

FINANCIAL REPORT

**ASSUMPTION PARISH
COUNCIL ON AGING, INC.**

NAPOLEONVILLE, LOUISIANA

For the year ended June 30, 2018

MICHAEL R. CHOATE & COMPANY
Certified Public Accountants

FINANCIAL REPORT

**ASSUMPTION PARISH
COUNCIL ON AGING, INC.**

NAPOLEONVILLE, LOUISIANA

For the year ended June 30, 2018

TABLE OF CONTENTS
Assumption Parish Council on Aging, Inc.
For the year ended June 30, 2018

	Page Number
Management's Discussion and Analysis	1
Financial Section	
Independent Auditor's Report	9
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Assets	12
Statement of Activities	13
Fund Financial Statements:	
Fund Balance Sheet-Governmental Funds	14
Statement of Revenues, Expenditures and Changes in Fund Balances- Governmental Funds	15
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activiites	16
Notes to Financial Statements	17
GASB Required Supplementary Information Section	42
Required Supplementary Information-Budgetary Comparison Schedule - General Fund	43
Required Supplementary Information-Budgetary Comparison Schedule- Assumption Millage Fund	44
Required Supplementary Information-Budgetary Comparison Schedule- Title III B- Supportive Services Fund	45
Required Supplementary Information- Budgetary Comparison Schedule- 5311 Fund	46

TABLE OF CONTENTS- (Continued)

	Page Number
GASB Required Supplementary Information Section- (Continued)	
Required Supplementary Information-Budgetary Comparison Schedule-Title XIX Transportation Fund	47
Note to Required Supplementary Information Budgetary Reporting	48
Supplementary Information Section	50
Combining Statement of Revenues, Expenditures and Changes in Fund Balances- Nonmajor Governmental Funds- Special Revenue Funds	51
Comparative Statement of Capital Assets and Changes in Capital Assets	52
Units of Service (Unaudited)	53
Schedule of Compensation, Benefits, and Other Payments to the Council's Executive Director	54
Special Reports of Certified Public Accountants	55
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u>	56
Schedule of Findings and Questioned Costs	58

MANAGEMENT'S DISCUSSION AND ANALYSIS

Assumption Parish Council on Aging, Inc.

The Management's Discussion and Analysis of the Assumption Parish Council on Aging, Inc.'s (the Council) financial performance presents a narrative overview and analysis of the Council's financial activities for the year ended June 30, 2018. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

The Council's assets exceeded its liabilities at the close of fiscal year 2018 by \$2,351,530 (net position), which represents a (\$3,306) decrease from last fiscal year. Cash and investments were \$1,218,666 at June 30, 2018.

The Council's revenue increased \$69,522 (or 5.7%) primarily due to increases in ad valorem taxes of \$66,596.

The Council's expenditures increased \$13,018 (or 1.1 %) due to a decrease in personnel and fringe of (\$20,013) and increase in other costs of \$30,329. Operating services and supplies increased \$4,249.

No funds had deficit balances.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Council's basic financial statements. The Council's annual report consists of five parts : (1) management's discussion and analysis (this section) (2) basic financial statements (3) required supplementary information, and (4) the optional section that presents combining statements for non-major governmental funds and other supplementary information, (5) various governmental compliance reports and schedules by certified public accountants and management.

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

Government-wide Financial Statements

The government-wide financial statements (see Exhibits A and B) are designed to provide readers with a broad overview of the Council's finances, in a manner similar to a private sector business. The statement of net assets presents information on all of the Council's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Council is improving or deteriorating. The statement of activities presents information showing how the Council's net assets change during each fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Council is health and welfare which is comprised of various programs that include various supportive services, nutritional services, utility assistance and respite.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Council are governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities (Exhibits D and F).

The Council has presented the General Fund, Assumption Millage Fund, Title III B-Supportive Services Fund, Section 5311 and Title XIX Transportation Fund as major funds (Exhibits C and E). All non-major governmental funds are presented in one column, titled Non Major Governmental Funds. Combining financial statements of the non-major funds can be found in the Combining Fund Statements that follow the basic financial statements (Schedules 3 and 4).

Notes to the Financial Statements

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

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that further explains and supports the information in the financial statements. The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted budget (Exhibits H,I,J,K and L).

The Council has a section of supplementary information. The Governor's Office of Elderly Affairs (GOEA) has required the Council to present combining statements that provide details about our non-major governmental funds and details about capital assets and the changes in capital assets. This information will be used by GOEA to verify the accuracy of information submitted to them during the year and to help monitor certain compliance requirements set forth in the grants that it has with the Council (Schedules 3, 4 and 5). GOEA also requires the Council to present a schedule of Units of Service (Schedule 6).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net assets may serve over time as a useful indicator of the Council's financial position. As of June 30, 2018, assets exceeded liabilities by \$2,351,530. A large portion of the Council's net position (47%) reflects its investment in capital assets (e.g. land; buildings; vehicles; equipment). Consequently, these assets are not available for future spending.

Condensed Statements of Net Assets

	June 30,		Change
	2018	2017	
Current and other assets	\$ 1,280,599	\$ 1,241,557	\$ 39,042
Capital assets, net	1,099,853	1,154,381	(54,528)
Total assets	2,380,452	2,395,938	(15,486)
Current liabilities	17,131	30,362	\$ (13,231)
Long-term liabilities	11,791	10,740	1,051
Total liabilities	28,922	41,102	(12,180)
Net Assets:			
Invested in capital assets	1,099,853	1,154,381	(54,528)
Restricted	703,859	664,804	39,055
Unrestricted	547,818	535,651	12,167
Total net assets	\$ 2,351,530	\$ 2,354,836	\$ (3,306)

Capital assets decreased. Office equipment was purchased with DOTD grant. Four old vehicles were discarded.

Governmental Activities

Governmental activities decreased the Council's net position by (\$3,306). Key elements of this decrease are as follows:

Condensed Changes in Net Assets

	For the year ended		Dollar Change	Total Percent Change
	2018	2017		
Revenues:				
Program revenues:				
Charges for services	\$ 5,611	\$ 4,652	\$ 959	20.6%
Operating grants and contributions	396,788	415,058	(18,270)	-4.4%
General revenues:				
Property taxes	764,866	698,270	66,596	9.5%
Grants and contributions not restricted to specific programs	82,439	80,736	1,703	2.1%
Unrestricted miscellaneous	27,304	8,770	18,534	211.3%
Total revenues	<u>1,277,008</u>	<u>1,207,486</u>	<u>69,522</u>	<u>5.8%</u>
Expenses:				
Health and welfare	<u>1,280,314</u>	<u>1,278,673</u>	<u>1,641</u>	<u>0.1%</u>
Increase in net position	(3,306)	(71,187)	67,881	-95.4%
Net position beginning of year	<u>2,354,836</u>	<u>2,426,023</u>	<u>(71,187)</u>	<u>-2.9%</u>
Net position end of year	<u>\$ 2,351,530</u>	<u>\$ 2,354,836</u>	<u>\$ (3,306)</u>	<u>-0.1%</u>

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Council uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the Council's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances of \$1,263,468 an increase of \$52,273 in comparison with the prior year.

The General Fund is the chief operating fund of the Council. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$559,609 (Exhibit C). As a measure of the General Fund's liquidity, it may be useful to compare total fund balance to total fund expenditures. The fund balance of the Council's General Fund increased by \$13,218 during the current fiscal year (Exhibit E).

The Assumption Millage fund balance which holds and distributes parish property tax receipts given to the Council, had its fund balance increase of \$39,116. The total fund balance at the end of the year is \$694,789.

General Fund Budgetary Highlights

The budget was amended once during the year. The primary reason for amending the budget was to prevent compliance violations under the Council's grants for GOEA due to unanticipated changes in revenue and expenditures.

CAPITAL ASSETS

Capital Assets

The Council's investment in capital assets for its governmental activities as of June 30, 2018, amounts to \$1,099,853 (net of accumulated depreciation). This investment in capital assets includes land; buildings; vehicles; and equipment (see table below).

	<u>2018</u>	<u>2017</u>
Land	\$ 68,000	\$ 68,000
Buildings & Improvements	1,333,161	1,333,161
Vehicles	309,616	407,703
Equipment & Furniture	<u>53,882</u>	<u>56,667</u>
Total Cost	<u>\$ 1,764,659</u>	<u>\$ 1,865,531</u>

Major capital asset events during the current fiscal year included the follow:

- Purchase of office equipment with DOTD grant.
- Remove 4 old vehicles from fleet.

Additional information on the Council's capital assets can be found in Note 5, Exhibit G of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Council receives most of its funding from Federal and State agencies and local taxes. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues from grants may vary from year to year. There have been no significant changes to the funding levels or terms of the grants and contracts. The Governor's Office of Elderly Affairs (GOEA) has approved the Council's budget for fiscal year 2018-2019. There are no plans to add any significant programs for the next fiscal year.

The Board of Directors considered the following factors and indicators when setting next year's budget, rates, and fees. These factors and indicators include:

- Consideration of funding to be received from GOEA.
- The Ad Valorem Tax revenue budgeted represents the estimated amount of the November 2018 assessment, which the Council will receive, for the most part, in January 2019.
- Salaries and benefits are based on the number of employees needed to perform necessary services and the related benefits.
- Travel rates.
- Services the Council will provide along with estimated service cost.
- Estimate of operating supplies needed to perform necessary services.
- Detail plan of equipment needed to be purchased.
- Detail plan of capital projects required to provide services.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Council's finances for all those with an interest in the Council's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Board of Directors of the Assumption Parish Council on Aging, Inc., P.O. Box 310 Napoleonville, Louisiana 70390.

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Assumption Parish Council on Aging, Napoleonville, Louisiana, (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.

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or

error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my 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 thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 1 through 8) and budgetary comparison information (pages 43 through 47) 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. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The accompanying Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – Non Major Governmental Funds and the Comparative Schedule of Capital Assets and Changes in Capital Assets are presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA). In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Council to present a supplementary schedule of Compensation, Benefits, and Other Payments Made to the Council's Executive Director for the fiscal year. These schedules are not a required part of the basic financial statements.

The information in these three schedules is the responsibility of management and was 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 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 my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards*, I have also issued my report dated December 26, 2018 on my consideration of the Council's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Baton Rouge, Louisiana,
December 26, 2018


Michael R. Choate & Company, CPAs

FINANCIAL SECTION

STATEMENT OF NET POSITION**Assumption Parish Council on Aging, Inc.**

June 30, 2018

Assets	
Cash	\$ 1,109,437
Investments	109,229
Contracts receivable	61,833
Prepaid expenditures	100
Capital assets:	
Non-depreciable Land	68,000
Depreciable, net of accumulated depreciation	<u>1,031,853</u>
 Total assets	 <u><u>\$ 2,380,452</u></u>
Liabilities	
Accounts payable	11,928
Payroll liabilities	5,203
Non-current liabilities:	
Accrued vacation pay	<u>11,791</u>
 Total liabilities	 <u>28,922</u>
Net Position	
Invested in capital assets	1,099,853
Restricted	703,859
Unrestricted	<u>547,818</u>
 Total net position	 <u><u>\$ 2,351,530</u></u>

See notes to financial statements.

STATEMENT OF ACTIVITIESAssumption Parish Council on Aging, Inc.
For the year ended June 30, 2018

Functions/Programs	Direct Expenses	Indirect Expenses	Program Revenues			Net (Expense) Revenue and Changes to Net Assets
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
						Total Governmental Activities
Governmental activities:						
Health, welfare and social services:						
Supportive Services:	\$ 348,793	\$ 68,024	\$ -	\$ 58,488	\$ -	\$ (358,329)
Homemaker					-	
Other services						
Information and Assistance						
Medical Alert						
Transportation for the Elderly/5311	109,660	83,462	7,953	185,296	1,214	1,341
Utility Assistance						-
Material Aid						
Wellness						
Recreation						
Nutrition Services:						
Congregate Meals	40,624	10,214	-	31,671	-	(19,167)
Home Delivered Meals	246,792	41,955	-	32,816	-	(255,931)
National Family Caregiver	29,633	857	-	1,875	-	(28,615)
Transportation to the general public/XIX	73,890	56,561	-	38,773	-	(91,678)
Administration	55,640	114,209	126	-	-	(169,723)
Total governmental activities	\$ 905,032	\$ 375,282	\$ 8,079	\$ 348,919	\$ 1,214	\$ (922,102)
General revenues:						
Property taxes						764,866
Grants and contributions not restricted to specific programs						126,626
Unrestricted miscellaneous						27,304
Total general revenues						918,796
Change in net position						(3,306)
Net position:						
Beginning of year						2,354,836
End of year						\$ 2,351,530

FUND BALANCE SHEET
GOVERNMENTAL FUNDS

Assumption Parish Council on Aging, Inc.
June 30, 2018

	General Fund	Assumption Millage Fund	Title III B Fund	Section 5311 Fund	Title XIX Governmental Funds	Non Major Governmental Funds	Total Governmental Funds
Assets							
Cash	\$ 463,124	\$ 694,789	\$ (10,287)	\$ (34,000)	\$ 2,330	\$ (6,519)	\$ 1,109,437
Investments	109,229	-	-	-	-	-	109,229
Contracts receivable	4,287	-	10,287	38,927	1,874	6,458	61,833
Prepaid expenses	100	-	-	-	-	-	100
Total assets	<u>\$ 576,740</u>	<u>\$ 694,789</u>	<u>\$ -</u>	<u>\$ 4,927</u>	<u>\$ 4,204</u>	<u>\$ (61)</u>	<u>\$ 1,280,599</u>
Liabilities							
Accounts payable and accrued expenditures	\$ 11,928	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,928
Payroll liabilities	5,203	-	-	-	-	-	5,203
Total liabilities	<u>17,131</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,131</u>
Fund Balances							
Unassigned:							
General Fund	559,609	-	-	-	-	-	559,609
Restricted:							
Special Revenue Funds	-	694,789	-	4,927	4,204	(61)	703,859
Total fund balances	<u>559,609</u>	<u>694,789</u>	<u>-</u>	<u>4,927</u>	<u>4,204</u>	<u>(61)</u>	<u>1,263,468</u>
Total liabilities and fund balances	<u>\$ 576,740</u>	<u>\$ 694,789</u>	<u>\$ -</u>	<u>\$ 4,927</u>	<u>\$ 4,204</u>	<u>\$ (61)</u>	

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

Compensated absences are not paid for out of current financial resources and therefore are not reported funds	(11,791)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	1,099,853

Net position of Government Activities \$ 2,351,530

STATEMENT OF REVENUES AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	General Fund	Assumption Millage Fund	Title III B Supportive Services Fund	Section 5311 Fund	Title XIX Transportation Fund	Non Major Governmental Funds	Total Governmental Funds
Revenues							
Taxes-ad valorem	\$ -	\$ 764,866	\$ -	\$ -	\$ -	\$ -	\$ 764,866
Intergovernmental							
Federal Government							
Department of Transportation and Development	-	-	-	185,296	-	-	185,296
DOTD grant	-	-	-	1,214	-	-	1,214
State of Louisiana							
Office of Elderly Affairs	37,500	-	-	-	-	44,939	82,439
Capital Area Agency on Aging	-	-	47,841	-	-	39,057	86,898
Department of Health and Hospitals	-	-	-	-	38,026	-	38,026
United Way of Louisiana	-	-	-	-	-	44,187	44,187
Charges for services:							
Medicaid fees	126	-	-	-	-	-	126
Public fares	-	-	-	5,485	-	-	5,485
Miscellaneous income							
Other income	19,856	-	-	-	-	-	19,856
Interest income	761	-	-	-	-	-	761
Public support:							
Contributions	1,791	-	795	-	-	-	2,586
Special events and projects	4,896	-	-	-	-	-	4,896
Client contributions	-	-	9,852	2,468	747	27,305	40,372
Non-cash inkind	-	-	-	-	-	-	-
Total revenues	<u>64,930</u>	<u>764,866</u>	<u>58,488</u>	<u>194,463</u>	<u>38,773</u>	<u>155,488</u>	<u>1,277,008</u>
Expenditures							
Current:							
Health and welfare:							
Salaries	-	-	313,640	121,748	84,012	170,516	689,916
Fringe	46,785	-	32,500	10,596	7,359	18,539	115,779
Travel	-	-	12,559	10	9	33,654	46,232
Operating services	50,840	-	29,012	29,405	24,044	5,524	138,825
Operating supplies	-	-	20,177	15,232	12,374	6,003	53,786
Other costs	39,538	-	8,929	14,917	2,653	3,787	69,824
Utility assistance	-	-	-	-	-	-	-
Meals	109,159	-	-	-	-	-	109,159
Capital outlay	-	-	-	1,214	-	-	1,214
Non-cash inkind	-	-	-	-	-	-	-
Total expenditures	<u>246,322</u>	<u>-</u>	<u>416,817</u>	<u>193,122</u>	<u>130,451</u>	<u>238,023</u>	<u>1,224,735</u>
Excess (deficiency) of revenues over expenditures	<u>(181,392)</u>	<u>764,866</u>	<u>(358,329)</u>	<u>1,341</u>	<u>(91,678)</u>	<u>(82,535)</u>	<u>52,273</u>
Other Financing Sources (Uses)							
Operating transfers in	232,110	-	358,329	-	91,678	171,600	853,717
Operating transfers out	(37,500)	(725,750)	-	(1,341)	-	(89,126)	(853,717)
Total other financing sources (uses)	<u>194,610</u>	<u>(725,750)</u>	<u>358,329</u>	<u>(1,341)</u>	<u>91,678</u>	<u>82,474</u>	<u>-</u>
Net Change in Fund Balances	13,218	39,116	-	-	-	(61)	52,273
Fund Balances							
Beginning of year	546,391	655,673	-	4,927	4,204	-	1,211,195
End of year	<u>\$ 559,609</u>	<u>\$ 694,789</u>	<u>\$ -</u>	<u>\$ 4,927</u>	<u>\$ 4,204</u>	<u>\$ (61)</u>	<u>\$ 1,263,468</u>

See notes to financial statements.

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

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

Net Change in Fund Balances- Total Governmental Funds **\$ 52,273**

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

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 outlay	\$ 1,214	
Depreciation expense	<u>(55,742)</u>	(54,528)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Increase in compensated absences		<u>(1,051)</u>
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Change in Net Position of Governmental Activities		<u><u>\$ (3,306)</u></u>
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NOTES TO FINANCIAL STATEMENTS**Assumption Parish Council on Aging, Inc.**

June 30, 2018

Note 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Assumption Parish Council on Aging, Inc. (the Council) conform to accounting principles generally accepted in the United State of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. The following is a summary of certain significant accounting policies:

a) Purpose of the Council on Aging

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people in Assumption 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; to provide for a mutual exchange of ideas and information on the parish and state level; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the Parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA), Capital Area Agency on Aging (CAAA), other departments of state and local government serving the elderly;

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the Parish.

Specific services provided by the Council to the elderly residents of Assumption Parish include providing congregate and home delivered meals, nutritional education, prescription assistance, medical alert, personal care, information and assistance, outreach, material aid, utility assistance, homemakers, recreation, disease prevention, health promotion and transportation.

b) Reporting Entity

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. In 1979, the Louisiana Legislature created the Governor's Office of Elderly Affairs (GOEA) (LA R.S. 46:931) with the specific intention that GOEA administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging. However, before the Council on aging can begin operations in a specific parish, its application for a charter must receive approval from GOEA pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and are governed by policies and regulations established by GOEA.

The Assumption Council on Aging is a legally separate, non-profit, quasi-public corporation. A board of directors, consisting of 15 Voluntary members, who serve two year terms, governs the Council.

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Reporting Entity (continued)

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

Based on the criteria set forth in GASB Statement 14, the Assumption Parish Council on Aging 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 criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a stand-alone government; accordingly it is applying the provisions of Statement 14 as if it were a primary government.

c) Basis of Presentation

The Council's basic financial statements consist of the government-wide statements on all activities of the Council and the governmental fund financial statements (individual major funds and combined non-major funds).

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities generally are supported by taxes and intergovernmental revenues.

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses." In addition, GOEA provides grant funds, included in operating grants and contributions to help the Council pay for a portion of its indirect costs. As a result, total governmental activities reported by function or program contains the indirect costs in excess of the GOEA funds. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

Fund Financial Statements:

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of GASB Statement No. 34. Emphasis is now on the major funds in governmental categories. Non-major funds by category or fund type are summarized into a single column.

The daily accounts and operations of the Council continue to be organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Government

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

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 of the Council are grouped into generic fund types and fund categories as follows:

Governmental activities presented as Governmental Funds in the Fund Financial Statements:

General Fund- The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those that are required to be accounted for in another fund. The General Fund is always a major fund.

Special Revenue Funds- Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. A significant percentage of the Council's special revenue funds are provided by Capital Area Agency (CAAA). The Title III funds which the Council records as special revenue funds are provided by the United States Department of Health and Human Services-Administration on Aging to GOEA, which in turn "passes through" the funds to the Council via CAAA. GOEA also provides CAAA funds from other State grants which are passed through to the Council and also recorded as special revenue funds. The Assumption Millage Fund Title III B-Supportive Services Fund, Section 5311 Fund, and Title XIX Transportation Fund are reported as major funds.

The following programs comprise the Council's General Fund:

Local- The Council received revenues that are not required to be accounted for in a specific program. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

are unrestricted and may be used at the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues.

Act 735 Monies- Monies are received from GOEA as stated in the Legislative Act 735. The Council may use these funds at its discretion in any program provided the program is benefiting people who are at least 60 years old. The money received in this fund during the year was transferred to the Title III B Fund to provide additional funds to pay for its program expenditures.

Medicaid Programs – The Council provides services for which it is paid a fee by application for people wanting to apply for Medicaid services and insurance for children. The Council is paid \$14 per application it completes.

The following funds are the funds which comprise the Council's Special Revenue Funds:

Assumption Millage Fund- This fund is used to account for ad valorem taxes received from the taxpayers of Assumption Parish. The Council uses these funds to supplement the cost of the services it provides.

Title III B Fund- Monies are received from GOEA which are used to provide various units of supportive social services to the elderly. Specific supportive services provided during the fiscal year are information and

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) Basis of Presentation (Continued)

assistance, outreach, homemakers, recreation, transportation, material aid, utility assistance, telephone and medical alert. GOEA has established the criteria for defining a qualifying unit of service for each Title III program.

Section 5311 Fund- This fund was established to account for funds under the United States Department of Transportation's Public Transportation for Nonurbanized Areas-Section 5311 program. The Louisiana Department of Transportation and Development (DOTD) receives these funds for the State of Louisiana and passes them through to the Council via the Assumption Parish Police Jury. Funds earned and received by the Council are based upon actual operating

costs of providing transportation services to rural residents within Assumption Parish. Section 5311 funds are used as operating transfers to help pay for costs incurred in providing transportation services under the Council's various transportation programs.

Title XIX- Transportation Fund- This fund accounts for monies used to provide payments for medical services provided to (1) cash assistance recipients, (2) members of certain mandatory and optional groups who do not receive cash assistance, and (3) other medically needy people who qualify under program guidelines. Title XIX funds are provided by the United States Department of Health and Human Services as direct reimbursement for costs incurred by the Council.

Title III C-1 Fund-Congregate Meals Fund- Monies are received from GOEA and are used to provide nutritional, congregate meals to the elderly at meal sites located in Assumption Parish.

Title III C-2 Fund-Home Delivered Meals Fund- Monies are received from GOEA and are used to account for funds that are used to provide nutritional meals to homebound older persons.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

Title III E Fund- National Family Caregiver Program Fund- This fund is to account for funds relating to the National Family Caregiver Support program. This program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. It targets older low-income individuals. Specific types of services include: Information and Assistance and Public Education. 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 (3) has a legal relationship to the child or is raising the child informally.

United Way Fund- This fund is used to account for grants received from the United Way Houma Regional Arts and Humanities Council.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

Senior Center Fund- This fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn “passes through” to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity and encourage their involvement in and with the community. The senior centers for Assumption Parish are located in Napoleonville and Pierre Part. Senior Center funds can be used at management’s discretion to support any of the Council’s programs that benefit the elderly. Accordingly, the Senior Center Fund then transferred all its grant revenue to the Title III B Fund to subsidize that program’s cost of providing supportive services to elderly persons who use the senior center.

Supplemental Senior Center Fund- Monies in this fund are received from GOEA. The Louisiana Legislature appropriated additional money for various councils on aging through Louisiana to be used to supplement each council’s primary state grant for senior center operations and activities. The Council was one of the councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III B- Supportive Services Fund to supplement the supportive services provided by this fund.

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Measurement Focus and Basis of Accounting

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

Government-wide Financial Statements:

The government-wide financial statements are reported using the economic resources measurements 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. Property taxes are recognized in the fiscal year in which they are levied.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting. Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government’s availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. The Council’s definition of available means expected to be received within sixty days of the end of the fiscal year.

Expenditures are recognized in the accounting period in which the related fund liability is incurred, if measurable, except for the following:

Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

accumulated unpaid vacation and sick pay which is recorded as expenditures in the governmental fund type when paid with expendable available financial resources. Allocations of cost such as depreciation are not recognized in the governmental funds.

e) Use of Estimates

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

f) Accounts Receivable

The financial statements for the Council contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds of the Council.

g) Cash and Investments

Cash includes amounts in demand deposits, interest bearing demand deposits and petty cash.

Investments are reported at fair value as established by open market. All investments are traded in a national or international exchange and are valued at the last reported sales price at current exchange rates. There are no investments without an established market. Unrealized gains and losses on investments recorded at fair value are included in investment income.

Note 1- **PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

h) Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$1,000 or more are valued at historical cost or estimated historical cost if actual cost is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	25-40 years
Equipment	5-10 years
Vehicles	5 years

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

i) Non-Current Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term obligations consist of accumulated unpaid vacation.

Fund Financial Statements:

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

j) Accumulated Vacation, Compensatory Time and Sick Leave

The Council's policies regarding vacation and sick leave permit employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as a long-term obligation in the government-wide statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**j) Accumulated Vacation, Compensatory Time and Sick Leave
(continued)**

Full-time employees of the Council shall be entitled to vacation and sick leave with pay after a six month probation period and shall accrue vacation time in the following manner:

First year through fifth year	Twelve days
Sixth year through fifteenth year	Fifteen days
Sixteenth year through twentieth year	Eighteen days
Twenty-first year or more	Twenty days

Part-time employees of the Council working more than twenty hours a week shall be entitled to vacation and sick leave with pay and shall accrue five days of vacation per year.

Accumulated vacation leave is due to the employee at the time of termination of employment if the employee worked twelve months or longer. Although sick leave accumulates and is available for employees when needed, it does not vest nor is it payable at termination of employment.

k) Income Taxes

Tax exempt status has been granted under Internal Revenue Code Section 501(c)(3).

l) Interfund Transactions

In the 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 paid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

m) 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 functions or programs. Indirect expenses are recorded as direct expenses of the Administration function. The Administration function is allocated using a formula that is based primarily on the relationship the direct cost bears to the direct cost of all programs. GOEA provides funds to partially subsidize the Council's Administration function within certain programs. There are some programs that cannot absorb any indirect cost allocation according to their grant or contract limitations.

n) Fund Equity

Government-wide Statements:

Equity is classified as net position and displayed in three components:

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

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

n) Fund Equity (continued)

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance may be further classified as reserved and unreserved, with unreserved further split between designated and undesignated. Reserved means that the fund balance is not available for expenditure because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that make them only available to meet future obligations. Designated fund balances result when management tentatively sets aside or earmarks certain resources to expend in a designated manner. In contrast to reserved fund balances, designated amounts can be changed at the discretion of management.

Note 2- PROPERTY TAXES

The Council records receipts from the Parish for the 3.50 millage ad valorem tax as ad valorem tax revenue in the Assumption Millage Fund. The Police Jury acts as the collection agent for these taxes and remits the monies to the Council.

Property taxes are levied each November 15 on the assessed value listed as of the prior January 1 for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the Assumption Parish Assessor's office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation is required to be completed no less than every four years. The last reevaluation was completed for the list of

Note 2- PROPERTY TAXES (Continued)

January 1, 2008. Taxes are due and payable December 31, with interest being charged on payments after January 1.

The tax rate for the year ended December 31, 2008 was \$3.50 per \$1,000 of assessed valuation on property for the purpose of operating and maintaining programs for the elderly and disabled persons of Assumption Parish. Ad valorem taxes are being recorded in the year which the taxes were remitted to the Council.

Note 3- DEPOSITS AND INVESTMENTS

Louisiana state law allows all political subdivision to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or have a branch office in the State of Louisiana, guaranteed investments contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

Bank Deposits:

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 includes FDIC insurance and securities purchased and 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 the political subdivision or with an unaffiliated bank or with a trust company for the account of the political subdivision.

Note 3- DEPOSITS AND INVESTMENTS (Continued)

The year end balances of deposits are as follows:

	Bank Balances	Reported Amount
Cash	\$ 1,109,437	\$ 1,109,437
Certificates of deposit	109,229	109,229
Totals	\$ 1,218,666	\$ 1,218,666

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 a written policy for custodial credit risk. As of June 30, 2018, \$968,666 of the Council's bank balance of \$1,218,666 was exposed to custodial credit risk. These deposits were uninsured and primarily collateralized with letters of credit from the Federal Home Loan Bank to the pledging financial institution, but not the Council.

At June 30, 2018, cash and certificates of deposits were adequately collateralized in accordance with state law. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to draw down upon the Letters of Credit within 10 days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Note 4- CONTRACTS RECEIVABLE

Contracts receivable at June 30, 2018 consisted of reimbursements for expenditures incurred under the following programs:

Capital Area Agency on Aging	
Title III B Supportive Services	\$ 10,287
Title III E National Family Caregiver Program	1,194
Title III C 1 Congregate Meals	1,990
Department of Transportation - 5311	38,927
Department of Health and Human Services	
Title XIX	1,874
Other-local	4,287
United Way	<u>3,274</u>
Total	<u>\$ 61,833</u>

Note 5- BOARD OF DIRECTORS

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

Note 6- CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance June 30, 2017	Additions	Deletions	Balance June 30, 2018
Capital assets not being depreciated:				
Land	\$ 68,000	\$ -	\$ -	\$ 68,000
Total capital assets not being depreciated	<u>68,000</u>	<u>-</u>	<u>-</u>	<u>68,000</u>
Capital assets being depreciated:				
Buildings	1,333,161	-	-	1,333,161
Vehicles	407,703	-	(98,087)	309,616
Equipment	56,667	1,214	(3,999)	53,882
Total capital assets being depreciated	<u>1,797,531</u>	<u>1,214</u>	<u>(102,086)</u>	<u>1,696,659</u>
Less accumulated depreciation for:				
Buildings	(277,684)	-	(45,221)	(322,905)
Vehicles	(386,520)	98,087	(5,101)	(293,534)
Equipment	(46,946)	3,999	(5,420)	(48,367)
Total accumulated depreciation	<u>(711,150)</u>	<u>102,086</u>	<u>(55,742)</u>	<u>(664,806)</u>
Total capital assets being depreciated, net	<u>1,086,381</u>	<u>103,300</u>	<u>-</u>	<u>1,031,853</u>
Total capital assets, net	<u>\$ 1,154,381</u>	<u>\$ 103,300</u>	<u>\$ -</u>	<u>\$ 1,099,853</u>

Note 7- NON-CURRENT LIABILITIES

Non-current liabilities consist of accumulated unpaid vacation. The following is a summary of the changes in long-term obligations of the Council for the year ended June 30, 2018:

Non-current liabilities, July 1, 2017	\$10,740
Net increase in unpaid vacation	<u>1,051</u>
Non-current liabilities, June 30, 2018	<u>\$11,791</u>

Note 8- INTERFUND TRANSFERS

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.

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

Exhibit G
(Continued)

	Operating Transfers	
	In	Out
General Fund		
Non Major Funds	\$ 45,387	\$ -
Title III B-Supportive Services Fund	-	37,500
Assumption Millage	186,723	-
Total	<u>232,110</u>	<u>37,500</u>
Assumption Millage:		
Title III B-Supportive Services Fund	-	275,749
General Fund	-	186,723
Title XIX Transportation Fund	-	91,678
Non-Major Funds	-	171,600
Total	<u>-</u>	<u>725,750</u>
Title III B-Supportive Services Fund:		
Non Major Funds	43,739	
General Fund	37,500	-
Assumption Millage	275,749	-
Section 5311	1,341	-
Total	<u>358,329</u>	<u>-</u>
Section 5311		
Title III B-Supportive Services Fund	<u>-</u>	<u>1,341</u>
Title XIX Transportation Fund		
Assumption Millage	<u>91,678</u>	<u>-</u>
Total	<u>91,678</u>	<u>-</u>
Non-major Funds:		
Title III B	-	43,739
Assumption Millage	171,600	-
General	-	45,387
Total	<u>171,600</u>	<u>89,126</u>
Grand totals	<u>\$ 853,717</u>	<u>\$ 853,717</u>

Note 9- RETIREMENT PLAN

The Council offers its employees a means to defer compensation through a tax-sheltered SEP-IRA plan. The program is fully funded by the Council and there is no amount withheld from the employee. The Council may vary the percentage contribution of the employees' salaries that it makes to the SEP-IRA accounts, or not even make a contribution. However, the Council must use the same percentage for every employee. The contributions into the employee's account are 100% vested; therefore, if the employee leaves the Council, the IRA goes with him or her. All employees are eligible to participate in the plan as long as they are at least 21 year of age, have worked for the Council for at least three of the last five calendar years, and have earned at least \$375 in the year in which they became eligible. During the year the Council paid 5% of the employee's annual salary into each employee's SEP-IRA at a cost of \$24,685.

Note 10- INCOME TAX STATUS

Income Tax Status – Assumption Council on Aging, Inc. is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code and is classified by the Internal Revenue Service as an organization other than a private foundation. The Council, therefore, is not subject to income taxes. However, income from activities not directly related to the Council's tax – exempt purpose is subject to taxation as unrelated business income. The council had no such income for the period ended June 30, 2018.

On July 1, 2011, the Council adopted the provisions of the Accounting for Uncertainty in Income Taxes Topic of the FASB ASC, which clarifies the accounting and recognition for income tax positions taken or expected to be taken in the Council's income tax returns. Management evaluated the Council's tax position and concluded that the Council had taken no uncertain tax positions that required adjustments to the financial statements to comply with the provisions of this guidance. Assumption Council on Aging, Inc. is no longer subject to income tax examinations by the U.S. federal, state, or local tax authorities for tax years prior to July 1, 2014.

Note 11- CONTINGENCIES

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

Note 12- SUBSEQUENT EVENTS

Management evaluates events occurring subsequent to the date of financial statements in determining the accounting for and disclosure of transactions and events that effect the financial statements. Subsequent events have been evaluated through December 26, 2018, which is the date the financial statements were available to be issued. No additional disclosures were deemed necessary.

GASB REQUIRED SUPPLEMENTARY INFORMATION SECTION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 37,500	\$ 37,500	\$ 37,500	\$ -
Charges for services	540	540	126	(414)
Miscellaneous	-	-	22,408	22,408
Public support				-
Special events and projects	-	-	4,896	4,896
Non cash - in kind				-
	<u>38,040</u>	<u>38,040</u>	<u>64,930</u>	<u>26,890</u>
Total revenues				
Expenditures				
Current:				
Health and welfare:				
Salaries	-	-	-	-
Fringe	71,800	71,800	46,785	25,015
Travel	900	900	-	900
Operating Services	48,661	48,661	50,840	(2,179)
Operating Supplies				-
Other Costs	17,485	17,485	39,538	(22,053)
Meals	113,298	113,298	109,159	4,139
Expenditures - in kind				-
Capital Outlay	<u>56,500</u>	<u>56,500</u>	<u>-</u>	<u>56,500</u>
	<u>308,644</u>	<u>308,644</u>	<u>246,322</u>	<u>62,322</u>
Total expenditures				
Excess (deficiency) of Revenue over Expenditures	(270,604)	(270,604)	(181,392)	89,212
Other Financing Sources (Uses)				
Operating Transfers In	308,104	308,104	232,110	(75,994)
Operating Transfers Out	<u>(37,500)</u>	<u>(37,500)</u>	<u>(37,500)</u>	<u>-</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>13,218</u>	<u>\$ 13,218</u>
Fund Balance				
Beginning of year			<u>546,391</u>	
End of year			<u>\$ 559,609</u>	

See note to required supplementary information.

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
ASSUMPTION MILLAGE FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>ACTUAL</u>	<u>FAVORABLE (UNFAVORABLE) VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
Revenues				
Ad valorem taxes	\$ 757,144	\$ 757,144	\$ 764,866	\$ 7,722
Miscellaneous income				-
Other Financing Sources				
Operating transfers in	-	-	-	-
Operating transfers out	<u>(757,144)</u>	<u>(757,144)</u>	<u>(725,750)</u>	<u>31,394</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	39,116	<u>\$ 39,116</u>
Fund Balance				
Beginning of year			<u>655,673</u>	
End of year			<u><u>\$ 694,789</u></u>	

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
TITLE III B - SUPPORTIVE SERVICES FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 48,044	\$ 27,044	\$ 47,841	\$ 20,797
Public Support	8,350	4,200	10,647	6,447
Non cash in kind	-	-	-	-
Total Revenues	<u>56,394</u>	<u>31,244</u>	<u>58,488</u>	<u>27,244</u>
Expenditures				
Current:				
Health and welfare:				
Salaries	383,181	302,856	313,640	(10,784)
Fringe	65,238	44,899	32,500	12,399
Travel	23,525	15,070	12,559	2,511
Operating Services	45,531	15,311	29,012	(13,701)
Operating Supplies	39,192	6,147	20,177	(14,030)
Other costs	13,794	8,876	8,929	(53)
Capital outlay	24,891	3,145	-	3,145
Non cash in kind	-	-	-	-
Total Expenditures	<u>595,352</u>	<u>396,304</u>	<u>416,817</u>	<u>(20,513)</u>
Excess (deficiency) of Revenue over Expenditures	(538,958)	(365,060)	(358,329)	6,731
Other Financing Sources (Uses)				
Operating transfers in	538,958	365,060	358,329	(6,731)
Operating transfers out	-	-	-	-
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
5311 FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 132,273	\$ 132,273	\$ 186,510	\$ 54,237
Charges for services	4,000	4,000	7,953	3,953
Total revenues	<u>136,273</u>	<u>136,273</u>	<u>194,463</u>	<u>58,190</u>
Expenditures				
Current:				
Health and welfare:				
Salaries	137,370	137,370	121,748	15,622
Fringe	17,549	17,549	10,596	6,953
Travel	292	292	10	282
Operating Services	21,824	21,824	29,405	(7,581)
Operating Supplies	18,302	18,302	15,232	3,070
Other Costs	4,062	4,062	14,917	(10,855)
Capital Outlay	1,122	1,122	1,214	(92)
Total expenditures	<u>200,521</u>	<u>200,521</u>	<u>193,122</u>	<u>7,399</u>
Excess (deficiency) of Revenue over Expenditures	(64,248)	(64,248)	1,341	65,589
Other Financing Sources (Uses)				
Operating Transfers In	64,248	64,248	-	(64,248)
Operating Transfers Out	-	-	(1,341)	(1,341)
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
Fund Balance				
Beginning of year			<u>4,927</u>	
End of year			<u>\$ 4,927</u>	

See note to required supplementary information.

**REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
TITLE XIX TRANSPORTATION FUND**

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 42,780	\$ 42,780	\$ 38,026	\$ (4,754)
Contributions	-	-	747	747
Total revenue	42,780	42,780	38,773	(4,007)
Expenditures				
Current:				
Health and welfare:				
Salaries	120,953	120,953	84,012	36,941
Fringe	15,136	15,136	7,359	7,777
Travel	242	242	9	233
Operating Services	11,739	11,739	24,044	(12,305)
Operating Supplies	15,173	15,173	12,374	2,799
Other Costs	3,000	3,000	2,653	347
Capital Outlay	929	929	-	929
Total expenditures	167,172	167,172	130,451	36,721
Excess (deficiency) of Revenue over Expenditures	(124,392)	(124,392)	(91,678)	32,714
Other Financing Sources (Uses)				
Operating Transfers In	124,392	124,392	91,678	(32,714)
Operating Transfers Out	-	-	-	-
Net Change in Fund Balance	\$ -	\$ -	-	\$ -
Fund Balance				
Beginning of year			4,204	
End of year			\$ 4,204	

See note to required supplementary information.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY REPORTING

Assumption Parish Council on Aging, Inc.
June 30, 2018

The Council adheres to the following procedures in establishing the budgetary data reflected in the financial statements.

- GOEA notifies the Council each year as to the funding levels for each program's award.
- The Council may also obtain funds from agencies other than GOEA and the Council considers the potential revenues to be earned under those grants.
- Projections are made of revenues from other sources based on past trends and data available to form expectations of future revenues.
- The Executive Director prepares a proposed budget based on the expected funding levels and then submits the budget to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget before May 31 of the current year for the next year.
- The adopted budget is forwarded to the GOEA for final approval.
- All budgetary appropriations lapse at the end of each fiscal year (June 30).
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. There was one amendment during the year.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY REPORTING
(Continued)

Assumption Parish Council on Aging, Inc.
June 30, 2018

- The Council may transfer funds between line items as often as required but must obtain prior approval from the GOEA for funds received under grants from this state agency. As a part of this grant award, GOEA requires the Council to amend its budget in cases where actual costs for a particular cost category exceeded the budgeted amount by more than 10%. Otherwise, the excess costs could be labeled as unauthorized expenditures.
- Expenditures cannot legally exceed appropriations on an individual fund level.
- The Council has established policies requiring public participation in the budget process.
- The budget for special revenue funds is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Major funds, for which annual budgets are adopted, are included in the budget presentations in required supplementary information.

SUPPLEMENTARY INFORMATION SECTION

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS**

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	Title III C-1 - Congregate Meals Fund	Title III C-2 - Home Delivered Meals Fund	Title III E - National Family Caregiver Program Fund	United Way	Title III-D	MIPPA	Senior Center	Sup Senior Ctr	Total
Revenues									
Intergovernmental:									
State of Louisiana:									
Capital Area Agency on Aging	\$ 24,508	\$ 12,674	\$ 1,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,057
United Way of South Louisiana	-	-	-	44,187	-	-	-	-	44,187
Houma Regional Arts and Humanities	-	-	-	-	-	-	-	-	-
Office of Elderly Affairs	-	-	-	-	-	1,200	34,780	8,959	44,939
Public support:									
Client contributions	7,163	20,142	-	-	-	-	-	-	27,305
Utility assistance	-	-	-	-	-	-	-	-	-
Non-cash inkind	-	-	-	-	-	-	-	-	-
Total revenues	31,671	32,816	1,875	44,187	-	1,200	34,780	8,959	155,488
Expenditures									
Current:									
Health and welfare:									
Salaries	21,508	142,449	6,559	-	-	-	-	-	170,516
Fringe	3,308	14,255	976	-	-	-	-	-	18,539
Travel	-	33,593	-	-	61	-	-	-	33,654
Operating services	5,506	18	-	-	-	-	-	-	5,524
Operating supplies	3,731	2,272	-	-	-	-	-	-	6,003
Other costs	262	3,525	-	-	-	-	-	-	3,787
Capital outlay	-	-	-	-	-	-	-	-	-
Utility assistance	-	-	-	-	-	-	-	-	-
Non-cash inkind	-	-	-	-	-	-	-	-	-
Total expenditures	34,315	196,112	7,535	-	61	-	-	-	238,023
Excess (deficiency) of Revenue over Expenditures	(2,644)	(163,296)	(5,660)	44,187	(61)	1,200	34,780	8,959	(82,535)
Other Financing Sources (Uses)									
Operating Transfers In	2,644	163,296	5,660	-	-	-	-	-	171,600
Operating Transfers Out	-	-	-	(44,187)	-	(1,200)	(34,780)	(8,959)	(89,126)
Total other financing sources (uses)	2,644	163,296	5,660	(44,187)	-	(1,200)	(34,780)	(8,959)	82,474
Net Change in Fund Balance	-	-	-	-	(61)	-	-	-	(61)
Fund Balance									
Beginning of year	-	-	-	-	-	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -	\$ (61)	\$ -	\$ -	\$ -	\$ (61)

COMPARATIVE STATEMENT OF CAPITAL ASSETS
AND CHANGE IN CAPITAL ASSETS

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2018

	<u>Balance</u> <u>June 30, 2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2018</u>
Capital Assets, at Cost:				
Land	\$ 68,000	\$ -	\$ -	\$ 68,000
Buildings	1,333,161	-	-	1,333,161
Vehicles	407,703	-	(98,087)	309,616
Equipment & Furniture	<u>56,667</u>	<u>1,214</u>	<u>(3,999)</u>	<u>53,882</u>
			-	
Total capital assets	<u>\$ 1,865,531</u>	<u>\$ 1,214</u>	<u>\$ (102,086)</u>	<u>\$ 1,764,659</u>
 Investment in Capital Assets:				
Property acquired with funds from -				
General and Other Funds	\$ 1,240,098	\$ -	\$ (98,087)	\$ 1,142,011
Section 5311	26,648	1,214	-	27,862
Title III B Supportive Services	104,209	-	-	104,209
Title III C-1 - Congregate Meal	1,215	-	-	1,215
Title III C-2 - Home Delivered Meals	2,722	-	-	2,722
Act 735 PCOA	19,861	-	(3,999)	15,862
Transportation (Indirect)	9,839	-	-	9,839
Millage/Police Jury	281,141	-	-	281,141
Transportation - ARRA -stimulus	77,947	-	-	77,947
Section 18	61,308	-	-	61,308
Title XIX	<u>40,543</u>	<u>-</u>	<u>-</u>	<u>40,543</u>
Total Investment in capital assets	<u>\$ 1,865,531</u>	<u>\$ 1,214</u>	<u>\$ (102,086)</u>	<u>\$ 1,764,659</u>

UNITS OF SERVICE**Assumption Parish Council on Aging, Inc.**

For the year ended June 30, 2018

(Unaudited)

	Units	
	2018	2017
Title III B - Supportive Services Fund:		
Information and Assistance	650	706
Outreach	77	100
Homemaker	12,986	15,327
Recreation	-	-
Transportation	12,180	10,829
Material Aid	-	-
Medical Alert	61	62
Telephone	979	777
Utility Assistance	-	-
Title III C-1 - Congregate Meals Fund:		
Congregate Meals	13,382	13,296
Nutrition Education	505	501
Title III C-2 - Home Delivered Meals Fund:		
Home Delivered Meals	53,420	52,457
Nutrition Education	-	-
Title III E - National Family Caregiver Program Fund:		
Information and Assistance	39	48

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

**Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana
For the year ended June 30, 2018**

Executive Director's (Agency Head) Name: Angele Authement

Purpose	Amount
Salary	\$ 49,696
Benefits-insurance (health and life)	
Benefits-retirement	
Benefits-Other (describe)	
Benefits-Other (describe)	
Benefits-Other (describe)	
Car allowance	
Vehicle provided by government (enter amount reported on W-2)	
Per diem	
Reimbursements	
Travel	
Registration fees	
Conference travel	
Housing	
Unvouchered expenses (example: travel advances, etc.)	
Special meals	
Other - Petty Cash Reimbursements	

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Directors,
Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana

I 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 Assumption Parish Council on Aging, Napoleonville, Louisiana, (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 my report thereon dated December 26, 2018.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I 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 my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, I 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.

My consideration of internal control over financial reporting 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 financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during my audit, I did not identify any deficiencies in internal control that I 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 of material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purposes of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Baton Rouge, Louisiana,
December 26, 2018



Michael R. Choate & Company, CPAs

**SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES
ASSUMPTION PARISH COUNCIL ON AGING, INC.
For the year ended June 30, 2018**

Section I Internal Control and Compliance Material to the Basic Financial Statements

Internal Control-

No material weaknesses for the year ended June 30, 2018.

No Significant Deficiencies for the year ended June 30, 2018.

Compliance-

No compliance findings material to the basic financial statements were noted during the audit for the year ended June 30, 2018.

Section II Internal Control and Compliance Material to Federal Awards

No Internal Control findings or significant deficiencies or material weaknesses for the year ended June 30, 2018.

Assumption Parish Council on Aging, Inc. did not expend federal awards in excess of \$500,000 during year ended June 30, 2018.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2018.

**ASSUMPTION COUNCIL ON AGING
AGREED UPON PROCEDURES REPORT**

For the year ended June 30, 2018

**MICHAEL R. CHOATE & COMPANY
Certified Public Accountants**

Independent Accountant's Report on Applying Agreed-Upon Procedures

Assumption Council on Aging, Inc.
Napoleonville, Louisiana, USA

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

We have performed the procedures enumerated below, which were agreed to by Assumption 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:

Procedures:

1. Determine if the following accounting **policies are in writing** and address the issues described in the attached Appendix.

Budgeting	Payroll/ Personnel	Ethics
Purchasing	Contracting (vendors)	Debt service
Disbursements	Credit cards	
Receipts	Travel and expense reimbursements	

2. Test compliance with the above accounting policies using the procedures described in the twelve AUP categories in the attached Appendix.

Findings:

1. **Written policies exist for all the AUP categories.**
2. Testing of all other AUP categories:

Board or Finance committee – no findings ; **Bank reconciliations** – no findings;
Collections – no findings; **Non payroll disbursements** - no findings; **Credit cards** – no findings; **Travel expenditures** – no findings; **Contracts** (vendors) – no findings; **Payroll** – no findings;

Ethics – no finding

Debt service – no findings; **Other** – no findings.

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.

December 26, 2018


Michael R Choate & Company CPAs

APPENDIX

*Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019*

Procedures

Report all exceptions to the following procedures, either after each procedure or after all procedures within each of the twelve AUP categories. “Random” selections may be made using Microsoft Excel’s random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide - *Audit Sampling*).

Written Policies and Procedures

1. Obtain and inspect the entity’s written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity’s operations):³
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving
 - d) ***Receipts/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).
 - e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
 - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
 - g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements,

³ For governmental organization, the practitioner may eliminate those categories and subcategories that do not apply to the organization’s operations. For quasi-public organizations, including non-profits, the practitioner may eliminate those categories and subcategories that do not apply to public funds administered by the quasi-public.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures

Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

- (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) *Travel and expense reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
 - i) *Ethics*⁴, 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.
 - j) *Debt Service*, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Board or Finance Committee*⁵

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.⁶ *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

⁴ The Louisiana Code of Ethics is generally not applicable to non-profit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a non-profit, the non-profit should have written policies and procedures relating to ethics.

⁵ These procedures are not applicable to entities managed by a single elected official, such as sheriff or assessor.

⁶ Major funds are defined under GASB standards. The related procedure addresses major funds as a way to verify that boards are provided with financial information necessary to make informed decisions about significant entity operations, including proprietary operations that are not required to be budgeted under the LGBA.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts⁷ (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Collections

4. Obtain a listing of deposit sites⁸ 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).
5. For each deposit site selected, obtain a listing of collection locations⁹ and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - 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.

⁷ Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

⁸ A deposit site is a physical location where a deposit is prepared and reconciled.

⁹ A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

- 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.
 - 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.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. 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)¹⁰. *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - 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).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period and management’s representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

¹⁰ If “bank reconciliations” have been rotated off for Year 2, the practitioner should insert a procedure with the same selection methodology that would have been used for bank reconciliations.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

(1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Travel and Travel-Related Expense Reimbursements¹¹ (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
 - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

15. 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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law¹² (e.g., solicited quotes or bids, advertised), if required by law.
 - 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).

¹¹ Non-travel reimbursements are not required to be tested under this category.

¹² If the entity has adopted the state Procurement Code, replace "Louisiana Public Bid Law" with "Louisiana Procurement Code."

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019

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

Payroll and Personnel

- 16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- 18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
- 19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

*Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
Year 2 – Fiscal Years Ending 6/30/2018 through 5/31/2019*

*Ethics*¹³

20. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above¹⁴, 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.
 - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity’s ethics policy during the fiscal period.

*Debt Service*¹⁵

21. Obtain a listing of bonds/notes issued during the fiscal period and management’s representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

Other

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe that the entity has posted on its premises¹⁶ and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.¹⁷

¹³ The Louisiana Code of Ethics is generally not applicable to non-profit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a non-profit, the procedures should be performed.

¹⁴ If “payroll and personnel” have been rotated off for Year 2, the practitioner should insert a procedure with the same selection methodology that would have been used for payroll and personnel.

¹⁵ This AUP category is generally not applicable to non-profit entities; however, if applicable, the procedures should be performed.

¹⁶ Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs.

¹⁷ This notice is available for download or print at www.lia.la.gov/hotline.