

# **Financial Report**

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**June 30, 2024**

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Homer, Louisiana  
June 30, 2024

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### **Independent Accountants' Review Report**

**Board of Commissioners of  
Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**We have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Claiborne Voluntary Council on Aging, Inc. (the Council), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.**

#### **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.**

#### **Accountants' Responsibility**

**Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.**

**We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.**

#### **Accountants' Conclusion**

**Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.**

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**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on page 4 through page 22 be presented to supplement the basic financial statements. Such information, although not a required 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. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

**Supplementary Information**

The accompanying Combining Balance Sheet- Non-Major Governmental Funds, Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Non-Major Governmental Funds, and the Comparative Schedule of Capital Assets and Changes in Capital Assets are presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA). In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Council to present a supplemental schedule of Compensation, Benefits and Other Payments Made to the Council's Executive Director for the fiscal year. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Griffin & Furman, LLC*

February 7, 2025

Baton Rouge, Louisiana

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**Claiborne Voluntary Council on Aging, Inc.**  
**June 30, 2024**

The following discussion and analysis of the Claiborne Voluntary Council on Aging, Inc.'s financial performance provides an overview and analysis of the Council's financial performance and activities for the year ended June 30, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with basic financial statements, which follow.

**Financial Highlights**

- The Council showed a decrease in overall net position of \$8,250, or about 2%.
- Net capital assets of the Council increased by \$21,965, or about 11%.
- The Council's fund revenues increased by \$19,781, or about 4%.
- Fund expenditures increased by \$118,775, or about 30%.
- The unassigned fund balance for the Council's General Fund was \$83,188, at year-end, whereas last year's unassigned fund balance was \$91,281, which is a decrease of \$8,093.
- No deficit fund balances existed at year-end.
- The Council has no long-term debt.
- Administrative expenses increased by \$7,276 or about 4% this year. In addition, administrative expenses remained at about 36% of the Council's gross operating revenues for this year and last year.

**How to Use This Annual Report**

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

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

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

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

most significant funds.

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

### BASIC FINANCIAL STATEMENTS

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

#### Government-Wide Financial Statements

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

The Statement of Net Position (Exhibit A) presents all assets and liabilities and the Council's financial position at year-end, whereas the Statement of Activities (Exhibit B) presents information showing how the Council's net position changed during this fiscal year as a result of the Council's activities. In this statement all changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future fiscal periods.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The governmental activities of the Council include *Health, Welfare, and Social Services*, which are comprised of four primary programs that include supportive social services, nutritional services, disease prevention and health promotion, and family caregiver support. Subprogram activities are also presented to facilitate additional analysis. All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. If the Council charged fees with the intention of making a profit or recovering the full cost of providing the service, that activity would be classified as a business-type activity. The Council does not have any business-type activities and it did not directly charge any person or entity who received any service a fee to receive the service during the year.

### Fund Financial Statements

The Fund Financial Statements provide detailed information about the Council's most significant funds, not the Council as a whole entity. In the Fund Financial Statements, there are column presentations for a General Fund, three Special Revenue funds that have been determined to be *Major Funds*, and a column for the total of all remaining Special Revenue funds, which are deemed to be *Nonmajor Funds*. Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet the quantitative criteria but which is believed to be important to present to the Council's financial statement users for qualitative reasons. This year management did not elevate any funds to major fund status. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

The General Fund and Special Revenue funds are considered governmental funds. Governmental funds focus on how money flows in and out of funds and the balances left at year-end that are available for spending. These funds are reported using the *modified accrual* accounting method, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps the reader to determine whether there are more or less financial resources that can be spent in the near future for programs. The difference between net position of governmental activities and fund

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

balances of the governmental funds has been reconciled at the bottom of the Balance Sheet (Exhibit C) for governmental funds. In addition, the difference between the change in fund balance for the governmental funds and the change in net position for the governmental activities has been reconciled on a separate page (Exhibit E) that follows the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D) for the governmental funds. These two reconciliations will facilitate the comparison between governmental activities and fund operations.

### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes follow the Fund Financial Statements and should be read before making assumptions or drawing conclusions about the Council's financial condition.

### **SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34**

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each *major* Special Revenue fund that has adopted an annual budget. The schedules compare the original and final 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 Council's management amended its General Fund budget as well as the major Special Revenue fund budgets once this year.

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

### **SUPPLEMENTARY INFORMATION PRESENTED FOR GOEA ANALYSIS**

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present a combining schedule that provides details about nonmajor governmental funds and a schedule containing details about capital assets and the changes in capital assets. This information will be used by GOEA to verify the accuracy of information submitted by the Council during the year to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

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

**SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

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

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

The following amounts reflect condensed information on the Council's assets, liabilities, and net position for the fiscal years 2024 and 2023:

	<u>2024</u>	<u>2023</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
Current and Other Assets:				
Current Assets	\$ 182,877	\$ 177,173	\$ 5,704	3.22%
Other Assets	10,339	3,896	6,443	100.00%
Capital Assets, net of depreciation	216,616	194,651	21,965	11.28%
Total Assets	<u>409,832</u>	<u>375,720</u>	<u>34,112</u>	<u>9.08%</u>
Current Liabilities	42,613	251	42,362	16877.29%
Total Liabilities	<u>42,613</u>	<u>251</u>	<u>42,362</u>	<u>16877.29%</u>
Net Position:				
Net Investment in Capital Assets	177,362	194,651	(17,289)	-8.88%
Restricted	63,963	85,640	(21,677)	-25.31%
Unrestricted	125,894	95,178	30,716	32.27%
Total Net Position	<u>\$ 367,219</u>	<u>\$ 375,469</u>	<u>\$ (8,250)</u>	<u>-2.20%</u>

As of June 30, 2024, and 2023, the Council *as a whole* had assets greater than its liabilities of \$367,219 and \$375,469, respectively. This \$8,250 decrease from last year is a good indication that that Council's financial condition has remained stable. About 34% of the Council's total net position is *unrestricted* at year-end whereas it was about 25% at last year-end. Unrestricted net position is important because it provides management the resources to adapt to changes in the economy, emergencies, unanticipated service needs and a reduction in or termination of grant revenues by government agencies.

The Council's has \$63,963 in *restricted* net position at the end of this year and \$85,640 at the end of last year. This means any money received during the year that had restrictions placed upon it was

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

not fully consumed as intended. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net position that has been invested in capital assets is presented net of any related outstanding debt to acquire them. For the years presented, there is \$39,254 of accounts payable subtracted from the capital asset amount. The Council's policy is to acquire capital assets by paying cash and avoiding debt. This policy helps ensure management will stay within its financial means so that future revenues will be spent for client services instead of debt service. The decrease in *net investment in capital assets* is a result of the Council updating all records related to the disposition of prior years' assets.

**Current assets** include \$53,146 of funds that have been invested in a Government Money Market account with Edward Jones. All investment income is available for management's discretionary use.

**Long-term investments** - The Council had no long-term investments at year end.

**Current liabilities** consist primarily of accounts payable and credit cards payable of \$41,649. Also included is \$964 of accrued payroll taxes and withholdings.

The following table illustrates the revenues and expenses that produced the changes in net position for FY 2024 and FY 2023, respectively.

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

<u>REVENUES</u>	2024	% of 2024 Total	2023	% of 2023 Total	Increase (Decrease)
Program Revenues:					
Operating Grants and Contributions	\$ 300,685	62.49%	\$ 358,859	77.34%	\$ (58,174)
General Revenues:					
Unrestricted Grants and Contributions	175,573	36.49%	104,992	22.63%	70,581
Interest Income	520	0.11%	135	0.03%	385
Loss on Disposed Assets	(2,596)	-0.54%	0	0.00%	(2,596)
Miscellaneous income	6,989	1.45%	0	0.00%	6,989
<b>Total Revenues</b>	<b>\$ 481,171</b>	<b>100.00%</b>	<b>\$ 463,986</b>	<b>100.00%</b>	<b>\$ 17,185</b>
<u>EXPENSES</u>					
Supportive Services:					
Transportation of the elderly	\$ 21,093	4.31%	\$ 12,926	3.01%	\$ 8,167
Homemaker	13,402	2.74%	7,125	1.66%	6,277
Other supportive services	38,893	7.95%	15,640	3.64%	23,253
Nutrition Services:					
Congregate Meals (over 60)	61,123	12.49%	52,034	12.10%	9,089
Home-delivered Meals - elderly (over 60)	148,482	30.34%	101,549	23.62%	46,933
Disease Prevention and Health Promotion	5,751	1.18%	4,100	0.95%	1,651
Family Caregiver Support	14,487	2.96%	31,117	7.24%	(16,630)
Interest & Penalties	381	0.08%	0	0.00%	381
Other Senior Citizen Activities	9,923	2.03%	36,762	8.55%	(26,839)
Direct Administrative Expenses	175,886	35.94%	168,610	39.22%	7,276
<b>Total Expenses</b>	<b>\$ 489,421</b>	<b>100.00%</b>	<b>\$ 429,863</b>	<b>100.00%</b>	<b>\$ 59,558</b>
<b>Increase (Decrease) in Net Position</b>	<b>(8,250)</b>		<b>34,123</b>		<b>\$ (42,373)</b>
Net Position beginning of the year	375,469		341,346		
<b>Net Position end of the year</b>	<b>\$ 367,219</b>		<b>\$ 375,469</b>		

**AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

The previous table presents in a more summarized version the revenues and expenses of the Council's governmental activities for FY 2024 and FY 2023 than does the Statement of Activities.

As you can see from the table, the single largest source of the Council's total revenues came from **operating grants and contributions**. These revenues must be used for the purposes for which they were given or granted to the Council.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

The Council also received **unrestricted grants and contributions**, which are available for management to use at its discretion. The total amount of revenue for this category increased about 67% this year or \$70,581. Unrestricted grants and contributions typically remain about the same from year-to-year, but the overall increase relates to the primary Senior Center grant being counted in this category of income this year.

**Interest income** increased this year (\$385), which is not significant.

**Loss on Disposed Assets** represents the book value of assets at the time they were disposed of.

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

When reviewing the government-wide Statement of Activities (Exhibit B), there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activity in both years is nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Claiborne Parish and right now this service is in the greatest demand. However, there is also an increasing demand for in-home type services such as homemaker. As these demands increase, management may need to adjust its annual budget to reallocate available resources to meet the demands. Additionally, the Council has put significant effort in its Outreach and Public Education programs in hopes to reach more of the citizens of Clairborne Parish so they can be aware of the services the Council offers.

Note that when comparing expenses this year to last year that there are some significant increases or decreases in program expenses. This is primarily the case with Home Delivered Meals because of price increases as well as an increase in the number of meals the Council can deliver each week.

Another area of interest on the Statement of Activities (Exhibit B) relates to the *Total Governmental Activities* column wherein the Council illustrates that almost every program has more expenses than revenues. In other words, the Council's programs are generally not self-supporting. However, on occasion, a program or subprogram might *break even* or even make a slight *profit*. The Council's ability to support all programs relies heavily on general revenues. This financial relationship is expected, and budgets are prepared accordingly. Historically, general revenues are

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would be unable to provide program services at current levels. Further, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council's current services as well as reallocating them to meet future demands.

Another indication of how money is used efficiently can be analyzed by comparing the amount of administration expenses from year-to-year as well as calculating the percentage administration expenses bear in relation to total expenses and total revenues. For FY 2024, total administration expenses were \$175,886 whereas for FY 2023 total administration expenses were \$168,610. Administrative expenses comprised about 35.94% of the total expenses for this year (or 36.6% of total revenues) compared to 39.22% last year (or 36.3% of total revenues). Management has implemented new procedures to help ensure that costs that are directly related to a program are properly accounted for in that program which is helping to decrease those costs that are captured in the administrative expense category. Administration expenses include indirect type costs, which are costs that benefit all programs instead of specific programs.

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

#### **Fund Balances**

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances for all fund types of \$150,603 (as shown on Exhibits C and D), which is a decrease of \$30,214 when compared to last year. The *unassigned* fund balance component of the General Fund was \$83,188 and is available for spending at management's discretion. The remainder of the General Fund balance consists of \$3,452 of *nonspendable* resources, which represents prepaid expenditures, and an amount *restricted* (\$25,601) that relates to ARP funding that is being carried forward and will be used within the program it is intended for.

#### **Revenues and Other Financing Sources**

The combined fund revenues increased \$19,781 this year versus last year, as shown in the table below.

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

	% of 2024		% of 2023		Increase/(Decrease)	
	2024	Total	2023	Total	Amount	Percent
Intergovernmental	\$ 456,074	94.28%	\$ 445,479	96.01%	\$ 10,595	2.38%
Public Support	20,184	4.17%	18,372	3.96%	1,812	9.86%
Interest Income	520	0.11%	135	0.03%	385	285.19%
Miscellaneous	6,989	1.44%	0	0.00%	6,989	0.00%
Total	<u>\$ 483,767</u>	100.00%	<u>\$ 463,986</u>	100.00%	<u>\$ 19,781</u>	4.26%

**Intergovernmental revenue** increased by 2.38% this year which is not significant.

**Public support revenue** increased by \$1,812 in comparison to last year for multiple reasons none of which were significant.

**Interest income** increased by \$385 which is based on fluctuating interest rates and market changes.

**Miscellaneous income** is comprised of a variety of revenue items but the most noteworthy component relates to periodic dividends from the Council's workman's compensation insurer. This year the Council received \$2,531, which is an increase of \$561 over last year. In addition, the Council hosts an annual fish fry to help raise money to support its programs. For FY24 the Council received \$2,076 for the fish fry. During FY24 the Council was able to sell raffle tickets to win a quilt that was donated which helped raise \$1,725.

**Expenditures**

Total expenditures increased by \$118,775 this year, as shown in the following table.

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

	2024	% of 2024 Total	2023	% of 2023 Total	Increase (Decrease) Amount	Increase (Decrease) Percent
Personnel	\$ 162,143	31.55%	\$ 161,428	40.85%	\$ 715	0.44%
Fringe	12,587	2.45%	12,349	3.12%	238	1.93%
Travel	4,410	0.86%	5,494	1.39%	(1,084)	-19.73%
Operating Services	73,856	14.37%	81,251	20.56%	(7,395)	-9.10%
Operating Supplies	13,061	2.54%	11,416	2.89%	1,645	14.41%
Other Costs	13,498	2.63%	7,125	1.80%	6,373	89.45%
Full Service Contracts	26,019	5.06%	6,348	1.61%	19,671	309.88%
Meals	130,608	25.41%	102,084	25.83%	28,524	27.94%
STPH program	9,796	1.91%	0	0.00%	9,796	100.00%
Capital Outlay	68,004	13.23%	7,712	1.95%	60,292	781.79%
	<u>\$ 513,982</u>	100.00%	<u>\$ 395,207</u>	100.00%	<u>\$ 118,775</u>	30.05%

**Personnel expenditures** increased this year by \$715 which requires no additional explanation.

**Fringe expenditures** increased by \$238 because personnel expenditures increased which caused payroll taxes to increase. These types of costs tend to parallel one another.

**Travel expenditures** represent a very minor expenditure category and had an overall decrease this year (\$1,084).

**Operating service expenditures** decreased \$7,395 overall because of multiple reasons, none of which were very significant.

**Operating supplies expenditures** increased this year by \$1,645 overall primarily because of increases in program (other) supplies (\$1,224).

**Other costs** increased this year by \$6,373 overall primarily because the annual audit cost (\$12,693) was \$4,966 more than last year.

**Full-service contract expenditures** increased this year by \$19,671 overall mainly due to increases in (1) public education events (\$2,450) and other contract services that were reported in other expenditure categories in prior years.

**Meal expenditures** increased by \$28,524 primarily because the cost per meal increased by more than \$1 per meal when compared to last year. The Council served 21,906 meals during FY24.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

**STPH program expenditures** increased by \$9,796 this year because this program was not provided in FY23.

**Capital outlay expenditures** increased this year by \$60,292. Typically, capital outlay expenditures vary from year-to-year based on the needs of the Council. This year the Council expended substantial funds towards the construction of a new parking lot at the senior center. Additionally, the Council began construction on a covered area at the senior center where the seniors can exit vehicles safely when there is inclement weather. For more details about this year's capital outlay expenditures please read the *Analysis of Capital Asset* section that follows later in this discussion.

### AN ANALYSIS OF THE GENERAL FUND BUDGET

During the fiscal year management amended its General Fund budget once. The main reason for amending the original General Fund budget was to account for any significant changes in revenues, expenditures and transfer accounts. When the budget is first prepared the Council has to make estimates and assumptions based on past experiences and available information. As the year unfolds, some of the information becomes more certain and this allows management to adjust its initial forecasts.

There were a few changes made to the budgeted revenues which resulted in a decrease of \$26,161 being made to the overall revenue total. Some of the *more notable* changes to revenues were (1) a decrease in AAA ARP funding of \$13,424, (2) a decrease in NSIP grant funds of \$18,633 (those funds were accounted for directly in the Home Delivered Meals program) and (3) a decrease in STPH grant revenue of \$4,898. These decreases were offset by increases in Senior Center grant funds (\$7,500) and miscellaneous revenue (\$1,993).

There were a few changes made to the expenditure categories, which resulted in an overall increase of \$36,870 to total budgeted expenditures. Some of the more significant changes that directly affected the General Fund were (1) an increase of \$50,000 to capital outlay expenditures, (2) a decrease of \$24,866 in personnel expenditures, and (3) an increase of \$9,796 in STPH expenditures.

The increase in capital outlay expenditures occurred because at the time the original budget was originally prepared the Council was not aware of the construction projects it would have funding for. However, as the year progressed it was obvious that the Council would be able to plan for the new parking lot and covered area. So, the budget was amended to reflect new expectations.

Budgeted costs for personnel expenditures were adjusted downward because the administrative

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

costs paid for with AAA grant funds were not going to be as much as originally expected. STPH program costs were excluded from the original budget so those were added.

Changes were also made to the *other financing sources (uses)* section of the budget. Transfers out to the special revenue funds were decreased by \$55,504 because the actual operating costs of those funds was much less than originally expected. Accordingly, these other financing sources had to be accounted for within the amended budget.

A schedule of the original and amended budgets with comparative results to the actual revenues and expenditures for the General Fund can be found in the *Supplementary Financial Information Required by GASB Statement 34* section of this report.

When comparing the General Fund's amended budget to actual results, the Council had an overall net favorable variance of \$13,771. The more noteworthy reasons behind this *net* favorable variance can be summed up as follows:

- Unrestricted public support & grants were \$2,293 more than budgeted.
- Miscellaneous revenue was \$4,996 more than budgeted.
- Personnel expenditures were \$7,246 more than anticipated.
- Transfers to other programs were budgeted in the aggregate to be \$102,533 whereas actual needs required \$99,528 of transfers from the General Fund, resulting in a favorable variance of \$3,005 for the *transfers out* line item.

Also, note that because almost all of the revenues received into the Council's General Fund are unrestricted in nature, management has a lot of flexibility and discretion in being able to expend or transfer out money from its General Fund.

### AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$216,616 in capital assets net of accumulated depreciation, which is a net increase from last year of \$21,965. The net increase was generated primarily from the Council's construction of the covered area at the senior center, which accounted for \$39,254 of this year's increase. This increase was offset by the disposition of other assets. There were multiple deletions during FY24 (\$53,009). Depreciation expense was \$43,443 this year.

None of the Council's four vehicles were fully depreciated at year-end and all vehicles were operational.

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

The Council began construction on a new covered area at the end of FY24 and it was finished in July of 2024. The amount related to the covered area is found in construction in progress.

**Capital Assets, Net of Depreciation**

	<u>2024</u>	<u>2023</u>	<b>Increase (Decrease)</b>
Land	\$ 3,500	\$ 3,500	\$ -
Vehicles	159,852	181,096	(21,244)
Equipment	44,232	68,246	(24,014)
Building & Improvements	152,022	131,022	21,000
Construction in-progress (*)	39,254	0	39,254
	<u>\$ 398,860</u>	<u>\$ 383,864</u>	<u>\$ 14,996</u>

\* Not subject to depreciation until completed

The Council has no long-term debt related to its capital assets and does not like to incur any as a matter of financial stewardship.

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

The Council receives the large majority of its annual funding from federal and state agencies. This source of income for the Council has been rather steady over the years. However, some of the Council’s grants and contracts are contingent upon the level of service provided by the Council and appropriations made by the state and federal governments, therefore, revenues could vary from year-to-year. Presently, there have been no significant adverse changes to the funding levels or terms of the Council's primary grants and contracts for next year.

Management has initially budgeted \$466,155 in revenues and \$526,762 in expenditures for the Council's programs in FY 2025 producing a deficit of \$60,607. The main reason for the budgeted *deficit* next year is because the Council plans to use fund balances from prior years to cover FY25 expenditures.

The GOEA has approved the Council’s original budget for fiscal year 2025. There are no plans to add or terminate any programs in FY 2025. However, circumstances may change as the year progresses, which may necessitate a budget amendment. Management monitors the Council’s budgeted revenues and expenditures each month and will amend the budget, if necessary.

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

**CONTACTING THE COUNCIL'S MANAGEMENT**

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Suzan Bryant, Executive Director, at 608 E. 4<sup>th</sup> Street, Homer, Louisiana, 61040 or by phone at (318) 927-6922.

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Statement of Net Position**  
**Claiborne Voluntary Council on Aging, Inc.**  
**Homer, Louisiana**  
**June 30, 2024**

	<b>Governmental Activities</b>
<b><u>ASSETS</u></b>	
Current Assets:	
Cash and short-term investments	\$ 182,877
Receivable from GOEA	6,674
Other receivables	213
Prepaid expenses	3,452
Total current assets	193,216
Capital Assets:	
Land	3,500
Other capital assets, net of accumulated depreciation	173,862
Construction in-progress	39,254
Total capital assets	216,616
Total Assets	409,832
<b><u>LIABILITIES</u></b>	
Current Liabilities:	
Accounts payable	2,092
Credit cards payable	303
Construction Payable	39,254
Accrued payroll taxes and employee payroll withholdings	964
Total current liabilities	42,613
<b><u>NET POSITION</u></b>	
Net investment in capital assets	177,362
Restricted	63,963
Unrestricted	125,894
Total Net Position	\$ 367,219

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

**Statement of Activities**  
**Claiborne Voluntary Council on Aging, Inc.**  
**Homer, Louisiana**  
**For the year ended June 30, 2024**

Functions/Programs	Program Revenues					Net (Expense) Revenue and Increase (Decrease) in Net Position
	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
<b>Governmental Activities</b>						
<b>Health, Welfare &amp; Social Services:</b>						
Supportive Services:						
Transportation of the Elderly	\$ 21,093	\$ 23,915	\$ 0	\$ 23,456	\$ 0	\$ (21,552)
Homemaker	13,402	17,174	0	11,744	0	(18,832)
Information and Assistance	11,361	11,751	0	6,802	0	(16,310)
Legal Assistance	1,699	0	0	1,699	0	0
Public Education	3,735	0	0	3,735	0	0
Outreach	13,622	14,972	0	8,667	0	(19,927)
Utility Assistance	8,476	0	0	8,476	0	0
Nutrition Services:						
Congregate Meals	61,123	22,807	0	46,823	0	(37,107)
Home Delivered Meals	148,482	38,822	0	124,746	0	(62,558)
Disease Prevention and Health Promotion	5,751	589	0	6,243	0	(97)
Family Caregiver Support	14,487	5,859	0	24,800	0	4,454
Other Senior Citizen Activities	9,923	0	0	4,898	0	(5,025)
<b>Interest &amp; Penalty</b>	381	0	0	0	0	(381)
<b>Administration</b>	175,886	(135,889)	0	28,596	0	(11,401)
Total governmental activities	\$ 489,421	\$ 0	\$ 0	\$ 300,685	\$ 0	(188,736)
<b>General Revenues (Losses):</b>						
Property taxes, net of intergovernmental expenses withheld (\$114,796)					0	
Grants and contributions not restricted to specific programs					175,573	
Interest income					520	
Loss on disposed assets					(2,596)	
Miscellaneous income					6,989	
Total General Revenues					180,486	
Increase (Decrease) in net position						(8,250)
Net Position - Beginning of the Year						375,469
Net Position - End of the Year						<u>\$ 367,219</u>

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

## **FUND FINANCIAL STATEMENTS**

Fund Balance Sheet  
Governmental Funds

Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
June 30, 2024

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and investments	\$ 141,933	\$ 11,269	\$ 9,180	\$ 0	\$ 20,495	\$ 182,877
Receivable from GOEA	55	113	139	6,305	62	6,674
Other receivables	213	0	0	0	0	213
Prepaid expenditures	3,452	0	0	0	0	3,452
Due from other governmental funds	5,842	0	0	0	0	5,842
Total Assets	<u>\$ 151,495</u>	<u>\$ 11,382</u>	<u>\$ 9,319</u>	<u>\$ 6,305</u>	<u>\$ 20,557</u>	<u>\$ 199,058</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities</b>						
Accounts payable	\$ 39,254	\$ 147	\$ 29	\$ 49	\$ 1,867	\$ 41,346
Credit cards payable	0	60	211	32	0	303
Accrued payroll taxes and employee payroll withholdings	0	481	162	275	46	964
Due to other governmental funds	0	0	0	5,842	0	5,842
Total Liabilities	<u>39,254</u>	<u>688</u>	<u>402</u>	<u>6,198</u>	<u>1,913</u>	<u>48,455</u>
<b>Fund Balances</b>						
Nonspendable - prepaid expenditures	3,452	0	0	0	0	3,452
Restricted	25,601	10,694	8,917	107	18,644	63,963
Unassigned	83,188	0	0	0	0	83,188
Total Fund Balances	<u>112,241</u>	<u>10,694</u>	<u>8,917</u>	<u>107</u>	<u>18,644</u>	<u>150,603</u>
Total Liabilities and Fund Balances	<u>\$ 151,495</u>	<u>\$ 11,382</u>	<u>\$ 9,319</u>	<u>\$ 6,305</u>	<u>\$ 20,557</u>	
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>						
- Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds						<u>216,616</u>
<b>Net Position of Governmental Activities</b>						<u>\$ 367,219</u>

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

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds**

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**For the year ended June 30, 2024**

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Non-Major Funds	Total Governmental Funds
<b>REVENUES</b>						
Intergovernmental	\$ 205,974	\$ 63,495	\$ 37,462	\$ 118,100	\$ 31,043	\$ 456,074
Public Support (Restricted)	50	1,084	9,361	6,646	0	17,141
Public Support (Unrestricted)	3,043	0	0	0	0	3,043
Interest Income	520	0	0	0	0	520
Miscellaneous	6,989	0	0	0	0	6,989
<b>Total revenues</b>	<b>216,576</b>	<b>64,579</b>	<b>46,823</b>	<b>124,746</b>	<b>31,043</b>	<b>483,767</b>
<b>EXPENDITURES</b>						
<b>Health, Welfare, &amp; Social Services:</b>						
Current:						
Personnel	27,352	69,306	25,897	33,643	5,945	162,143
Fringe	1,344	5,800	2,129	2,821	493	12,587
Travel	132	4,071	69	118	20	4,410
Operating Services	10,146	29,217	8,602	23,458	2,433	73,856
Operating Supplies	1,149	4,177	1,281	4,605	1,849	13,061
Other Costs	381	6,721	2,143	3,647	606	13,498
Full Service Contracts	0	11,175	0	0	14,844	26,019
Meals	0	0	41,036	89,572	0	130,608
STPH program	9,796	0	0	0	0	9,796
Capital Outlay	68,004	0	0	0	0	68,004
<b>Total expenditures</b>	<b>118,304</b>	<b>130,467</b>	<b>81,157</b>	<b>157,864</b>	<b>26,190</b>	<b>513,982</b>
Excess of revenues over (under) expenditures	98,272	(65,888)	(34,334)	(33,118)	4,853	(30,215)
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	0	40,794	32,301	26,381	52	99,528
Operating transfers out	(99,528)	0	0	0	0	(99,528)
<b>Total other financing sources (uses)</b>	<b>(99,528)</b>	<b>40,794</b>	<b>32,301</b>	<b>26,381</b>	<b>52</b>	<b>0</b>
Net increase (decrease) in fund balances	(1,256)	(25,094)	(2,033)	(6,737)	4,905	(30,215)
<b>FUND BALANCE (DEFICIT)</b>						
Beginning of year	113,498	35,787	10,950	6,844	13,739	180,818
End of year	\$ 112,242	\$ 10,693	\$ 8,917	\$ 107	\$ 18,644	\$ 150,603

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

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

**Claiborne Voluntary Council on Aging, Inc.**

**Homer, Louisiana**

**For the year ended June 30, 2024**

Net Increase (Decrease) in Fund Balances - Total Governmental Funds	\$ (30,215)
<p>When capital assets are sold, written-off, or disposed of, there could be a gain or loss on the disposition, which is included within the Statement of Activities. However, governmental funds do not present gains or losses on the disposition of capital assets because they do not represent inflows or outflows of financial resources. This reconciling item represents the book value (\$2,596) of those assets at the time of their demolition.</p>	
	(2,596)
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which Capital Outlay expenditures (\$68,004) exceeded Depreciation expense (\$43,443) this year.</p>	
	24,561
Increase (Decrease) of Net Position of Governmental Activities	<u>\$ (8,250)</u>

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

**NOTES TO FINANCIAL STATEMENTS****Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
June 30, 2024****Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies**

The accounting and reporting policies of the Claiborne Voluntary 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 Claiborne Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information on the parish and state level; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA), 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.

The primary services provided by the Council to the elderly residents of Claiborne Parish include transportation, homemakers, information & assistance, legal assistance, medical alert devices, material aid, personal care, outreach, recreation, congregate and home-delivered meals, disease prevention and health promotion, family caregiver support, and operating a senior citizen center. The Council also provides limited transportation services to dialysis patients regardless of age and home-delivered meals to people under 60 years old.

**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 to administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging.

Before the 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.

Claiborne Voluntary Council on Aging, Inc. (the Council) is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on September 6, 1973 and subsequently incorporated on April 1, 1975, under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes.

A board of directors, consisting of 11 voluntary members, who serve three-year terms, governs the Council. Each board member can serve no more than two consecutive terms. 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. The Council makes efforts to maintain a board of directors whose composition will be representative of the population of Claiborne Parish. Board members are elected by the general membership of the Council. Membership in the Council is open at all times, without restriction, to all residents of Claiborne 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.

The Council is considered a primary government, since it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. Fiscally independent means that the Council may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt.

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

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

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

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

### **Government-Wide Statements**

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

intergovernmental revenues.

In the government-wide Statement of Net Position only one column of numbers has been presented for total governmental activities. The amounts are presented on a consolidated basis and represent only governmental type activities. The Statement of Net Position has been prepared on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net position is reported in three parts - 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. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants and 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 costs among various functions and programs in accordance with *Title 2 U.S. Code of Federal Regulations Part 200, - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Statement of Activities shows this allocation in a separate column labeled *indirect expenses*. GOEA provides administrative grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the administrative grant funds are allocated to the Council's other functions and programs.

In the Statement of Activities, *charges for services* represent program revenues obtained by the Council when it renders services that are provided by a specific function or program to people or other entities. The Council did not have any charges for services revenue this year. *General revenues* are reported separately from program related revenues because they are unrestricted as to their use or purpose. If a function or program has a net cost, then it was supported in some manner by the Council's general revenues. *Special items*, if any, are significant transactions within the control of management that are either unusual in nature or

infrequent in occurrence and are separately reported below general revenues. The Council did not have any special items this year.

### **Fund Financial Statements**

The fund financial statements (Exhibits C and D) present financial information that is very similar to that which was included in the general-purpose financial statements issued by governmental entities before Governmental Accounting Standards Board (GASB) Statement No. 34 required the format change.

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

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type. In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, management elected to include one nonmajor fund (Title III C-1 Fund) as a major fund. The remaining nonmajor funds are summarized (aggregated) 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.

### **General Fund**

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

### **Local Programs and Funding**

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

### **PCOA Funding**

Parish Council on Aging (PCOA) funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these funds at its discretion in any program provided the program is benefitting people who are at least 60 years old. In FY 2024, the Council received this grant money into its General Fund and management transferred \$5,536 to the Title III B Fund, \$26,381 to the Title III C-2 Fund, and \$52 to the Title III D Fund to subsidize those funds' operating expenditures. The rest of the PCOA funds (\$68,004) was spent on Capital Outlay projects which included repaving the parking lot to make it safer and starting a project to create a covered area where the seniors could exit the vehicles without being exposed to weather conditions.

### **Area Agency Administration (AAA) Funding**

Each fiscal year GOEA provides the Council with funds to subsidize the costs of administering the Council's special programs for the aging. This year GOEA granted the Council \$20,509 of AAA *regular* funding and \$8,087 of AAA ARP (American Rescue Plan) funding, which has been received and accounted for in the Council's General Fund along with \$39,997 of administrative expenditures. The additional administrative expenditures were paid for using AAA ARP funding carried over from FY23. The amount of AAA funding is not enough to pay for all the administrative (indirect) type costs. As a result, the Council will consume the GOEA AAA 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 to direct costs for all programs.

### **Senior Center and Supplemental Senior Center Funding**

Senior Center and Supplemental Senior Center grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for costs of operating community service centers where elderly people are receiving supportive social services and participating in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. During the year, the Council received a primary *Senior Center* award of \$56,620 which was received into its General Fund and then the Council transferred \$35,231 to the Title III B Fund to subsidize the cost of providing supportive services and \$21,389 to the Title III C-1 Fund to help support the cost of providing meals served at the senior center. In addition, two *Supplemental Senior Center* awards were made to the Council. One of the awards was for \$3,100 and the second award was for \$7,812.50. Both amounts were received into the General Fund and then transferred to the Title III C-1 Fund to help subsidize the cost of providing congregate meals.

### **STPH Program**

The STPH program was funded with a \$4,898 grant from GOEA received during FY24 and \$4,898 of grant revenues received in FY23 that were unused and carried forward into FY24. The purpose of this program is to recruit, hire and train public health workers to respond to COVID-19 and prepare for future public health challenges.

### NSIP Program

The NSIP (*Nutrition Services Incentive Program*) is authorized by Section 311 of the Older Americans Act (OAA). NSIP provides grants to its recipients to support OAA congregate and home-delivered nutrition programs by providing an incentive to serve more meals. The Council received \$4,947 into the General Fund to be carried forward to Fiscal Year 2025.

### Special Revenue Funds

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

The Council has established several special revenue funds, which are designed to account for Title III grants. The Title III grants originate at the federal level and are issued to the State of Louisiana's Governor's Office of Elderly Affairs (GOEA). GOEA matches a portion of the federal grant with state money and then passes the grant funds through to the local level (Claiborne COA).

The following are brief descriptions of the purpose of each special revenue fund and their classification as either a major or a nonmajor governmental fund.

#### Major Special Revenue Funds:

##### Title III-B Fund

The Title III B Fund is used to account for funds, which are used to provide various types of supportive social services to the elderly. The main source of the revenue forming the basis for this fund is a grant (\$40,869) the Council received from GOEA for *Special Programs for the Aging \_ Title III, Part B\_ Grants for Supportive Services and Senior Centers*. This year the Council also received \$22,626 in ARP grant funds to help offset costs relating to providing Title III B services as a result of the COVID-19 pandemic.

GOEA has established the criteria for defining a qualifying unit of service for each

Title III program. Specific supportive social services, along with the number of units the Council reported to GOEA that it provided during the fiscal year, are as follows:

<u>Type of Service Provided</u>	<u>Total Units</u>
Information and Assistance	149
Transportation for people age 60 or older	4,835
Material Aid/Utility Assistance	20
Public Education	4
Homemaker	627.00
Legal Assistance	21.23
Outreach	100

### **Title III C-1 Fund**

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to people age 60 or older in Claiborne Parish. The Council maintained a meal site in Homer this year. There were three primary sources of revenues received this year that form the basis of this fund: *Special Programs for the Aging \_ Title III, Part C-1 \_ Nutrition Services* grant funds (\$28,547), \$8,915 in ARP grant funds, and contributions from those persons who received congregate meals (\$9,361). During the year, the Council reported to GOEA that it provided 6,645 meals and 24 units of nutrition education to eligible participants.

### **Title III C-2 Fund**

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals and nutrition education to homebound people who are age 60 or older. There were three primary sources of revenues received this year that form the basis of this fund: *Special Programs for the Aging \_ Title III, Part C-2 \_ Nutrition Services* grant funds (\$67,570); Nutrition Services Incentive Program (NSIP) grant funds (\$28,511); and contributions from those persons who received the home-delivered meals (\$6,646). In addition to the primary sources of revenues, the Council received \$22,019 in ARP grant funds from GOEA to help provide services relating to the COVID-19 pandemic. The Council reported to GOEA that it provided 15,261 home-delivered meals. The Council did not record any units of nutrition education during the year to eligible participants. Any food that is

purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of Agriculture.

**Nonmajor Special Revenue Funds:**

**Title III D Fund**

The Title III D Fund is used to account for wellness services, which include disease prevention and health promotion activities that are paid for using GOEA funds. The primary source of the revenue forming the basis for this fund is a grant (\$3,652) the Council received from GOEA for *Title III, Part D\_ Disease Prevention and Health Promotion Services*. The Council also received \$2,591 in ARP grant funds from GOEA to help provide wellness type services as a result of the COVID-19 pandemic. During the year the Council reported to GOEA it provided 1,352 units of wellness services.

**Title III E Fund**

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and for grandparents or older individuals who are relative caregivers. The primary source of the revenue forming the basis for this fund is a grant (\$19,895) the Council received from GOEA for the *Title III, Part E \_ National Family Caregivers Support Program*. In addition to the primary grant, GOEA provided the Council \$4,905 of ARP grant funds to help pay for costs associated with providing services during the COVID-19 pandemic. During the year the Council reported to GOEA it had provided 291 units of in-home respite, 1 unit of public education, and 11 units of information and assistance.

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

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

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

The Statement of Net Position and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded

when a liability is incurred, regardless of the timing of related cash flows.

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

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

- e. **Interfund Activity:**

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

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

- f. **Cash:**

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

For the purposes of the Statement of Net Position, restricted cash are amounts

received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. The Council presents restricted cash as a component of current assets in the Statement of Net Position because it is available for use in current operations. At year-end the Council had \$63,963 of restricted cash.

**g. Investments:**

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

However, the Council invested funds in a money market account with Edward Jones. For financial statement purposes, the funds invested in the money market account are valued and reported at fair market value. The fair market value is reviewed on a monthly basis.

**h. Receivables:**

Management estimates that receivables presented will be collected in full. However, if management becomes aware of information that would change its assessment about the collectability of the receivables, management would write-off the receivables as bad debts at that time.

**i. Prepaid Expenses/Expenditures:**

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

In the fund financial statements, management has elected not to include amounts paid for future 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 assets 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 not currently available for expenditure.

**j. Capital Assets:**

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

**Government-Wide Financial Statements**

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

For capital assets recorded in the government-wide financial statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life.

The estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings	10-40 years
Furniture & Equipment	5-20 years
Vehicles	5 years

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

Land and construction in-progress are capital assets that are not depreciated.

### **Fund Financial Statements**

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

#### **k. Advances from Funding Agencies:**

The Council reports advances from funding agencies on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Advances from funding agencies represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council had \$1,394 due back to GOEA at year end for the unused portion of the Title III D wellness program.

#### **l. Unearned Revenue**

The Council reports unearned revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Unearned revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before incurring qualifying expenditures. In subsequent periods, when the Council has a legal claim to (earned) the resources, the liability for unearned revenue is removed from the Statement of Net Position and the Fund Balance Sheet, whichever the case might be, and the revenue is recognized. At year-end, the Council had no unearned revenue at year end.

#### **m. Deferred Outflows and Inflows of Resources**

Deferred outflows represent the consumption of the Council's net position that is applicable to a future reporting period. Deferred inflows represent the acquisition of net position that is applicable to a future reporting period. The Council did not

have any deferred outflows or inflows of resources to report in any of its financial statements this year.

**n. Net Position in the Government-wide Financial Statements:**

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

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

- *Net investment in capital assets* – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in this component of net position. Rather, that portion of the debt is included in the same component of net position as the unspent proceeds. At year-end, the Council’s net investment in capital assets has been reduced by \$39,254 of accounts payable related to the construction of the covered area at the senior center.
- *Restricted net position* – This component reports the amount of net position with externally imposed constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. At year-end, the Council’s restricted net position consisted of \$63,963 (\$2,021 AAA, \$23,580.50 NSIP, \$10,693 Title IIIB, \$8,917 Title C1 Meals, \$107 Title C2 Meals, \$4,966 Title IIID and \$13,678 Title IIIE all received from the GOEA).
- *Unrestricted net position* – This component is the balance (deficit) of all other elements in the statement of net position remaining after net investment in capital assets and restricted net position.

**o. Fund Equity – Fund Financial Statements:**

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

- *Nonspendable*: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being nonspendable because these items are not expected to be converted to cash.
- *Restricted*: This classification includes amounts for which constraints have been placed on the use of resources and are either:
  - Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
  - Imposed by law through constitutional provisions or enabling legislation.
- *Committed*: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- *Assigned*: This classification includes spendable amounts that are reported in governmental funds *other than the General Fund*, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose.
- *Unassigned*: This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other

funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

**p. Management's Use of Estimates:**

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

**q. 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. Occasionally, there are some programs that cannot absorb any indirect cost allocation according to their grant or contract limitations or management does not allocate any indirect costs because of the immateriality of the amounts involved.

**r. 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.

**s. Special Items:**

Special items are significant transactions or events that are either unusual in nature

or infrequent in occurrence and that are within the control of the Council's management. Within in the control of management does not necessarily mean that management did control the transaction. It simply means that management could control it. Special items are reported separately in both the government-wide statement of activities and the governmental fund statements of revenues, expenditures, and changes in fund balances. The Council had no special items to report this year.

## **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 (charges for services), and interest income must be both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue when received.

## **Note 3 - Cash and Investments**

The Council's operating account is a consolidated bank account, which is available for use by all funds. The purpose of the consolidated account is to reduce administration costs and facilitate cash management by allowing those funds with available cash resources to temporarily cover any negative cash balances in other funds.

At year-end, all of the Council's bank balances (checking account plus a savings account) were secured 100% by FDIC insurance. Currently, only the first \$250,000 of deposits at each bank are covered by FDIC insurance. The Council's policy is to follow state law wherein all of its bank deposits are required to be covered with FDIC insurance or properly collateralized.

During the year, the Council might accumulate cash in excess of its immediate needs. To maximize its interest income, the Council's management will invest the excess cash. The Council's management has adopted an investment policy that is intended to follow Louisiana Revised Statute 33:2955, which sets forth a list of the types of investments in which a political subdivision may invest its temporarily idle funds. Accordingly, at year-

end, the Council's management invested \$53,146 into a Government Money Market account with Edward Jones. This investment complies with state law and the Council's investment policy.

**Note 4 - Receivable from GOEA**

At June 30, 2024, all amounts due to the Council under its government grants and contracts have been remitted to the Council, except for \$6,674 from GOEA for various programs that it funds. Exhibit C illustrates the breakdown of the total amount owed by major and nonmajor funds.

**Note 5 - Prepaid Expenditures and Expenses**

At year-end, prepaid expenditures and prepaid expenses consisted of the following:

<u>Nature of Prepaid</u>	<u>Amounts</u>
Insurance Premiums	\$ 3,452
Total	<u>\$ 3,452</u>

**Note 6 - Changes in Capital Assets**

A summary of changes in *depreciable* capital assets is as follows:

	<u>June 30, 2023</u>	<u>Additions</u>	<u>Dispositions</u>	<u>June 30, 2024</u>
Vehicles	\$ 181,097	\$ 0	\$ (21,245)	\$ 159,852
Equipment & Furniture	68,246	0	(24,014)	44,232
Buildings	131,022	28,750	(7,750)	152,022
	<u>380,365</u>	<u>28,750</u>	<u>(53,009)</u>	<u>356,106</u>
Less: Accumulated Depreciation	<u>(189,214)</u>	<u>(43,443)</u>	<u>50,413</u>	<u>(182,244)</u>
Total	<u>\$ 191,151</u>	<u>\$ (14,693)</u>	<u>\$ (2,596)</u>	<u>\$ 173,862</u>

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

All of the Council's fixed assets are subject to depreciation, except for land and construction in-progress. Accordingly, the cost of the land and the construction in-

progress have not been included in the table presented above.

Depreciation was charged to governmental activities as follows:

Supportive Services:		
Transportation for the elderly	\$	5,516
Nutrition Services:		
Congregate meals		1,019
Home-delivered meals		26,454
Administration		<u>10,454</u>
Total Depreciation Expense	\$	<u><u>43,443</u></u>

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

**Note 7 - In-Kind Contributions**

The Council received in-kind contributions during the year in the form of free rent. The senior center meal site locations in Homer was provided without rental charge. If the Council had to pay rent for this location, management estimates that it would have cost about \$5,400 annually.

No amounts have been recorded in these financial statements because accounting principles for governmental entities do not require the valuation and recording of in-kind contributions.

**Note 8 - Fund Balances - Fund Financial Statements**

At year-end the Council had restricted fund balances of \$63,963 (\$2,021 AAA, \$23,580.50 NSIP, \$10,693 Title IIIB, \$8,917 Title C1 Meals, \$107 Title C2 Meals, \$4,966 Title IIID and \$13,678 Title IIIE all received from the GOEA).

**Note 9 - Board of Directors' Compensation**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for any out-of-pocket costs they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

**Note 10 - Income Tax Status**

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986, and as an organization that is not a private foundation as defined in Section 509(a) of the Code. The Council is also exempt from Louisiana income tax.

The Council does file a Form 990 each year but plans to submit a request to the Internal Revenue Service to be exempt from this requirement in future years. The Council is an *affiliate of a governmental unit* within the meaning of Section 4 of the Revenue Procedure 95-48, 1995-2 C.B. 418 and should receive an exemption for the filing of Form 990.

**Note 11 - Lease and Rental Commitments**

The Council did not have any short-term or long-term leases as of June 30, 2024 or during the fiscal year.

**Note 12 - Judgments, 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. The Council's management believes that any other unexpected lawsuits or claims that might be filed against the Council would be adequately covered by insurance or resolved without any adverse 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, funds received during the year and the collectability of any related receivable at year-end may be impaired. In management's opinion, there are not any contingent liabilities relating to noncompliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

**Note 14 - Risk Management**

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance 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 provisions to cover or reduce the risk of loss, as a result of business interruption and certain acts of God, like floods and earthquakes, or virus pandemics.

**Note 15 - Economic Dependency**

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

**Note 16 - Interfund Receivables and Payables**

Because the Council operates most of its programs under cost reimbursement type grants, some programs have to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. When interfund loans are present, they are eliminated as a part of the consolidation process in preparing the Government-wide Financial

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

	Receivable From	Payable To
	<u>          </u>	<u>          </u>
General Fund:		
Major Funds:		
Title III C-2	\$ 5,842	0
Totals for the General Fund	<u>\$ 5,842</u>	<u>\$ 0</u>
Special Revenue Funds:		
Major Funds:		
Title III C-2:		
General Fund	0	5,842
Totals for All Funds	<u>\$ 5,842</u>	<u>\$ 5,842</u>

**Note 17 - Interfund Transfers**

Interfund transfers to and from are listed by fund for the fiscal year as follows:

	<u>Operating Transfers</u>	
	<u>In From</u>	<u>Out To</u>
<b>General Fund:</b>		
Title III B Fund	\$ 0	\$ 40,794
Title III C-1 Fund	0	32,301
Title III C-2 Fund	0	26,381
Nonmajor Fund -Title III D Fund	0	52
Total General Fund	<u>0</u>	<u>99,528</u>
<b>Title III B Fund:</b>		
General Fund - PCOA grant	5,563	0
Nonmajor Fund - Senior Center	35,231	0
Total Title III B Fund	<u>40,794</u>	<u>0</u>
<b>Title III C-1 Fund:</b>		
General Fund - Supp. Senior Center grants	10,912	0
Nonmajor Fund - Senior Center	21,389	0
Total Title III C-1 Fund	<u>32,301</u>	<u>0</u>
<b>Title III C-2 Fund:</b>		
General Fund - PCOA grant	26,381	0
Total Title III C-2 Fund	<u>26,381</u>	<u>0</u>
<b>Nonmajor Fund in the Aggregate:</b>		
Major Funds		
Title III D Fund from PCOA	52	0
Total Nonmajor Funds in the Aggregate	<u>52</u>	<u>0</u>
<b>Total Transfers</b>	<u>\$ 99,528</u>	<u>\$ 99,528</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 (2) shift unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits. These transfers were eliminated as a part of the consolidation process in preparing the government-wide financial statements.

**Note 18 - Related Party Transactions**

There were no related party transactions during the year.

**Note 19 - Purchase Commitments**

The Council has no significant purchase commitments at year-end.

**Note 20 - Subsequent Events**

Management has evaluated subsequent events through February 7, 2025, which is the date the financial statements were available to be issued. There were no events that required disclosure.

**REQUIRED SUPPLEMENTARY FINANCIAL INFORMATION BY GASB 34**

**Budgetary Comparison Schedule - General Fund**

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**For the year ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final (Amended)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b><u>REVENUES</u></b>				
Intergovernmental:				
GOEA - PCOA grant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 0
GOEA - AAA primary grant	20,509	20,509	20,509	0
GOEA - AAA ARP grant	21,511	8,087	8,087	0
GOEA - Senior Center	49,120	56,620	56,620	0
GOEA - Supplemental Senior Center grant 1	3,100	3,100	3,100	0
GOEA - Supplemental Senior Center grant 2	7,812	7,813	7,813	0
GOEA - NSIP grant	18,633	0	4,947	4,947
GOEA - STPH grant	9,796	4,898	4,898	0
Public Support:				
Restricted - Fans	0	0	50	50
Unrestricted - general public & grants	0	750	3,043	2,293
Interest Income	0	550	520	(30)
Miscellaneous	0	1,993	6,989	4,996
<b>Total Revenues</b>	<b>230,481</b>	<b>204,320</b>	<b>216,576</b>	<b>12,256</b>
<b><u>EXPENDITURES</u></b>				
Current:				
Personnel	44,972	20,106	27,352	(7,246)
Fringe	1,803	1,547	1,344	203
Travel	125	134	132	2
Operating Services	17,006	15,136	10,146	4,990
Operating Supplies	1,038	1,230	1,149	81
Other Costs		3,865	381	3,484
STPH program	0	9,796	9,796	0
Capital Outlay	15,000	65,000	68,004	(3,004)
<b>Total Expenditures</b>	<b>79,944</b>	<b>116,814</b>	<b>118,304</b>	<b>(1,490)</b>
Excess of revenues over expenditures	150,537	87,506	98,272	10,766
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfers in	0	0	0	0
Transfers out	(158,037)	(102,533)	(99,528)	3,005
<b>Total other financing sources (uses)</b>	<b>(158,037)</b>	<b>(102,533)</b>	<b>(99,528)</b>	<b>3,005</b>
Net increase (decrease) in fund balance	\$ (7,500)	\$ (15,027)	(1,256)	\$ 13,771
<b><u>FUND BALANCE</u></b>				
Beginning of year			113,498	
End of year			\$ 112,242	

See notes to required supplementary information.

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

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
For the year ended June 30, 2024**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final (Amended)	Modified Accrual Basis	Favorable (Unfavorable)
<b><u>REVENUES</u></b>				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
Primary grant	\$ 39,170	\$ 39,170	\$ 40,869	\$ 1,699
ARP grant	48,964	22,658	22,626	(32)
Public Support (Restricted):				
Client contributions	0	1,071	1,084	13
Total Revenues	88,134	62,899	64,579	1,680
<b><u>EXPENDITURES</u></b>				
Current:				
Personnel	72,581	66,180	69,306	(3,126)
Fringe	5,577	5,091	5,800	(709)
Travel	3,741	3,901	4,071	(170)
Operating Services	21,578	28,221	29,217	(996)
Operating Supplies	3,326	7,135	4,177	2,958
Other Costs	0	4,647	6,721	(2,074)
Full Service Contracts	2,450	2,160	11,175	(9,015)
Total Expenditures	109,253	117,335	130,467	(13,132)
Excess of expenditures over revenues	(21,119)	(54,436)	(65,888)	(11,452)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfers in	21,119	32,786	40,794	8,008
Transfers out	0	0	0	0
Total other financing sources (uses)	21,119	32,786	40,794	8,008
Net increase (decrease) in fund balance	\$ 0	\$ (21,650)	(25,094)	\$ (3,444)
<b><u>FUND BALANCE</u></b>				
Beginning of year			35,787	
End of year			\$ 10,693	

See notes to required supplementary information.

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

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
For the year ended June 30, 2024**

	Budgeted Amounts		Actual	Variance with
	Original	Final (Amended)	Amounts Modified Accrual Basis	Final Budget Favorable (Unfavorable)
<b><u>REVENUES</u></b>				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
Primary grant	\$ 57,027	\$ 28,547	\$ 28,547	\$ 0
ARP grant	11,841	8,928	8,915	(13)
Public Support (Restricted)	0	9,237	9,361	124
Total Revenues	68,868	46,712	46,823	111
<b><u>EXPENDITURES</u></b>				
Current:				
Personnel	10,810	29,461	25,897	3,564
Fringe	831	2,266	2,129	137
Travel	33	81	69	12
Operating Services	2,481	19,726	8,602	11,124
Operating Supplies	271	4,395	1,281	3,114
Other Costs	11,212	2,340	2,143	197
Meals	110,669	36,974	41,036	(4,062)
Total Expenditures	136,307	95,243	81,157	14,086
Excess of expenditures over revenues	(67,439)	(48,531)	(34,334)	14,197
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfers in	67,439	48,531	32,301	(16,230)
Transfers out	0	0	0	
Total other financing sources (uses)	67,439	48,531	32,301	(16,230)
Net increase (decrease) in fund balance	\$ 0	\$ 0	(2,033)	\$ (2,033)
<b><u>FUND BALANCE</u></b>				
Beginning of year			10,950	
End of year			\$ 8,917	

See notes to required supplementary information.

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

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
For the year ended June 30, 2024**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final (Amended)</u>	<u>Amounts</u>	<u>Final Budget</u>
			<u>Modified</u>	<u>Favorable</u>
			<u>Accrual Basis</u>	<u>(Unfavorable)</u>
<b><u>REVENUES</u></b>				
Intergovernmental:				
Governor's Office of Elderly Affairs:				
Primary grant	\$ 39,090	\$ 67,570	\$ 67,570	\$ 0
ARP grant	43,399	22,038	22,019	(19)
NSIP grant	16,737	31,514	28,511	(3,003)
Public Support (Restricted):				
Client contributions	0	6,440	6,646	206
Total Revenues	99,226	127,562	124,746	(2,816)
<b><u>EXPENDITURES</u></b>				
Current:				
Personnel	31,620	32,355	33,643	(1,288)
Fringe	2,429	2,489	2,821	(332)
Travel	125	90	118	(28)
Operating Services	16,997	19,456	23,458	(4,002)
Operating Supplies	4,118	7,690	4,605	3,085
Other Costs	0	2,704	3,647	(943)
Meals	87,449	90,838	89,572	1,266
Subcontracts	300	0	0	0
Total Expenditures	143,038	155,622	157,864	(2,242)
Excess of expenditures over revenues	(43,812)	(28,060)	(33,118)	(5,058)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Transfers in	43,812	21,216	26,381	5,165
Transfers out	0	0	0	0
Total other financing sources (uses)	43,812	21,216	26,381	5,165
Net increase (decrease) in fund balance	\$ 0	\$ (6,844)	(6,737)	\$ 107
<b><u>FUND BALANCE</u></b>				
Beginning of year			6,844	
End of year			\$ 107	

See notes to required supplementary information.

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**Claiborne Voluntary Council on Aging, Inc.**  
**Homer, Louisiana**  
**For the Year Ended June 30, 2024**

**Note 1 - Budgetary Reporting**

The budget information presented in this section of required supplementary information applies to *major* governmental funds for which annual budgets were adopted. Budgetary information for *nonmajor* funds has not been included anywhere in these financial statements. The Council follows these procedures in establishing the budgetary data that has been presented as required supplementary information in these financial statements.

- The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for each of its programs.
- Management makes revenue projections based on 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.
- The Council's Executive Director and Finance Administrator prepare a proposed budget based on the revenue and expenditure projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors generally reviews and adopts the budget for the next fiscal year at a regularly scheduled board of directors meeting before June of the current fiscal year. The original FY 2024 budget was approved at a board meeting on June 26, 2023.
- The adopted budget is forwarded to GOEA for final compliance approval.
- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, 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.

- 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 required supplementary information include the original adopted budget amounts and all subsequent amendments. During the fiscal year, management amended the Council's budget once at a board meeting on May 20, 2024, 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 GOEA for changes relating to 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.
- Budgeted expenditures cannot legally 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 may not be budgeted, particularly if they are deemed to be immaterial by management.

#### **Note 2 - General Fund's Budgeted Operating (Deficit) Surplus**

Management originally budgeted deficit of \$7,500 in the Council's General Fund. However, as the year progressed and actual data became available, management amended the budget to forecast an operating deficit of \$15,027.

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

**Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Governmental Funds**

**Claiborne Voluntary Council on Aging, Inc.**

**Homer, Louisiana**

**For the year ended June 30, 2024**

	<b>Title III D Fund</b>	<b>Title III E Fund</b>	<b>Totals</b>
<b><u>REVENUES</u></b>			
Intergovernmental:			
GOEA - Primary grant	\$ 3,652	\$ 19,895	\$ 23,547
GOEA - ARP grant	2,591	4,905	7,496
Total revenues	6,243	24,800	31,043
<b><u>EXPENDITURES</u></b>			
Current:			
Personnel	223	5,722	5,945
Fringe	20	473	493
Travel	2	18	20
Operating Services	223	2,210	2,433
Operating Supplies	515	1,334	1,849
Other Costs	55	551	606
Full Service Contracts	5,257	9,587	14,844
Capital Outlay	0	0	0
Total expenditures	6,295	19,895	26,190
Excess of revenues over (under) expenditures	(52)	4,905	4,853
<b><u>OTHER FINANCING SOURCES (USES)</u></b>			
Operating transfers in	52	0	52
Operating transfers out	0	0	0
Total other financing sources (uses)	52	0	52
Net increase (decrease) in fund balances	0	4,905	4,905
<b><u>FUND BALANCE (DEFICIT)</u></b>			
Beginning of year	4,966	8,773	13,739
End of year	\$ 4,966	\$ 13,678	\$ 18,644

**Comparative Schedule of Capital Assets and  
Changes in Capital Assets**

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**For the year ended June 30, 2024**

	<u>Balance June 30, 2023</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2024</u>
<b><u>Capital Assets</u></b>				
Land	\$ 3,500	\$ 0	\$ 0	\$ 3,500
Vehicles	181,096	0	(21,244)	159,852
Equipment	68,246	0	(24,014)	44,232
Building & Improvements	131,022	28,750	(7,750)	152,022
Construction in Progress	0	39,254	0	39,254
Total capital assets	<u>\$ 383,864</u>	<u>\$ 68,004</u>	<u>\$ (53,008)</u>	<u>\$ 398,860</u>
<b><u>Investment in Capital Assets</u></b>				
Property acquired with funds from:				
General Fund (Local money)	\$ 7,912	\$ 0	\$ 0	\$ 7,912
PCOA	366,640	68,004	(52,336)	382,308
Senior Center	9,312	0	(672)	8,640
Total investment in capital assets	<u>\$ 383,864</u>	<u>\$ 68,004</u>	<u>\$ (53,008)</u>	<u>\$ 398,860</u>

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY LOUISIANA LAW**

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

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

**For the year ended June 30, 2024**

**Executive Director's (Agency Head) Name: Suzan Bryant**

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 47,840.00
Benefits-insurance (health and life)	-
Benefits-retirement - deferred compensation match	-
Benefits-other (describe) - FICA & LUTA	3,672.85
Reimbursements for using personal car for Council business	62.00
<b>Total</b>	<b>\$ 51,574.85</b>

**CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.**

**Schedule of Findings**

**June 30, 2024**

**Finding 2024-1:**

***Criteria:***

**R.S. 24:513 provides that any state auditee must submit their financial report to the Louisiana Legislative Auditor within six months of their fiscal year end.**

***Condition & Cause:***

**The Council did not submit their financial report within the six-month deadline for the June 30, 2024 fiscal year end.**

***Effect:***

**The Council is not in compliance with R.S. 24:513.**

***Recommendation:***

**We recommend the Council submit their financial report within six months of its year end.**

**CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.**

**Schedule of Prior Year Findings**

**June 30, 2024**

**State Audit Law:**

**The agency submitted the report for the year ended June 30, 2023 after the extended deadline of March 31, 2024.**

***Status: Unresolved.***

## MANAGEMENT'S CORRECTIVE ACTION PLAN

**Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana  
For the Year Ended June 30, 2024**

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

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

**Name and address of independent public accounting firm:** Griffin & Furman LLC, PC, 2915 S. Sherwood Forest Blvd, Suite B, Baton Rouge, LA 70816

**Audit period:** For the year ended June 30, 2024.

**Finding 2024-1:** The Council did not submit their financial report within the six-month deadline for the June 30, 2024 fiscal year end

**Management Corrective Action:** The Council will timely engage an auditor and ensure the financial report is submitted in accordance with R.S. 24:513.

If you have any questions regarding this corrective action plan, please call the Council's Executive Director, Suzan Bryant, at (318) 927-6922.



Stephen M. Griffin, CPA  
Robert J. Furman, CPA

Howard P. Vollenweider, CPA  
Jessica S. Benjamin

Racheal D. Alvey  
Michael R. Choate, CPA

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American Society of Certified Public Accountants  
Society of Louisiana CPAs

### **Independent Accountants' Report on Applying Agreed-Upon Procedures**

**Board of Commissioners of  
Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana**

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) agreed-upon procedures applicable to review attestations (AUPs) for the fiscal period July 1, 2023 through June 30, 2024. Claiborne Voluntary Council on Aging, Inc.'s management is responsible for those C/C areas identified in the AUPs.

Claiborne Voluntary Council on Aging, Inc. (the Council) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's AUPs for the period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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#### ***Federal, State, and Local Awards***

- 1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency's management.**
- 2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.**
- 3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.**

***Finding: Procedure performed without exception.***

205 E. Lockwood St.  
Covington LA 70433  
Phone: (985) 727-9924  
Fax: (985) 400-5026

2915 S. Sherwood Forest Blvd., Suite B  
Baton Rouge, LA 70816  
Phone: (225) 292-7434  
Fax: (225) 293-3651

4900 Cypress St. #15  
West Monroe, LA 71291  
Phone: (318) 397-2472

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

*Finding:* Procedure performed without exception.

5. Report whether the selected disbursements were approved in accordance with the Agency's policies and procedures.

*Finding:* Procedure performed without exception.

6. For each selected disbursement made for federal grant awards, obtain the Compliance Supplement for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the Compliance Supplement, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

*Finding:* Procedure performed without exception.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Agency's financial records; and report whether the amounts in the close-out reports agree with the Agency's financial records.

*Finding:* Not applicable.

#### Open Meetings

8. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions

*Finding:* Procedure performed without exception.

#### Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the agency provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives, and measures of performance.

*Finding:* Procedure performed without exception.

#### State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

***Finding:*** The Council did not submit their financial report within the six-month deadline for the June 30, 2024 fiscal year end.

***Corrective Action:*** The Council will timely engage an auditor and ensure the financial report is submitted in accordance with R.S. 24:513.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

***Finding:*** Procedure performed without exception.

**Prior-Year Comments**

12. Obtain and report management’s representation as to whether any prior-year suggestions, recommendations, and/or comments have been resolved.

***Finding:*** In prior year the Council did not submit its’ financial report in accordance with R.S. 24:513. This finding is unresolved. Additionally, the prior year reported budget variances

***Corrective Action:*** The Council will timely engage an auditor and ensure the financial report is submitted in accordance with R.S. 24:513.

We were engaged by the Council to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the AUPs. 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.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the AUPs, 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.

***Griffin & Furman, LLC***

February 7, 2025

Baton Rouge, Louisiana