NOTE 9 – IN-KIND CONTRIBUTIONS

Jefferson Council on Aging, Inc. received in-kind contributions during the year in the nature of contributed facilities. Contributed facilities were recorded at the estimated rental value of the facilities and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on excess of revenues over expenditures.

Donated personal services of volunteers and contributed goods are recorded as revenues and expenditures at estimated fair values based upon valuation rates and job classifications developed by the Council.

For the year ended June 30, 2018, in-kind revenues and expenditures were recorded by funds as follows:

	<u>Fair Value of Rent</u>	<u>Donations and Contributions</u>	<u>Total</u>
Special Revenue Funds			
Title III C-1 - Congregate Meals Fund	\$ 253,686	\$ -	\$ 253,686
Senior Center Fund	<u>735,163</u>	<u>75,710</u>	<u>810,873</u>
Total Special Revenue Funds	<u>988,849</u>	<u>75,710</u>	<u>1,064,559</u>
 Totals	 <u>\$ 988,849</u>	 <u>\$ 75,710</u>	 <u>\$ 1,064,559</u>

The following in-kind services were not reported in the financial statements because they did not meet the criteria of professional services:

Home Delivered Meals – Volunteer Services – Drivers	\$ 35,774
Congregate Volunteers	192,327
General Volunteers – Activity Leaders	<u>280,906</u>
Total	<u>\$ 509,007</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 10 – CHANGES IN COMPENSATED ABSENCES**

For purposes of the Statement of Net Position, the Council has presented all of its accumulated unpaid vacation leave as a current liability. This is because vested amounts are expected to be used before the end of the next fiscal year. The following is a schedule of the net change that occurred in the Council's compensated absences account during the year ended June 30, 2018.

Balance at July 1, 2017	\$ 38,598
Net decrease in vested leave	<u>(6,523)</u>
Balance at June 30, 2018	<u>\$ 32,075</u>

**NOTE 11 – OPERATING LEASES**

The Jefferson Council on Aging, Inc. leases office space. The lease expires July 31, 2020. Obligations under this lease are payable as follows: \$84,980 in fiscal year end 2019, \$84,980 in fiscal year end 2020, and \$7,082 in fiscal year end 2021.

**NOTE 12 – BOARD OF DIRECTORS COMPENSATION**

The Board of Directors is a voluntary board. Board members do not receive compensation. Board members can submit an expense request form for out-of-pocket expenses that are in accordance with the Council's travel reimbursement policy.

**NOTE 13 – INCOME TAX STATUS**

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. The Council is also exempt from Louisiana income tax.

The Council is not required to file a Form 990 because it has been determined to be an "affiliate of a governmental unit" within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 CB. 418. However, the Council has voluntarily decided to file a Form 990 for the year ended June 30, 2018 in order to pursue additional grant funding.

The Council recognizes the tax benefit from uncertain tax positions only if it is "more likely than not" the tax position will be sustained on examination by the taxing authorities. To the extent the Council's assessment of such tax positions change, the change will be recorded in the period in which the determination is made. No adjustments were required for the year ended June 30, 2018. The June 30, 2015, 2016 and 2017 Form 990's remain subject to examination by the taxing authorities. The June 30, 2018 Form 990 has not been filed as of the audit report date.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 14 – JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES**

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; officer and directors' liability; business interruption; natural disasters; and volunteer liability. Except for business interruption and certain acts of God, the Council has purchased commercial insurance, with deductibles ranging from \$0 to \$1,000, to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

**NOTE 15 – CONTINGENCIES - GRANT PROGRAMS**

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable as of June 30, 2018 might 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 16 – ECONOMIC DEPENDENCY**

The Council receives the majority of its revenue from a Parish property tax assessment and through grants administered by the Louisiana Governor's Office of Elderly Affairs (GOEA). 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 significantly affect the amount of funds the Council will receive in fiscal year 2019 relating to its grant awards.

**NOTE 17 – RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year ended June 30, 2018.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

**NOTE 18 – INTERFUND TRANSFERS**

Operating transfers in and out are listed by fund for the year ended June 30, 2018 as follows:

	Operating Transfers	
	In	Out
<b><u>General Fund</u></b>		
SHIIP	\$ 22,753	\$ -
Fund Development	-	22,088
Local	27,165	259,344
PCOA	-	91,948
<b><u>Major Funds</u></b>		
Title III B – Supportive Services Fund	295,406	-
Title III C-1 – Congregate Meals Fund	22,046	-
Title III C-2 – Home Delivered Meals Fund	225,902	-
Title V – Senior Community Service Employment Program	28,532	-
Senior Center Fund	233,320	22,046
<b><u>Special Revenue Funds</u></b>		
Title III C – Area Agency Administration Fund	4,687	-
NSIP Fund	-	207,856
Title III E – National Family Caregiver Support Fund	969	-
Supplemental Senior Center Fund	-	233,320
MIPPA	-	8,890
Aging and Disability Resource Center Grant Fund	-	-
Senior Rx Fund	399	-
GiveNOLA	-	16,082
Title III D – Disease Prevention and Health Promotion Services Fund	395	-
Total	<b>\$ 861,574</b>	<b>\$ 861,574</b>

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and to (b) use unrestricted revenues collected in the General Fund and certain Special Revenue Funds to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**NOTE 19 - INTERFUND RECEIVABLES AND PAYABLES - FUND FINANCIAL STATEMENTS**

Because the Council receives its grant revenues primarily on a cost reimbursement basis, it has to pay for costs using its General Fund money and then request reimbursement under the various grant programs. As a result, the manner in which cash is spent and received creates short-term interfund loans.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
*June 30, 2018*

NOTE 19 - INTERFUND RECEIVABLES AND PAYABLES - FUND FINANCIAL STATEMENTS  
- Continued

A summary of these interfund loans as of June 30, 2018 is as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 63,301	\$ 514,636
Total for the General Fund	63,301	514,636
Title III B - Supportive Services Fund	24,036	-
Title III C-1 – Congregate Meals Fund	1,469	-
Title III C-2 - Home Delivered Meals Fund	16,602	-
Title V – Senior Community Service Employment Program	-	14,665
Senior Center Fund	34,891	-
Other Governmental Funds	<u>437,638</u>	<u>48,636</u>
Totals	<u>\$ 577,937</u>	<u>\$ 577,937</u>

The balances above resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made.

NOTE 20 – SUBSEQUENT EVENTS

The Council has evaluated subsequent events through the date the financial statements were available to be issued, which corresponds with the date of the independent auditors' report. No material subsequent events have occurred since June 30, 2018, that requires recognition or disclosure in these financial statements.

**SUPPLEMENTARY FINANCIAL INFORMATION  
REQUIRED BY GASB STATEMENT NO. 34**

**JEFFERSON COUNCIL ON AGING, INC.**

REQUIRED SUPPLEMENTARY INFORMATION -  
BUDGETARY COMPARISON SCHEDULE -  
GENERAL FUND

For the Year Ended June 30, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 571,978	\$ 571,978	\$ 871,343	\$ 299,365
Charges for services	406,019	406,019	409,955	3,936
Interest income	-	-	14,674	14,674
Restricted income	-	-	50,000	50,000
Public support	25,000	25,000	185,968	160,968
Miscellaneous	<u>117,664</u>	<u>117,664</u>	<u>591</u>	<u>(117,073)</u>
 Total Revenues	 <u>1,120,661</u>	 <u>1,120,661</u>	 <u>1,532,531</u>	 <u>411,870</u>
<b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	309,520	309,520	309,251	269
Fringe	70,155	70,155	46,225	23,930
Travel	10,720	10,720	3,940	6,780
Operating services	207,921	207,921	189,539	18,382
Operating supplies	18,961	18,961	57,032	(38,071)
Other costs	240,000	240,000	185,920	54,080
Capital outlay	<u>-</u>	<u>-</u>	<u>404,217</u>	<u>(404,217)</u>
 Total Expenditures	 <u>857,277</u>	 <u>857,277</u>	 <u>1,196,124</u>	 <u>(338,847)</u>
 Excess of Revenues Over Expenditures	 <u>263,384</u>	 <u>263,384</u>	 <u>336,407</u>	 <u>73,023</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	43,176	43,176	49,918	6,742
Operating transfers out	<u>(306,560)</u>	<u>(306,560)</u>	<u>(373,380)</u>	<u>(66,820)</u>
 Total Other Financing Uses	 <u>(263,384)</u>	 <u>(263,384)</u>	 <u>(323,462)</u>	 <u>(60,078)</u>
 NET CHANGE IN FUND BALANCE	 <u>\$ -</u>	 <u>\$ -</u>	 12,945	 <u>\$ 12,945</u>
 Fund Balance				
Beginning of year			<u>844,303</u>	
End of year			<u>\$ 857,248</u>	

**JEFFERSON COUNCIL ON AGING, INC.**

REQUIRED SUPPLEMENTARY INFORMATION -  
 BUDGETARY COMPARISON SCHEDULE -  
 TITLE III B – SUPPORTIVE SERVICES FUND  
 For the Year Ended June 30, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 391,217	\$ 391,217	\$ 386,462	\$ (4,755)
Public support	-	-	8,812	8,812
 Total revenues	<u>391,217</u>	<u>391,217</u>	<u>395,274</u>	<u>4,057</u>
 <b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	113,346	113,346	113,252	94
Fringe	25,775	25,775	24,287	1,488
Travel	3,503	3,503	3,323	180
Operating services	25,913	25,913	26,700	(787)
Operating supplies	3,628	3,628	1,595	2,033
Other costs	520,999	520,999	521,523	(524)
 Total Expenditures	<u>693,164</u>	<u>693,164</u>	<u>690,680</u>	<u>2,484</u>
 Deficiency of Revenues Over Expenditures	(301,947)	(301,947)	(295,406)	6,541
 <b>OTHER FINANCING SOURCES</b>				
Operating transfers in	<u>301,947</u>	<u>301,947</u>	<u>295,406</u>	<u>(6,541)</u>
 <b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
 <b>FUND BALANCE</b>				
Beginning of year			-	
 End of year			<u>\$ -</u>	

**JEFFERSON COUNCIL ON AGING, INC.**

REQUIRED SUPPLEMENTARY INFORMATION –  
 BUDGETARY COMPARISON SCHEDULE -  
 TITLE III C-1 – CONGREGATE MEALS FUND  
 For the Year Ended June 30, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 410,326	\$ 410,326	\$ 416,918	\$ 6,592
Public Support	(17,323)	(17,323)	8,343	25,666
In-kind contributions	224,245	224,245	253,686	29,441
<b>Total Revenues</b>	<b>617,248</b>	<b>617,248</b>	<b>678,947</b>	<b>61,699</b>
<b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	129,480	129,480	180,794	(51,314)
Fringe	29,434	29,434	29,488	(54)
Travel	322	322	708	(386)
Operating services	28,028	28,028	36,721	(8,693)
Operating supplies	2,337	2,337	5,693	(3,356)
Meals	205,365	205,365	193,903	11,462
In-kind expenditures	224,245	224,245	253,686	(29,441)
<b>Total Expenditures</b>	<b>619,211</b>	<b>619,211</b>	<b>700,993</b>	<b>(81,782)</b>
Deficiency of Revenues Over Expenditures	(1,963)	(1,963)	(22,046)	(20,083)
<b>OTHER FINANCING SOURCES</b>				
Operating transfers in	1,963	1,963	22,046	20,083
<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>
<b>FUND BALANCE</b>				
Beginning of year			-	
End of year			\$ -	

**JEFFERSON COUNCIL ON AGING, INC.**

REQUIRED SUPPLEMENTARY INFORMATION –  
 BUDGETARY COMPARISON SCHEDULE -  
 TITLE III C-2 – HOME DELIVERED MEALS FUND  
 For the Year Ended June 30, 2018

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Intergovernmental	\$ 847,519	\$ 847,519	\$ 866,736	\$ 19,217
Public support	20,384	20,384	116,448	96,064
In-kind contributions	34,775	34,775	-	(34,775)
<b>Total Revenues</b>	<u>902,678</u>	<u>902,678</u>	<u>983,184</u>	<u>80,506</u>
<b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	308,513	308,513	283,650	24,863
Fringe	70,098	70,098	36,955	33,143
Travel	67,286	67,286	79,136	(11,850)
Operating services	42,640	42,640	48,089	(5,449)
Operating supplies	7,326	7,326	10,731	(3,405)
Other costs	-	-	2,541	(2,541)
Meals	690,805	690,805	747,327	(56,522)
Capital outlay	-	-	657	(657)
In-kind expenditures	34,775	34,775	-	34,775
<b>Total Expenditures</b>	<u>1,221,443</u>	<u>1,221,443</u>	<u>1,209,086</u>	<u>12,357</u>
Deficiency of Revenues Over Expenditures	(318,765)	(318,765)	(225,902)	92,863
<b>OTHER FINANCING SOURCES</b>				
Operating transfers in	318,765	318,765	225,902	(92,863)
<b>NET CHANGE IN FUND BALANCE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>-</u>	
End of year			<u>\$ -</u>	

**JEFFERSON COUNCIL ON AGING, INC.**  
 REQUIRED SUPPLEMENTARY INFORMATION -  
 BUDGETARY COMPARISON SCHEDULE -  
 TITLE V - SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM FUND  
 For the Year Ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Intergovernmental	\$ 572,855	\$ 572,855	\$ 567,464	\$ (5,391)
Total Revenues	<u>572,855</u>	<u>572,855</u>	<u>567,464</u>	<u>(5,391)</u>
<b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	490,570	490,570	517,515	(26,945)
Fringe	48,004	48,004	48,670	(666)
Travel	3,650	3,650	3,407	243
Operating services	21,031	21,031	23,413	(2,382)
Operating supplies	2,400	2,400	2,184	216
Other costs	<u>7,200</u>	<u>7,200</u>	<u>807</u>	<u>6,393</u>
Total Expenditures	<u>572,855</u>	<u>572,855</u>	<u>595,996</u>	<u>(23,141)</u>
Deficiency of Revenues Over Expenditures	-	-	(28,532)	(28,532)
 <b>OTHER FINANCING SOURCES</b>				
Operating transfers in	<u>-</u>	<u>-</u>	<u>28,532</u>	<u>28,532</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	-	<u>\$ -</u>
 <b>FUND BALANCE</b>				
Beginning of year			<u>-</u>	
End of year			<u>\$ -</u>	

**JEFFERSON COUNCIL ON AGING, INC.**

REQUIRED SUPPLEMENTARY INFORMATION –  
BUDGETARY COMPARISON SCHEDULE -  
SENIOR CENTER FUND

For the Year Ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b>REVENUES</b>				
Intergovernmental	\$ 445,818	\$ 445,818	\$ 445,818	\$ -
Public support	-	-	5,000	5,000
Miscellaneous	-	-	431	431
In-kind contributions	<u>856,519</u>	<u>856,519</u>	<u>810,873</u>	<u>(45,646)</u>
Total Revenues	<u>1,302,337</u>	<u>1,302,337</u>	<u>1,262,122</u>	<u>(40,215)</u>
<b>EXPENDITURES</b>				
Current:				
Health and welfare:				
Salaries	393,792	393,792	391,992	1,800
Fringe	89,476	89,476	69,873	19,603
Travel	5,598	5,598	3,260	2,338
Operating services	129,853	129,853	134,074	(4,221)
Operating supplies	24,456	24,456	26,463	(2,007)
Other costs	34,000	34,000	36,205	(2,205)
Capital outlay	-	-	656	(656)
In-kind expenditures	<u>856,519</u>	<u>856,519</u>	<u>810,873</u>	<u>45,646</u>
Total Expenditures	<u>1,533,694</u>	<u>1,533,694</u>	<u>1,473,396</u>	<u>60,298</u>
Deficiency of Revenues Over Expenditures	(231,357)	(231,357)	(211,274)	20,083
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	233,320	233,320	233,320	-
Operating transfers out	<u>(1,963)</u>	<u>(1,963)</u>	<u>(22,046)</u>	<u>(20,083)</u>
Total Other Financing Sources	<u>231,357</u>	<u>231,357</u>	<u>211,274</u>	<u>(20,083)</u>
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>-</u>	
End of year			<u>\$ -</u>	

See Note to Required Supplementary Information.

## **JEFFERSON COUNCIL ON AGING, INC.**

### **NOTE TO REQUIRED SUPPLEMENTARY INFORMATION**

*June 30, 2018*

#### **NOTE I- BUDGETARY REPORTING**

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

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

- The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for its programs.
- Management projects property tax revenues based on past trends and data available at the Parish Assessor's office to form expectations of future revenues.
- The revenue information supplied by GOEA and the Parish Assessor are considered by management along with revenue projections of grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information has been obtained to project revenues and expenditures, the Council's Executive Director prepares a proposed budget based on the projections. The proposed budget is reviewed and approved by the Council's Finance Committee before it is submitted to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting held before May 31 of the current fiscal year.
- The adopted budget is forwarded to GOEA for compliance approval.
- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under federal matching programs. The "match" might be made in one year and the vehicles delivered in another year.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION - CONTINUED**  
*June 30, 2018*

NOTE I- BUDGETARY REPORTING - CONTINUED

Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts. Management did not amend the Council's budget during the year ended June 30, 2018.

Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

The Council may transfer funds between line items in its budget as often as required but must obtain compliance approval from the Governor's Office of Elderly Affairs (GOEA) for funds received under grants from this agency. As part of its grant compliance, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.

Expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.

The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some activities may not be budgeted, particularly if they are deemed to be immaterial by management.

**SUPPLEMENTARY INFORMATION REQUIRED BY  
THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS**

**JEFFERSON COUNCIL ON AGING, INC.**  
**COMBINING BALANCE SHEET - GOVERNMENTAL FUND -**  
**GENERAL FUND PROGRAMS**  
*June 30, 2018*

	SHIIP	Endowment	Fund Development	Transportation
<b>ASSETS</b>				
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -
Accounts receivable	-	-	-	-
Prepaid expenditures	-	-	-	-
Due from other funds	741	-	2,407	11,848
Restricted assets:				
Cash and cash equivalents	-	6,932	-	-
Investments	-	127,000	-	-
	-	127,000	-	-
Total assets	\$ 741	\$ 133,932	\$ 2,407	\$ 11,848
<b>LIABILITIES AND FUND BALANCE</b>				
<b>LIABILITIES</b>				
Accounts payable and accrued expenditures	\$ 741	\$ -	\$ 2,407	\$ 11,848
Due to other funds	-	15	-	-
Total liabilities	741	15	2,407	11,848
<b>FUND BALANCE</b>				
Nonspendable	-	-	-	-
Restricted	-	133,917	-	-
Assigned	-	-	-	-
Unassigned	-	-	-	-
Total fund balance	-	133,917	-	-
Total liabilities and fund balance	\$ 741	\$ 133,932	\$ 2,407	\$ 11,848

<u>Local</u>	<u>PCOA</u>	<u>Total General Fund</u>
\$ 1,067,218	\$ -	\$ 1,067,218
112,219	-	112,219
16,260	-	16,260
48,305	-	63,301
-	-	6,932
-	-	127,000
<u>\$ 1,244,002</u>	<u>\$ -</u>	<u>\$ 1,392,930</u>

\$ 6,050	\$ -	\$ 21,046
514,621	-	514,636
520,671	-	535,682
16,260	-	16,260
-	-	133,917
500,000	-	500,000
207,071	-	207,071
723,331	-	857,248
<u>\$ 1,244,002</u>	<u>\$ -</u>	<u>\$ 1,392,930</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCES - GOVERNMENTAL FUND - GENERAL FUND PROGRAMS**  
*For the Year Ended June 30, 2018*

	<u>SHIIP</u>	<u>Endowment</u>	<u>Fund Development</u>	<u>Transportation</u>
<b>REVENUES</b>				
Intergovernmental:				
State of Louisiana:				
Office of Elderly Affairs	\$ -	\$ -	\$ -	\$ -
Department of Transportation	-	-	-	331,452
Local governments	-	-	-	-
Charges for services	-	-	-	409,955
Restricted income	-	-	-	50,000
Interest income	-	1,609	-	-
Public support:				
Client contributions	-	-	161,442	-
Miscellaneous	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>-</u>	<u>1,609</u>	<u>161,442</u>	<u>791,407</u>
<b>EXPENDITURES</b>				
Current:				
Health and welfare				
Salaries	13,450	-	76,266	219,535
Fringe	1,409	-	17,166	27,650
Travel	238	-	1,181	2,521
Operating services	7,490	-	33,334	132,169
Operating supplies	99	-	10,960	1,827
Other costs	67	-	447	3,488
Capital outlay	-	-	-	404,217
	<u>-</u>	<u>-</u>	<u>-</u>	<u>404,217</u>
Total expenditures	<u>22,753</u>	<u>-</u>	<u>139,354</u>	<u>791,407</u>
Excess (deficiency) of revenues over expenditures	(22,753)	1,609	22,088	-
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	22,753	-	-	-
Operating transfers out	-	-	(22,088)	-
	<u>-</u>	<u>-</u>	<u>(22,088)</u>	<u>-</u>
Total other financing sources (uses)	<u>22,753</u>	<u>-</u>	<u>(22,088)</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	-	1,609	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	132,308	-	-
End of year	<u>\$ -</u>	<u>\$ 133,917</u>	<u>\$ -</u>	<u>\$ -</u>

<u>Local</u>	<u>PCOA</u>	<u>Total General Fund</u>
\$ -	\$ 100,000	\$ 100,000
-	-	331,452
439,891	-	439,891
-	-	409,955
-	-	50,000
13,065	-	14,674
24,526	-	185,968
<u>591</u>	<u>-</u>	<u>591</u>
<u>478,073</u>	<u>100,000</u>	<u>1,532,531</u>
-	-	309,251
-	-	46,225
-	-	3,940
14,363	2,183	189,539
38,277	5,869	57,032
181,918	-	185,920
<u>-</u>	<u>-</u>	<u>404,217</u>
<u>234,558</u>	<u>8,052</u>	<u>1,196,124</u>
243,515	91,948	336,407
27,165	-	49,918
<u>(259,344)</u>	<u>(91,948)</u>	<u>(373,380)</u>
<u>(232,179)</u>	<u>(91,948)</u>	<u>(323,462)</u>
11,336	-	12,945
<u>711,995</u>	<u>-</u>	<u>844,303</u>
<u>\$ 723,331</u>	<u>\$ -</u>	<u>\$ 857,248</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**COMBINING BALANCE SHEET-**  
**NON-MAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS**  
*June 30, 2018*

	Title III C - Area Agency Administration Fund	Nutritional Services Incentive Program Fund	Title III D - Disease Prevention and Health Promotion Services Fund	Title III E - National Family Caregiver Support Fund	Supplemental Senior Center Fund	MIPPA
<b>ASSETS</b>						
Accounts receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due from other funds	<u>11,080</u>	<u>173,553</u>	<u>4,126</u>	<u>10,065</u>	<u>-</u>	<u>-</u>
Total Assets	<u>\$ 11,080</u>	<u>\$ 173,553</u>	<u>\$ 4,126</u>	<u>\$ 10,065</u>	<u>\$ -</u>	<u>\$ -</u>
<b>LIABILITIES</b>						
Accounts payable and accrued expenditures	\$ 11,080	\$ -	\$ 4,126	\$ 10,065	\$ -	\$ -
Due to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities	11,080	-	4,126	10,065	-	-
<b>FUND BALANCES</b>						
Unassigned	-	-	-	-	-	-
Restricted	<u>-</u>	<u>173,553</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fund Balance	<u>-</u>	<u>173,553</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 11,080</u>	<u>\$ 173,553</u>	<u>\$ 4,126</u>	<u>\$ 10,065</u>	<u>\$ -</u>	<u>\$ -</u>

Private Pay Meals	C & D Literacy Fund	JP - CDBG - Meals On Wheels Program	Aging and Disability Resource Center Grant Fund	GiveNOLA Fund	Entergy Fund	Sipping with Santa	Total
\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
<u>107,551</u>	<u>-</u>	<u>28,140</u>	<u>50,646</u>	<u>10,444</u>	<u>11,338</u>	<u>30,695</u>	<u>437,638</u>
<u>\$ 107,551</u>	<u>\$ -</u>	<u>\$ 88,140</u>	<u>\$ 50,646</u>	<u>\$ 10,444</u>	<u>\$ 11,338</u>	<u>\$ 30,695</u>	<u>\$ 497,638</u>
\$ -	\$ -	\$ -	\$ 2,010	\$ -	\$ -	\$ -	\$ 27,281
<u>-</u>	<u>-</u>	<u>-</u>	<u>48,636</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>48,636</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>50,646</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,917</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>107,551</u>	<u>-</u>	<u>88,140</u>	<u>-</u>	<u>10,444</u>	<u>11,338</u>	<u>30,695</u>	<u>421,721</u>
<u>107,551</u>	<u>-</u>	<u>88,140</u>	<u>-</u>	<u>10,444</u>	<u>11,338</u>	<u>30,695</u>	<u>421,721</u>
<u>\$ 107,551</u>	<u>\$ -</u>	<u>\$ 88,140</u>	<u>\$ 50,646</u>	<u>\$ 10,444</u>	<u>\$ 11,338</u>	<u>\$ 30,695</u>	<u>\$ 497,638</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES -**  
**NON-MAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS**  
*For the Year Ended June 30, 2018*

	Title III C - Area Agency Administration Fund	Nutritional Services Incentive Program Fund	Title III D - Disease Prevention and Health Promotion Services Fund	Title III E - National Family Caregiver Support Fund	Supplemental Senior Center Fund	MIPPA
<b>REVENUES</b>						
Intergovernmental:						
State of Louisiana:						
Office of Elderly Affairs	\$ 120,069	\$ 173,553	\$ 13,029	\$ 116,671	\$ 233,320	\$ 8,890
Local governments	-	-	-	-	-	-
Public Support:						
Client contributions	-	-	-	34	-	-
Total revenues	<u>120,069</u>	<u>173,553</u>	<u>13,029</u>	<u>116,705</u>	<u>233,320</u>	<u>8,890</u>
<b>EXPENDITURES</b>						
Current:						
Health and welfare:						
Salaries	81,037	-	1,315	25,487	-	-
Fringe	18,183	-	296	5,474	-	-
Travel	1,993	-	3	50	-	-
Operating services	19,020	-	7,207	7,942	-	-
Operating supplies	1,591	-	4,597	443	-	-
Other costs	1,079	-	6	78,278	-	-
Capital outlay	<u>1,853</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>124,756</u>	<u>-</u>	<u>13,424</u>	<u>117,674</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>(4,687)</u>	<u>173,553</u>	<u>(395)</u>	<u>(969)</u>	<u>233,320</u>	<u>8,890</u>
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	4,687	-	395	969	-	-
Operating transfers out	<u>-</u>	<u>(207,856)</u>	<u>-</u>	<u>-</u>	<u>(233,320)</u>	<u>(8,890)</u>
Total other financing sources (uses)	<u>4,687</u>	<u>(207,856)</u>	<u>395</u>	<u>969</u>	<u>(233,320)</u>	<u>(8,890)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<b>-</b>	<b>(34,303)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCES</b>						
Beginning of year	<u>-</u>	<u>207,856</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>\$ 173,553</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Private Pay Meals	C & D Literacy Fund	JP – CDBG - Meals On Wheels Program	Aging and Disability Resource Center Grant Fund	GiveNOLA Fund	Entergy Fund	Sipping with Santa	Total
\$ -	\$ -	\$ -	\$ 115,144	\$ -	\$ -	\$ -	\$ 780,676
-	-	34,192	-	-	-	-	34,192
<u>51,584</u>	<u>5,000</u>	<u>-</u>	<u>1,000</u>	<u>6,860</u>	<u>-</u>	<u>30,695</u>	<u>95,173</u>
<u>51,584</u>	<u>5,000</u>	<u>34,192</u>	<u>116,144</u>	<u>6,860</u>	<u>-</u>	<u>30,695</u>	<u>910,041</u>
-	-	-	73,466	-	-	-	181,305
-	-	-	14,565	-	-	-	38,518
-	-	-	1,265	-	-	-	3,311
-	5,306	-	25,278	216	-	-	64,969
6,285	14	-	1,571	-	520	-	15,021
-	-	-	398	-	-	-	79,761
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,853</u>
<u>6,285</u>	<u>5,320</u>	<u>-</u>	<u>116,543</u>	<u>216</u>	<u>520</u>	<u>-</u>	<u>384,738</u>
<u>45,299</u>	<u>(320)</u>	<u>34,192</u>	<u>(399)</u>	<u>6,644</u>	<u>(520)</u>	<u>30,695</u>	<u>525,303</u>
-	-	-	399	-	-	-	6,450
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(16,082)</u>	<u>-</u>	<u>-</u>	<u>(466,148)</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>399</u>	<u>(16,082)</u>	<u>-</u>	<u>-</u>	<u>(459,698)</u>
45,299	(320)	34,192	-	(9,438)	(520)	30,695	65,605
<u>62,252</u>	<u>320</u>	<u>53,948</u>	<u>-</u>	<u>19,882</u>	<u>11,858</u>	<u>-</u>	<u>356,116</u>
<u>\$ 107,551</u>	<u>\$ -</u>	<u>\$ 88,140</u>	<u>\$ -</u>	<u>\$ 10,444</u>	<u>\$ 11,338</u>	<u>\$ 30,695</u>	<u>\$ 421,721</u>

**JEFFERSON COUNCIL ON AGING. INC.**  
**COMPARATIVE STATEMENT OF CAPITAL ASSETS AND**  
**CHANGES IN CAPITAL ASSETS**  
*For the Year Ended June 30, 2018*

	<u>Balance</u> <u>06/30/17</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06/30/18</u>
<b>CAPITAL ASSETS, AT COST</b>				
Furniture and equipment	\$ 309,721	\$ 3,166	\$ -	\$ 312,887
Vans and auto	<u>349,484</u>	<u>404,217</u>	<u>-</u>	<u>753,701</u>
Total Capital Assets	<u>\$ 659,205</u>	<u>\$ 407,383</u>	<u>\$ -</u>	<u>\$ 1,066,588</u>
<b>INVESTMENT IN CAPITAL ASSETS</b>				
General Fund	\$ 8,888	\$ -	\$ -	\$ 8,888
Supplemental Senior Center	224,427	-	-	224,427
PCOA	16,035	-	-	16,035
SenioRx	1,229	-	-	1,229
Transportation	261,187	404,217	-	665,404
Local Funds	114,687	-	-	114,687
Entergy Grant	17,225	-	-	17,225
Title III C - Area Agency				
Administration Fund	2,568	1,853	-	4,421
Title III C-2 – Home Delivered Meals Fund	-	657	-	657
Title III B – Supportive Services Fund	1,517	-	-	1,517
Senior Center Fund	-	656	-	656
Aging and Disability Resource Center Grant	<u>11,442</u>	<u>-</u>	<u>-</u>	<u>11,442</u>
Total Investment in Capital Assets	<u>\$ 659,205</u>	<u>\$ 407,383</u>	<u>\$ -</u>	<u>\$ 1,066,588</u>

**JEFFERSON COUNCIL ON AGING, INC.**

UNITS OF SERVICE

For the Years Ended June 30, 2018 and 2017

(Unaudited)

	Units	
	<u>2018</u>	<u>2017</u>
TITLE III B - SUPPORTIVE SERVICES FUND:		
Homemaker	3,460	3,603
Information and Assistance	2,869	1,532
Legal Assistance	536	510
Outreach	6	1,263
Personal Care	1,995	2,113
Telephoning	1,255	1,531
Transportation	28,901	26,977
TITLE III C-1 - CONGREGATE MEALS FUND:		
Congregate Meals	45,111	41,570
Nutrition Education	600	500
TITLE III C-2 - HOME DELIVERED MEALS FUND:		
Home Delivered Meals	193,066	158,676
TITLE III D - PREVENTIVE HEALTH FUND:		
Wellness	208	266
TITLE III E - NATIONAL FAMILY CAREGIVER PROGRAM FUND:		
Adult Day Health Care	2,696	1,696
Information and Assistance	421	332
In-Home Respite	1,912	1,953
Public Education	18	8
Material Aid	736	631

***SUPPLEMENTARY FINANCIAL INFORMATION  
REQUIRED BY UNIFORM GUIDANCE***

**JEFFERSON COUNCIL ON AGING, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
*For the Year Ended June 30, 2018*

<u>Federal Grantor/Pass-Through Grantor/Program Title or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Grant Year Ended</u>	<u>Pass-Through Entity Identifying #</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Labor - Employment and Training Administration</u>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Title V - Senior Community Service Employment Program	17.235	6/30/18	4400012299	\$ 515,570
<u>U.S. Department of Health and Human Services - Administration For Community Living</u>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Special Programs for the Aging				
Title III, Part B - Supportive Services and Senior Centers	93.044	6/30/18	4400010919	252,468
Title III, Part C - Nutrition Services (Area Agency Administration)	93.045	6/30/18	4400010919	90,052
Title III, Part C-1 - Nutrition Services (Congregate Meals)	93.045	6/30/18	4400010919	279,287
Title III, Part C-2 - Nutrition Services (Home Delivered Meals)	93.045	6/30/18	4400010919	<u>181,311</u>
Subtotal Title III, Part C				550,650
Nutritional Services Incentive Program	93.053	6/30/18	4400010873	<u>173,553</u>
Subtotal U.S. Department of Health and Human Services – Administration on Aging – Aging Cluster for Special Programs for the Aging				976,671
Title III, Part D - Disease Prevention and Health Promotion Services	93.043	6/30/18	4400010919	13,029
Title III, Part E - National Family Caregiver Support Program	93.052	6/30/18	4400010919	88,141
MIPPA – ADRC – Medicare Enrollment Assistance Program	93.071	6/30/18	4400013306	<u>8,890</u>
Total U.S. Department of Health and Human Services Administration For Community Living				1,086,731
<u>U.S. Department of Transportation</u>				
Passed through the Louisiana Department of Transportation and Development/				
Enhanced Mobility of Seniors and Individuals with Disability	20.513	6/30/18	ED-16-26-18	25,958
Public Transportation Capital Assistance Program	20.513	6/30/18	ED-16-99-16	<u>305,494</u>
Total U.S. Department of Transportation				331,452
<u>U.S. Department of Housing and Community Development</u>				
Passed through Jefferson Parish, Louisiana				
Title I, Part 24 – CDBG – Meals on Wheels Program	14.218	6/30/19		<u>34,192</u>
Total Federal Grants				<u>\$ 1,967,945</u>

**JEFFERSON COUNCIL ON AGING, INC.**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
*June 30, 2018*

**NOTE 1 – BASIS OF PRESENTATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the Jefferson Council on Aging, Inc. and is presented on the modified accrual basis of accounting. 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). Because the Schedule presents only a selected portion of the operations of the Council, it is not intended to and does not present the net position and changes in net position of the Council. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

**NOTE 2 – SUBRECIPIENTS**

The Council did not pass-through any of its federal awards to a subrecipient during the year ended June 30, 2018.

**NOTE 3 – NON-CASH ASSISTANCE**

No federal awards were expended in the form of non-cash assistance during the year ended June 30, 2018.

**NOTE 4 – UNSPENT FUNDS**

There are \$173,553 of funds remaining from the fiscal year ended June 30, 2018, for Nutrition Services Incentive Program (NSIP) grant that remain unspent as of June 30, 2018.

**NOTE 5 – INDIRECT COSTS**

The Council did not elect to use the 10% de minimis indirect cost rate for the year ended June 30, 2018.

# Kushner LaGraize, L.L.C.

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

To the Board of Directors  
Jefferson Council on Aging, Inc.

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 Jefferson Council on Aging, Inc. (the Council) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated November 1, 2018.

### Internal Control Over Financial Reporting

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

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

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

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free from 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council'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 Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
November 1, 2018

# Kushner LaGraize, L.L.C.

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## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors,  
Jefferson Council on Aging, Inc.

### **Report on Compliance for Each Major Federal Program**

We have audited Jefferson Council on Aging, Inc.'s (the Council) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Council's major federal programs for the year ended June 30, 2018. The Council's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

### **Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of the Council's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Council's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Council's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the Council complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

### ***Report on Internal Control Over Compliance***

Management of the Council is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Council's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
November 1, 2018

**JEFFERSON COUNCIL ON AGING, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
*For The Year Ended June 30, 2018*

**SECTION I - SUMMARY OF AUDITORS' RESULTS**

**FINANCIAL STATEMENTS**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weaknesses identified?  Yes  No

Significant deficiencies identified that are not considered to be material weaknesses?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

**FEDERAL AWARDS**

Internal control over major programs:

Material weaknesses identified?  Yes  No

Significant deficiencies identified that are not considered to be material weaknesses?  Yes  None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?  Yes  No

Identification of major programs:

U.S. Department of Health and Human Services - Administration on Aging

Aging Cluster for Special Programs for the Aging:	
Title III, Part B - Grants for Supportive Services and Senior Center; CFDA # 93.044	\$ 252,468
Title III, Part C - Nutrition Services; CFDA # 93.045, and	550,650
Nutrition Services Incentive Program; CFDA # 93.053	<u>173,553</u>
	976,671

U.S. Department of Transportation

Public Transportation Capital Assistance Program; CFDA # 20.513	<u>305,494</u>
	<u>\$ 1,282,165</u>

Dollar threshold used to distinguish between types A and B programs: \$750,000

Audit qualified as low-risk auditee:  Yes  No

**JEFFERSON COUNCIL ON AGING, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED**  
*For the Year Ended June 30, 2018*

**SECTION II - FINANCIAL STATEMENT FINDINGS**

No financial statement findings were reported during the audit for the year ended June 30, 2018.

**SECTION III-FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

No federal award findings or questioned costs were reported during the audit for the year ended June 30, 2018.

**SECTION IV-MANAGEMENT LETTER COMMENTS — CURRENT YEAR**

No management letter comments were reported during the audit for the year ended June 30, 2018.

**JEFFERSON COUNCIL ON AGING, INC.**  
*SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2018*

**SECTION V – FINANCIAL STATEMENT FINDINGS - PRIOR YEAR**

NONE.

**JEFFERSON COUNCIL ON AGING, INC.**  
SCHEDULE OF COMPENSATION, REIMBURSEMENTS,  
BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD  
FOR THE YEAR ENDED JUNE 30, 2018

Agency Head:	Albert Robichaux, CEO
Salary	\$ 92,840
Benefits – insurance	309
Travel	1,834
Registration Fees	<u>725</u>
Total	<u>\$ 95,708</u>

# Kushner LaGraize, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

S. DAVID KUSHNER\*, CPA, CRFAC  
WILSON A. LaGRAIZE, JR., CPA/CFP, CRFAC  
ERNEST G. GELPI, CPA, CGFM  
CRAIG M. FABACHER, CPA  
DOUGLAS W. FINEGAN, CPA, CVA  
\*A Professional Accounting Corporation

MARY ANNE GARCIA, CPA  
WILLIAM B. HAMILTON, CPA  
KATHARINE M. LASSITER, CPA  
RICHARD J. RUMNEY, CPA

Members  
American Institute of CPA's  
Society of Louisiana CPA's

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

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

We have performed the procedures enumerated below, which were agreed to by Jefferson Council on Aging, Inc. 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, 2017 through June 30, 2018. The Entity'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

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I. Obtain the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

*We obtained the entity's policies on budgeting and noted no exceptions.*

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.

*We obtained the entity's policies on purchasing and noted no exceptions.*

- c) **Disbursements**, including processing, reviewing, and approving.

*We obtained the entity's policies on disbursements and noted no exceptions.*

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

*We obtained the entity's policies on receipts/collections and noted no exceptions.*

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

*We obtained the entity's payroll/personnel policies and noted no exceptions.*

- 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.

*We obtained the entity's policies on contracting and noted no exceptions.*

- 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 (e.g., determining the reasonableness of fuel card purchases).

*We obtained the entity's policies on credit cards and noted no exceptions.*

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

*We obtained the entity's policies on travel and expense reimbursements and noted no exceptions.*

- 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.

*Noted the entity did not initially meet all the above criteria in their ethics policies. However, management has revised these policies to include all applicable criteria, without exception.*

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

*We obtained the entity's policies on debt service and noted no exceptions.*

## **Collections**

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

*Management provided the listing showing all deposit sites and management's representation that the listing is complete.*

3. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share the same cash register or drawer with another employee.

*Noted no employees responsible for cash collections share the same cash pouch with other cash collectors, without exception.*

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

*Noted no employees responsible for collecting cash are responsible for preparing/making bank deposits, without exception.*

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

*Noted no employee responsible for collecting cash is responsible for posting collection entries to the general ledger or subsidiary ledgers, without exception.*

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

*Noted employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers are not responsible for collecting cash, without exception.*

4. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

*Observed the insurance policy covering all employees responsible for cash collection, without exception.*

5. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the deposits and:

- a) Observe that receipts are sequentially pre-numbered.

*N/A - Due to the small volume of cash collections received, the entity does not utilize a sequential pre-numbered receipt system for their collections.*

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

*Traced all collections to the donation forms, and traced the totals of the donation forms to the deposit slips, without exception.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.

*Traced each deposit slip total to the bank statements, without exception.*

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

*Examined 2 deposits noting that neither deposit was deposited within the proper time from the date of collection. The days between receipt and deposit ranged from 19 to 38 days.*

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

*Traced each bank deposit to posting in the general ledger, without exception.*

## Contracts

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6. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

*Management provided the requested listing and management's representation that the listing is complete.*

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

*We were provided with formal/written contracts for each selection, without exception.*

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

*Observed that each contract tested was approved by the Board of Directors, without exception.*

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.

*Noted no contracts selected were amended during the period.*

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*We noted no exceptions in the selected invoices.*

## Ethics

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7. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

*Noted 3 of the 5 employees selected had not completed one hour of ethics training during the fiscal year. However, it was noted that these employees have completed the training after year end.*

- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethic policy during the fiscal period.

*Noted the management did not initially have a policy in place requiring employees to attest that they have read the entity's ethics policy. Therefore, there was no signed attestations provided for the 5 employees selected. The ethics policies have since been revised by management, and a signed attestation was obtained from each employee selected.*

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

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

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
November 1, 2018