

ALLEN COUNCIL ON AGING, INC.

Oakdale, Louisiana

Financial Report

Year Ended June 30, 2018

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(A Corporation of Certified Public Accountants)

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
 Allen Council on Aging, Inc.
 Oakdale, Louisiana

Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Allen Council on Aging, Inc., as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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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 Allen Council on Aging, Inc., as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 33-38 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Allen Council on Aging, Inc.'s basic financial statements. The schedule of nonmajor funds and comparative schedule of fixed assets are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2018, on our consideration of the Allen Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Allen Council on Aging, Inc.'s internal control over financial reporting and compliance.

Dannall, Sikes, & Frederick

A Corporation of Certified Public Accountants

Eunice, Louisiana

December 20, 2018

GOVERNMENT WIDE FINANCIAL STATEMENTS

ALLEN COUNCIL ON AGING, INC.

Government Wide Statement of Net position
June 30, 2018

	Governmental Activities
Assets	
Cash	\$ 136,051
Grants and contracts receivable	37,347
Prepays	10,023
Capital assets, net of accumulated depreciation	<u>223,510</u>
Total Assets	<u>406,931</u>
Liabilities	
Accounts payable	17,077
Accrued payroll and related benefits payable	15,879
Accrued compensated absences	<u>4,914</u>
Total Liabilities	<u>37,870</u>
Net Position	
Invested in Capital Assets, net of debt	223,510
Restricted	
Prepaid expenditures	10,023
Utility assistance	22,897
Unrestricted	<u>112,631</u>
Total Net Position	<u>\$ 369,061</u>

The accompanying notes are an integral part of this statement.

ALLEN COUNCIL ON AGING, INC.

Government Wide Statement of Activities
Year Ended June 30, 2018

Function/Programs	Direct Expenses	Indirect Expenses
Governmental Activities		
Health, Welfare & Social Services:		
Supportive Services:		
Homemaker	\$ 15,151	\$ 4,002
Transportation	32,553	8,600
Other	6,057	1,587
Nutrition Services:		
Congregate meals	34,837	9,203
Home delivered meals	107,517	28,403
Utility Assistance Program	1,257	-
Disease Prevention and Health Promotion:		
Wellness	1,261	333
National Family Caregiver Support:		
Respite care	13,323	13
Other	3,337	2
Senior Center	-	-
DOTD Transportation	326,606	77,396
Administration	192,537	(129,539)
Total governmental activities	\$ 734,436	\$ -

Charges for Services	Program Revenues		Total Governmental Activities	Net (Expense) Revenue and Increases (Decreases) in Net Assets
	Operating Grants and Contributions	Capital Grants and Contributions		
\$ -	\$ 12,603	\$ -	\$ -	(6,550)
909	27,079	-	-	(13,165)
-	5,030	-	-	(2,614)
911	27,522	-	-	(15,607)
3,120	72,412	-	-	(60,388)
-	1,302	-	-	45
-	2,695	-	-	1,101
-	9,088	-	-	(4,248)
-	2,275	-	-	(1,064)
-	44,449	-	-	44,449
54,264	190,698	33,627	-	(125,413)
-	62,998	-	-	-
<u>\$ 59,204</u>	<u>\$ 458,151</u>	<u>\$ 33,627</u>	<u>-</u>	<u>(183,454)</u>

General Revenues:

Grants and contributions not restricted to specific programs	165,688
Miscellaneous	<u>8,849</u>
Total general revenues and special items	<u>174,537</u>
Change in net position	(8,917)
Net position - beginning of the year	<u>377,978</u>
Net position - end of the year	<u>\$ 369,061</u>

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

ALLEN COUNCIL ON AGING, INC.

Balance Sheet
Governmental Funds
June 30, 2018

	General Fund	Title III B	Title III C-2	Section 5311	Non-Major Funds	Total
Assets						
Cash	\$ 136,051	\$ -	\$ -	\$ -	\$ -	\$ 136,051
Due from other funds	-	-	-	-	22,897	22,897
Prepays	10,023	-	-	-	-	10,023
Grants and contracts receivable	<u>37,347</u>	-	-	-	-	<u>37,347</u>
Total Assets	<u>\$ 183,421</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,897</u>	<u>\$ 206,318</u>
Liabilities and Fund Balances						
Liabilities:						
Accounts payable	17,077	-	-	-	-	17,077
Accrued payroll and related benefits payable	15,879	-	-	-	-	15,879
Due to other funds	<u>22,897</u>	-	-	-	-	<u>22,897</u>
Total Liabilities	<u>55,853</u>	-	-	-	-	<u>55,853</u>
Fund Balances:						
Nonspendable						
Prepaid expenditures	10,023					10,023
Restricted for:						
Utility assistance	-	-	-	-	22,897	22,897
Unassigned	<u>117,545</u>	-	-	-	-	<u>117,545</u>
Total Fund Balances	<u>127,568</u>	-	-	-	<u>22,897</u>	150,465
Total Liabilities and Fund Balances	<u>\$ 183,421</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,897</u>	

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

- Compensated absences accrued are not paid for out of current financial resources and therefore are not reported in the funds	(4,914)
- Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	<u>223,510</u>
	<u>\$ 369,061</u>

The accompanying notes are an integral part of this statement.

ALLEN COUNCIL ON AGING, INC.

Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 Year Ended June 30, 2018

	General Fund	Title III B	Title III C-2	Section 5311	Non-Major Funds	Total Governmental Funds
REVENUES						
Intergovernmental:						
Governor's Office of Elderly Affairs	\$ 101,570	\$ 44,712	\$ 72,412	\$ -	\$ 59,180	\$ 277,874
Department of Transportation and Development	-	-	-	224,325	-	224,325
Program Service Fees:						
Transportation	153,965	909	-	54,264	-	209,138
Congregate meals	-	-	-	-	911	911
Home delivered meals	-	-	3,120	-	-	3,120
Local and miscellaneous:						
Utility assistance	-	-	-	-	1,302	1,302
Miscellaneous	8,849	-	-	-	-	8,849
Total Revenues	<u>264,384</u>	<u>45,621</u>	<u>75,532</u>	<u>278,589</u>	<u>61,393</u>	<u>725,519</u>
EXPENDITURES						
Health, Welfare, & Social Services						
Current:						
Personnel	9,650	43,243	34,827	212,399	16,665	316,784
Fringe	1,043	4,673	3,764	22,954	1,801	34,235
Travel	147	2,544	19,493	580	71	22,835
Operating Services	4,053	8,835	5,868	69,121	1,973	89,850
Operating Supplies	879	5,821	1,286	50,139	447	58,572
Other Costs	7,090	2,834	70,682	15,182	42,609	138,397
Capital outlay	5,934	-	-	33,627	-	39,561
Debt service-						
Principal	2,244	-	-	-	-	2,244
Interest	103	-	-	-	-	103
Total Expenditures	<u>31,143</u>	<u>67,950</u>	<u>135,920</u>	<u>404,002</u>	<u>63,566</u>	<u>702,581</u>
Excess (deficiency) of revenues over expenditures	<u>233,241</u>	<u>(22,329)</u>	<u>(60,388)</u>	<u>(125,413)</u>	<u>(2,173)</u>	<u>22,938</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	-	22,329	60,388	125,413	20,919	229,049
Transfers out	<u>(210,348)</u>	-	-	-	<u>(18,701)</u>	<u>(229,049)</u>
Total other financing sources and uses	<u>(210,348)</u>	<u>22,329</u>	<u>60,388</u>	<u>125,413</u>	<u>2,218</u>	<u>-</u>
Net increase (decrease) in fund balances	22,893	-	-	-	45	22,938
FUND BALANCES						
Beginning of the year	<u>104,675</u>	-	-	-	<u>22,852</u>	<u>127,527</u>
End of the year	<u>\$ 127,568</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,897</u>	<u>\$ 150,465</u>

The accompanying notes are an integral part of this statement.

ALLEN COUNCIL ON AGING, INC.

Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of Governmental Funds
to the Statement of Activities
Year Ended June 30, 2018

Net increase in fund balances - total governmental funds	\$ 22,938
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 depreciation expense (\$73,596) exceeded capital outlay (\$39,561) in the period	(34,035)
Governmental funds report principal payments on debt, including obligations of capital leases, as expenditures. However, in the statement of activities these payments are recorded as a reduction of the associated debt and not an expense	2,244
Some expenses reported in the State of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:	
Compensated absences	<u>(64)</u>
Change in net position of governmental activities	<u>\$ (8,917)</u>

The accompanying notes are an integral part of this statement.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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 Allen Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish and state; to provide for a mutual exchange of ideas and information on the parish and state level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services of other local agencies serving the aging people of the parish; to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

Specific services provided by the Council to the elderly residents of Allen Parish include providing congregate and home delivered meals, nutritional education, information and assistance, outreach, material aid, home repairs, utility assistance, homemakers, recreation, legal assistance, disease prevention, health promotion, and transportation.

B. Reporting Entity

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

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.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Allen Council on Aging, Inc. 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 February 27, 1974 and subsequently received its charter from the Governor of the State of Louisiana.

A board of directors, consisting of 11 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:

- All members from throughout Allen Parish shall be elected by the general membership at the Council's annual meeting.

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

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

C. Presentation of Statements

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

D. Basic Financial Statements - Government-Wide Statements

The government-wide financial statements include the Statement of Net position and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been eliminated from these statements. The government-wide

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

presentation focuses primarily on the sustainability of the Council as an entity and the change in its net position (financial position) resulting from the activities of the current fiscal year. Intergovernmental revenues primarily support governmental activities.

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

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 are reported in three parts – invested in capital assets, net of related debt; restricted net position; and unrestricted net position.

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

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

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

E. Basic Financial Statements - Fund Financial Statements

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

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

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

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

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

The Senior Center Fund and Supplemental Senior Center 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 costs of any program involving elderly persons who are at least 60 years old. To obtain supportive services and participate in activities which foster their independences, enhance their dignity, and encourage their involvement in and with the community, the elderly person will come to a "senior center." During the year, management transferred \$11,417 to the Title III B Fund, \$15,607 to the Title III C-1 Fund, \$5,288 to the Title III C-2 Fund and \$1,225 to the Title III E Fund of its Senior Center (\$33,537) grant funds and \$10,912 to the Title III B Fund of its Supplemental Senior Center (\$10,912) grant to subsidize that program's cost of providing supportive services to elderly persons who used the senior center.

Medicaid is a program where the Council completes enrollment applications for people wanting to apply for Medicaid services. Any funds remaining after applying direct costs to operate this program are available for discretionary use by management. The Council also acts as a coordinator of services for people who are homebound and in need of services similar to those provided in a nursing home, rather than have the person sent to a nursing home.

The AAA Fund (Area Agency on Aging) is used to account for funds received from the Governor's Office of Elderly Affairs that are used to subsidize the costs of administering the Council's special programs for the aging. This year the GOEA granted the Council \$19,621 of AAA funding, which has been received and accounted for in the Council's General Fund along with an equal amount of administrative expenditures. The amount of funding is not enough to pay for all the indirect administrative (indirect) type costs. As a result, the Council will consume the GOEA grant funds first when paying for administrative costs and then allocate the excess administrative costs to other programs using a formula based on the percentage each program's direct costs bears in direct costs for all programs. In addition, due to program restrictions, administrative costs may not be allocated to certain funds and programs.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures 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. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

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

Major Special Revenue Funds

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

	<u>Units</u>
Information and assistance	114
Outreach	25
Homemaker	1,032
Transportation	2,457

There were two main sources of revenues received this year that form the basis of this fund: Grants from GOEA via CAAA for Special Programs for the Aging _ Title III, Part B _ Supportive Services (\$44,712) and restricted, voluntary public support from person who actually received transportation (\$909) services under this program.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound people who are age 60 or older. Using Title III C-2 funds the Council served 15,982 meals during the year to people eligible to participate in this program.

There were two main sources of revenue received this year that form the basis of this fund: Grants from GOEA via CAAA for Special Programs for the Aging _ Title III, Part C-2 _ Nutrition Services (\$72,412) and restricted, voluntary contributions from the public (\$3,120), including those persons actually receiving home-delivered meal services.

The Section 5311 Fund was established to account for funds under the U.S. Department of Transportation for Nonurbanized Areas – Section 5311 Program. The Louisiana Department of Transportation and Development (DOTD) receives these funds for the State of Louisiana and passes them through to the Council. Funds earned and received by the Council are based on actual operating costs of providing transportation services to

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

rural residents within Allen Parish. Section 5311 funds are used as operating transfers to help pay for costs incurred in providing transportation services under the Council's various transportation programs. The Section 5311 Fund is also used to account for the acquisition of vehicles purchased in part with federal funds under the capital assistance program. The Louisiana Department of Transportation and Development coordinates the receipt and disbursement of these funds and the required matching funds from the Council.

Non-Major Special Revenue Funds

Title III C-1 Fund receives funding from United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year ended June 30, 2018, the Council served about 4,884 congregate meals and also provided 72 units of nutritional education to eligible participants.

There were two main sources of revenue received this year that form the basis of this fund: Grants from GOEA via CAAA for Special Programs for the Aging _ Title III, Part C-1 _ Nutrition Services (\$27,522) and restricted, voluntary contributions from those persons who received congregate meals (\$911).

The Title III D Fund is used to account for funds used for disease prevention and health promotion (wellness) activities. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA via CAAA for Special Programs for the Aging _ Title III, Part D _ Disease Prevention and Health Promotion Services (\$2,695).

Title III E Fund is used to account for funds used to provide services, such as; (1) information to caregivers about available services, (2) assistance to caregivers in gaining access to the services, (3) individual counseling, (4) organizational support groups, (5) caregiver training to caregivers in making decisions and solving problems relating to their caregiving roles, (6) respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities, and (7) supplemental services, on a limited basis, to complement the care provided by caregivers. The number of units provided under Title III E are as follows:

	<u>Units</u>
In-home respite	395
Sitter service	237

The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA via CAAA for Special Programs for the Aging _ Title III, Part E _ National Family Caregivers Support Program (\$11,363).

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

The Utility Assistance Fund is used to account for the administration of utility assistance programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on the aging throughout the state to provide assistance to the elderly for the payment of their utility bills. No indirect or administration expenses can be paid for with these funds.

F. Measurement Focus and Basis of Accounting

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

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

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

Modified Accrual Basis – Fund Financial Statements (FFS):

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

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be "available" if they are collected within 60 days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) 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.

G. 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.

H. Cash and Cash Equivalents:

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

I. Receivables

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

J. Prepaid Expenses/Expenditures

Prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net position, depending on when management expects to realize their benefits.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

In the fund financial statements, management has elected not to include amounts paid for future goods and services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been classified as nonspendable to reflect the amount of fund balance not currently available for expenditure.

For purposes of presenting prepaid expenses in the government-wide statements, the Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements with one exception. Disbursements made as "matching" payments to acquire vehicles that will be titled to another government are recorded as a prepaid expense and amortized in the Statement of Net position to better present the economics 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.

K. 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.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

Building	15 years
Vehicles	5 years
Furniture and equipment	5-10 years
Land improvements	10 years

When calculating depreciation, the State's guidelines assumes that capital assets will not have any salvage value.

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.

L. 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.

M. Unpaid Compensated Absences

The Council's policies for vacation time permit employees to accumulate earned but unused vacation leave. Accordingly, a liability for the unpaid vacation leave has been recorded in the Government-Wide Statements. Management has estimated the current and long-term portions of this liability based on historical trends. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect at the end of the year.

In contrast, the governmental funds in the Fund Financial Statements report only compensated absence liabilities that are payable from expendable available financial resources to the extent that the liabilities mature (or come due for payment). Vacation leave does not come due for payment until an employee makes a request to use it or terminates employment with the Council. Accordingly, no amounts have been accrued as fund liabilities as of year-end in the Fund Financial Statements. The differences in the methods of accruing compensated absences create a reconciling item between the fund and government-wide financial statement presentations.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

N. Deferred Revenues

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. Net position in the Government-wide Financial Statements

In the government-wide Statement of Net position, the Net Asset amounts is classified and displayed in three components:

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

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first to finance its activities.

P. Fund Equity – Fund Financial Statements

Governmental fund equity is classified as fund balance. GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definition* provides clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

relative strength of the spending constraints placed on the purposes for which resources can be used:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of resources are either:
 - Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - Imposed by law through constitutional provisions or enabling legislation.

Management has classified fund balance for utility assistance as being restricted due to the constraints place on the use of the money contributed.

- **Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purposes unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- **Assigned:** This classification includes amounts that are constrained by the Council's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned resources as of year-end.
- **Unassigned:** This classification is the residual fund balance of the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 PURPOSE AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

Q. Management's Use of Estimates

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

R. Allocation of Indirect Expenses

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

S. 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.

T. Subsequent Events

Management has evaluated subsequent events through December 20, 2018, the date the financial statements were available to be issued. There were no events that required disclosure.

NOTE 2 REVENUE RECOGNITION

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting.

Revenues are recorded in the Fund Financial Statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 2 REVENUE RECOGNITION (continued)

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

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

NOTE 3 CASH

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

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

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash balances on its books was \$136,051, whereas the related bank balances totaled \$158,689. The primary difference in these amounts relates to deposits made to and checks written on demand deposits accounts that have not yet cleared the bank accounts. At year-end, all of the bank balances were insured 100% by federal depository insurance.

<u>Cash</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Interest Rate</u>	<u>Maturity</u>	<u>Credit Risk Category</u>
First Federal	\$ 106,621	\$ 106,621	None	Demand	Category 1
Sabine State Bank	<u>29,430</u>	<u>29,430</u>	None	Demand	Category 1
Total Cash	<u>\$ 136,051</u>	<u>\$ 136,051</u>			
Unrestricted Purpose	\$ 113,154				
Restricted Purpose:					
Utility Assistance	<u>22,897</u>				
Total Cash	<u>\$ 136,051</u>				

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.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 4 PREPAID EXPENDITURES AND EXPENSES

At year-end, prepaid expenditures in the Fund Balance Sheet consists of \$4,089 of prepaid insurance and \$5,934 prepaid deposit on new vans. Any prepaid expenditures are considered current, which management expected the Council to consume and economically benefit from in the next fiscal year.

NOTE 5 GOVERNMENT GRANTS AND CONTRACTS RECEIVABLE

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

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

<u>Program</u>	<u>Fund</u>	<u>Provider</u>	<u>Amount</u>
Tranportation	Section 5311	DOTD	\$ 28,437
Tranportation	General Fund	Allen Parish Hospital	<u>8,910</u>
			<u>\$ 37,347</u>

NOTE 6 CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION

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

	<u>Balance</u> <u>06/30/17</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>06/30/18</u>
Capital Assets				
Building	\$ 83,030	\$ -	\$ -	\$ 83,030
Vehicles	405,907	39,561	-	445,468
Furniture and equipment	47,531	-	-	47,531
Land improvements	<u>36,011</u>	<u>-</u>	<u>-</u>	<u>36,011</u>
Subtotal	<u>572,479</u>	<u>39,561</u>	<u>-</u>	<u>612,040</u>
Accumulated depreciation				
Building	15,312	3,412	-	18,724
Vehicles	254,851	59,894	-	314,745
Furniture and equipment	28,037	6,839	-	34,876
Land improvements	<u>16,734</u>	<u>3,451</u>	<u>-</u>	<u>20,185</u>
Subtotal	<u>314,934</u>	<u>73,596</u>	<u>-</u>	<u>388,530</u>
Net capital assets	<u>\$257,545</u>	<u>\$ (34,035)</u>	<u>\$ -</u>	<u>\$223,510</u>

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

Depreciation of \$73,596 was charged to governmental activities as administrative expense for the year ended June 30, 2018.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 7 INTERFUND LOANS

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ -	\$ 22,897
Special Revenue Funds:		
Utility Assistance Fund	<u>22,897</u>	<u>-</u>
	<u>\$ 22,897</u>	<u>\$ 22,897</u>

NOTE 8 CHANGES IN LONG-TERM DEBT

The Council had long-term debt relating to compensated absences and a capital lease during the year ended June 30, 2018. The following is a schedule of the changes in long-term debt:

	<u>Balance 6/30/2017</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 6/30/2018</u>
Accrued annual leave	\$ 4,850	\$ 64	\$ -	\$ 4,914
Capital lease	<u>2,244</u>	<u>-</u>	<u>2,244</u>	<u>-</u>
Total long-term debt	<u>\$ 11,669</u>	<u>\$ 64</u>	<u>\$ 2,244</u>	<u>\$ 4,914</u>

The Council acquired one copier under the provisions of long-term leases. The lease required 36 payments of \$235 and expired April 2018.

NOTE 9 FUND BALANCES – FUND FINANCIAL STATEMENTS

The General Fund has \$10,023 of nonspendable funds that are to be used for prepaid expenses.

The Council has \$22,897 of utility assistance contributions that remain unspent as of year-end. The donors restrict these contributions for specific purposes. Accordingly, management separately accounts for them in a special revenue fund to ensure accountability. Utility assistance fund balances are common amongst council on aging entities. Utility assistance is a supportive service rendered under the Council’s Title III B program. Rather than commingle the accounting of the receipts and disbursements of the utility assistance within the Title III B fund, GOEA prefers that councils on aging use a separate fund that can facilitate the monitoring of the Title III B activity separately from the utility assistance activities.

NOTE 10 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.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 11 INCOME TAX STATUS

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

Accounting Standards Codification 740 (ASC 740) requires that a tax position be recognized or derecognized based on a “more than not” threshold. This applies to positions taken or expected to be taken in a tax return where there is uncertainty about whether a tax position will ultimately be sustained upon examination. The Council has evaluated its tax positions and determined that it does not have any uncertain tax positions that meet criteria under ASC 740. Accordingly, implementation of ASC 740 did not have any impact on the accompanying financial statements.

NOTE 12 JUDGEMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

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

NOTE 13 CONTINGENCIES – GRANT PROGRAMS

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

NOTE 14 ECONOMIC DEPENDENCY

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

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 15 INTERFUND TRANSFERS

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

	Title III B	Title III C-1	Title III C-2	Title III E	Section 5311	Total
<u>Funds transferring out:</u>						
General Fund	\$ -	\$ -	\$ -	\$ 4,087	\$ 125,413	\$ 129,500
PCOA		-	37,500	-	-	37,500
Senior Center	11,417	15,607	5,288	1,225	-	33,537
Supplemental Senior Center	<u>10,912</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,912</u>
	<u>22,329</u>	<u>15,607</u>	<u>42,788</u>	<u>5,312</u>	<u>125,413</u>	<u>211,449</u>
Special Revenue Funds:						
Non-Major Funds:						
NSIP	<u>-</u>	<u>-</u>	<u>17,600</u>	<u>-</u>	<u>-</u>	<u>17,600</u>
Total Special Revenue Funds	<u>-</u>	<u>-</u>	<u>17,600</u>	<u>-</u>	<u>-</u>	<u>17,600</u>
Total all funds	<u>\$ 22,329</u>	<u>\$ 15,607</u>	<u>\$ 60,388</u>	<u>\$ 5,312</u>	<u>\$ 125,413</u>	<u>\$ 229,049</u>

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

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

NOTE 16 COMPENSATION, BENEFITS AND OTHER PAYMENTS TO EXECUTIVE DIRECTOR

A detail of compensation, benefits, and other payments made to Executive Director Patricia Jones for the year ended June 30, 2018 follows:

<u>Purpose</u>	<u>Amount</u>
Salary	<u>\$ 38,000</u>
Total	<u>\$ 38,000</u>

NOTE 17 RELATED PARTY TRANSACTIONS

There were no significant related party transactions during the year.

ALLEN COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 18 RISK MANAGEMENT

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current 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 or earthquakes.

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

ALLEN COUNCIL ON AGING, INC.

Budgetary Comparison Schedule
 General Fund
 Year Ended June 30, 2018

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance, July 1	\$ 104,675	\$ 104,675	\$ 104,675	\$ -
Resources (inflows):				
Intergovernmental	103,459	103,459	101,570	(1,889)
Local and miscellaneous	164,296	164,296	162,814	(1,482)
Amounts available for appropriation	<u>372,430</u>	<u>372,430</u>	<u>369,059</u>	<u>(3,371)</u>
Charges to appropriations (outflows):				
Personnel	10,836	10,836	9,650	1,186
Fringe	1,271	1,271	1,043	228
Travel	369	369	147	222
Operating services	4,637	4,637	4,053	584
Operating supplies	861	861	879	(18)
Other costs	5,797	5,797	7,090	(1,293)
Capital Outlay	5,934	5,934	5,934	-
Debt Service	2,348	2,348	2,347	1
Transfers out	<u>193,870</u>	<u>193,870</u>	<u>210,348</u>	<u>(16,478)</u>
Total charges to appropriations	<u>225,923</u>	<u>225,923</u>	<u>241,491</u>	<u>(15,568)</u>
Budgetary fund balance, June 30	<u>\$ 146,507</u>	<u>\$ 146,507</u>	<u>\$ 127,568</u>	<u>\$ (18,939)</u>

See notes to required supplementary information.

ALLEN COUNCIL ON AGING, INC.

Budgetary Comparison Schedule
 Title III B
 Year Ended June 30, 2018

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (inflows):				
Intergovernmental	44,712	44,712	44,712	-
Program income	800	800	909	109
Transfers in	<u>35,692</u>	<u>35,692</u>	<u>22,329</u>	<u>(13,363)</u>
Amounts available for appropriation	<u>81,204</u>	<u>81,204</u>	<u>67,950</u>	<u>(13,254)</u>
Charges to appropriations (outflows):				
Personnel	52,987	52,987	43,243	9,744
Fringe	6,214	6,214	4,673	1,541
Travel	3,052	3,052	2,544	508
Operating services	9,060	9,060	8,835	225
Operating supplies	5,952	5,952	5,821	131
Other costs	<u>3,939</u>	<u>3,939</u>	<u>2,834</u>	<u>1,105</u>
Total charges to appropriations	<u>81,204</u>	<u>81,204</u>	<u>67,950</u>	<u>13,254</u>
Budgetary fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to required supplementary information.

ALLEN COUNCIL ON AGING, INC.

Budgetary Comparison Schedule
 Title III C-2
 Year Ended June 30, 2018

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (inflows):				
Intergovernmental	72,412	72,412	72,412	-
Program income	3,500	3,500	3,120	(380)
Transfers in	<u>58,997</u>	<u>58,997</u>	<u>60,388</u>	<u>1,391</u>
Amounts available for appropriation	<u>134,909</u>	<u>134,909</u>	<u>135,920</u>	<u>1,011</u>
Charges to appropriations (outflows):				
Personnel	37,515	37,515	34,827	2,688
Fringe	4,399	4,399	3,764	635
Travel	17,052	17,052	19,493	(2,441)
Operating services	6,943	6,943	5,868	1,075
Operating supplies	1,414	1,414	1,286	128
Other costs	<u>67,586</u>	<u>67,586</u>	<u>70,682</u>	<u>(3,096)</u>
Total charges to appropriations	<u>134,909</u>	<u>134,909</u>	<u>135,920</u>	<u>(1,011)</u>
Budgetary fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to required supplementary information.

ALLEN COUNCIL ON AGING, INC.

Budgetary Comparison Schedule
 Section 5311
 Year Ended June 30, 2018

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
Budgetary fund balance, July 1	\$ -	\$ -	\$ -	\$ -
Resources (inflows):				
Revenues and transfers in	<u>409,254</u>	<u>409,254</u>	<u>404,002</u>	<u>(5,252)</u>
Amounts available for appropriation	<u>409,254</u>	<u>409,254</u>	<u>404,002</u>	<u>(5,252)</u>
Charges to appropriations (outflows):				
Personnel	224,068	224,068	212,399	11,669
Fringe	26,276	26,276	22,954	3,322
Travel	3,607	3,607	580	3,027
Operating services	64,422	64,422	69,121	(4,699)
Operating supplies	50,387	50,387	50,139	248
Other costs	6,867	6,867	15,182	(8,315)
Capital Outlay	<u>33,627</u>	<u>33,627</u>	<u>33,627</u>	<u>-</u>
Total charges to appropriations	<u>409,254</u>	<u>409,254</u>	<u>404,002</u>	<u>5,252</u>
Budgetary fund balance, June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See notes to required supplementary information.

ALLEN COUNCIL ON AGING, INC.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

NOTE 1 BUDGETARY REPORTING

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

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.

- GOEA notifies the Council each year as to the funding levels for each of its programs.
- Management makes revenue projections based on the revenue information provided by GOEA, grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Management develops expenditure projections using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information has been obtained to project revenues and expenditures, the Council's Executive Director and Finance Director 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 of directors meeting before May 31 of the current fiscal year.
- The adopted budget is forwarded to the Governor's Office of Elderly Affairs (GOEA) for compliance approval.
- Unused budgeted amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, the Council will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under federal matching programs. The "match" might be made in one year and the vehicles delivered in another year.

ALLEN COUNCIL ON AGING, INC.

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

NOTE 1 BUDGETARY REPORTING (Continued)

- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. During the fiscal year, management amended the Council's budget at a board meeting, using a procedure similar to the one used to approve the original budget.
- 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 Governor's Office of Elderly Affairs for funds received under grants from this state agency. As part of its grant awards, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.
- Expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.
- The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

ALLEN COUNCIL ON AGING, INC.

Schedule of Non-Major Funds
Year Ended June 30, 2018

	Title III C-1	Title III D	Title III E
REVENUES			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 27,522	\$ 2,695	\$ 11,363
Program Service Fees:			
Transportation	-	-	-
Congregate meals	911	-	-
Local and miscellaneous:			
Utility Assistance	-	-	-
Total Revenues	<u>28,433</u>	<u>2,695</u>	<u>11,363</u>
EXPENDITURES			
Current:			
Personnel	15,303	1,302	60
Fringe	1,654	141	6
Travel	69	2	-
Operating Services	1,901	69	3
Operating Supplies	431	15	1
Other Costs	24,682	65	16,605
Capital Outlay	-	-	-
Total Expenditures	<u>44,040</u>	<u>1,594</u>	<u>16,675</u>
Excess (deficiency) of revenues over expenditures	<u>(15,607)</u>	<u>1,101</u>	<u>(5,312)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	15,607	-	5,312
Transfers out	-	<u>(1,101)</u>	-
Total other financing sources and uses	<u>15,607</u>	<u>(1,101)</u>	<u>5,312</u>
Net Increase in fund balances	-	-	-
FUND BALANCES			
Beginning of the year	-	-	-
End of the year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

<u>NSIP</u>	<u>Utility Assistance</u>	<u>Total</u>
\$ 17,600	\$ -	\$ 59,180
-	-	-
-	-	911
<u>-</u>	<u>1,302</u>	<u>1,302</u>
<u>17,600</u>	<u>1,302</u>	<u>61,393</u>
-	-	16,665
-	-	1,801
-	-	71
-	-	1,973
-	-	447
-	1,257	42,609
<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>1,257</u>	<u>63,566</u>
<u>17,600</u>	<u>45</u>	<u>(2,173)</u>
-	-	20,919
<u>(17,600)</u>	<u>-</u>	<u>(18,701)</u>
<u>(17,600)</u>	<u>-</u>	<u>2,218</u>
-	45	45
<u>-</u>	<u>22,852</u>	<u>22,852</u>
<u>\$ -</u>	<u>\$ 22,897</u>	<u>\$ 22,897</u>

ALLEN COUNCIL ON AGING, INC.

Comparative Schedule of General Fixed Assets
And Changes In General Fixed Assets
Year Ended June 30, 2018

	Balance June 30, 2017	Additions	Deletions	Balance June 30, 2018
General fixed assets:				
Building	\$ 83,030	\$ -	\$ -	83,030
Vehicles	405,907	39,561	-	445,468
Furniture and equipment	47,531	-	-	47,531
Land improvements	<u>36,011</u>	<u>-</u>	<u>-</u>	<u>36,011</u>
Total general fixed assets	<u>\$ 533,171</u>	<u>\$ 39,561</u>	<u>\$ -</u>	<u>\$ 612,040</u>
Investment in general fixed assets:				
Property acquired with funds from -				
Local and donated	\$ 115,754	\$ 5,934	\$ -	\$ 121,688
ARRA	180,694	-	-	180,694
Section 5311	173,099	33,627	-	206,726
PCOA	<u>102,932</u>	<u>-</u>	<u>-</u>	<u>102,932</u>
Total investment in general fixed assets	<u>\$ 533,171</u>	<u>\$ 39,561</u>	<u>\$ -</u>	<u>\$ 612,040</u>

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**Darnall, Sikes
& Frederick**

(A Corporation of Certified Public Accountants)

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

The Board of Directors
 Allen Council on Aging, Inc.
 Oakdale, 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, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Allen Council on Aging, Inc., as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Allen Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 20, 2018.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Allen Council on Aging, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as item 2018-001.

Allen Council on Aging Inc.'s Response to Findings

Allen Council on Aging, Inc.'s response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Allen Council on Aging, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Dannall, Sikes, & Frederick

A Corporation of Certified Public Accountants

Eunice, Louisiana
December 20, 2018

ALLEN COUNCIL ON AGING, INC.

Schedule of Findings and Questioned Costs
Year Ended June 30, 2018

Part I: Summary of Auditor's Results

FINANCIAL STATEMENTS

Auditor's Report - Financial Statements

An unmodified opinion has been issued on Allen Council on Aging, Inc.'s financial statements as of and for the year ended June 30, 2018.

Deficiencies and Material Weaknesses in Internal Control - Financial Reporting

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

Material Noncompliance - Financial Reporting

We noted one instance of material noncompliance during the audit of the financial statements and is shown as item 2018-001 in Part II.

FEDERAL AWARDS

This section is not applicable for the fiscal year ended June 30, 2018.

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

2018-001 Budget Variances

Condition:

The Council did not comply with the Budget policy.

Criteria:

The Council's Title III B Fund had actual revenues and other sources that fell below budgeted revenues and other sources by more than 10%. In accordance with the Council's budget policy, the budget for each fund adopted by the Council should be amended when actual revenues for a particular revenue category are less than the budgeted amount by more than ten (10%) percent or when actual expense for a particular expense category are more than the budgeted amount by more than ten (10%) percent.

Cause:

The Council failed to amend the budget at the end of the fiscal year June 30, 2018.

Effect:

Inaccurate budgeting counters fiscal responsibility.

Recommendations:

The Council should monitor revenues and expenses for each fund in order to effectively advise when any ten percent variances occur.

ALLEN COUNCIL ON AGING, INC.

Schedule of Findings and Questioned Costs
Year Ended June 30, 2018

Part III: Findings and Questioned Costs Relating to Federal Programs

At June 30, 2018, the Allen Council on Aging, Inc. did not meet the requirements to have a single audit in accordance with the Uniform Guidance, therefore this section is not applicable.

Part IV: Management Letter

The auditor did not issue a management letter this year.

ALLEN COUNCIL ON AGING, INC.

Summary Schedule of Prior Audit Findings
Year Ended June 30, 2018

No prior year findings were noted; therefore, no response is necessary.

ALLEN COUNCIL ON AGING, INC.

Management's Corrective Action Plan
Year Ended June 30, 2018

2018-001 Budget Variances

Response:

The Council will monitor revenues and expenses for each fund in order to effectively advise when any ten percent variances occur and amend the budget as necessary.



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Ms. Patricia R. Jones, Director
and Members of the Board
Allen Council on Aging, Inc.
Oakdale, Louisiana

We have performed the procedures enumerated below, which were agreed to by Allen Parish Council on Aging, Inc. (Entity), and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

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:

Written policies and procedures were obtained and address the functions noted above.

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- 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:

Written policies and procedures were obtained and address functions (1), (3), (4) and (5) noted above. The written policies and procedures do not reference the function of how vendors are added to the vendor list noted above as (2).

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

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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:

Written policies and procedures were obtained and address the functions noted above.

- 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:

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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:

Written policies and procedures do not exist for the functions noted above.

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

The Entity is a nonprofit; therefore, not applicable.

Board (or Finance Committee, if applicable)

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

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

Per the Council's By-laws the Council is required to meet at least quarterly and hold one annual meeting to elect board members/officers. Obtained and reviewed minutes of the board meetings for the fiscal period noting that the board met during November 2017, January 2018, February

2018 (annual) and May 2018. Evidence could not be provided to confirm a meeting was held during the 3rd quarter of the calendar year ended December 31, 2017.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. *Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Minutes did not include financial activity relating to public funds for one of the three meetings held.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.

There general fund did not have a negative ending fund balance in prior year; therefore, this section is not applicable.

Bank Reconciliations

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

Obtained a listing of client bank accounts from management and management provided representation that the listing is complete.

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

Bank reconciliations did include evidence that they were prepared within 2 months of the related statement closing date.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged)

Bank reconciliations did not include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Bank reconciliations do not include any old outstanding checks.

Collections

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

Obtained a listing of deposit sites from management and management provided representation that the listing is complete.

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

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

The Council does not utilize cash drawers/registers.

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

Employee responsible for collecting cash is not responsible for preparing/making bank deposits.

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

Employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledger.

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

Employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash.

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

Employees are covered by an insurance policy for theft.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

Cash receipts are not utilized by the Council.

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

Cash receipts selected were traced to the deposit slip.

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

Deposit slips of selected cash receipts were traced to the actual deposit per the bank statement.

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

Deposits of selected cash receipts were deposited in accordance with statement above.

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

The actual deposits per the bank statement for selected cash receipts were traced to the general ledger.

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

This section had no findings in FYE 06/30/17; therefore, this areas is not required to be tested in FYE 06/30/18.

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

This section had no findings in FYE 06/30/17; therefore, this areas is not required to be tested in FYE 06/30/18

Travel and Expense Reimbursement

This section had no findings in FYE 06/30/17; therefore, this areas is not required to be tested in FYE 06/30/18

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Obtained a listing of contracts from management and management provided representation that the listing is complete.

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

Contracts were in accordance with procurement code requiring bids every four years.

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

Observed that contracts were approved by the governing body/board.

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

Contracts were not amended during the fiscal year.

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

Observed that invoices and related payments selected agreed to the terms and conditions of the contract.

Payroll and Personnel

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Obtained a listing of employees from management and management provided representation that the listing is complete.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

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

Observed that all selected employees documented their daily attendance and leave.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

Observed that supervisors approved the attendance and leave of the selected employees.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Observed that any leave accrued or taken during the pay period was reflected in the entity's cumulative leave records.

18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

There were no employees terminated during the fiscal year.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Ethics (excluding nonprofits)

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

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

Observed that only one of the five employees selected completed one hour of ethics training during the fiscal period.

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

There was no documentation provided that each employee attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Debt Service (excluding nonprofits)

The Council is a nonprofit; therefore, this item is not applicable.

Other

This section had no findings in FYE 06/30/17; therefore, this areas is not required to be tested in FYE 06/30/18

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

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

Dannall, Sikes, & Frederick

A Corporation of Certified Public Accountants

Eunice, Louisiana
December 20, 2018

December 20, 2018

Darnall, Sikes & Frederick
A Corporation of Certified Public Accountants
Eunice, Louisiana

The following is management's response to the 2017-18 AUP report submitted for Allen Council on Aging, Inc.

Written Policies and Procedures

1.b. Purchasing: Adding vendors to vendor list

Response:

The Council will prepare written policies that address how vendors are added to the vendor file.

1.i. Ethics

Response:

The Council will prepare written policies that address the ethics policy.

Board

2.a. Board Meetings

Response:

The Council will ensure that minutes are held on a quarterly basis in accordance with by-laws.

2.b. Financial activity relating to major public funds

Response:

The Council will present financial activity for the General Fund and any additional funds identified as major at board meetings.

Bank Reconciliations

4.b. Bank reconciliations reviewed and approved

Response:

The Council will ensure that all monthly bank reconciliations are reviewed and approved by a member of management or a board member with no involvement in the transactions associated with the bank account.

Ethics

20.a. Ethics Training

Response:

The Council will ensure that all employees/officials receive the required ethics training.

20.b. Documentation of Entity's Ethics Policy

Response:

The Council will ensure that each employee attests through signature verification that he or she has read the Entity's ethics policy.