

ST. JOHN COUNCIL ON AGING, INC.
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2017



TABLE OF CONTENTS

INDEPENDENT AUDITORS' REPORT	1-3
MANAGEMENT'S DISCUSSION AND ANALYSIS	4-7
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)	
Statement of Net Position	8
Statement of Activities.....	9
FUND FINANCIAL STATEMENTS (FFS)	
Balance Sheet and Reconciliation of Total Governmental Fund Balance to Net Position of Governmental Activities	10
Statement of Revenues, Expenditures and Changes in Fund Balance.....	11
Reconciliation of the Statement of Revenues, Expenses and Changes in Fund Balance Governmental Funds to the Statement of Activities.....	12
Notes to Financial Statements.....	13-34
REQUIRED SUPPLEMENTARY INFORMATION	
Supplementary Information Required by GASB Statement No. 34:	
Budgetary Comparison Schedule – General Fund	35
Budgetary Comparison Schedule – Title III B Fund	36
Budgetary Comparison Schedule – Title III C-1 Fund	37
Budgetary Comparison Schedule – Title III C-2 Fund	38
Supplementary Financial Information Required by GOEA:	
Schedule of Non-Major Funds.....	39
Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets	40
Other Supplementary Information:	
Schedule of Compensation, Reimbursement, Benefits, and Other Payments To Agency Head, Political Subdivision Head, or Chief Executive Officer.....	41
COMPLIANCE AND INTERNAL CONTROL	
INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	
	42-43
Schedule of Findings and Questioned Costs	44
Summary Schedule of Prior Year Findings	45

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
St. John Council on Aging, Inc.
Reserve, Louisiana

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of St. John Council on Aging, Inc. as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the St. John Council on Aging, Inc. as of June 30, 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4–7 and 35–38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the St. John Council on Aging, Inc.'s basic financial statements. The schedule of non-major funds and comparative schedule of general fixed assets and changes in general fixed assets on pages 39-40 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of non-major funds and comparative schedule of general fixed assets and changes in general fixed assets are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Reimbursements, Benefits, and Other Payments to Agency Head, Political Subdivision Head, or Chief Executive Officer on page 41 is required by Louisiana Revised Statute 24:513(A)(3) and is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



TWRU

CPAs & Financial Advisors

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2017 on our consideration of St. John Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. John Council on Aging, Inc.'s internal control over financial reporting and compliance.

TWRU

CPAs & Financial Advisors
Baton Rouge, Louisiana
December 29, 2017

MANAGEMENTS DISCUSSION AND ANALYSIS

St. John Parish Council on Aging

The "Management's Discussion and Analysis" of the St. John 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, 2017. This report highlights the current year's activities, resulting changes, and relevant facts. Please read this report in conjunction with basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS (see statements on pages 8 through 11)

The Council's assets exceeded its liabilities at the close of fiscal year 2017 by \$351,266 (Net Position), which represents a 6% decrease from last year.

Cash was \$389,545 at June 30, 2017 compared to \$371,186 at June 30, 2016. This is an increase of \$18,359 due to an increase in revenues.

The Council's revenue increased by \$48,458 or 6% primarily due to an increase in unrestricted funding and sale of capital assets.

The Council's expenses increased by \$22,281 or 3%.

Capital assets decreased by a net \$13,675. The decrease was due to the depreciation. No new capital assets were acquired.

The Council did not have any funds with deficit fund balances.

Fund balance at year-end for the Council was \$351,266 (Page 9).

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an overview 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, (4) the optional section that presents combining statements for non-major governmental funds and other schedules by certified public accounts and managements, and (5) report on compliance and internal controls.

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 pages 8 and 9) 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 position presents information on all of the Council's assets and liabilities, with the difference between the two reports as net position. Over time, increases or decreases in net position 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 position change during each fiscal year (revenues less expenditures). All changes in net position are reported as soon as the financial transaction occurs regardless of the timing of the related cash flows. Thus, revenue and expenditures are reported in this statement this fiscal year even though the resulting cash flow is in future fiscal years. The governmental activity of the Council is health and welfare, which is comprised of various programs that include supportive services, nutritional services, utility assistance, disease prevention and caregiver support.

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 current year inflows and outflows of cash, as well as on balances of spendable resources available at the end of the fiscal year. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to help with comparisons between governmental funds and governmental activities (Pages 10 - 12).

The Council has presented the General Fund, Title III-B, Title III-C-1 and Title III C-2 as major funds. All non-major governmental funds are presented in one column, titled "Non-Major Funds". Combining financial statements of the non-major funds can be found in the schedule of non-major special revenue funds that follow the basic financial statements (Page 39).

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes of the financial statements can be found on Pages 13-34 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also represents 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 (Pages 35-38).

In addition to these required elements, the Council has a section of supplementary information. The Governor's Office of Elderly Affairs (GOEA) has required the Council to present combining statements and provide details of 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 (Pages 39-40).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position serves as a useful indicator of the Council's financial position. As of June 30, 2017, assets exceeded liabilities by \$351,266. The Council has a stable cash position.

CAPITAL ASSETS

The Council's investment in capital assets for its governmental activities as of June 30, 2017, amounts to \$12,743 (net of accumulated depreciation). This investment in capital assets includes office furniture, fixtures, vehicles, machinery, and equipment (see table below):

<u>Capital Assets Being Depreciated</u>	<u>Balance June 30, 2016</u>	<u>Additions</u>	<u>Decreases</u>	<u>Balance June 30, 2017</u>
Vehicles	\$ 240,113	\$ -	\$ -	\$ 240,113
Equipment	32,159	-	-	32,159
Leasehold improvements	<u>18,621</u>	<u>-</u>	<u>-</u>	<u>18,621</u>
Total Capital Assets	<u>290,893</u>	<u>-</u>	<u>-</u>	<u>290,893</u>
Less Accumulated Depreciation:				
Vehicles	230,872	9,241	-	240,113
Equipment	18,967	3,689	-	22,656
Leasehold improvements	<u>14,636</u>	<u>745</u>	<u>-</u>	<u>15,381</u>
Total Accumulated Depreciation	<u>264,475</u>	<u>13,675</u>	<u>-</u>	<u>278,150</u>
Capital Assets Net of Depreciation	<u>\$ 26,418</u>	<u>\$ (13,675)</u>	<u>\$ -</u>	<u>\$ 12,743</u>

Additional information on the Council's capital assets can be found on Pages 29-30.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Council receives most of its funding from federal and state agencies and local taxes. Because of this, the source of income for the Council is consistent. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, those revenues are not fixed. There have been no significant changes to the funding levels or terms of the grants and contracts. The Governor's Office of Elderly Affairs (GOEA) has approved the Council's budget for the fiscal year 2017-2018. There are no plans to add any significant programs for next fiscal year.

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

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

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Council's finances for all concerned.

Questions concerning any of the information provided in this report or request for additional information should be addressed to:

Board of Directors
St. John Council on Aging, Inc.
P.O. Drawer 512
Reserve, LA 70084
Phone: (985) 479-0272
Cheryl A. Parquet, Executive Director

GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)



TWRU
CPAs & Financial Advisors

ST. JOHN COUNCIL ON AGING, INC.

GOVERNMENT-WIDE STATEMENT OF NET POSITION
June 30, 2017

	<u>Governmental Activities</u>
ASSETS	
Current assets:	
Cash	\$ 389,545
Receivable - OEA	900
Total current assets	<u>390,445</u>
Noncurrent assets:	
Capital assets, net of accumulated depreciation	<u>12,743</u>
Total noncurrent assets	<u>12,743</u>
Total assets	<u>403,188</u>
LIABILITIES	
Current liabilities:	
Accounts payable	32,378
Accrued payroll and related benefits payable	2,237
Deposits	<u>17,307</u>
Total current liabilities	<u>51,922</u>
Total liabilities (all current)	<u>51,922</u>
NET POSITION	
Invested in capital assets	12,743
Unrestricted	<u>338,523</u>
Total net position	<u>\$ 351,266</u>

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2017

Functions/Programs	Direct Expenses	Indirect Expenses	Program Revenues			Governmental Activities	Net (Expense) Revenues and Increases (Decreases) in Net Position
			Charges for Services	Operating Grants and Contributions	Capital Grants & Contributions		
Government Activities:							
Health, Welfare & Social Services:							
Supportive Services:							
Information & Assistance	\$ 10,855	\$ 3,671	\$ -	\$ -	\$ -	\$	(14,526)
Legal Assistance	2,267	-	-	-	-		(2,267)
Outreach	20,128	6,807	-	-	-		(26,935)
Transportation	160,816	51,261	873	54,562	-		(156,642)
Medical Alerts	1,636	553	-	-	-		(2,189)
Recreation	38,551	13,038	-	-	-		(51,589)
Sitter Service	8,328	2,816	-	-	-		(11,144)
Nutrition Services:							
Congregate Meals	68,998	23,146	6,406	49,068	-		(36,670)
Home Delivered Meals	171,091	57,862	2,131	74,058	-		(152,764)
Disease Prevention	3,084	1,043	-	3,262	-		(865)
National Care Giver Support	15,132	5,117	-	15,811	-		(4,438)
Senior Center Operations	138,725	-	-	46,212	-		(92,513)
Administration	16,103	-	-	16,103	-		-
Total governmental activities	<u>\$ 655,714</u>	<u>\$ 165,314</u>	<u>\$ 9,410</u>	<u>\$ 259,076</u>	<u>\$ -</u>		<u>(552,542)</u>
General revenues:							
Grants and contributions not restricted to specific programs							113,750
Property taxes							395,000
Unrestricted investment income							149
Miscellaneous							20,461
Total general revenues and transfers							<u>529,360</u>
Decrease in net position							(23,182)
Net position-beginning of the year							<u>374,448</u>
Net position-end of the year							<u>\$ 351,266</u>

See accompanying notes to the financial statements.

FUND FINANCIAL STATEMENTS (FFS)



TWRU
CPAs & Financial Advisors

ST. JOHN COUNCIL ON AGING, INC.

BALANCE SHEET - GOVERNMENTAL FUNDS

June 30, 2017

	General Fund	Non-Major Funds	Total
ASSETS			
Cash	\$ 389,545	\$ -	\$ 389,545
Receivable - OEA	900	-	900
Total Assets	<u>\$ 390,445</u>	<u>\$ -</u>	<u>\$ 390,445</u>
LIABILITIES AND FUND EQUITY			
Liabilities:			
Accounts payable	\$ 32,378	\$ -	\$ 32,378
Accrued payroll and related benefits payable	2,237	-	2,237
Deposits	17,307	-	17,307
Total Liabilities	<u>51,922</u>	<u>-</u>	<u>51,922</u>
Fund balances:			
Unassigned	338,523	-	338,523
Total Fund Balances	<u>338,523</u>	<u>-</u>	<u>338,523</u>
Total Liabilities and Fund Balances	<u>\$ 390,445</u>	<u>\$ -</u>	

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

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

12,743

Net position of governmental activities

\$ 351,266

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 GOVERNMENTAL FUNDS
 For the Year Ended June 30, 2017

	General Fund	Title III B	Title III C-1	Title III C-2	Non-Major Funds	Total
Revenues:						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 65,715	\$ 54,562	\$ 49,068	\$ 36,809	\$ 102,534	\$ 308,688
DOTD Grant	51,000	-	-	-	-	51,000
Ad Valorem Taxes	412,148	-	-	-	-	412,148
Public Support:						
United Way	3,883	-	-	-	-	3,883
Participant contributions	-	873	6,406	2,131	-	9,410
Other support	29,716	-	-	-	-	29,716
Interest Income	149	-	-	-	-	149
In-Kind Contributions	7,488	25,944	57,949	3,744	30,888	126,013
Total revenues	<u>570,099</u>	<u>81,379</u>	<u>113,423</u>	<u>42,684</u>	<u>133,422</u>	<u>941,007</u>
Expenditures:						
Health, Welfare & Social Services						
Current:						
Salaries	7,386	146,830	10,612	76,566	87,830	329,224
Fringe	2,054	31,858	2,953	13,415	10,197	60,477
Travel	487	2,841	701	17,067	994	22,090
Operating services	21,805	69,915	7,709	21,180	10,928	131,537
Operating supplies	815	49,447	1,171	3,609	1,660	56,702
Other	12,956	10,595	1,449	713	18,215	43,928
Meals	-	-	66,992	96,403	-	163,395
Intergovernmental	17,148	-	-	-	-	17,148
Capital Outlay	-	-	-	-	-	-
In-Kind Expenditures	7,488	25,944	57,949	3,744	30,888	126,013
Total expenditures	<u>70,139</u>	<u>337,430</u>	<u>149,536</u>	<u>232,697</u>	<u>160,712</u>	<u>950,514</u>
Excess (deficiency) of revenues over expenditures	499,960	(256,051)	(36,113)	(190,013)	(27,290)	(9,507)
Other financing sources (uses):						
Transfers in	-	256,051	36,113	190,013	64,539	546,716
Transfers out	(509,467)	-	-	-	(37,249)	(546,716)
Total other financing sources (uses)	<u>(509,467)</u>	<u>256,051</u>	<u>36,113</u>	<u>190,013</u>	<u>27,290</u>	<u>-</u>
Net decrease in Fund Balances	(9,507)	-	-	-	-	(9,507)
Fund balances, beginning, as originally stated	348,030	-	-	-	-	348,030
Fund balances, ending	<u>\$ 338,523</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 338,523</u>

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2017

Net change in fund balances-total governmental funds	\$ (9,507)
--	------------

*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 and reported as depreciation expense. This is the amount by which depreciation (\$13,675) exceeded capital outlay (\$0).

(13,675)

Changes in net position of governmental activities

<u>\$ (23,182)</u>

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Purpose of the Council on Aging

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

Specific services provided by the Council to the elderly residents of St. John Parish include providing congregate and home delivered meals, nutritional education, information and assistance, outreach, material aid, home repairs, utility assistance, homemakers, legal assistance, distribution of food commodities, individual counseling, in home respite, and transportation.

Reporting Entity

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

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

The St. John Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on April 2, 1973, and began operations on May 15, 1973, the date on which the Council's articles of incorporation were filed with the Secretary of State's office.



ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A board of directors, consisting of 15 voluntary members, who serve three-year terms, governs the Council. Each member may serve no more than two consecutive terms. Any board member who has served two consecutive terms is ineligible to subsequently serve on the board of directors for a period of one year. Reasonable efforts are made to maintain a board of directors whose composition will be representative of the population of St. John Parish. Nominations to fill expiring terms of board members are made in February by the Council's Development Committee. Additional nominations may also come from the floor. The members of the Council elect board members at a regular board meeting in April. Any adult citizen of St. John Parish may register to be a member of the Council. Membership fees are not charged.

Based on the criteria set forth in GASB Statement 14, The Financial Reporting Entity, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. In addition, based on the criteria set forth in this statement, the Council has presented its financial statements as a special-purpose, stand-alone government; accordingly, it is applying the provisions of Statement 14 as if it were a primary government.

Presentation of Statements

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

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

Basic Financial Statements - Government-Wide Statements

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

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

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted public support, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation and amortization, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and restricted contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas, the Council allocates its indirect expenses among various functions and programs in accordance with OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments. The Statements of Activities shows this allocation in a separate column labeled "indirect expenses."

In the Statements of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Unrestricted contributions, unrestricted grants, interest income and miscellaneous revenues that are not included among program revenues are reported instead as general revenues in the statement. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence and are separately reported below general revenues. The Council did not have any material special items this year.

Basic Financial Statements - Fund Financial Statements

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

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

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. The non-major funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

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

Local Programs and Funding are revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the used and disposition of fixed assets.

PCOA (Act 735) funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years old). In fiscal year 201, the Council received this grant money (\$37,500) into its General Fund and transferred PCOA funds to pay for the Title III programs to subsidize program expenditures that exceeded grant reimbursements from GOEA.

Supplemental Senior Center Funding is appropriated annually by the Louisiana Legislature for various councils on aging throughout the state to be used to supplement the primary state grant for senior centers. The Council received supplemental senior center funding totaling \$3,100 and \$7,812 during the year under audit from GOEA. These grant funds can be used at management's discretion as long as the program benefits elderly persons who are at least 60 years old. During the year, the management received the funds into the Council's General Fund and then transferred the funds to the Title III programs to subsidize the operating cost of those funds' program services.



ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

AAA Funding (Area Agency on Aging) is used to account for funds received from the Governor's Office of Elderly Affairs that are used to subsidize the costs of administering the Council's special programs for the aging. This year GOEA granted the Council \$16,603 of AAA funding, which has been received and accounted for in the Council's General Fund along with an equal amount of administrative expenditures. The amount of funding is not enough to pay for all the indirect administrative (indirect) type costs. As a result, the Council will consume the GOEA grant first when paying for administrative costs and then allocate the excess administrative costs to other programs using a formula based on the percentage each program's direct costs bears to direct costs for all programs. In addition, due to program restrictions, administrative costs may not be allocated to certain funds and programs.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The term "proceeds of specific revenue sources" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. A significant percentage of the Council's special revenue funds are provided by the Capital Area Agency on Aging (CAAA). The Title III funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council through CAAA. GOEA also provides CAAA funds from other state grants which in turn are passed through to the Council.

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

Major Special Revenue Funds

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

<u>Type of Service</u>	<u>Units</u>
Information and Assistance	295
Outreach	96
Legal	35
Transportation for People Age 60 or Older	12,332
Recreation	8,895
Wellness	2,556

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

There were two main sources of revenue received this year that form the basis of this fund: Grants the Council received from GOEA for Special Programs for the Aging - Title III, Part B - Supportive Services (\$54,562) and restricted, voluntary contributions (\$873) from those persons actually receiving homemaker and transportation services.

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to people who are age 60 or older at strategically located centers throughout St John Parish. The Council maintains meal-sites at Reserve, Edgard and Place DuBourg. The Council served 20,339 meals during the year to people eligible to participate in this program. In addition to the meals served, the Council also provided 130 units of nutritional education to eligible participants.

There were two main sources of revenue received this year that form the basis of this fund: Grants from GOEA for Special Programs for the Aging - Title III, Part C-1 - Nutrition Services (\$49,068) and restricted, voluntary contributions (\$6,406) from those persons actually receiving congregate meal services.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound people who are age 60 or older. Using Title III C-2 funds the Council served 31,251 meals during the year to people eligible to participate in this program.

There were two main sources of revenue received this year that form the basis of this fund: Grants from GOEA for Special Program for the Aging - Title III, Part C-2 - Nutrition Services (\$36,809) and restricted, voluntary contributions (\$2,131) from those persons actually receiving home-delivered meal services.

Non-Major Special Revenue Funds

The Title III D Fund is used to account for funds used for wellness, which includes disease prevention and health promotion activities. During the fiscal year 1,450 units of wellness service and 13 units of medication management were provided to eligible participants in this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for Special Programs for the Aging - Title III, Part D - Disease Prevention and Health Promotion Services (\$3,262).

The Title III E Fund is used to account for funds used to provide services under the National Family Caregivers Support Program. The program is designed to provide multifaceted systems of support services for family caregivers targeting older, low income individuals. Specific types of services, such as; (1) adult day care, (2) adult health care, (3) material aid, (4) case management, (5) personal care, (6) counseling, (7) support groups, (8) respite care, (9) sitter service and (10) information and assistance. During the fiscal year 67 units of medical alert services, 870 units of in home respite care, 1,226 units of sitter care and 43 units of nutritional education were provided under the Title III E program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for the Title W, Part E - National Family Caregivers Support Program (\$15,811).

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The Senior Center Fund is used to account for the administration of senior center program funds appropriated by the Louisiana Legislature for the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council to provide community service centers where elderly people can receive supportive social services and participate in activities that foster their independence, enhance their dignity, and encourage their involvement in and with the community. This year GOEA granted the Council \$46,212 of senior center funding. The Council maintains senior centers at Reserve and Edgard, Louisiana.

The NSIP Fund (National Services Incentive Program) is used to account for the administration of Nutrition Program for the Elderly funds provided by the United States Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program reimburses the service provider about fifty cents for each congregate and home-delivered meal served to an eligible participant so the United States food and commodities may be purchased to supplement these programs. This year total NSIP funding was \$37,249.

The MIPPA Fund (Medicare Improvement for Patients and Providers Act) is used to account for funds relating to supporting outreach and assistance efforts directed toward Medicare beneficiaries with limited incomes who may be eligible for Medicare Part D, Low-Income Subsidiary (LIS) and Medicare Savings Programs (MSP) programs. The goal is to provide outreach to individuals in St. John Parish, Louisiana with special emphasis on rural communities and to increase public awareness and enrollment into the benefits available under LIS and MSP. This year GOEA granted the Council \$1,200 of MIPPA funding.

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.

Accrual Basis — Government-Wide Financial Statements (GWFS):

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

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Modified Accrual Basis — Fund Financial Statements (FFS):

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

Interfund Activity

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

In the government-wide financial statements, all types of interfund transactions are eliminated when presenting the governmental activity information.

Cash and Cash Equivalents:

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

For purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year end, the line item "Cash" on the Statement of Net Position is comprised of \$389,545, of which \$0 was restricted. The Council presents restricted cash as a component of current assets in the Statement of Net Position because it is available for use in current operations.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)Receivables

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

Prepaid Expenses/Expenditures

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

For purposes of presenting prepaid expenses in the government-wide statements, the Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements with one exception. Disbursements made as "matching" payments to acquire vehicles that will be titled to another government are recorded as a prepaid expense and amortized in the Statement of Net Position to better present the economies of this type of transaction and to keep from distorting the Council's transportation expenses in the Statement of Activities. In contrast, 100% of the "matching" payments are reported in the fund financial statements as intergovernmental expenditures when the vehicles are received.

Capital Assets

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

Government-Wide Financial Statements (GWFS)

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

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

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

Vehicles	5 years
Computer Equipment	3 years
Office Equipment Other Than Computers	5 years
Leasehold Improvements	25 years

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

Fund Financial Statements (FFS)

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

Non-Current (Long-term) Liabilities

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

Compensated Absences

The Council's policy for annual leave does not permit employees to accumulate earned but unused annual leave to carry into the next fiscal year except with special approval from the Board. No liability for the unpaid annual leave has been recorded in the financial statements as the amount is deemed immaterial by Management.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

In contrast, the governmental funds in the fund financial statements report only compensated absences liabilities that are payable from expendable available financial resources to the extent that the liabilities mature (or come due for payment). Vacation leave does not come due for payment until an employee makes a request to use it or terminates employment with the Council. Accordingly, payments for vacation leave will be recorded as fund expenditures in the various governmental funds in the year in which they are paid or become due on demand to terminated employees. As a result no amounts have been accrued as fund liabilities as of year-end in the fund financial statements. The difference in the methods of accruing compensated absences creates a reconciling item between the fund and the government-wide financial statement presentations.

The Council's sick leave policy does not provide for vesting of sick leave thereby requiring the employee to be paid for any unused leave upon termination of employment. Accordingly, no amounts have been accrued as unpaid compensated absence in the financial statements relative to sick leave.

Advances from Funding Agency

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

Deferred Revenues

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

Net Position in the Government-wide Financial Statements

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

- Invested in capital assets — This component consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. At year-end the Council did not have any borrowings that were related to capital assets.
- Restricted net position — This component consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.



ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- Unrestricted net position — This component consists of all other net position that do not meet the definition of "restricted" or "invested in capital assets."

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

Fund Equity — Fund Financial Statements

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

- Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The Council had \$0 classified as nonspendable.
- Restricted: This classification includes amounts for which constraints have been placed on the use of resources are either:
 - Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - Imposed by law through constitutional provisions or enabling legislation.

There were no restricted funds at June 30, 2017.

- Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purposes unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- Assigned: This classification includes amounts that are constrained by the Council's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned resources as of year-end.
- Unassigned: This classification is the residual fund balance of the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund. The Council has classified \$338,528 of the fund balance as being unassigned.

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

Management's Use of Estimates

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

Allocation of Indirect Expenses

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

Elimination and Reclassifications

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

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 2: REVENUE RECOGNITION

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

Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, and interest income must be both measurably and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

The Older American Act of 1965 Title III programs operate under a performance based contract. Title III program revenue is earned by the Council based on units of service provided within the guidelines of the related programs.

NOTE 3: AD VALOREM TAX (PROPERTY TAX)

During the fiscal year 1995, the Council began receiving funds from a property tax which was adopted by the voters of St. John the Baptist Parish to provide money to finance the Council's operations.

The parish's assessor began levying property tax on November 15, 1994, and continued to do so each year through November 15, 2003. The voters renewed the 1 mill property tax for an additional ten years in July 2014. The tax is based upon the assessed (appraised) value, less homestead exemptions, on all real and business personal property located within the Parish. The 1st of January preceding the annual levy date (November 15th) is used as the date to value the property subject to tax.

The gross taxable value for the tax year 2016, of the certified tax roll was \$506,824,911. After applying homestead exemptions of \$84,200,102 the total value upon which the Council's property tax was computed was \$422,624,809. The Council elected to assess property owners the legal maximum of 0.99 mills for tax year 2016. Accordingly, management estimates the gross amount of property tax payable to the Council for the fiscal year to approximate \$412,000.

Property taxes are due on November 15 and are considered delinquent if not paid by December 31. Most of the property taxes are collected during the months of December, January and February. The St. John the Baptist Parish Sheriff acts as the collection agent for property taxes. The Sheriff will also have a "tax sale" in May or June of each year to try to collect as much of the taxes due as possible. Following the tax sale, the Sheriff will file tax liens to ensure collection of unpaid taxes at some future date.

Property taxes are recorded as receivables and deferred revenues at the time the tax levy is billed. As the Sheriff collects the taxes, they are forwarded to the St. John the Baptist Parish Council where they are deposited into a separate account maintained by the Parish Council for the benefit of the Council on Aging. However, the Council on aging does not recognize revenue in the fund financial statement until the Parish Council remits the property taxes to it. Under the modified accrual basis of accounting the property taxes are not "available" to the Council until the Parish releases the funds.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 3: AD VALOREM TAX (PROPERTY TAX) (CONTINUED)

Based on information available to management at the time these financial statement were prepared, management estimates \$412,148 of the property taxes due from the tax year 2016 tax assessment will be collected.

The property tax revenues reported in the fund financial statements do not include any amount that are due and remain uncollected by the Sheriff. However, property tax revenue includes amounts (\$17,148) withheld by the Sheriff to make "on behalf payment for fringe benefits" which represent the Council's pro-rata share of retirement plan contributions for other governmental units. A corresponding intergovernmental expenditure of \$17,148 has also been presented in that financial statement. For purposes of the government-wide Statement of Activities, property tax revenue of \$412,148 was reduced by the \$17,148 withheld by the Sheriff producing net property tax revenues of \$395,000, which was a component of general revenues on that statement.

The following are the principal taxpayers for the parish and related ad valorem tax revenue for the Council:

<u>Taxpayer</u>	<u>Type of Business</u>	<u>Assessed Valuation</u>	<u>% of Total Assessed Valuation</u>	<u>Ad valorem Tax Revenue</u>
Marathon Ashland LLC	Oil	\$ 175,005,537	74.06%	\$ 20,584,636
Entergy Louisiana	Electrical	12,019,790	5.09%	1,414,970
Nalco Chemical	Chemicals	9,203,610	3.90%	1,082,529
Arcelormittal LaPlace, LLC	Steel	7,312,264	3.10%	860,068
Dupont Performance Elas	Coatings	6,527,102	2.76%	767,718
Cargill, Inc.	Grain	5,904,559	2.50%	694,494
Bengal Pipeline	Oil	5,885,750	2.49%	692,870
Louisiana Machinery Co., Inc.	Heavy Equipment	5,017,394	2.12%	590,146
E I Dupont de Nemours	Grain	4,761,287	2.01%	560,023
Atmos Entergy	Oil	<u>4,655,910</u>	<u>1.97%</u>	<u>548,094</u>
Total		<u>\$ 236,293,203</u>	<u>100.00%</u>	<u>\$ 27,795,548</u>

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 4: CASH MANAGEMENT AND DEPOSITS

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

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

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash balances on its books was \$389,545 whereas the related bank balances totaled \$394,484. The primary difference in these amounts relates to deposits made to and checks written on demand deposits accounts that have not yet cleared the bank accounts. At year-end, all of the bank balances were insured 100% by federal depository insurance and pledged securities. At June 30, 2017, the holding bank had pledged securities with a par value of \$726,501 and a fair value of \$741,034 to cover any uninsured cash balances held by the Council.

<u>Cash</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Interest Rate</u>	<u>Maturity</u>	<u>Credit Risk Category</u>
Capital One Bank	\$ 389,545	\$ 389,545	n/a	n/a	n/a
Unrestricted Purpose	\$ 389,545				
Restricted Purpose:					
None	<u> -</u>				
Total Cash	\$ 389,545				

As illustrated in the above table, none of the Council's cash and investments are restricted assets for presentation in the Statement of Net Position. Restricted assets include amounts received or earned by the Council with an explicit understanding between the Council and the resource providers that the resource would be used for a specific purpose.

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 5: GOVERNMENT GRANTS AND CONTRACTS RECEIVABLE

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year-end. At June 30, 2017, there were receivables of \$900.

NOTE 6: CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION

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

	Balance June 30, 2016	Increases	Decreases	Balance June 30, 2017
Capital Assets:				
Vehicles	\$ 240,113	\$ -	\$ -	\$ 240,113
Furniture & Fixtures	32,159	-	-	32,159
Leasehold Improvements	<u>18,621</u>	<u>-</u>	<u>-</u>	<u>18,621</u>
Subtotal	<u>290,893</u>	<u>-</u>	<u>-</u>	<u>290,893</u>
Accumulated Depreciation				
Vehicles	230,872	9,241	-	240,113
Furniture & Fixtures	18,967	3,689	-	22,656
Leasehold Improvements	<u>14,636</u>	<u>745</u>	<u>-</u>	<u>15,381</u>
Subtotal	<u>264,475</u>	<u>13,675</u>	<u>-</u>	<u>278,150</u>
Net Capital Assets	<u>\$ 26,418</u>	<u>\$ (13,675)</u>	<u>\$ -</u>	<u>\$ 12,743</u>

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

Depreciation was charged to governmental activities as follows:

Administration	\$ 3,877
Supportive Services:	
Transportation of the Elderly	9,241
Nutrition Services:	
Congregate Meals	<u>557</u>
Total Depreciation Expense	<u>\$ 13,675</u>

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 6: CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION (CONTINUED)

The \$3,877 of depreciation associated with the administration function relates to capital assets that essentially serve all functions. Accordingly, it is included as a direct expense of the administration function on the Statement of Activities and then allocated to other functions in accordance with the Council's method of allocating indirect expenses.

NOTE 7: FUND BALANCES-FUND FINANCIAL STATEMENTS

At year end, there were no special revenue funds with a remaining fund balance.

NOTE 8: IN-KIND CONTRIBUTIONS

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a donation of a capital asset, accounting principles for governmental entities require the fair value of a donated capital asset be recorded in the Statement of Activities at the time of acquisition. However, these same principles do not permit the recording of the fair value of capital assets (or other in-kind contributions) in the fund financial statements because of the measurement focus of such statements.

The in-kind contributions that the Council received during the year consisted primarily of volunteer meal site aides, free rent and utilities. These in-kind donations totaled \$126,013.

The Levy Company, AFC has provided to the Council information as to the fair value of the facility rental. The volunteer services were valued by recording the number of hours the volunteers worked and multiplying the hours by minimum wage. A summary of the in-kind contributions and their estimated values are as follows:

Rent and Utilities	\$ 93,600
Volunteer Workers	<u>32,413</u>
Total In-Kind Expenditures	<u>\$ 126,013</u>

If these in-kind contributions had been recorded in the Statement of Activities, their allocation would have been as follows:

Nutrition Services—Congregate Meals	\$ 57,949
Nutrition Services—Home Delivery Meals	3,744
Supportive Services	25,944
Senior Center	29,016
Preventive Health/Wellness	936
Caregiver	936
Administrative	<u>7,488</u>
Total	<u>\$ 126,013</u>

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 9: BOARD OF DIRECTORS' COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members can request reimbursement for out-of-pocket expenses in accordance with the Council's travel policy when traveling on behalf of the Council.

NOTE 10: INCOME TAX STATUS

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986, and as an organization that is not a private foundation as defined in Section 509(a) of the Code. It is also exempt from Louisiana income tax. However, should the Council engage in activities unrelated to its exempt purpose, taxable income could result. The Council had no material unrelated business income for the fiscal year under audit.

NOTE 11: CONTINGENCIES — GRANT PROGRAMS

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



ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 12: INTERFUND TRANSFERS

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

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund:		
Title III B Fund	\$ -	\$ 256,051
Title III C-1 Fund	-	36,113
Title III C-2 Fund	-	152,764
Title III D Fund	-	865
Title III E Fund	-	4,438
Senior Center	-	59,236
Total PCOA	<u>-</u>	<u>509,467</u>
 Title III B Fund:		
General Fund	<u>256,051</u>	<u>-</u>
 Title III C-1 Fund:		
General Fund	<u>36,113</u>	<u>-</u>
 Title III C-2 Fund:		
General Fund	152,764	-
NSIP Fund	37,249	-
Total Title III C-2 Fund	<u>190,013</u>	<u>-</u>
 Title III D Fund:		
General Fund	<u>865</u>	<u>-</u>
 Title III E Fund:		
General Fund	<u>4,438</u>	<u>-</u>
 Senior Center Fund:		
General Fund	<u>59,236</u>	<u>-</u>
 NSIP Fund:		
Title III C-2 Fund	<u>-</u>	<u>37,249</u>
 Total Transfers In/Out	<u>\$ 546,716</u>	<u>\$ 546,716</u>

ST. JOHN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2017

NOTE 12: INTERFUND TRANSFERS (CONTINUED)

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits.

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

NOTE 13: INTER-FUND RECEIVABLES AND PAYABLES—FUND FINANCIAL STATEMENTS

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. There were no interfund loans at year-end.

NOTE 14: RELATED PARTY TRANSACTIONS

There were no related party transactions during the fiscal year.

NOTE 15: RISK MANAGEMENT

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions by employees; job related illnesses or injuries to employees; officer and directors' liability; business interruption and natural disasters. To primarily cover or reduce the risk of loss that might arise should one of these incidents occur, the Council has purchased commercial insurance with varying deductible amounts as follows:

	<u>Coverage Limits</u>
Automobile Liability	\$ 1,000,000
Uninsured Motorist	\$ 50,000
Medical Payment	\$ 5,000
Workers Compensation	\$ 2,000,000
Directors and Officers	\$ 100,000
General Liability	\$ 1,000,000
Umbrella	\$10,000,000

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

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

ST. JOHN COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 2017

NOTE 16: ON-BEHALF PAYMENTS OF FRINGE BENEFITS

Because the Council is one of the several governmental agencies receiving proceeds from a property tax assessment, state law requires the Council to bear a pro-rata share of the pension expenditure relating to the public employees of St. John the Baptist Parish that participate in the Parochial Employees Retirement System. The Council's pro-rata share of the required contribution was \$17,148 which was withheld by the Parish Sheriff to satisfy the Council's obligation. The amount withheld by the Sheriff has been included as an "intergovernmental" expenditure of the General Fund in these financial statements. As described in Note 3, the Council has also increased its property tax revenue by the same amount as the intergovernmental expenditure. None of the Council's employees participate in or benefit from any pension plan relating to this expenditure.

NOTE 17: ECONOMIC DEPENDENCY

The Council receives the majority of its revenue through grants administered by the Louisiana Governor's Office of Elderly Affairs (GOEA) and the Department of Transportation and Development. The grant amounts are appropriated each year by the federal, state and local governments. If significant budget cuts are made at the federal, state and/or local level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next fiscal year.

NOTE 18: JUDGEMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

As of the end of this fiscal year, the Council's management has no knowledge of any pending litigation, lawsuits, or claims against the Council. Furthermore, the Council's management believes that any unexpected lawsuits or claims that might be filed against the Council would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

NOTE 19: SUBSEQUENT EVENTS

Management has evaluated subsequent events through December 29, 2017, the date the financial statements were available to be issued. There were no events that required disclosure.

SUPPLEMENTARY INFORMATION REQUIRED BY
GASB STATEMENT 34



TWRU
CPAs & Financial Advisors

ST. JOHN COUNCIL ON AGING, INC.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION
 BUDGET (GAAP BASIS) AND ACTUAL-GENERAL FUND
 For the Year Ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variances with Final Budget
	Original	Final		Positive (Negative)
Revenues:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 64,516	\$ 64,516	\$ 65,715	\$ 1,199
Ad Valorem Taxes	388,678	388,678	412,148	23,470
DOTD Grant	-	-	51,000	51,000
Other Support	15,000	15,000	33,599	18,599
Interest Income	25	25	149	124
Total revenues	<u>468,219</u>	<u>468,219</u>	<u>562,611</u>	<u>94,392</u>
Expenditures:				
Current:				
Salaries	7,799	7,799	7,386	(413)
Fringe	2,094	2,094	2,054	(40)
Travel	26	26	487	461
Operating services	13,628	13,628	21,805	8,177
Operating supplies	935	935	815	(120)
Other	2,121	2,121	12,956	10,835
Meals	-	-	-	-
Capital Outlay	1,000	1,000	-	(1,000)
Intergovernmental	7,870	7,870	17,148	9,278
Total expenditures	<u>35,473</u>	<u>35,473</u>	<u>62,651</u>	<u>27,178</u>
Excess (Deficiency) of revenues over expenditures	432,746	432,746	499,960	67,214
Other financing (uses) sources:				
Transfers in	-	-	-	-
Transfers out	(369,308)	(369,308)	(509,467)	(140,159)
Total Other financing sources (uses)	<u>(369,308)</u>	<u>(369,308)</u>	<u>(509,467)</u>	<u>(140,159)</u>
(Deficiency) Excess of revenues and other sources over expenditures and other uses	63,438	63,438	(9,507)	(72,945)
Fund balance, beginning, as restated	<u>348,030</u>	<u>348,030</u>	<u>348,030</u>	
Fund balance, ending	<u>\$ 411,468</u>	<u>\$ 411,468</u>	<u>\$ 338,523</u>	

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION
 BUDGET (GAAP BASIS) AND ACTUAL-TITLE III B FUND
 For the Year Ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variances with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 54,562	\$ 54,562	\$ 54,562	\$ -
Public Support	3,000	3,000	873	(2,127)
Total revenues	<u>57,562</u>	<u>57,562</u>	<u>55,435</u>	<u>(2,127)</u>
Expenditures:				
Current:				
Salaries	133,737	133,737	146,830	13,093
Fringe	32,282	32,282	31,858	(424)
Travel	413	413	2,841	2,428
Operating services	62,087	62,087	69,915	7,828
Operating supplies	46,673	46,673	49,447	2,774
Other	10,182	10,182	10,595	413
Total expenditures	<u>285,374</u>	<u>285,374</u>	<u>311,486</u>	<u>26,112</u>
(Deficiency) Excess of revenues over expenditures	(227,812)	(227,812)	(256,051)	(28,239)
Other financing sources (uses):				
Transfers in	<u>227,812</u>	<u>227,812</u>	<u>256,051</u>	<u>28,239</u>
(Deficiency) Excess of revenues and other sources over expenditures and other uses	-	-	-	-
Fund balance, beginning	<u>-</u>	<u>-</u>	<u>-</u>	
Fund balance, ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION
 BUDGET (GAAP BASIS) AND ACTUAL-TITLE III C 1 FUND
 For the Year Ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variances with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 49,068	\$ 49,068	\$ 49,068	\$ -
Public Support	7,500	7,500	6,406	(1,094)
Total revenues	<u>56,568</u>	<u>56,568</u>	<u>55,474</u>	<u>(1,094)</u>
Expenditures:				
Current:				
Salaries	10,085	10,085	10,612	527
Fringe	2,707	2,707	2,953	246
Travel	33	33	701	668
Operating services	6,630	6,630	7,709	1,079
Operating supplies	1,210	1,210	1,171	(39)
Other	649	649	1,449	800
Meals	61,425	61,425	66,992	5,567
Total expenditures	<u>82,739</u>	<u>82,739</u>	<u>91,587</u>	<u>8,848</u>
(Deficiency) Excess of revenues over expenditures	(26,171)	(26,171)	(36,113)	(9,942)
Other financing sources (uses):				
Transfers in	<u>26,171</u>	<u>26,171</u>	<u>36,113</u>	<u>9,942</u>
Excess (Deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-
Fund balance, beginning	<u>-</u>	<u>-</u>	<u>-</u>	
Fund balance, ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION
 BUDGET (GAAP BASIS) AND ACTUAL-TITLE III C 2 FUND
 For the Year Ended June 30, 2017

	Budgeted Amounts		Actual Amounts	Variances with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 36,809	\$ 36,809	\$ 36,809	\$ -
Public Support	5,200	5,200	2,131	(3,069)
Total revenues	42,009	42,009	38,940	(3,069)
Expenditures:				
Current:				
Salaries	61,407	61,407	76,566	15,159
Fringe	12,830	12,830	13,415	585
Travel	22,486	22,486	17,067	(5,419)
Operating services	19,008	19,008	21,180	2,172
Operating supplies	4,141	4,141	3,609	(532)
Other	653	653	713	60
Meals	96,075	96,075	96,403	328
Total expenditures	216,600	216,600	228,953	12,353
(Deficiency) Excess of revenues over expenditures	(174,591)	(174,591)	(190,013)	(15,422)
Other financing sources (uses):				
Transfers in	174,591	174,591	190,013	15,422
Transfers out	-	-	-	-
Total other financing sources (uses)	174,591	174,591	190,013	15,422
Excess (Deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-
Fund balance, beginning	-	-	-	
Fund balance, ending	\$ -	\$ -	\$ -	

See accompanying notes to the financial statements.

SUPPLEMENTARY FINANCIAL INFORMATION
REQUIRED BY GOEA



TWRU
CPAs & Financial Advisors

ST. JOHN COUNCIL ON AGING, INC.

SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS

For the Year Ended June 30, 2017

	Title III D	Title III E	Senior Center	NSIP	Total
Revenues:					
Intergovernmental					
Governor's Office of Elderly Affairs	\$ 3,262	\$ 15,811	\$ 46,212	\$ 37,249	\$ 102,534
Public Support:					
United Way	-	-	-	-	-
In-Kind Contributions	936	936	29,016	-	30,888
Total revenues	<u>4,198</u>	<u>16,747</u>	<u>75,228</u>	<u>37,249</u>	<u>133,422</u>
Expenditures:					
Health, Welfare & Social Services					
Current:					
Salaries	478	2,346	85,006	-	87,830
Fringe	133	653	9,411	-	10,197
Travel	32	155	807	-	994
Operating Services	347	1,705	8,876	-	10,928
Operating Supplies	53	259	1,348	-	1,660
Other	3,084	15,131	-	-	18,215
In-Kind Expenditures	936	936	29,016	-	30,888
Total expenditures	<u>5,063</u>	<u>21,185</u>	<u>134,464</u>	<u>-</u>	<u>160,712</u>
Excess (deficiency) of revenues over expenditures	<u>(865)</u>	<u>(4,438)</u>	<u>(59,236)</u>	<u>37,249</u>	<u>(27,290)</u>
Other financing sources (uses):					
Transfers in	865	4,438	59,236	-	64,539
Transfers out	-	-	-	(37,249)	(37,249)
Total other financing sources (uses)	<u>865</u>	<u>4,438</u>	<u>59,236</u>	<u>(37,249)</u>	<u>27,290</u>
Net increase in Fund Balances	-	-	-	-	-
Fund balances, beginning	-	-	-	-	-
Prior Period Adjustment	-	-	-	-	-
Fund balances, ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to the financial statements.

ST. JOHN COUNCIL ON AGING, INC.

COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS
AND CHANGES IN GENERAL FIXED ASSETS

For the Year Ended June 30, 2017

	Balance June 30, 2016	Additions	Deletions	Balance June 30, 2017
General fixed assets:				
Vehicles	\$ 240,113	\$ -	\$ -	\$ 240,113
Equipment	32,159	-	-	32,159
Leasehold improvements	18,621	-	-	18,621
Total general fixed assets	<u>\$ 290,893</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 290,893</u>
Investment in general fixed assets:				
Property acquired with funds from:				
Local	\$ 95,779	\$ -	\$ -	\$ 95,779
Senior Center	1,386	-	-	1,386
Stimulus	1,638	-	-	1,638
FTA	192,090	-	-	192,090
Total investment in general fixed assets	<u>\$ 290,893</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 290,893</u>

See accompanying notes to the financial statements.

OTHER SUPPLEMENTARY INFORMATION



TWRU
CPAs & Financial Advisors

ST. JOHN COUNCIL ON AGING, INC.

SCHEDULE OF COMPENSATION, REIMBURSEMENT, BENEFITS, AND OTHER PAYMENTS
TO AGENCY HEAD, POLITICAL SUBDIVISION HEAD, OR CHIEF EXECUTIVE OFFICER
For the Year Ended June 30, 2017

Agency Head: Cheryl Parquet, Executive Director

PURPOSE:

Salary	\$ 55,598
Benefits- medical insurance (health, eye, dental)	8,500
Travel Costs reimbursement	843
Mileage reimbursement	2,315
Miscellaneous Reimbursement	23
Recreational Supplies reimbursement	<u>73</u>
	<u>\$ 67,352</u>

See accompanying notes to the financial statements.



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

To the Board of Directors
St. John Council on Aging, Inc.
Reserve, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of St. John Council on Aging, Inc., as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise St. John Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 29, 2017.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether St. John Council on Aging, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

TWRU

CPAs & Financial Advisors
Baton Rouge, Louisiana
December 29, 2017

ST. JOHN COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
June 30, 2017

Part I Summary of Auditor's Results

FINANCIAL STATEMENTS

Auditor's Report - Financial Statements

An unmodified opinion has been issued on St. John Council on Aging, Inc.'s financial statements as of and for the year ended June 30, 2017.

Deficiencies and Material Weaknesses in Internal Control - Financial Reporting

No deficiencies or material weaknesses in internal control over financial reporting were disclosed during the audit of the financial statements.

Material Noncompliance Financial Reporting

There were no instances of noncompliance noted during the audit of the financial statements.

FEDERAL AWARDS

This section is not applicable for the fiscal year ended June 30, 2017.

Part II Findings Relating to an Audit in Accordance with *Governmental Auditing Standards*

There were no instances of noncompliance noted during the audit of the financial statements.

Part III Findings and Questioned Costs Relating to Federal Programs

At June 30, 2017, the St. John Parish Council on Aging, Inc. did not meet the requirements to have a single audit in accordance with OMB Circular A-133; therefore this section is not applicable.

ST. JOHN COUNCIL ON AGING, INC.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

June 30, 2017

No prior year audit findings.



INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

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

We have performed the procedures enumerated below, which were agreed to by St. John Council on Aging, Inc. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2016 through June 30, 2017. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
Exception: No policy was provided for budgeting
Management's Response/Corrective Action: There is no written policy on budgeting but we follow the guidelines of the Office of Elderly Affairs. We will put that into a writing and adopt it as a formal policy.
 - 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.
No Exception Noted
 - c) **Disbursements**, including processing, reviewing, and approving
Exception: No policy was provided for disbursements
Management's Response/Corrective Action: We will work with our outside accountant to establish a policy in writing and adopt it as a formal policy.
 - d) **Receipts**, including receiving, recording, and preparing deposits
No Exception Noted
 - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
No Exception Noted

- 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
Exception: No policy provided for contracting
Management's Response/Corrective Action: There is no written policy on contracting but we follow the bid law where applicable and then follow the terms of the contract as written. We will establish a policy in writing and adopt it as a formal policy.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
Exception: No policy provided for fuel cards. The other card types were addressed in the policies.
Management's Response/Corrective Action: We follow the same policy as written for credit cards. We will put that in writing and adopt it as a formal policy.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
No Exception Noted.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.
Exception: No policy provided for ethics.
Management's Response/Corrective Action: We will establish a policy in writing and adopt it as a formal policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Not Applicable.

Board (or Finance Committee, if applicable)

- 2. Obtain and review the board/committee minutes for the fiscal period, and:
 - a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
Exception: The Board met ten out of the twelve months.
Management's Response/Corrective Action: Occasionally we cancel meetings due to schedule issues or holidays. We do not feel this is a violation of policy.
 - b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).
Exception: All but one of the months referenced a report that showed budget to actual comparisons.
Management's Response/Corrective Action: The budget vs. actual report was reviewed at every board meeting. This document was simply misplaced.

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

Not Applicable.

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

No Exception Noted.

Bank Reconciliations

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

No Exception Noted.

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

- a) Bank reconciliations have been prepared;

No Exception Noted.

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

No Exception Noted.

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

Not Applicable,

Collections

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

No Exception Noted.

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

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

No Exception Noted.

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

Exception: There is no formal process to reconcile cash collections to the general ledger.

Management's Response/Corrective Action: Cash collections are recorded on a daily summary and the bank deposit slip is attached. We will add a sign off for entry into the general ledger to ensure proper entry and accountability.

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

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

Exception: Only one of the twenty deposits tested was within one day of collection. The remaining collections were deposited within a range of two to fifteen days.

Management's Response/Corrective Action: Daily cash collections are usually very small and making a daily trip to the bank is not cost effective. We keep funds to be deposited in a locked location. We will start making deposits at least once a week. We have three locations that deposit money. Place DuBourg changed management during the year. New management has been informed that deposits should be made weekly.

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

Exception: One of the deposits tested was not fully supported by collection documentation

Management's Response/Corrective Action: It is our practice to attach supporting documentation to our collection recap sheet. We also keep a separate cash receipt book. In the future we will attach a copy of all cash receipts to the related collection recap sheet.

7. Obtain existing written documentation (e.g. policy manual, written procedure) and report whether the entity has a process specifically defined (identified as such by the entity) to determine completeness of all collections, including electronic transfers, for each revenue source and agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation) by a person who is not responsible for collections.

Exception: There was no written documentation regarding a process specifically designed to determine the completeness of all collections for each revenue source.

Management's Response/Corrective Action: We will establish a written policy covering completeness of all collections.

Disbursements – General

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

No Exception Noted.

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

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

Exception: None of the disbursements had purchase orders.

Management's Response/Corrective Action: Due to the small nature of our operations we do not utilize purchase orders. We will revise our policies to reflect this.

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

Exception: None of the disbursements had purchase orders.

Management's Response/Corrective Action: Due to the small nature of our operations we do not utilize purchase orders. We will revise our policies to reflect this.

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

Exception: None of the disbursements has purchase orders or receiving reports. All purchases were supported by an approved invoice.

Management's Response/Corrective Action: All purchases are supported by an invoice. Due to the small nature of our operations we do not utilize purchase orders/receiving reports.

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

Exception: The Executive Director can process payments and add vendors to the disbursement system.

Management's Response/Corrective Action: Due to the small nature of our organization and accounting staff it is necessary for the Executive Director to have access to all areas of the system. The bank account is reconciled by an outside CPA firm and the treasurer reviews the bank reconciliation and bank statement monthly. We feel that this adds a sufficient control over this area.

11. Using entity documentation (e.g. electronic system control documentation, policy manual, written procedure), report whether the persons with signatory authority or who make the final authorization for disbursements have no responsibility for initiating or recording purchases.
Exception: The Executive Director can sign checks and initiate and record purchases.
Management's Response/Corrective Action: Due to the small nature of our organization and accounting staff it is necessary for the Executive Director to have access to all areas of the system. The bank account is reconciled by an outside CPA firm and the treasurer reviews the bank reconciliation and bank statement monthly. We feel that this adds a sufficient control over this area.
12. Inquire of management and observe whether the supply of unused checks is maintained in a locked location, with access restricted to those persons that do not have signatory authority, and report any exceptions. Alternately, if the checks are electronically printed on blank check stock, review entity documentation (electronic system control documentation) and report whether the persons with signatory authority have system access to print checks.
Exception: The unused checks are kept in a locked location but the Executive Director has a key to that location.
Management's Response/Corrective Action: Due to the small nature of our organization and accounting staff it is necessary for the Executive Director to have access to all areas of the system. The bank account is reconciled by an outside CPA firm and the treasurer reviews the bank reconciliation and bank statement monthly. We feel that this adds a sufficient control over this area.
13. If a signature stamp or signature machine is used, inquire of the signer whether his or her signature is maintained under his or her control or is used only with the knowledge and consent of the signer. Inquire of the signer whether signed checks are likewise maintained under the control of the signer or authorized user until mailed. Report any exceptions.
Not Applicable.

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

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
No Exception Noted.
15. Using the listing prepared by management, randomly select 10 cards (or at least one-third of the cards if the entity has less than 10 cards) that were used during the fiscal period, rotating cards each year. If there is a change in practitioners, the new practitioner is not bound to follow the rotation established by the previous practitioner.

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

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exception: The credit card statements are reviewed and approved by the Executive Director who is also an authorized user of the cards.

Management's Response/Corrective Action: This is due to the small nature of our organization and accounting staff.

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

Exception: One of the statements tested had a late fee and interest charge.

Management's Response/Corrective Action: This past year the bookkeeper was out on extended sick leave and occasionally bills were paid late. This is not a regular occurrence.

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

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

- An original itemized receipt (i.e., identifies precisely what was purchased)

Exception: One of the statements tested was missing the receipts for two of the transactions.

Management's Response/Corrective Action: The two missing receipts were for group entrance fees to the Angola Prison Rodeo and no receipts were given to us.

- Documentation of the business/public purpose. For meal charges, there should also be documentation of the individuals participating.

No Exceptions Noted.

- Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

Exception: Policy requires an authorization form to be filled out and approved for credit card purchases but this was found to not be implemented.

Management's Response/Corrective Action: Anyone wanting to use the credit card has to come get verbal permission from the Executive Director. There is no written authorization form used and we will change our policy to match what we are doing.

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

No Exception Noted.

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

No Exception Noted.

Travel and Expense Reimbursement

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

No Exception Noted.

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

No Exception Noted.

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

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

No Exception Noted.

b) Report whether each expense is supported by:

➤ An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]

No Exception Noted

➤ Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).

No Exception Noted.

➤ Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)

No Exception Noted.

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

No Exception Noted.

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

No Exception Noted.

Contracts

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

No Exception Noted.

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

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

No Exception Noted.

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

➤ If yes, obtain/compare supporting contract documentation to legal requirements and report whether the entity complied with all legal requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder)

➤ If no, obtain supporting contract documentation and report whether the entity solicited quotes as a best practice.

Not Applicable.

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

Not Applicable.

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

No Exception Noted.

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

Not Applicable.

Payroll and Personnel

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

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

No Exception Noted.

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

Not Applicable.

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

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

No Exception Noted.

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

No Exception Noted.

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

Exception: We were not able to confirm that the entity maintained written leave records.

Management's Response/Corrective Action: Written leave records are maintained by the bookkeeper. During the agreed upon procedures she was out on extended sick leave and we could not find the leave records.

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

Not Applicable.

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

Exception: The 9/30/16 and 11/25/16 federal withholding payments were late.

Management's Response/Corrective Action: These were isolated incidents. The bookkeeper was out on extended sick leave during the year. We normally make timely payroll tax payments.

Ethics (excluding nonprofits)

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

Exception: None of the employees tested had completed the required ethics training.

Management’s Response/Corrective Action: All of the employees tested had completed the ethics training at one time. We were not aware that the requirement was for annual training. Starting this year we will hold annual mandatory ethics training for all employees.

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

No Exception Noted.

Debt Service (excluding nonprofits)

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

Not Applicable.

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

Not Applicable.

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

Not Applicable.

Other

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

Not Applicable.

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

Exception: The entity does not have the notice posted on its premise.

Management’s Response/Corrective Action: We will post the appropriate notice at all location.

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

No Exception Noted.

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.

TWRU

CPAs & Financial Advisors
Baton Rouge, Louisiana
December 29, 2017