

**Financial Report**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

**June 30, 2017**

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## Independent Auditor's Report

The Board of Directors of the  
Tangipahoa Voluntary Council on Aging  
Amite, Louisiana

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

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

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

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

### ***Auditor's Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Tangipahoa Voluntary Council on Aging 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 on pages 4 through 18 and budgetary comparison information on pages 61 through 64 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Tangipahoa Voluntary Council on Aging's basic financial statements. The accompanying Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds and the Comparative Schedule of Capital Assets and Changes in Capital Assets are presented for purposes of additional analysis by the Governor's

Office of Elderly Affairs (GOEA) and are not a required part of the basic financial statements. In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Tangipahoa Voluntary Council on Aging to present a supplementary schedule of Compensation, Benefits, and Other Payments Made to the Tangipahoa Voluntary Council on Aging's Executive Director for the fiscal year and is also not a required part of the basic financial statements.

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2017, on our consideration of the Tangipahoa Voluntary Council on Aging'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 the Tangipahoa Voluntary Council on Aging's internal control over financial reporting and compliance.

*James Lambert Riggs  
& Associates*

James, Lambert, Riggs and Associates, Inc.  
Hammond, Louisiana

December 18, 2017

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**The Tangipahoa Voluntary Council on Aging**  
**June 30, 2017**

The following discussion and analysis of The Tangipahoa Voluntary Council on Aging's (the Council) financial performance provides management's overview and analysis of the Council's financial performance and activities for the year ended June 30, 2017. This document focuses on the current year's activities, resulting changes, and currently known facts. This document should be read in conjunction with basic financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The Council showed an increase in overall net position of \$41,470 or about 15%.
- Net investment in capital assets increased by \$26,834 or about 48%.
- Administrative expenses increased this year by \$32,041 or about 13%.
- The unassigned fund balance for the Council's General Fund was \$196,329 at year-end, which is a \$12,598 decrease from prior year.
- Fund revenues increased by \$9,720 which is about 1%.
- Fund expenditures increased by \$56,338 or about 5%.
- No deficit fund balances existed at year-end.
- The Council had no long-term debt at year-end.

**How to Use This Annual Report**

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

- (1) Management's discussion and analysis (this section)
- (2) The basic financial statements (government-wide, fund and footnotes)
- (3) Supplementary financial information required by GASB 34
- (4) Supplementary financial information for GOEA analysis
- (5) Supplementary financial information required by Louisiana law, and
- (6) Auditor reports.

Government-wide financial statements are comprised of the Statement of Net Position (Exhibit A) and the Statement of Activities (Exhibit B). These financial statements provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, the fund financial statements, which consist of the Fund Balance Sheet (Exhibit C) and the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D), tell how services were financed in the short-term, as well as what remains for future spending for governmental funds. Fund financial statements also report the Council's operations in more detail

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

than the government-wide financial statements by providing information about the Council's most significant funds.

The Council's auditor has provided assurance in his independent auditor's report, located immediately before this Management's Discussion and Analysis (MD & A), that the Basic Financial Statements are fairly stated. The auditor also mentions in his report that he has performed limited procedures about Management's Discussion and Analysis and certain budgetary comparison schedules required by accounting principles generally accepted in the United States of America (specifically, GASB Statement 34) in this reporting package but did not audit it and therefore expresses no opinion on it. Finally, the auditor states in his report that he has applied certain audit procedures to the supplementary financial information presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA) and a supplementary schedule of compensation, benefits, and other payments made to the Council's executive director as required by Louisiana law, and that this information is fairly stated in all material respects in relation to the financial statements as a whole.

On page 73 of this reporting package is a second auditor's report. This report is on the Council's compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*. In this report the auditor did not identify any deficiencies in internal control over financial reporting that he considered to be material weaknesses. In addition, the auditor stated that his tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### BASIC FINANCIAL STATEMENTS

The basic financial statements consist of the government-wide financial statements and fund financial statements, which present different views of the Council, along with notes to the financial statements.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

### Government-Wide Financial Statements

The government-wide financial statements are prepared using the accrual basis of accounting and are designed to provide readers with a broad overview of the Council's finances in a manner similar to a private sector business. When using these financial statements the user should consider whether the Council's finances, as a whole, have improved or deteriorated since last year. The government-wide financial statements (Exhibits A and B) report the Council's net position and changes in them. However, to assess the overall financial position of the Council, the user must also consider non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Net Position (Exhibit A) presents all assets and liabilities and the Council's financial position at year end, whereas the Statement of Activities (Exhibit B) presents information showing how the Council's net position changed during this fiscal year as a result of the Council's activities.

In this statement all changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future fiscal periods.

All of the Council's significant activities are reported in the Statement of Activities, including a Health, Welfare, and Social Services function and an Administration function. The Health, Welfare, and Social Services function is comprised of five primary programs that include supportive social services, nutritional services, family caregiver support, senior citizen activities, and nonelderly public transportation. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail.

All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the service are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity might be classified as a business-type activity. The Council does not have any business-type activities.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

### 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 are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Accordingly, the governmental funds use the modified accrual basis of accounting. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. The governmental fund balance sheet presents a reconciliation between net position of governmental activities and fund balances of the governmental funds. A reconciliation between the change in fund balances for the governmental funds and the change in net position for the governmental activities is presented in Exhibit E.

The Council uses two types of governmental funds: (1) general fund and (2) special revenue funds.

The general fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Council's general fund receives general revenue primarily from the Tangipahoa Parish Government (TPG), the cities of Hammond and Ponchatoula, certain GOEA grants, program service fees for transportation, and a variety of public donations. General funds are often transferred to special revenue funds to help pay for expenditures that could not be covered by their primary revenues.

All other funds are special revenue funds that are used to account for the proceeds of specific revenue sources which are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues. All special revenue funds have no fund balance at year-end because all revenue received is expended in the same year.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The Council has presented the General Fund, Title III B Fund, Title III C-1 Fund, and Title III C-2 Fund as *major* governmental funds. All *nonmajor* governmental funds are presented in one column on the fund financial statements, titled *Nonmajor Funds*. A combining Schedule of Revenues, Expenditures, and Changes in Fund Balance of the non-major governmental funds can be found on page 69. Major funds are those whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but which management subjectively believes is important to the Council's financial statement users.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found beginning on page 26 of this report. They should be read before making assumptions or conclusions about the Council's financial condition.

### SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

In addition to the basic financial statements, this report also presents certain required supplementary information (RSI) 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 (see pages 61 to 64). The schedules compare the original and final (if the original budget is amended) budgets to actual results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

Management's Discussion and Analysis (MD&A) is also required supplementary information by GASB Statement 34. However, GASB Statement 34 requires the MD&A be presented as the first item in this reporting package (after the independent auditor's opinion) and not with the other RSI, which is included later in this reporting package.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present a combining schedule that provide details about non-major governmental funds and a schedule containing 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. (See pages 69 and 70)

**SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

Act 706 of the 2014 Louisiana Legislative session amended Louisiana Revised Statute 24:513 A (3) to require a supplementary Schedule of Compensation, Reimbursements, Benefits and Other Payments to the Council's Executive Director. This information is designed to permit the public to see what the agency's head has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

**AN ANALYSIS OF THE COUNCIL AS A WHOLE USING GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Condensed Statement of Net Position**

	<u>2017</u>	<u>2016</u>	<u>Increase (Decrease)</u>
Current and Other Assets:			
Current Assets	\$ 210,552	\$ 225,526	\$ (14,974)
Other Assets	20,399	-	20,399
Capital Assets, net of depreciation	<u>83,317</u>	<u>56,483</u>	<u>26,834</u>
Total Assets	<u>314,268</u>	<u>282,009</u>	<u>32,259</u>
Current Liabilities	<u>943</u>	<u>10,154</u>	<u>(9,211)</u>
Total Liabilities	<u>943</u>	<u>10,154</u>	<u>(9,211)</u>
Net Position:			
Net Investment in Capital Assets	83,317	56,483	26,834
Restricted	7,310	5,139	2,171
Unrestricted	<u>222,698</u>	<u>210,233</u>	<u>12,465</u>
<b>Total Net Position</b>	<b><u>\$ 313,325</u></b>	<b><u>\$ 271,855</u></b>	<b><u>\$ 41,470</u></b>

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

As noted earlier, net position may serve over time as a useful indicator of the Council's financial position. The Council's net position at June 30, 2017 was \$313,325, whereas net position as of June 30, 2016 was \$271,855. The net position amount as of June 30, 2017, represents a 15% increase in net position from 2016.

About 71% of the Council's net position is unrestricted at the end of 2017 compared to 77% in 2016. Unrestricted assets are important because they provide management the necessary resources to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grants and contracts by governmental agencies.

The Council's restricted net position represents about 2% of the Council's total net position as of the end of this year, which is the same as it was last year. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net investment in the capital assets portion of net position is presented net of any related outstanding debt to acquire them. There is, however, no debt to be subtracted from the capital assets. The Council's policy is to acquire capital assets by paying cash and avoiding debt. This policy helps assure that management will stay within its financial means so that future revenues will be spent for client services instead of debt service. Net investment in capital assets represents about 27% of total net position at the end of 2017 compared to 21% at the end of 2016.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

The table presented below illustrates a condensed presentation of the revenues and expenses that caused the increase in net position for FY 2017 and FY 2016, respectively.

	<u>2017</u>	<u>% of Total</u>	<u>2016</u>	<u>% of Total</u>
<b><u>Revenues</u></b>				
Program Revenues:				
Charges for Services	\$ 14,747	1.30%	\$ 18,273	1.68%
Operating Grants & Contributions	680,349	60.20%	685,064	62.99%
Capital Grants & Contributions	0	0.00%	0	0.00%
General Revenues:				
Unrestricted Grants & Contributions	400,497	35.44%	383,143	35.23%
Gain from Insurance - vehicle damaged by the flood	27,691	2.45%	-	0.00%
Gain on Sale of Vehicles	4,000	0.35%	-	0.00%
Miscellaneous Income	2,453	0.22%	867	0.08%
Interest Income	369	0.03%	260	0.02%
<b>Total Revenues</b>	<b><u>1,130,106</u></b>	<b><u>100.00%</u></b>	<b><u>1,087,607</u></b>	<b><u>100.00%</u></b>
<b><u>Direct Program Expenses for the Health, Welfare and Social Services Function:</u></b>				
Supportive Services:				
Transportation for the Elderly	368,443	33.84%	345,870	32.65%
Other Supportive Services	98,606	9.06%	111,389	10.51%
Nutrition Services:				
Congregate Meals	82,824	7.61%	100,285	9.47%
Home-delivered Meals	120,606	11.08%	113,614	10.72%
Transportation for the Non-elderly	116,562	10.71%	122,395	11.55%
Other Social Service Programs and Activities	20,906	1.92%	17,144	1.62%
Direct Administrative Expenses	280,689	25.78%	248,648	23.47%
<b>Total Expenses</b>	<b><u>1,088,636</u></b>	<b><u>100.00%</u></b>	<b><u>1,059,345</u></b>	<b><u>100.00%</u></b>
<b>Increase (Decrease) in Net Position</b>	<b><u>41,470</u></b>		<b><u>28,262</u></b>	
Net Position, Beginning of the Year	271,855		243,593	
<b>Net Position, End of the Year</b>	<b><u>\$ 313,325</u></b>		<b><u>\$ 271,855</u></b>	

**AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

As illustrated by the table above, the Council gets most of its revenues from operating grants & contributions that are specifically related to a program and must be used in the programs to which they relate. Unrestricted grants and contributions make up the second largest percentage of revenues and this revenue is available to management to use at its discretion. Charges for services arise from fees the Council has charged for providing a particular service and this revenue is used to pay for the expenses of the programs for which the fees were charged.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

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

When reviewing the government-wide Statement of Activities (Exhibit B), there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest program activities are supportive services, particularly elderly transportation, nutrition services, and non-elderly transportation. Accordingly, management allocates funds to these programs because those are the areas of greatest demand.

Another area of interest on the Statement of Activities relates to the *Total Governmental Activities* column wherein the Council shows that most of the governmental activities have more expenses than revenues. In other words, the Council's programs are generally not self-supporting. However, on occasion, a program might *break even* or even make a slight *profit*. The Council's ability to support all governmental activities relies heavily on general revenues. As a result, management prepares the annual budget based on this expectation, which means that general revenues will be used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would be unable to provide services at current levels. Furthermore, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council's current services, as well as reallocating them to meet changing demands.

An indication of how money is used efficiently or inefficiently can be gained by comparing the amount of administration costs from year to year, as well as calculating the percentage administration expenses bears in relation to total expenses. This year total administration expenses were \$280,689 or about 26% of total expenses whereas last year total administration expenses were \$248,648 or about 23% of total expenses. Administration expenses include indirect-type costs, which are costs not specifically identified with a particular program but those that benefit all programs.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

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

**Fund Balances**

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances for all fund types of \$203,639, a decrease of \$11,733 when compared to last year. The Council's total General Fund balance decreased by \$11,733 during the current fiscal year. The unassigned fund balance component of the General Fund was \$196,329 and is available for spending at management's discretion. The remainder of the General Fund balance consists of \$7,310 of restricted resources. None of the special revenue funds had a fund balance at year-end.

**Revenues**

The combined fund revenues increased by \$9,720 this year, as shown in the table below.

	% of 2017		% of 2016		Increase/(Decrease)	
	2017	Total	2016	Total	Amount	Percent
Intergovernmental	\$ 939,414	85.37%	\$ 945,070	86.65%	\$ (5,656)	-0.60%
Public Support	142,975	12.99%	125,583	11.51%	17,392	13.85%
Program Service Fees	14,747	1.34%	18,301	1.68%	(3,554)	-19.42%
Interest Income	369	0.03%	260	0.02%	109	41.92%
Miscellaneous	2,936	0.27%	1,507	0.14%	1,429	94.82%
<b>Total Revenues</b>	<b>\$ 1,100,441</b>	<b>100%</b>	<b>\$ 1,090,721</b>	<b>100%</b>	<b>\$ 9,720</b>	<b>0.89%</b>

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

Most of the Council's activities were funded by federal, state, and local grants, which comprise the Council's intergovernmental revenues. Most of these grants are restricted, which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may vary based upon the level of service provided by the Council under the terms of the particular grant award. There were multiple reasons for the \$5,656 decrease in intergovernmental revenues this year. The primary reasons are because the Council received (1) \$4,740 less in grant revenue from the City of Amite for home-delivered meals, (2) \$14,674 less from Tangipahoa Parish Government (primarily DOTD pass-through grant funds), (3) \$11,314 more in Emergency Food and Shelter Program pass-through funds from United Way of America for home-delivered meals, and (4) \$2,227 in grant funds from Capital Area Agency on Aging(CAAA).

The Council also received donations from its clients and the general public. These revenues helped to lessen the financial burden on the Council and allowed it to maintain its usual services. The overall public support increased by \$17,392 during FY 2017 primarily due to (1) a \$25,000 contribution from the United Way of Southeast Louisiana and (2) a \$4,437 decrease in fundraising revenues because the Bowl-A-Thon was not held this year. Public support type revenues are voluntary in nature so the amount the Council receives is not guaranteed from year to year and fluctuations are expected to occur.

Program service fees are generated by the nonelderly transportation program. Program service fees decreased by \$3,554 in FY 2017. This reduction is directly related to a decrease in demand for this service from the general public.

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

**Expenditures**

Total expenditures increased by \$56,338 this year, as shown in the table below.

	% of 2017		% of 2016		Increase/(Decrease)	
	2017	Total	2016	Total	Amount	Percent
Personnel	\$ 583,579	51.02%	\$ 594,788	54.69%	\$ (11,209)	-1.88%
Fringe	103,895	9.08%	102,700	9.44%	1,195	1.16%
Travel	15,576	1.36%	15,045	1.38%	531	3.53%
Operating Services	147,158	12.86%	142,884	13.14%	4,274	2.99%
Operating Supplies	87,169	7.62%	82,681	7.60%	4,488	5.43%
Other Costs	49,784	4.35%	45,736	4.21%	4,048	8.85%
Meals	66,341	5.80%	55,004	5.06%	11,337	20.61%
Full Service Contracts	3,753	0.33%	6,188	0.57%	(2,435)	-39.35%
Utility Assistance	1,759	0.15%	1,988	0.18%	(229)	-11.52%
Capital Outlay	54,999	4.81%	40,513	3.73%	14,486	35.76%
Intergovernmental	29,852	2.61%	0	0.00%	29,852	NA
<b>Total</b>	<b>\$ 1,143,865</b>	<b>100%</b>	<b>\$ 1,087,527</b>	<b>100%</b>	<b>\$ 56,338</b>	<b>5.18%</b>

**Personnel expenditures** were almost the same as last year with this year experiencing only a slight decrease. Each year changes in personnel costs will arise primarily because there are fluctuations in hours worked and employee attrition. The Council typically employs about 40 people at any given time throughout the year. No raises were given during the year.

**Fringe expenditures** increased this year because health insurance premiums increased for those that had health insurance coverage. Specifically, health insurance increased by \$3,585 while FICA, LUTA and Worker's compensation decreased cumulatively by \$2,390.

**Travel expenditures** increased by \$530 compared to last year primarily due to an increase in services provided which caused employees to have to use their personal vehicles more.

**Operating services expenditures** increased this year by \$4,274 mainly because of an increase in vehicle insurance premiums (\$8,725), which was offset by a decrease in telephone costs (\$1,947) and vehicle maintenance costs (\$2,115).

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

**Operating supplies expenditures** increased this year mainly because of an increase in small dollar equipment purchases (\$2,362) such as computers and printers and office supplies (\$1,807).

**Other costs** increased this year due to multiple reasons. The most notable changes in this category of expenditures involved a decrease of \$1,294 in expenditures related to the Bowl-A-Thon fundraiser, which was not held, and increases in conference and training expenditures of \$3,986 and professional fees of \$1,519.

**Meal expenditures** increased by \$11,337 this year because Capital Area Agency was not able to subsidize as much of the meal costs as it did last year Council, which means the Council just had to pay more for the meals it served. This year the Council served about 327 more total meals (90 congregate and 237 home-delivered) than it did last year.

**Full service contract expenditures** represent the services provided by an art instructor for the seniors and varies from year to year based on her level of service. This year she spent less time working with the senior citizens, which accounts for the decrease in full service type expenditures.

**Utility assistance expenditures** decreased because the Council had less funds available this year to provide this type of assistance than it did last year, plus demand was lower.

**Capital outlay expenditures** increased this year because the Council purchased a new van for transportation services (\$54,999) to replace the one that was destroyed in a flood. Last year the Council spent \$40,513 to acquire one new van to deliver home-delivered meals and replace an air conditioner unit for the Hammond senior center.

**Intergovernmental expenditures** increased this year because the Council had to pay the matching costs for the Parish to acquire three new vehicles that the Council would be using in its operations. Because the Parish gets title to each of these vehicles, the Council reports its payment of the matching funds as an intergovernmental expenditure. Last year the Council did not have intergovernmental expenditures or similar transactions as it did this year.

### AN ANALYSIS OF THE GENERAL FUND BUDGET

During this fiscal year management amended its original budget one time. A schedule of the original budget, the amended (final) budget and the comparative actual revenues and expenditures for the General Fund can be found in the *Supplementary Financial Information Required by GASB Statement 34* section of this report.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

When comparing the original budget to the amended budget, the original budget's revenues were forecasted to equal the expenditures and transfers out. However, the amended budget forecasted revenues would exceed expenditures and transfers out by \$64,376. On the amended budget the Council factored in \$2,526 of proceeds from the sale of vehicles and \$27,416 of insurance proceeds relating to a vehicle destroyed by the flood in August 2016. The Council also added \$30,510 to the revenue amount originally budgeted for its section 5311 and 5307 grants. Public support revenue was also increased by \$28,901. All of the expenditure categories were modified when the amendment was done. Personnel costs were increased by \$33,266 and fringe costs were also increased by \$6,879. These were the most noteworthy expenditure adjustments.

When comparing the overall amended budget versus actual results, the Council had a net unfavorable variance of \$76,109. The primary reasons behind this net overall unfavorable variance can be summed up as follows:

- Actual public support revenues were \$27,794 more than expected.
- The amount of Section 5311 and 5307 funds forecasted for the nonelderly transportation program were overstated for the General Fund and understated for the Title III B Fund. The miscalculation caused an appearance of an \$52,416 unfavorable variance to arise in the General Fund revenues.
- The Council received \$5,012 more from program service fees than anticipated.
- Personnel expenditures were \$23,371 less than budgeted, but a similar amount appears as an unfavorable variance in the Title III B Fund as a result of miscalculating the allocation of transportation wages between the two programs.
- Travel expenditures were \$3,015 more than anticipated.
- Operating supplies were \$9,380 more than budgeted.
- Other costs were \$6,656 less than budgeted.
- Capital outlay expenditures were \$54,999 more than budgeted. This category was just overlooked in the budget process.
- Intergovernmental expenditures were \$29,852 more than budgeted as these were also overlooked during the budget process.
- Transfers out to other funds were \$6,084 less than anticipated.

The remaining favorable and unfavorable variances within the General Fund were spread across several categories and were within the expectations of management; accordingly, they require no further explanation.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION**

Net capital assets increased by \$26,834 as shown below.

	<b><u>Capital Assets, Net of Depreciation</u></b>		
	<b><u>2017</u></b>	<b><u>2016</u></b>	<b><u>Increase/ (Decrease)</u></b>
Vehicles	\$ 62,403	\$ 32,938	\$ 29,465
Office furniture and equipment	608	1,227	(619)
Leasehold improvements	20,306	22,318	(2,012)
	<b><u>\$ 83,317</u></b>	<b><u>\$ 56,483</u></b>	<b><u>\$ 26,834</u></b>

The overall net increase in capital assets resulted from the Council expending \$54,999 for one new transportation vehicle, which was offset by an increase in the annual depreciation on the capital assets of \$28,165.

At year-end, the Council's transportation fleet consisted of sixteen vehicles, six of which are owned by the Council and ten are owned by the Tangipahoa Parish Government (TPG). Eight of the vehicles are more than five years old. The Council also owns one administrative vehicle that is used by the Council's Executive Director to attend to Council business and one vehicle to deliver home-delivered meals.

The Council does not have any long-term debt and does not like to incur any as a matter of financial stewardship.

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

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been awarded for FY 2017 and management is unaware of any significant adverse changes to the funding levels or terms of these grants and contracts, except for the change in how DOTD will compute and reimburse administration expenses under the 5307 and 5311 transportation grants. Management is not sure how this will impact the Council's revenues in FY 2018 but it expects them to decrease.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

Management has initially budgeted \$1,084,591 in revenues and \$1,151,855 in expenditures for the Council's programs in FY 2018. The Council has sufficient unassigned fund balance to be able to cover the budgeted deficit of \$67,264. The budget for next year has been approved.

**CONTACTING THE COUNCIL'S MANAGEMENT**

Our financial report is designed to provide governmental agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Debi Fleming, Executive Director, at 106 North Bay St., Amite, LA 70422 or by phone (985) 748-7486.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Statement of Net Position**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**

June 30, 2017

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current Assets:	
Cash and Investments	\$ 46,298
Receivables:	
Tangipahoa Parish Government (section 5311 grant funds)	139,989
Capital Area Agency on Aging (CAAA)	15,982
Beacon Hospital Management	1,920
Stonetrust Insurance	393
Prepaid vehicle lease	5,970
Total current assets	<u>210,552</u>
Other Asset - prepaid expense for long-term vehicle use	20,399
Capital assets, net of accumulated depreciation	<u>83,317</u>
Total Assets	<u>314,268</u>
<b>LIABILITIES</b>	
Current Liabilities:	
Accrued payroll taxes	<u>943</u>
Total current liabilities	<u>943</u>
<b>NET POSITION</b>	
Net investment in capital assets	83,317
Restricted for:	
Utility assistance	165
Senior citizen activities	7,145
Unrestricted	<u>222,698</u>
Total Net Position	<u>\$ 313,325</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

## Statement of Activities

The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017

Functions/Programs	Program Revenues					Net (Expense) Revenue and Increase (Decrease) in Net Position
	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>						
<b>Health, Welfare &amp; Social Services:</b>						
Supportive Services:						
Transportation of the elderly	\$ 368,443	\$ 142,133	\$ 0	\$ 324,399	\$ 0	\$ (186,177)
Homemaker	54,158	22,130	0	17,757	0	(58,531)
Information and Assistance	28,553	11,667	0	6,805	0	(33,415)
Outreach	987	404	0	468	0	(923)
Telephoning	7,931	3,240	0	8,448	0	(2,723)
Utility Assistance	2,114	145	0	1,222	0	(1,037)
Medic Alert Devices	4,863	628	0	3,635	0	(1,856)
Nutrition Services:						
Congregate Meals	82,824	32,662	0	74,237	0	(41,249)
Home Delivered Meals	120,606	21,061	0	96,621	0	(45,046)
Transportation Services - non elderly	116,562	46,522	14,747	129,446	0	(18,891)
Family Caregiver Support	241	98	0	975	0	636
Other Senior Citizen Activities	20,665	0	0	16,336	0	(4,329)
<b>Administration</b>	<b>280,689</b>	<b>(280,689)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total governmental activities	\$ 1,088,636	\$ 0	\$ 14,747	\$ 680,349	\$ 0	\$ (393,540)
General Revenues:						
Grants and contributions not restricted to specific programs					400,497	
Gain from insurance due to vehicle damaged by the flood					27,691	
Gain on sale of vehicles					4,000	
Miscellaneous income					2,453	
Interest income					369	
Total general revenues						435,010
Increase (Decrease) in net position						41,470
Net position - beginning of the year						271,855
Net position - end of the year						\$ 313,325

The accompanying notes to the basic financial statements are an integral part of this statement.

## FUND FINANCIAL STATEMENTS

**Fund Balance Sheet  
Governmental Funds**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

June 30, 2017

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and Investments	\$ 46,298	\$ 0	\$ 0	\$ 0	\$ 0	\$ 46,298
Receivables:						
Tangipahoa Parish Government	34,451	105,538	0	0	0	139,989
Capital Area Agency on Aging	0	9,139	2,676	4,167	0	15,982
Beacon Hospital Management	1,920	0	0	0	0	1,920
Stonetrust Insurance	393	0	0	0	0	393
Due from other governmental funds	120,733	0	0	0	0	120,733
Total Assets	\$ 203,795	\$ 114,677	\$ 2,676	\$ 4,167	\$ 0	\$ 325,315
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities</b>						
Accrued payroll taxes	156	606	110	71	0	943
Due to other governmental funds	0	114,071	2,566	4,096	0	120,733
Total Liabilities	156	114,677	2,676	4,167	0	121,676
<b>Fund Balances</b>						
Restricted for:						
Senior citizen activities	7,145	0	0	0	0	7,145
Utility assistance	165	0	0	0	0	165
Unassigned	196,329	0	0	0	0	196,329
Total Fund Balances	203,639	0	0	0	0	203,639
Total Liabilities and Fund Balances	\$ 203,795	\$ 114,677	\$ 2,676	\$ 4,167	\$ 0	
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>						
- Prepaid expenses relating to vehicle usage are not financial resources and therefore are not reported as assets in the governmental funds						26,369
- Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds as assets in the governmental funds						83,317
<b>Net Position of Governmental Activities</b>						\$ 313,325

The accompanying notes to the basic financial statements are an integral part of this statement.

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

The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana

For the year ended June 30, 2017

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Nonmajor Funds	Total Governmental Funds
<b>REVENUES</b>						
Intergovernmental:						
Capital Area Agency on Aging (CAAA)	\$ 0	\$ 122,326	\$ 54,538	\$ 57,419	\$ 975	\$ 235,258
City of Amite	0	0	0	7,708	0	7,708
City of Hammond	45,000	0	0	0	0	45,000
City of Ponchatoula	28,693	0	0	0	0	28,693
Governor's Office of Elderly Affairs (GOEA)	179,808	0	0	0	0	179,808
Tangipahoa Parish Government (TPG)	184,016	230,131	0	0	0	414,147
Town of Kentwood	0	2,400	0	0	0	2,400
United Way	0	0	0	26,400	0	26,400
Public Support (Restricted):						
Client contributions	0	6,656	19,307	5,049	0	31,012
Other donors	17,511	0	0	0	0	17,511
Public Support (Unrestricted):						
United Way	53,824	0	0	0	0	53,824
Ray Smith Memorial Fund	20,000	0	0	0	0	20,000
Fundraisers	20,030	0	0	0	0	20,030
Other donors	598	0	0	0	0	598
Program Service Fees for Transportation Services	14,747	0	0	0	0	14,747
Interest income	369	0	0	0	0	369
Miscellaneous	2,499	0	392	45	0	2,936
Total revenues	<u>567,095</u>	<u>361,513</u>	<u>74,237</u>	<u>96,621</u>	<u>975</u>	<u>1,100,441</u>
<b>EXPENDITURES</b>						
<b>Health, Welfare, &amp; Social Services:</b>						
Current:						
Personnel	81,642	364,646	87,915	49,130	246	583,579
Fringe	20,420	61,284	13,707	8,442	42	103,895
Travel	4,292	10,173	165	920	26	15,576
Operating Services	30,171	105,237	3,754	7,985	11	147,158
Operating Supplies	22,729	56,746	3,603	4,086	5	87,169
Other Costs	19,582	25,255	3,115	1,824	8	49,784
Meals	0	0	2,921	63,420	0	66,341
Full Service Contracts	3,753	0	0	0	0	3,753
Utility Assistance	1,759	0	0	0	0	1,759
Capital Outlay	54,999	0	0	0	0	54,999
Intergovernmental	29,852	0	0	0	0	29,852
Total expenditures	<u>269,199</u>	<u>623,341</u>	<u>115,180</u>	<u>135,807</u>	<u>338</u>	<u>1,143,865</u>
Excess of revenues over (under) expenditures	<u>297,896</u>	<u>(261,828)</u>	<u>(40,943)</u>	<u>(39,186)</u>	<u>637</u>	<u>(43,424)</u>
<b>OTHER FINANCING SOURCES (USES)</b>						
Proceeds from Sale of Vehicles	4,000	0	0	0	0	4,000
Proceeds from Insurance- Vehicle was flooded	27,691	0	0	0	0	27,691
Operating transfers in	637	261,828	40,943	39,186	0	342,594
Operating transfers out	<u>(341,957)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(637)</u>	<u>(342,594)</u>
Total other financing sources and uses	<u>(309,629)</u>	<u>261,828</u>	<u>40,943</u>	<u>39,186</u>	<u>(637)</u>	<u>31,691</u>
Net increase (decrease) in fund balances	(11,733)	0	0	0	0	(11,733)
<b>FUND BALANCE (DEFICIT)</b>						
Beginning of year	<u>215,372</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>215,372</u>
End of year	<u>\$ 203,639</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 203,639</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

Net Increase (Decrease) in Fund Balances - Total Governmental Funds	\$	(11,733)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$54,999) exceeded depreciation (\$28,165) this year.

26,834

Governmental funds report the amounts the Council expends as local *matching* funds on capital assistance grants, which results in another government obtaining title to the capital assets acquired under the grants, as intergovernmental expenditures. However, because the Council gets to use the capital assets in lieu of having paid the required local match, the Council records the amounts it paid in the Statement of Net Position as a prepaid expense, which will be amortized over the estimated useful lives of the capital assets. This reconciling amount represents the amount by which intergovernmental expenditures (\$29,852) exceeded amortization expense (\$3,483) this year.

26,369

Increase (Decrease) of Net Position of Governmental Activities	\$	<u>41,470</u>
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The accompanying notes to the basic financial statements are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS****The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
June 30, 2017****Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies**

The accounting and reporting policies of The Tangipahoa Voluntary Council on Aging (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:

**a. Purpose of the Council on Aging**

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

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)**

**a. Purpose of the Council on Aging - (Continued)**

The primary services provided by the Council to the elderly residents of Tangipahoa Parish include transportation, homemaker, information and assistance, outreach, telephoning, utility assistance, medic alert units, congregate and home-delivered meals, and family caregiver support. The Council also provides transportation services to the general public (no age restrictions).

**b. Reporting Entity**

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

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 Tangipahoa Voluntary Council on Aging (the Council) is a legally separate, non-profit, quasi-public corporation. The Council incorporated under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes on September 22, 1980 and subsequently received its charter from the Governor of the State of Louisiana on October 3, 1980.

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

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

b. Reporting Entity - (Continued)

- Ten members are recommended by the Tangipahoa Parish Government to represent the elderly population in their respective districts.
- Two members are recommended by agencies that serve the elderly.
- Three at-large members are recommended by the general public.

Those persons that have been recommended are presented at the Council's annual meeting and elected by the general membership.

Although the Tangipahoa Parish Government (TPG) recommends a voting majority of the Council's board, the TPG does not intend to impose its will to affect the operations of the Council. Furthermore, the TPG only provides the Council about 9.5% of its total annual revenues (not including any pass-through DOTD funds from FTA) and does not assume any specific financial burdens of the Council. As a result, the Council is not a component unit of the Tangipahoa Parish Government.

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

Based on the criteria set forth in section 2100, *The Financial Reporting Entity*, of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. Accordingly, the Council has presented its financial statements as a special-purpose, stand-alone government by applying the provisions of section 2100 as if it were a primary government.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

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

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

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

**Government-Wide Financial Statements:**

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

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

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

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. 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 2 CFR Part 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (aka the "Supercircular"). The Statement of Activities shows this allocation in a separate column labeled *indirect expenses*.

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people 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 this statement. If a function or program has a net cost, then it was supported in some manner by the Council's general revenues. 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 special items this year.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

**Fund Financial Statements:**

The fund financial statements (Exhibits C and D) present financial information very similar to that which was included in the general-purpose financial statements issued by governmental entities before Governmental Accounting Standards Board (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.

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

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:

**General Fund**

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

**Local Programs and Funding**

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

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. Basis of Presentation of the Basic Financial Statements - (Continued)

PCOA Funding

Parish Council on Aging (PCOA) funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via GOEA. The Council's management may use these funds at its discretion to fund any of its programs provided the program is benefiting people who are at least 60 years old. In FY 2017, the Council received \$50,728 of PCOA funds, which were initially recorded as revenues of the General Fund. Subsequently, management transferred all \$50,728 of the PCOA funds to the Title III B Supportive Services Fund to subsidize that fund's program expenditures.

Senior Center and Supplemental Senior Center Funding

Senior Center and Supplemental Senior Center grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for congregate type services of any program involving elderly persons who are at least 60 years old. Accordingly, these funds are initially received by the Council's General Fund.

Senior centers are located throughout the parish and are designed to allow the elderly person a place to go to obtain health, welfare and social services. The Council maintains five senior centers in Tangipahoa Parish. During the year, management transferred all \$114,567 of its Senior Center, all \$3,100 of its Supplemental Senior Center and all \$7,812.50 of its Supplemental Senior Center #2 grant funds to the Title III B Fund to subsidize that fund's cost of providing congregate related social services to elderly persons who used the senior centers.

Medicare Improvement for Patients and Providers Act (MIPPA) Program

The MIPPA program funds are accounted for within the Council's General Fund. The purpose of this program is to provide education and enrollment assistance with regards to the Medicare Improvements for Patients and Provider's Act of 2008 to persons eligible to receive Medicare benefits. To receive the full amount of the grant

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)**

**c. Basis of Presentation of the Basic Financial Statements - (Continued)**

(\$3,600) the Council had to provide 12 units of service which consisted of hosting outreach, enrollment, and education events in accordance with the specifications, procedures, and requirements outlined in the MIPPA Grant Taxonomy.

**Transportation Program Services - Nonelderly**

The Council provides various transportation services to the residents of Tangipahoa Parish who are not 60 years old for a fee. These program service fees and their related costs are accounted for within the *Nonelderly Transportation* program of the General Fund. In contrast, transportation services provided to residents who are at least 60 years old are accounted for in the *Elderly Transportation* program of the Title III B Fund.

During the fiscal year, the most significant services provided under this program consisted of the following:

- The Council transports people under age 60 who pay cash fares for the service. Passengers are charged a \$9 fee per one-way trip regardless of the length of the trip. These revenues and the related expenditures are accounted for in this program, which is referred to as *General Public Transportation*. In FY 2017 this transportation service generated \$3,944 of program service fees.
- The Council has agreements with various entities in Tangipahoa Parish to transport people for a negotiated fee per trip. Some of the most notable entities that use this service are the Tangipahoa Parish Tourist Commission, Northshore Community Foundation, Southern Vintage Market, and Beacon Hospital Management. The Council earned \$7,163 in program service fees from these companies.
- The Council also provides city bus type services to the general public in Hammond and Ponchatoula. The Council generated \$3,640 in fees from its bus services.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

Fundraisers

The Council held fundraisers during the year for the purpose of raising additional unrestricted operating funds and to promote community awareness about the needs of the elderly population within Tangipahoa Parish. The main fundraiser is one that the Council holds each year and is referred to as *Walk for Seniors*. It was held in conjunction with the Council's annual picnic in May 2017. Program participants and Council employees volunteer their time to solicit pledges from businesses and individuals of Tangipahoa Parish. To *earn* the pledge, the participants walk distances within a designated area at the picnic. Other fundraisers included a *Blues and Bar BQ* and *Vehicle Sponsorships*. The combined gross revenue from these fundraisers was \$20,030, whereas the combined direct cost of the fundraisers was \$2,025. Accordingly, the Council netted \$18,005 from its fundraising efforts.

Other Senior Citizen Activities

The Council operates senior centers in Hammond, Amite, Kentwood, Independence, and Ponchatoula. The participants at each of these centers solicit public support and raise funds through activities to help offset the cost of activities not paid for through the primary grant to operate senior centers from GOEA. Examples of the types of activities used to raise these funds include craft sales, ceramic sales, soft drink sales, and recycling income. The revenues and related expenditures for each senior center's non-program activities are maintained in separate accounts within the Council's general ledger. The total gross revenue from the general public donations and the activities of the individual senior centers was \$6,124 this year.

The Council has an art class for its seniors and this class was funded by a grant (\$4,192) from the Arts Council of Greater Baton Rouge and birthday parties for its seniors that were financed by a donation (\$6,000) from Peoples Health Network.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

Utility Assistance

This program provides utility assistance to elderly, disabled, and handicapped people that qualify for assistance. In past years, the Council used to participate with multiple utility companies to provide this assistance but only one company (WST) provides financial assistance now. In addition, the Council will, on occasion, receive contributions from the general public to purchase fans, heaters, and air condition units to help those people that need them and want to lower their utility bills.

The contributions received for this program are considered restricted public support and can only be used to pay for direct services. No indirect or administration expenses can be paid for with this program's funds.

During the year, the Council provided 3 units of financial utility assistance. The maximum amount of utility assistance a person can receive in one year is usually limited to \$300.

Special Revenue Funds

**Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

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

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. Basis of Presentation of the Basic Financial Statements - (Continued)

Major Governmental Funds:

Title III B Fund

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

Type of Service Provided	Units
Information and Assistance	1,223
Outreach	74
Homemaker	3,368
Telephoning	5,615
Transportation for people age 60 or older	22,793
Medic Alert Units	129

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

- A grant from GOEA via CAAA for *Special Programs for the Aging \_ Title III, Part B\_ Grants for Supportive Services and Senior Centers* (\$122,326).
- Two grants from the Louisiana Department of Transportation and Development (DOTD) which are passed through the Tangipahoa Parish Government (TPG) to the Council for public transportation services. These grants reimburse the Council 50% of the cost of providing public transportation services. The portion (\$230,131) of these grants that was used to pay for the transportation costs for elderly riders has been recorded as revenue in this fund.
- An annual grant of \$2,400 from the Town of Kentwood that is to be used to pay for the costs of transporting the elderly in that town.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

c. **Basis of Presentation of the Basic Financial Statements - (Continued)**

- Restricted, voluntary public support (\$6,655) from persons who actually received homemaker and transportation services.

**Title III C-1 Fund**

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to people age 60 or older in strategically located centers throughout Tangipahoa Parish. The Council maintains meal-sites in Amite, Independence, Kentwood, Hammond, and Ponchatoula. During the year the Council reported to CAAA that it provided 36,492 meals to eligible participants. The Council also reported 192 units of nutrition education.

The sources of revenues received this year that form the basis of this fund are (1) *Special Programs for the Aging - Title III, Part C-1 - Nutrition Services* grant funds (\$54,538) from GOEA via CAAA and (2) restricted, voluntary public support (\$19,307) from those persons who received congregate meals.

**Title III C-2 Fund**

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year the Council reported to CAAA that it provided 56,761 home-delivered meals to eligible participants. The Council also reported 234 units of nutrition education.

The main sources of revenues received this year that form the basis of this fund are (1) *Special Programs for the Aging - Title III, Part C-2 - Nutrition Services* grant funds (\$57,419) from GOEA via CAAA; (2) intergovernmental funds from the City of Amite (\$7,708); (3) United Way Funds (\$26,400); and (4) restricted, voluntary public support (\$5,049) from the general public, including those persons actually receiving home-delivered meal services.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

Nonmajor Governmental Funds:

Title III E Fund

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and for grandparents or older individuals who are relative caregivers. During the year, the Council reported to CAAA that it provided 13 units of information and assistance to eligible participants. The source of the revenue forming the basis for this fund is a \$975 grant the Council received from GOEA via CAAA for the *Title III, Part E - National Family Caregivers Support Program*.

**d. Measurement Focus and Basis of Accounting**

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

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

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

**Fund Financial Statements - Modified Accrual Basis**

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)**

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 sixty days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation and amortization are costs that are not recognized in the governmental funds.

**e. 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.

**f. Cash**

Cash includes not only currency on hand, but demand deposits with banks or other financial institutions. Cash is reported at its carrying value, which approximates its fair value.

For the 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 and Investments* on the Statement of Net Position includes \$7,310 of restricted cash. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because of its availability for use in current operations.

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)**

**g. Receivables**

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

**h. Investments**

GASB Statement 31 requires the Council to report its investments at fair value in the balance sheet, except for investments in *non-participating* interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost-based measure, provided that the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. The Council did not have investments of this type at the end of the fiscal year.

Investments, which include securities traded on a national or international exchange, are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value. The Council did not have investments of this type at the end of the fiscal year.

However, the Council invested funds in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like investment pool established as a cooperative endeavor to enable public entities of the State of Louisiana to aggregate funds for investment. A 2a7-like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940. However, LAMP, Inc. is subject to regulatory oversight by the state treasurer and its board of directors. For financial statement purposes, LAMP investments are valued and reported at fair value based on quoted market rates. The fair market value of investments is determined on a weekly basis to monitor any variances between amortized cost and market value. For purposes of determining participants' shares

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)**

sold and redeemed, investments are valued at amortized cost. LAMP seeks to maintain a stable net asset value of \$1.00 per unit, but there are no assurances that LAMP will be able to always achieve this objective. Because of its liquidity, the balance in the LAMP account is classified as a current asset on the Statement of Net Position.

**i. Prepaid Expenses/Expenditures**

In the government-wide financial statements 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 are titled to another governmental entity are recorded as a prepaid expense and amortized in the Statement of Net Position to better present the substance 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.

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)**

**j. 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**

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

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

Vehicles	5 years
Computer equipment	5 years
Office equipment - other than computers	6 years
Nutrition equipment	10 years
Leasehold improvements	20 years

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

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)

Fund Financial Statements

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

**k. 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.

**l. Unpaid Compensated Absences**

The Council's annual leave policy requires employees to consume any annual leave they might earn within the Council's fiscal year. In other words, an employee must *use or lose* any earned leave on or before June 30<sup>th</sup> of every year. In contrast, the Council's sick leave policy allows an employee to carryover up to thirty days of sick leave. However, upon termination the employee is not paid for any unused sick leave. As a result, the Council has not accrued a liability for any unused annual or sick leave in the financial statements.

The Council's management has this policy to minimize the Council's exposure to a liability for which the Council may not have the funds to pay.

**m. Advances from Funding Agencies**

The Council reports advances from funding agencies on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Advances from funding agencies represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)**

the grant period. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council did not have any advances from funding agencies at year-end.

**n. Deferred Revenue**

The Council reports deferred revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Deferred revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before the occurrence of qualifying expenditures. In subsequent periods, when the Council has a legal claim to the resources, the liability for deferred revenue is removed from the Statement of Net Position and 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.

**o. Deferred Outflows and Inflows of Resources**

Deferred outflows represent the consumption of the Council's net position that is applicable to a future reporting period. Deferred inflows represent the acquisition of net position that is applicable to a future reporting period. The Council did not have any deferred outflows or inflows of resources to report in any of its financial statements this year.

**p. Net Position in the Government-wide Financial Statements**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources.

The Council reports three categories of net position, as follows:

- *Net investment in capital assets* - This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)**

- proceeds at year end, the position of the debt attributable to the unspent proceeds is not included in this component of net position. Rather, that portion of the debt is included in the same component of net position as the unspent proceeds. At year-end, the Council did not have any borrowings that were related to capital assets.
- *Restricted net position* - This component reports the amount of net position with externally imposed constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- *Unrestricted net position* - This component is the balance (deficit) of all other elements in the statement of net position remaining after net investment in capital assets and restricted net position.

**q. Fund Equity - Fund Financial Statements**

Governmental fund equity is classified as *fund balance*, which is classified based on the relative strength of the spending constraints placed on how the fund balance resources can be used, as follows:

- *Nonspendable*: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures and van deposits as being nonspendable because these items are not expected to be converted to cash.
- *Restricted*: This classification includes amounts for which constraints have been placed on the use of resources and 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.

Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies -  
(Continued)

- *Committed:* This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- *Assigned:* This classification includes spendable amounts that are reported in governmental funds *other than the General Fund*, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for specific purpose. The intent of an assigned fund balance 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 fund balance as of year-end.
- *Unassigned:* This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies - (Continued)**

**r. Management's Use of Estimates**

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

**s. Allocation of Indirect Expenses**

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

**t. Elimination and Reclassifications**

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

**Note 2 - Revenue Recognition**

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

Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees (charges for services), and interest income must be both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are

**Note 2 - Revenue Recognition - (Continued)**

often difficult to measure; therefore, they are recorded as revenue in the period received.

**Note 3 - Cash Management, Deposits and Investments**

The Council maintains a consolidated operating bank account at Florida Parishes Bank, 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.

The Council's policy is to follow state law in an effort to minimize risks associated with bank deposits that exceed those covered by FDIC insurance. Currently, only the first \$250,000 of deposits at each bank are covered by FDIC insurance. At year-end, all of the bank balances were insured 100% by federal depository insurance thereby making them a Category 1 type credit risk.

The Council maintains petty cash funds (\$50 for each location) at its main office and at four of its senior centers to pay for small, unexpected expenses that might arise during daily operations.

During the year the Council might accumulate cash in excess of its immediate needs. To maximize its revenues, the Council's management will invest the excess cash. The Council's management has adopted an investment policy that is intended to follow Louisiana Revised Statute 33:2955, which sets forth a list of the types of investments in which a political subdivision may invest its temporarily idle funds. Accordingly, the Council's management invested \$10,320 in the Louisiana Asset Management Pool (LAMP). This type of investment complies with state law and the Council's investment policy.

LAMP is an external investment pool established as a cooperative endeavor to enable public entities in the State of Louisiana an opportunity to combine their funds for investment. LAMP is administered by LAMP, Inc., a non-profit corporation organized under Louisiana law. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-

Note 3 - Cash Management, Deposits and Investments - (Continued)

quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

GASB Statement No. 40, *Deposit and Investment Risk Disclosure*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool. The following facts are relevant for 2a7 like investment pools:

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is generally restricted to not more than 60 days, and consists of no securities with a maturity in excess of 397 days. The WAM (to reset) for LAMP's total investments is 39 days and the WAM (to final) is 86 days as of June 30, 2017.
- Foreign currency risk: Not applicable to 2a7-like pools.

Note 3 - Cash Management, Deposits and Investments - (Continued)

At June 30, 2017, the Council's cash and investments consisted of the following:

<u>Cash &amp; Investments</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Interest Rate</u>	<u>Maturity</u>	<u>Credit Risk Category</u>
Cash:					
Florida Parishes Bank	\$ 27,290	\$ 27,290	0.13%	Demand	Category 1
First NBC	8,438	8,438	0.25%	Demand	Category 1
Petty Cash	250	250	None	N/A	None
<b>Total Cash</b>	<b>35,978</b>	<b>35,978</b>			
Investments:					
LAMP	10,320	10,320	1.03%	Demand	Not Required
<b>Total Investments</b>	<b>10,320</b>	<b>10,320</b>			
<b>Total Cash &amp; Investments</b>	<b>\$ 46,298</b>	<b>\$ 46,298</b>			
Unrestricted Purpose	\$ 38,988				
Restricted Purpose:					
Senior Citizen Activities	7,145				
Utility Assistance	165				
<b>Total Cash &amp; Investments</b>	<b>\$ 46,298</b>				

As illustrated in the above table, some 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.

**Note 4 - Prepaid Expenditures and Expenses**

At year-end, there were no prepaid expenditures in the Fund Balance Sheet to report.

At year-end, prepaid expenses in the Statement of Net Position consisted of the following:

	Current Portion	Noncurrent Portion
Unamortized vehicle usage	\$ 5,970	\$ 20,399
Total prepaid expenses	<u>\$ 5,970</u>	<u>\$ 20,399</u>

The current portion of prepaid expenses represents the amount that management expects the Council to consume and economically benefit from in the next fiscal year. The noncurrent portion represents the amount that will be amortized in future years.

The difference, if any, between prepaid expenditures and prepaid expenses arises from transactions wherein the Council has put up (in previous years) *matching funds* under capital assistance grants the Tangipahoa Parish Government (TPG) entered into with the Louisiana Department of Transportation and Development (DOTD) to acquire vehicles. The vehicles are titled in the name of the TPG, but the Council uses the vehicles for its transportation programs and must pay for all the operating costs. The funds the Council expends as *matching funds* are first recorded as van deposits in its Fund Balance Sheet when the funds are remitted to DOTD. Upon delivery of the vehicles to the COA, the deposits are reversed as intergovernmental expenditures in the Council's fund financial statements. However, in the government-wide financial statements, the *matching funds* are classified as prepaid expenses and amortized over the estimated useful lives of the vehicles (100,000 miles - approximately 60 months). The Council's management believes presenting the matching transactions in this manner in the government-wide financial statements best presents the economics of the transactions. No written lease exists between the TPG and the Council that sets forth the terms of the agreement to use the TPG's vehicles. However, this type of cooperative endeavor agreement to provide general public transportation in Tangipahoa Parish has been used for many years.

Note 5 - Changes in Capital Assets and Accumulated Depreciation

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

Capital Assets Being Depreciated	Balance June 30, 2016	Additions	Decreases	Balance June 30, 2017
Vehicles	\$ 313,581	\$ 54,999	\$ (103,373)	\$ 265,207
Office furniture and equipment	11,585	0	0	11,585
Nutrition equipment	1,025	0	0	1,025
Leasehold improvements	41,333	0	0	41,333
<b>Total Capital Assets</b>	<b>367,524</b>	<b>54,999</b>	<b>(103,373)</b>	<b>319,150</b>
Less Accumulated Depreciation:				
Vehicles	280,643	25,535	(103,373)	202,805
Office furniture and equipment	10,358	619	0	10,977
Nutrition equipment	1,025	0	0	1,025
Leasehold improvements	19,015	2,011	0	21,026
<b>Total Accumulated Depreciation</b>	<b>311,041</b>	<b>28,165</b>	<b>(103,373)</b>	<b>235,833</b>
<b>Capital Assets Net of Depreciation</b>	<b>\$ 56,483</b>	<b>\$ 26,834</b>	<b>\$ 0</b>	<b>\$ 83,317</b>

None of the above amounts includes any donated asset.

The Council's management has reviewed the capital assets and does not believe any of the assets to be impaired as of year-end.

Depreciation was charged to governmental activities as follows:

Administration	\$ 2,630
Supportive Services:	
Transportation of the elderly	19,790
Nutrition Services:	
Home delivered meals	5,663
Transportation - non elderly	82
<b>Total depreciation expense</b>	<b>\$ 28,165</b>

**Note 5 - Changes in Capital Assets and Accumulated Depreciation - (Continued)**

The depreciation expense associated with the administration function (\$2,630) 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. The other depreciation amounts (\$25,535) are charged as direct expenses to their related functions on the Statement of Activities.

**Note 6 - Fund Balances - Fund Financial Statements**

At year-end, none of the special revenue funds have a fund balance. The fund balances of the special revenue funds are cleared out at year-end to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants.

The General Fund has \$7,310 of restricted funds to be used specifically for senior citizen activities at various senior centers (\$7,145) and Utility Assistance (\$165).

**Note 7 - In-Kind Contributions**

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a 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 (1) free rent and utilities relating to the use of facilities in Ponchatoula, Amite, Hammond, Independence, and Kentwood and (2) the use of vehicles owned by the Tangipahoa Parish Government.

**Note 7 - In-Kind Contribution - (Continued)**

Management has compiled a summary of the types of in-kind contributions received by the Council this year using information furnished by the donors, which is as follows:

Facility rental	\$ 121,340
Utilities for facilities	13,437
Janitorial and maintenance services	10,125
Insurance	9,459
Telephone	1,966
Van usage	<u>52,240</u>
Total estimated in-kind contributions	<u>\$ 208,567</u>

If these in-kind contributions had been recorded in the Statement of Activities their allocation would have been as follows: \$133,527 Senior Citizens Center Operations; \$2,654 Nutrition Services - congregate meals; \$1,710 Nutrition Services - home-delivered meals; \$39,976 elderly transportation; \$16,042 non-elderly transportation; \$9 Family Caregiver Support; and \$14,649 Supportive Services -non-transportation programs.

**Note 8 - 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 9 - 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. The Council is also exempt from Louisiana income tax.

**Note 9 - Income Tax Status - (Continued)**

The Council does not file a Form 990 because the Council has been determined by the Internal Revenue Service to be an *affiliate of a governmental unit* within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 C.B. 418.

**Note 10 - Lease and Rental Commitments**

On October 28, 1999 the Louisiana State Board of Elementary and Secondary Education (BESE) approved a 20-year lease between it and the Council for the Hammond senior center building. The Council has the option to renew this lease for four consecutive additional terms of five years each provided the Council has maintained the building and submitted its request to renew in writing to BESE at least sixty days before the end of the lease term. The Council is responsible for all interior and exterior repairs, utilities, the property insurance premium, and must maintain a minimum of \$1,000,000 of liability insurance coverage on the property. There is no rent owed by the Council to BESE for the use of the building.

**Note 11 - Judgments, Claims, and Similar Contingencies**

As of year-end 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 12 - 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

**Note 12 - Contingencies - (Continued)**

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.

**Note 13 - Economic Dependency**

The Council receives the majority of its revenue from other governmental entities in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal or state level, or the Council loses or fails to reapply for a grant, 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 next year relating to its usual sources of intergovernmental revenues.

**Note 14 - Risk Management**

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance, with deductibles ranging from \$1,000 to \$2,500, to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

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

**Note 15 - Deferred Compensation Plan**

Beginning April 1, 2014, the Council and its qualified employees began participating in the *Louisiana Public Employees Deferred Compensation Plan*, which is a nonqualified deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Great-West Life and Annuity Insurance Company administers the plan. The Plan is available to all employees who have worked at least six months. The Plan

Note 15 - Deferred Compensation Plan - (Continued)

permits participating employees to defer up to the lesser of (1) 100% of their compensation or (2) \$18,000 (\$24,000 if over 50 years of age) per year. All amounts contributed to the Plan by the employees and the Council are non-forfeitable thereby making them 100% vested to the employees. During this year, \$0 was contributed to the Plan via employee salary deferrals. The Council did not match any employee contributions and is not required to match them under this plan. The Plan does not meet the definition of a fiduciary fund; accordingly, the Council has not reported any amounts in these financial statements. Participation in the deferred compensation plan is at the option of each employee. The Council does not guarantee the benefits of any amounts contributed to the plan.

Note 16 - Interfund 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. A summary of these interfund loans, at year-end, is as follows:

	Receivable From	Payable To
	<u>          </u>	<u>          </u>
General Fund:		
Major Funds:		
Title III B	\$ 114,071	\$ 0
Title III C-1	2,566	0
Title III C-2	4,096	0
Nonmajor Funds in the aggregate:		
Totals for the General Fund	<u>120,733</u>	<u>0</u>
Special Revenue Funds:		
Major Funds:		
Title III B:		
General Fund	0	114,071
Title III C-1:		
General Fund	0	2,566
Title III C-2:		
General Fund	0	4,096
Totals for Special Revenue Funds	<u>0</u>	<u>120,733</u>
Totals for All Funds	<u>\$ 120,733</u>	<u>\$ 120,733</u>

Note 17 - Interfund Transfers

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

	<u>Operating Transfers</u>	
	<u>In From</u>	<u>Out To</u>
General Fund:		
Title III B Fund	\$ 0	\$ 261,828
Title III C-1 Fund	0	40,944
Title III C-2 Fund	0	39,185
Nonmajor Funds	637	0
Total General Fund	<u>637</u>	<u>341,957</u>
Title III B - Fund:		
General Fund - PCOA grant	\$ 50,728	\$ 0
General Fund - Senior Center grant	114,567	0
General Fund - Sup. Senior Center grant 1	3,100	0
General Fund - Sup. Senior Center grant 2	7,812	0
General Fund - various local funds	85,621	0
Total Title III B Fund	<u>261,828</u>	<u>0</u>
Title III C-1 Fund:		
General Fund - various local funds	\$ 40,944	\$ 0
Total Title III C-1 Fund	<u>40,944</u>	<u>0</u>
Title III C-2 - Fund:		
General Fund - various local funds	\$ 39,185	\$ 0
Total Title III C-2 Fund	<u>39,185</u>	<u>0</u>
Nonmajor Funds in the Aggregate:		
Title III E:		
General Fund	\$ 0	\$ 637
Total for Nonmajor Funds	<u>0</u>	<u>637</u>
Grand Totals	<u>\$ 342,594</u>	<u>\$ 342,594</u>

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

These transfers were eliminated as a part of the consolidation process in preparing the government-wide financial statements.

**Note 18 - Related Party Transactions**

There were no related party transactions during the fiscal year.

**Note 19 - Purchase Commitments**

There were no outstanding significant purchase agreements at year-end.

**Note 20 - Subsequent Events**

Management has evaluated subsequent events through December 18, 2017, which is the date the financial statements were available to be issued. There were no events that required disclosure.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB 34**

**Budgetary Comparison Schedule - General Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

For the year ended June 30, 2017

	<u>Original Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
PCOA	\$ 50,728	\$ 50,728	\$ 50,728	\$ 0
Senior Center	114,567	114,567	114,567	0
Supplemental Senior Center 1	3,100	3,100	3,100	0
Supplemental Senior Center 2	7,812	7,812	7,813	1
MIPPA	0	3,600	3,600	0
Tangipahoa Parish Government:				
Annual Award	60,000	60,000	60,000	0
Health Insurance Reimbursements	38,200	46,951	47,262	311
Section 5311 and 5307 Pass-through Grants	99,200	129,170	76,754	(52,416)
City of Hammond	45,000	45,000	45,000	0
City of Ponchatoula	29,076	29,076	28,693	(383)
Public Support - restricted and unrestricted	55,268	84,169	111,963	27,794
Program Service Fees for Transportation Services	17,644	9,735	14,747	5,012
Interest Income	0	0	369	369
Miscellaneous	0	356	2,499	2,143
<b>Total revenues</b>	<b>520,595</b>	<b>584,264</b>	<b>567,095</b>	<b>(17,169)</b>
<b>EXPENDITURES</b>				
Current:				
Personnel	71,747	105,013	81,642	23,371
Fringe	13,533	20,412	20,420	(8)
Travel	681	1,277	4,292	(3,015)
Operating Services	27,125	31,308	30,171	1,137
Operating Supplies	14,678	13,349	22,729	(9,380)
Other Costs	26,498	26,238	19,582	6,656
Meals	0	0	0	0
Full Service Contracts (art instructor)	5,072	4,192	3,753	439
Utility Assistance	0	0	1,759	(1,759)
Capital Outlay	0	0	54,999	(54,999)
Intergovernmental	0	0	29,852	(29,852)
<b>Total expenditures</b>	<b>159,334</b>	<b>201,789</b>	<b>269,199</b>	<b>(67,410)</b>
Excess of revenues over expenditures	361,261	382,475	297,896	(84,579)
<b>OTHER FINANCING SOURCES (USES)</b>				
Proceeds from Sale of Vehicles	0	2,526	4,000	1,474
Proceeds from Insurance- vehicle was damaged by the flood	0	27,416	27,691	275
Transfers in	0	0	637	637
Transfers out	(361,261)	(348,041)	(341,957)	6,084
<b>Total other financing sources and uses</b>	<b>(361,261)</b>	<b>(318,099)</b>	<b>(309,629)</b>	<b>8,470</b>
Net increase (decrease) in fund balance	\$ 0	\$ 64,376	(11,733)	\$ (76,109)
<b>FUND BALANCE</b>				
Beginning of year			215,372	
End of year			\$ 203,639	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III B Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA)	\$ 122,326	\$ 122,326	\$ 122,326	\$ 0
Tangipahoa Parish Government - Section 5311 & 5307	226,906	178,414	230,131	51,717
Town of Kentwood	2,400	0	2,400	2,400
Public Support	9,040	7,154	6,656	(498)
Total revenues	<u>360,672</u>	<u>307,894</u>	<u>361,513</u>	<u>53,619</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	354,278	344,570	364,646	(20,076)
Fringe	65,192	63,181	61,284	1,897
Travel	11,498	13,134	10,173	2,961
Operating Services	112,832	109,796	105,237	4,559
Operating Supplies	60,700	52,053	56,746	(4,693)
Other Costs	11,479	12,136	25,255	(13,119)
Full Service Contracts	0	0	0	0
Total expenditures	<u>615,979</u>	<u>594,870</u>	<u>623,341</u>	<u>(28,471)</u>
Excess of expenditures over revenues	<u>(255,307)</u>	<u>(286,976)</u>	<u>(261,828)</u>	<u>25,148</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	255,307	286,976	261,828	(25,148)
Transfers out	0	0	0	0
Total other financing sources and uses	<u>255,307</u>	<u>286,976</u>	<u>261,828</u>	<u>(25,148)</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information

**Budgetary Comparison Schedule - Title III C-1 Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA)	\$ 54,538	\$ 54,538	\$ 54,538	\$ 0
Public Support	20,243	19,583	19,307	(276)
Miscellaneous	0	0	392	392
Total revenues	<u>74,781</u>	<u>74,121</u>	<u>74,237</u>	<u>116</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	106,101	91,970	87,915	4,055
Fringe	17,649	14,532	13,707	825
Travel	710	558	165	393
Operating Services	5,855	4,170	3,754	416
Operating Supplies	2,968	4,476	3,603	873
Other Costs	1,139	265	3,115	(2,850)
Full Service Contracts	0	0	0	0
Meals	3,058	3,058	2,921	137
Total expenditures	<u>137,480</u>	<u>119,029</u>	<u>115,180</u>	<u>3,849</u>
Excess of expenditures over revenues	<u>(62,699)</u>	<u>(44,908)</u>	<u>(40,943)</u>	<u>3,965</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	62,699	44,908	40,943	(3,965)
Transfers out	0	0	0	0
Total other financing sources and uses	<u>62,699</u>	<u>44,908</u>	<u>40,943</u>	<u>(3,965)</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III C-2 Fund**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

	<u>Budgeted Amounts</u>	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Amended (Final)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Capital Area Agency on Aging (CAAA)	\$ 57,419	\$ 57,419	\$ 57,419	\$ 0
City of Amite	10,364	10,860	7,708	(3,152)
United Way of America	0	26,400	26,400	0
Public Support	4,928	4,965	5,049	84
Miscellaneous	0	0	45	45
Total revenues	<u>72,711</u>	<u>99,644</u>	<u>96,621</u>	<u>(3,023)</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	45,531	45,829	49,130	(3,301)
Fringe	7,834	7,934	8,442	(508)
Travel	1,153	1,043	920	123
Operating Services	7,816	7,358	7,985	(627)
Operating Supplies	3,864	4,282	4,086	196
Other Costs	626	213	1,824	(1,611)
Full Service Contracts	0	0	0	0
Meals	49,142	49,142	63,420	(14,278)
Total expenditures	<u>115,966</u>	<u>115,801</u>	<u>135,807</u>	<u>(20,006)</u>
Excess of expenditures over revenues	<u>(43,255)</u>	<u>(16,157)</u>	<u>(39,186)</u>	<u>(23,029)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	43,255	16,157	39,186	23,029
Transfers out	0	0	0	0
Total other financing sources and uses	<u>43,255</u>	<u>16,157</u>	<u>39,186</u>	<u>23,029</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b>FUND BALANCE</b>				
Beginning of year			<u>0</u>	
End of year			<u>\$ 0</u>	

See notes to required supplementary information.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the Year Ended June 30, 2017

Note 1 - Budgetary Reporting

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

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

- The Capital Area Agency on Aging - District II Inc., (CAAA) notifies the Council each year as to the funding levels for each program's grant award.
- Revenue projections are also made based on grants from GOEA and other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information regarding projected revenues and expenditures has been obtained, the Council's executive director and bookkeeper prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting before May 31 of the current fiscal year. The initial budget for FY 2017 was adopted at a board meeting on April 5, 2016.
- The adopted budget is forwarded to CAAA for compliance approval for the funds it will pass through to the Council from GOEA.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
(Continued)

Note 1 - Budgetary Reporting - (Continued)

- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under a federal matching program. The *match* might be made in one year and the vehicle delivered in another year.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting for governmental funds, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying required supplementary information include the original adopted budget amounts and all subsequent amendments. The Council did amend its FY 2017 budget which was approved by the board on April 19, 2017.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain compliance approval from the CAAA and GOEA for funds received under grants and contracts from these agencies. As a part of their compliance, CAAA and GOEA require management to amend the budget in cases where actual expenditures for a particular line item exceed their budgeted amount by more than 10%, unless unrestricted funds are available to *cover* the overrun.
- Budgeted expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.
- The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some activities may not be budgeted, particularly if they are deemed to be immaterial by management.

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

**COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
NONMAJOR GOVERNMENTAL FUNDS**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

	<b>Title III E Fund</b>	<b>Totals</b>
<b><u>REVENUES</u></b>		
Intergovernmental:		
Capital Area Agency on Aging (CAAA)	\$ 975	\$ 975
Total revenues	975	975
<b><u>EXPENDITURES</u></b>		
<b>Health, Welfare, &amp; Social Services:</b>		
Current:		
Personnel	246	246
Fringe	42	42
Travel	26	26
Operating Services	11	11
Operating Supplies	5	5
Other Costs	8	8
Meals	0	0
Full Service Contracts	0	0
Capital Outlay	0	0
Total expenditures	338	338
Excess of revenues over (under) expenditures	637	637
<b><u>OTHER FINANCING SOURCES (USES)</u></b>		
Operating transfers in	0	0
Operating transfers out	(637)	(637)
Total other financing sources and uses	(637)	(637)
Net increase (decrease) in fund balances	0	0
<b><u>FUND BALANCE (DEFICIT)</u></b>		
Beginning of year	0	0
End of year	\$ 0	\$ 0

**COMPARATIVE SCHEDULE OF CAPITAL ASSETS  
AND CHANGES IN CAPITAL ASSETS**

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana**

**For the year ended June 30, 2017**

	<b>Balance June 30, 2016</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2017</b>
<b><u>Capital Assets</u></b>				
Vehicles	\$ 313,581	\$ 54,999	\$ (103,373)	\$ 265,207
Office furniture and equipment	11,585	0	0	11,585
Nutrition equipment	1,025	0	0	1,025
Leasehold improvements	41,333	0	0	41,333
	<u>\$ 367,524</u>	<u>\$ 54,999</u>	<u>\$ (103,373)</u>	<u>\$ 319,150</u>
Total capital assets	<u>\$ 367,524</u>	<u>\$ 54,999</u>	<u>\$ (103,373)</u>	<u>\$ 319,150</u>
<b><u>Investment in Capital Assets</u></b>				
Property acquired with funds from -				
Local funds and donations	\$ 166,040	\$ 54,999	(35,592)	\$ 185,447
FTA	200,371	0	(67,781)	132,590
Title III B	590	0	0	590
Title III C-1	267	0	0	267
Title III C-2	134	0	0	134
Senior Center	122	0	0	122
	<u>\$ 367,524</u>	<u>\$ 54,999</u>	<u>\$ (103,373)</u>	<u>\$ 319,150</u>
Total investment in capital assets	<u>\$ 367,524</u>	<u>\$ 54,999</u>	<u>\$ (103,373)</u>	<u>\$ 319,150</u>

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY LOUISIANA LAW**

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

**The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana  
For the year ended June 30, 2017**

**Executive Director's (Agency Head) Name: Debi Fleming**

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 47,316.00
Benefits-insurance (health and life)	14,141.08
Benefits-retirement	
Benefits-other - Fringe (LUTA, Worker's Comp, FICA)	4,557.87
Benefits-other (describe)	
Benefits-other (describe)	
Car allowance	
Vehicle provided by government (enter amount reported on W-2)	589.32
Per diem	
Reimbursement of Expenses	5,791.30
Travel	
Registration fees	
Conference travel	
Housing	
Unvouchered expenses (example: travel advances, etc.)	
Special meals	
Other	
	\$ 72,395.57

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Paul M. Riggs, Jr., CPA

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Samantha D. Wagner, CPA  
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Megan E. Lynch  
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Society of Louisiana CPAs

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

The Board of Directors of  
The Tangipahoa Voluntary Council on Aging  
Amite, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tangipahoa Voluntary Council on Aging, Amite, Louisiana, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the Tangipahoa Voluntary Council on Aging's basic financial statements, and have issued our report thereon dated December 18, 2017.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Tangipahoa Voluntary Council on Aging's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tangipahoa Voluntary Council on Aging's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tangipahoa Voluntary Council on Aging'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 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 over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in

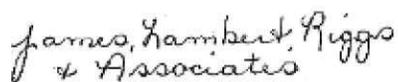
internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Tangipahoa Voluntary Council on Aging's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed 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 Tangipahoa Voluntary Council on Aging's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



James Lambert Riggs  
& Associates

James, Lambert, Riggs and Associates, Inc.  
Hammond, Louisiana

December 18, 2017

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the Year Ended June 30, 2017**

**SUMMARY OF AUDITOR'S REPORTS**

- A. Type of auditor's report issued on the financial statements: Unmodified
- B. 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*:
- Internal control over financial reporting:
- Material weaknesses identified? No
  - Significant deficiencies identified? None were reported
- Noncompliance material to the financial statements identified? No
- C. Federal Awards:
- Auditor's reports on compliance for each major federal award program and on internal control over federal awards are not applicable because federal award expenditures were less than \$750,000 and a single audit was not required this year.
- D. Was a management letter issued for this year's audit? No

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the year ended June 30, 2017**

**Financial Statement Findings**

The auditor did not report any financial statement findings in his audit of the Council's FY 2016 financial statements last year. Therefore, management has nothing to report in this section.

**Major Federal Award Program Findings and Questioned Costs**

No matters were reported last year because last year's audit was not a Single Audit; therefore, there was no requirement for the auditor to report any findings with respect to major federal award programs.

**Management Letter**

None was issued last year.

**MANAGEMENT'S CORRECTIVE ACTION PLAN**  
**The Tangipahoa Voluntary Council on Aging**  
**Amite, Louisiana**  
**For the year ended June 30, 2017**

**To the following oversight agencies for audit:**

**State:** Legislative Auditor of the State of Louisiana; and  
Governor's Office of Elderly Affairs;

**Local:** Capital Area Agency on Aging - District II, Inc.

**Name and address of independent public accounting firm:** Durnin & James, CPA's, 401 East  
Thomas Street, Hammond, Louisiana 70401

**Audit period:** For the year ended June 30, 2017.

The findings from the June 30, 2017 schedule of findings and questioned costs are discussed below.

**FINANCIAL STATEMENT FINDINGS**

The auditor did not report any findings as a result of this year's audit. Therefore, management has nothing to report in this section.

If there are any questions, please call Debi Fleming, the Council's Executive Director, at (985) 748-7486 or [debi@tvcoa.com](mailto:debi@tvcoa.com).

**TANGIPAHOA VOLUNTARY COUNCIL ON AGING, INC.  
AMITE, LOUISIANA**

**STATEWIDE AGREED-UPON PROCEDURES REPORT**

**AS OF AND FOR THE YEAR ENDED JUNE 30, 2017**

Dennis E. James, CPA  
Lyle E. Lambert, CPA  
Paul M. Riggs, Jr., CPA

J. Bryan Ehricht, CPA  
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## Independent Accountants' Report on Applying Agreed-Upon Procedures

The Board of Directors of the Tangipahoa Voluntary Council on Aging, Inc.  
Amite, Louisiana and the Louisiana Legislative Auditor

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

Our procedures and findings are detailed in Schedule "A."

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 control and compliance 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 control and compliance areas identified in the SAUPs, and the results 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 Legislative Auditor as a public document.

James Lambert Riggs & Associates, Inc.  
Hammond, Louisiana

December 18, 2017

**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

**Results:** We sighted the entity's written policies and procedures for budgeting.

- b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

**Results:** We sighted the entity's written policies and procedures for purchasing.

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

**Results:** We sighted the entity's written policies and procedures for disbursements.

- d) **Receipts**, including receiving, recording, and preparing deposits

**Results:** We sighted the entity's written policies and procedures for receipts.

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

**Results:** We sighted the entity's written policies and procedures for payroll / personnel.

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

**Results:** We sighted the entity's written policies and procedures for contracts.

- 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

**Results:** We sighted the entity's written policies and procedures for credit cards.

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

**Results:** We sighted the entity's written policies and procedures for travel and expense reimbursements.

- 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.

**Results:** N/A

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

**Results:** N/A

**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.

**Results:** Per a review of the minutes of the Tangipahoa Voluntary Council on Aging, Inc. for the period July 1, 2016 through June 30, 2017, the Board met on an every other monthly basis.

- 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).

**Results:** Per a review of the minutes of the Tangipahoa Voluntary Council on Aging, Inc. for the period July 1, 2016 through June 30, 2017, the minutes referenced budget-to-actual comparisons.

- 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.

**Results:** Per a review of the minutes of the Tangipahoa Voluntary Council on Aging, Inc. for the period July 1, 2016 through June 30, 2017, there were no periods of deficit spending during the fiscal period.

- 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.

**Results:** Per a review of the minutes of the Tangipahoa Voluntary Council on Aging, Inc. for the period July 1, 2016 through June 30, 2017, the Board approved contracts and grant agreements in at least one meeting during the year.

**Bank Reconciliations**

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

**Results:** Management provided us with the required listing of bank accounts as well as management's representation that the listing is complete.

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 five 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;

**Results:** For the bank accounts selected, all bank reconciliations were prepared for all twelve months for the period July 1, 2016 through June 30, 2017.

- 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

**Results:** For the bank accounts selected, evidence existed that the bank statements and reconciliations were reviewed by a member of management and a board member for the period July 1, 2016 through June 30, 2017.

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

**Results:** For the bank accounts selected, none had outstanding items over six months as of June 30, 2017.

### Collections

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

**Results:** Management provided us with the required listing of cash collection locations as well as management's representation that the listing is complete.

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 five 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.

**Results:** Each person responsible for collecting cash is bonded. Each person responsible for collecting cash is not responsible for depositing the cash in the bank, does not record the related transaction, and does not reconcile the related bank account. Each person responsible for collecting cash has their own cash drawer.

- 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.

**Results:** Management provided us with written documentation or reconciling cash collections to the general ledger. This daily reconciliation is performed by an individual not responsible for cash collections.

- 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.

**Results:** The highest week of cash collections had fourteen collections. Collections were deposited within one business day for eleven of the fourteen deposits. One collection was deposited three days later than the collection date. Two collections were collected on a Friday afternoon and were deposited the following Monday.

- 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.

**Results:** Daily cash collections for the highest week of cash collections were completely supported by documentation.

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.

**Results:** The entity provided written policies and procedures for collections.

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

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

**Results:** Management provided us with the required listing of disbursements as well as management's representation that the listing is complete.

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.

**Results:** For the 25 transactions selected, there were no purchase orders. The entity, due to the small nature in size and its operations, does not utilize a purchase order system.

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

**Results:** For the 25 transactions selected, there were no purchase orders. The entity, due to the small nature in size and its operations, does not utilize a purchase order system.

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.

**Results:** For the 25 transactions selected, there were no purchase orders. The entity, due to the small nature in size and its operations, does not utilize a purchase order system. All 25 transactions including a receiving report when applicable and all 25 transactions had an approved invoice.

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.

**Results:** We sighted the entity's written policies and procedures for purchasing. The finance clerk who is responsible for processing payments is able to add vendors to the entity's purchasing / disbursement system.

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.

**Results:** We sighted the entity's written policies and procedures for purchasing. The individuals who can initiate or record purchases, do not have signatory authority.

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.

**Results:** We sighted the entity's written policies and procedures for purchasing. Checks are printed on blank check stock, and individuals with signatory authority do have access to print checks.

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.

**Results:** No signature stamp or machine is utilized by the entity.

**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.

**Results:** Management provided us with the required listing of credit cards and fuel cards as well as management's representation that the listing is complete.

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

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

- a) Report whether there is evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]

**Results:** For the credit cards / fuel cards selected, the statements of the cards were reviewed and approved, in writing, by someone other than the authorized card holder.

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

**Results:** For the credit cards / fuel cards selected, no finance charges and / or late charges were assessed.

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).

**Results:** For the credit cards / fuel cards selected, all had supporting itemized receipts for all transactions.

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

**Results:** For the credit cards / fuel cards selected, the cards selected had supporting documentation of the business/ public purpose. No meals were purchased to review documentation.

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

**Results:** We sighted the entity's written policies and procedures for credit cards and fuel cards. For the credit cards / fuel cards selected, the cards selected had other supporting documentation required by the entity's written policy.

- 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.

**Results:** For the credit cards / fuel cards selected, no transactions reviewed required the solicitation of bids or quotes.

- 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.

**Results:** For the credit cards / fuel cards selected, there were no violations of Article 7, Section 14 of the Louisiana Constitution.

### **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.

**Results:** Management provided us with the required listing of travel and related expense reimbursements as well as management's representation that the listing is complete.

- 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](http://www.gsa.gov)) and report any amounts that exceed GSA rates.

**Results:** We sighted the entity's written policies and procedures for travel and expense reimbursements. No reimbursement rates exceeded GSA rates.

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.

**Results:** For the employees selected, all travel and expense reimbursements were paid in accordance with written policy.

- 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.]

**Results:** For the employees selected, all travel and expense reimbursements were documented by original itemized receipts.

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

**Results:** For the employees selected, all travel and expense reimbursements documented the business / public purchase of the expense.

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

**Results:** We sighted the entity's written policies and procedures for travel and expense reimbursement. For the employees selected, all travel and expense reimbursements had other supporting documentation required by the entity's written policy.

- 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.

**Results:** For the employees selected, there were no violations of Article 7, Section 14 of the Louisiana Constitution.

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

**Results:** For the employees selected, each expense and related documentation was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

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.

**Results:** Management provided that the entity did not have any vendor contracts in effect during the period July 1, 2016 through June 30, 2017.

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.

**Results:** N/A

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).

**Results:** N/A

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

**Results:** N/A

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.

**Results:** N/A

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.

**Results:** N/A

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).

Results: N/A

**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.

**Results:** Management provided us with the required list of employees and salaries as well as management's representation that the listing is complete. For the five randomly selected employees, compensation paid to each employee was made in accordance with each employee's approved pay rate.

- 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.

**Results:** Management provided us with the required list of employees and salaries as well as management's representation that the listing is complete. For the five randomly selected employees, all changes to each employee's approved pay rates were approved in writing and in accordance with written policy.

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.)

**Results:** Management provided us with all attendance and leave records for the period July 1, 2016 through June 30, 2017. For all selected employees, there was documented daily attendance and leave.

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

**Results:** Management provided us with all attendance and leave records for the period July 1, 2016 through June 30, 2017. For all selected employees, we sighted documentation that supervisors approved attendance and leave.

- 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.

**Results:** Management provided us with all attendance and leave records for the period July 1, 2016 through June 30, 2017. For all selected employees, we sighted written documentation of the entity's 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.

**Results:** Management provided us with the required list of employees terminated for the period July 1, 2016 through June 30, 2017. For the two termination payments selected for this period, the payments were made in accordance with the entity's policies and were approved by management.

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.

**Results:** Management provided us with all supporting documentation related to payroll taxes for the period July 1, 2016 through June 30, 2017. For this period, all payroll tax deposits were paid by the required deadlines.

**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.

**Results:** The entity provided documentation for the selected employees that demonstrated compliance with the required ethics training.

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.

**Results:** Per conversation with the Executive Director, there were no ethics violations reported during the fiscal period.

**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.

**Results:** N/A

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.

**Results:** N/A

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.

**Results:** N/A

**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.

**Results:** Per conversation with the Executive Director, the entity had no misappropriations of public funds or assets during the period July 1, 2016 through June 30, 2017.

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](http://www.la.gov/hotline)) concerns the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Results:** Sighted copy of the notice posted on the premises but the entity's website does not have the notice nor a link to the notice posted on the website.

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

**Results:** There were no exceptions regarding management's representations in the procedures above.

December 18, 2017

James, Lambert, Riggs and Associates, Inc.  
Post Office Drawer 369  
Hammond, Louisiana 70404

Management of the Tangipahoa Voluntary Council on Aging, Inc., Amite, Louisiana would like to present the following response to the results of the June 30, 2017, Statewide Agreed-Upon Procedures conducted by James, Lambert, Riggs and Associates, Inc.

### *Collections*

Agency Response: Management of the Tangipahoa Voluntary Council on Aging, Inc. will continue to improve entity policies and procedures on making daily deposits of collections at off site locations.

### *Disbursements*

Agency Response: Management of the Tangipahoa Voluntary Council on Aging, Inc. believes that due to the small size of the entity, it is not feasible to implement a purchase order system for disbursements.



Debi Fleming  
Executive Director



Rachel Cox  
Finance Manager

