

**NEW ORLEANS COUNCIL ON AGING, INC.**

**COMPREHENSIVE ANNUAL FINANCIAL REPORT**

**June 30, 2019**

***CASCIO & SCHMIDT, LLC***  
***Certified Public Accountants***

**NEW ORLEANS COUNCIL ON AGING, INC.**

**Comprehensive Annual Financial Report  
For the Fiscal Year Ended June 30, 2019**

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**NEW ORLEANS COUNCIL ON AGING, INC.**

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**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

Within this section of the New Orleans Council on Aging, Inc.'s annual financial report, New Orleans Council on Aging, Inc.'s (NOCOA) management is pleased to provide this narrative discussion and analysis of the financial activities of the NOCOA for the year ended June 30, 2019. NOCOA's financial performance is discussed and analyzed within the context of the accompanying financial statements and notes to the financial statements.

**FINANCIAL HIGHLIGHTS**

**Net Position** - The assets of NOCOA exceeded its liabilities by \$393,527 (2018 - \$366,811), presented as "net position". Total net position is comprised of the following:

	<u>2019</u>	<u>2018</u>
• Invested in capital assets	\$ <u>284,034</u>	\$ <u>288,000</u>
• Restricted assets		
Nutrition services	17,533	44,945
Other	<u>30,004</u>	<u>22,490</u>
	47,537	67,435
• Unrestricted	<u>61,956</u>	<u>11,376</u>
 Total Net Position	 \$ <u>393,527</u>	 \$ <u>366,811</u>

**Changes in Net Position** - NOCOA's net position increased by \$26,716 for 2019, and \$173,940 for 2018.

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This Management's Discussion and Analysis document introduces NOCOA's basic financial statements. The basic financial statements include: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. This report also includes certain other additional information to supplement the basic financial statements.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The **government-wide financial statements** are designed to provide readers with a broad overview of the New Orleans Council On Aging, Inc.'s finances, in a manner similar to a private-sector business.

The **Statement of Net Position** presents information on all of the New Orleans Council On Aging, Inc.'s assets and liabilities, with the difference between the two reported as **net position**. Over time, increases or decreases in net position may serve as a useful indicator of whether or not the financial position of the New Orleans Council on Aging, Inc. is deteriorating.

The **Statement of Activities**, reports how NOCOA's net position changed during the current fiscal year. All current year revenue and expenses are included regardless of when cash is received or paid. An important purpose of the design of the statement of activities is to show the reliance of NOCOA's distinct activities or functions on revenues resulting from services provided by NOCOA, and to other governmental agencies.

The government-wide financial statements present governmental activities of NOCOA, that are principally supported by funding from the Governor's Office of Elderly Affairs, the City of New Orleans, and other various grants received by this agency over the fiscal year ended June 30, 2019.

The government-wide financial statements are presented on pages 12 and 13.

**FUND FINANCIAL STATEMENTS**

A fund is an accountability unit used to maintain control over resources segregated for specific activities or objectives. The Council uses funds to ensure and demonstrate compliance with finance-related laws and regulations. Within the basic financial statements, fund financial statements focus on the Council's most significant funds rather than the Council as a whole.

The Council uses only governmental funds.

Governmental funds are reported in the fund financial statements and encompass the same function reported as government activities in the government-wide financial statements. However, the focus is different with fund statements providing a distinctive view of the Council's governmental funds, including object classifications. These statements report short-term fiscal accountability focusing on the use of spendable resources and balances of spendable resources available at the end of the year. They are useful in evaluating annual financing requirements of the programs and the commitment of spendable resources for the near-term.

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

The basic governmental fund financial statements are presented on pages 14 through 21 of this report.

**Notes to the basic financial statements:**

The accompanying notes to the financial statements provide information essential to a full understanding of the government-wide and fund financial statements. The notes to the financial statements begin on page 22 of this report.

**Other information:**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Council's budget presentations. Budgetary comparison statements are included as "required supplementary information" for the general fund. These schedules demonstrate compliance with the Council's amended and final budget.

Title III (C1) - Congregate Meals Program, Title III (C2) - Home Delivered Meals Program. Title III B Supportive Services, NISP Cash in Lieu of Commodities, Supplemental Senior Center, Senior Center Program, and City of New Orleans - CDBG Program.

These schedules demonstrate compliance with the Council and final budget.

**FINANCIAL ANALYSIS OF THE OFFICE AS A WHOLE**

The Council implemented the new financial reporting model used in this report beginning with the fiscal year ended June 30, 2005. Over time, as year-to-year financial information is accumulated on a consistent basis, changes in net position may be observed and used to discuss the changing financial position of the Council as a whole.

The Council's net position at fiscal year-end was \$393,527 (2018 - \$366,811). The following table provides a summary of the Council's assets, liabilities and net position.

**GOVERNMENTAL ACTIVITIES**

<b><u>Assets</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Cash	\$ 451,281	\$ 302,860
Receivables	180,036	136,052
Capital assets	<u>284,034</u>	<u>288,000</u>
<b>Total Assets</b>	<b><u>\$ 915,351</u></b>	<b><u>\$ 726,912</u></b>

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

**Liabilities:**

	<u>2019</u>	<u>2018</u>
Accounts payable and current liabilities	\$ <u>521,824</u>	\$ <u>360,101</u>
<b>Total liabilities</b>	<b><u>521,824</u></b>	<b><u>360,101</u></b>

**Net Position:**

Investment in net capital assets	\$ 284,034	\$ 288,000
Restricted	47,337	67,435
Unrestricted	<u>61,956</u>	<u>11,376</u>
<b>Total Net Position</b>	<b><u>\$ 393,327</u></b>	<b><u>\$ 366,811</u></b>

Overall, the Council reported net assets of \$393,327. This amount is \$26,516 more than the prior year.

Comparative data is accumulated and presented to assist analysis in future years.

The following table provides a summary of the Office's changes in net position:

**Summary of Changes in Net Position**

	<b><u>Governmental Activities</u></b>	
	<u>2019</u>	<u>2018</u>
<b>Revenues:</b>		
Operating grants and contributions	\$ 4,781,128	\$ 4,644,619
Charges for services	12,454	14,423
Interest income	9,922	14,103
Other income	<u>409,061</u>	<u>341,648</u>
<b>Total Revenue</b>	<b><u>\$ 5,212,565</u></b>	<b><u>\$ 5,014,793</u></b>
<b>Expenses:</b>		
Personnel	\$ 1,438,018	\$ 1,497,367
Fringes	246,693	202,475
Travel	74,548	103,082
Operating services	436,050	406,972
Operating supplies	109,700	135,222
Other costs	113,222	140,957
Full service contracts	1,802,697	1,720,411

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

June 30, 2019

	<u>2019</u>	<u>2018</u>
Expenses (continued)		
Food costs	705,243	679,823
Utility assistance	<u>255,712</u>	<u>242,544</u>
Total Expenses	<u>5,181,883</u>	<u>5,128,853</u>
Increase (decrease) in net position	30,682	( 114,060)
Net position, beginning of year	<u>78,811</u>	<u>192,871</u>
Net position, end of year	\$ <u>109,493</u>	\$ <u>78,811</u>

**GOVERNMENTAL REVENUES:**

The Council is heavily reliant on municipal, state and federal grants to support its operations.

**GOVERNMENTAL FUNCTIONAL EXPENSES:**

The total function of the Council is to serve the elderly. A schedule of functional expenses is as follows.

<u>FUNCTIONS/PROGRAMS</u>	<u>2019</u>	<u>2018</u>
Program Expenses		
Supportive services	\$ 391,067	\$ 384,076
Nutrition services	1,057,234	1,089,637
Utility assistance	308,851	297,839
Multipurpose senior centers	1,592,087	1,894,368
Preventive Health	18,488	11,856
Retired senior volunteers	107,346	104,230
Senior companion	267,186	287,388
Caregiver	193,784	188,889
Senior Rx	<u>98,148</u>	<u>97,737</u>
Total Program Expenses	4,034,191	4,356,020
Supportive Services		
General and Administrative	<u>1,151,658</u>	<u>772,833</u>
Total Functional Expenses	\$ <u>5,185,849</u>	\$ <u>5,128,853</u>

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

**FINANCIAL ANALYSIS OF THE COUNCIL'S FUNDS**

**Governmental Funds**

As discussed earlier, governmental funds are reported in the fund statements with a short-term, inflow and outflow of spendable resources focus. This information is useful in assessing resources available at the end of the year in comparison with upcoming financing requirements. Governmental funds reported an ending fund balance of \$109,493 (2018 - \$78,811), an increase of \$30,682 (decrease of \$114,060 for 2018). The unassigned fund balance totaled \$61,956; (2018 - \$11,376), which represents a increase of \$50,580; (decrease of \$29,917 for 2018).

**Major and Non-Major Governmental Funds**

The General Fund is the Council's primary operating fund. The General Fund balance for the year ended June 30, 2019 increased by \$50,580; decreased \$29,917 for 2018.

**BUDGETARY HIGHLIGHTS**

When the original General Fund budget was adopted, it was anticipated that the total revenues and total expenditures were going to approximate those of the previous fiscal year, adjusted for inflation and salary increases. While there were no significant deviations from the original approved budget from the final budget, the Council ended the fiscal year with an operating excess of revenue of \$50,580, and an operating deficit of \$29,917 in 2018.

**CAPITAL ASSETS**

Capital assets consist of the following:

	<u>2019</u>	<u>2018</u>
Depreciable assets:		
Building and land	\$ 288,000	\$ 288,000
Transportation Equipment	171,859	171,859
Less Accumulated Depreciation	<u>(175,825)</u>	<u>(171,859)</u>
	<u>\$ 284,034</u>	<u>\$ 288,000</u>

Depreciation expense on the building amounted to \$3,966 for the year ended June 30, 2019 (2018 - \$0-).

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

**ECONOMIC OUTLOOK**

The funding for the 2019-2020 program year for the New Orleans Council on Aging is still affected by the current condition of the State of Louisiana's operating budget and the national economic conditions of the past year.

Currently, the State of Louisiana anticipates a budget short fall in the state operating budget for 2019-2020.

As the City of New Orleans continues to rebuild after the storm, there still exists a shortage of available services for the elderly. The City of New Orleans has discontinued direct health services to residents. This has placed a burden on clients to seek health services from a network of neighborhood clinics operated by two health organizations, or rely on the limited services provided by the LSU Health Systems.

The New Orleans Council on Aging is still experiencing a waiting lists for services.

Congregate Meals Sites, Home Delivered Meals (Meals on Wheels), Homemaker Services, and the operations of two (2) Senior Centers in City facilities are a priority for this organization.

The Governor's Office of Elderly Affairs and the Administration on Aging, and our congressional delegation are aware of the need for addition services in the City of New Orleans. Our primary funding agencies are assisting us in developing additional funding to move forward in our mission.

The New Orleans Council on Aging has enlisted the aid of local companies and foundations to help with fundraising activities.

Entergy New Orleans, Meals on Wheels of New Orleans Fund, Inc., and Peoples Health Network, continue to make significant contributions.

Additionally, the Friends of the New Orleans Council on Aging continue to have productive fund raising activities with dinners and the Annual Halloween fundraising event.

The Board of Directors of the New Orleans Council on Aging continues to assist with fund raising activities for our organization.

**NEW ORLEANS COUNCIL ON AGING, INC.  
MANAGEMENTS'S DISCUSSION AND ANALYSIS (UNAUDITED)**

**June 30, 2019**

**Contacting the Council's Financial Management**

The financial report is designed to provide a general overview of the Council's finances, to comply with state laws and regulations, and demonstrate the Council's commitment to public accountability. If you have any questions about this report or would like to request additional information, please contact the New Orleans Council on Aging, Inc.'s office at (504) 821-4121.

# CASCIO & SCHMIDT, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

### INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
New Orleans Council on Aging, Inc.

We have audited the accompanying financial statements of the governmental activities and each major fund, and the aggregate remaining fund information of New Orleans Council on Aging, Inc., as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the New Orleans Council on Aging, Inc.'s basic financial statements as listed in the table of contents.

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

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

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

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

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

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

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the New Orleans Council on Aging, Inc. as of June 30, 2019, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Report on Summarized Comparative Information**

We have previously audited New Orleans Council on Aging, Inc.'s 2018 financial statements, and our report dated October 17, 2018, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

## **Other Matters**

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 1 through 8 and pages 37 through 44 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the New Orleans Council on Aging, Inc.'s basic financial statements. The combining and nonmajor fund financial statements on pages 45 through 51, the statement of general fixed assets and changes in general fixed assets on page 52, the schedule of operating transfers in and out on pages 53 through 55, and the schedule of compensation, benefits and other payments to agency head on page 56, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements.

The statements and schedules stated in the preceding paragraph are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information

directly to the underlying accounting and other record used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, those statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated September 19, 2019, on our consideration of the New Orleans Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering New Orleans Council on Aging, Inc.'s internal control over financial reporting and compliance.

*Cassio + Schmidt, L.P.C.*

Metairie, Louisiana  
September 19, 2019

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF NET POSITION

June 30, 2019

	Governmental Activities	Summarized Comparative Information <u>June 30, 2018</u> Governmental Activities
<b>ASSETS</b>		
Cash and cash equivalents	\$ 451,281	\$ 302,860
Receivables		
Grant	180,036	136,052
Other	-	-
Capital assets, net of accumulated depreciation	<u>284,034</u>	<u>288,000</u>
Total assets	<u>915,351</u>	<u>726,912</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>521,824</u>	<u>360,101</u>
Total liabilities	<u>521,824</u>	<u>360,101</u>
<b>NET POSITION</b>		
Invested in capital assets	284,034	288,000
Restricted		
Nutrition services	17,533	44,945
Other	30,004	22,490
Unrestricted	<u>61,956</u>	<u>11,376</u>
Total net position	<u>\$ 393,527</u>	<u>\$ 366,811</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF ACTIVITIES

For the year ended June 30, 2019

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES		NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION PRIMARY GOVERNMENT GOVERNMENTAL ACTIVITIES	SUMMARIZED COMPARATIVE INFORMATION For the Year ended June 30, 2018
		CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS		
Primary Government					
Governmental Activities					
General	\$ 1,020,015	\$ -	\$ 1,139,591	\$ 119,576	\$ 543,217
Supportive services	391,067	-	396,722	5,655	2,322
Nutrition services	1,057,234	12,454	1,034,671	( 10,109)	( 47,878)
Utility assistance	308,851	-	414,020	105,169	(106,961)
Multipurpose senior centers	1,592,087	-	1,177,487	(414,600)	(573,472)
Preventive Health	18,488	-	18,488	-	-
Retired senior volunteers	107,346	-	108,783	1,437	( 847)
Senior companion	267,186	-	272,999	5,813	( 35,763)
Caregiver	193,784	-	132,811	( 60,973)	( 63,437)
Senior Rx	98,148	-	98,148	-	-
Administration	<u>131,643</u>	<u>-</u>	<u>110,143</u>	<u>( 21,500)</u>	<u>( 21,500)</u>
Total Governmental Activities	\$ <u>5,185,849</u>	\$ <u>12,454</u>	\$ <u>4,903,863</u>	(269,532)	(304,319)
General Revenues:					
Special revenue taxes				286,326	186,156
Unrestricted interest				9,922	4,103
Transfers in (out)				-	-
Total general revenues				<u>296,248</u>	<u>190,259</u>
Change in net position				26,716	(114,060)
Special Item					
Donation of building				-	288,000
Net Position:					
Beginning of year				<u>366,811</u>	<u>192,871</u>
End of year				\$ <u>393,527</u>	\$ <u>366,811</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

BALANCE SHEET  
GOVERNMENTAL FUNDS

June 30, 2019

	<u>GENERAL FUND</u>	<u>OTHER GOVERNMENTAL FUNDS</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 443,238	\$ 8,043
Receivables		
Grants	180,036	-
Due from other funds	<u>-</u>	<u>20,961</u>
Total assets	<u>\$ 623,274</u>	<u>\$ 29,004</u>
<b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts payable and accrued liabilities	\$ 521,824	\$ -
Due to other funds	<u>20,961</u>	<u>-</u>
Total liabilities	<u>542,785</u>	<u>-</u>
Fund balances:		
Restricted	18,533	29,004
Unassigned	<u>61,956</u>	<u>-</u>
Total net position	<u>80,489</u>	<u>29,004</u>
Total liabilities and net position	<u>\$ 623,274</u>	<u>\$ 29,004</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

BALANCE SHEET  
GOVERNMENTAL FUNDS - Continued

June 30, 2019

	TOTAL GOVERNMENTAL <u>FUNDS</u>	Summarized Comparative <u>Information</u> JUNE 30, 2018
<b>ASSETS</b>		
Cash and cash equivalents	\$ 451,281	\$ 302,860
Receivables		
Grants	180,036	136,052
Dues from other funds	<u>20,961</u>	<u>1,343,126</u>
Total assets	<u>\$ 652,278</u>	<u>\$ 1,782,038</u>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Accounts payable and accrued liabilities	\$ 521,824	\$ 360,101
Due to other funds	<u>20,961</u>	<u>1,343,126</u>
Total liabilities	<u>542,785</u>	<u>1,703,227</u>
<b>Fund balances:</b>		
Restricted	47,537	67,435
Unassigned	<u>61,956</u>	<u>11,376</u>
Total fund balances	<u>109,493</u>	<u>78,811</u>
Total liabilities and fund balances	<u>\$ 652,278</u>	<u>\$ 1,782,038</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE  
SHEET TO THE STATEMENT OF NET ASSETS

June 30, 2019

	<u>June 30, 2019</u>	<u>Summarized Comparative Information June 30, 2018</u>
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Total Fund Balances at June 30, 2019 - Governmental funds	\$ 109,493	\$ 78,811
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. The cost of the assets are \$459,859, and the accumulated depreciation is \$175,825.	<u>284,034</u>	<u>288,000</u>
Total Net Position of Governmental Activities	\$ <u>393,527</u>	\$ <u>366,811</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	<u>GENERAL FUND</u>	<u>TITLE III (C1) CONGREGATE MEALS PROGRAM</u>	<u>TITLE III (C2) HOME DELIVERED MEALS PROGRAM</u>
<b>REVENUES</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 100,000	\$ 280,794	\$ 577,213
City of New Orleans	917,304	-	-
Corporation for National and Community Services	-	-	-
State of Louisiana	-	-	-
Participant contributions	6	12,448	-
Contributions	47,527	-	-
Special revenue taxes	286,326	-	-
Interest income	9,636	-	-
Other income	74,760	-	-
Total Revenues	<u>1,435,559</u>	<u>293,242</u>	<u>577,213</u>
<b>EXPENDITURES</b>			
Current:			
Personnel	209,698	132,118	265,249
Fringe benefits	37,024	20,510	44,749
Travel	1,272	372	29,282
Operating services	188,833	35,074	64,339
Operating supplies	74,513	1,834	6,765
Other costs	24,223	450	-
Full service contracts	494,025	-	-
Food costs	176,618	159,725	296,767
Utility assistance	-	-	-
Total Expenditures	<u>1,206,206</u>	<u>350,083</u>	<u>707,151</u>
Excess (deficiency) of revenue over (under) expenditures	229,353	( 56,841)	(129,938)
<b>OTHER FINANCING SOURCES</b>			
Transfers in	207,116	56,841	129,938
Transfers out	( 385,889)	-	-
Total other financing sources (uses)	<u>( 178,773)</u>	<u>56,841</u>	<u>129,938</u>
Net change in fund balances	50,580	-	-
<b>FUND BALANCES</b>			
Beginning of the year	<u>11,376</u>	<u>-</u>	<u>-</u>
End of year	\$ <u><u>61,956</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	<u>TITLE III B SUPPORTIVE SERVICES</u>	<u>NSIP CASH IN LIEU OF COMMODITIES</u>	<u>SUPPLEMENTAL SENIOR CENTER</u>	<u>SENIOR CENTER PROGRAM</u>
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs	\$ 383,072	\$ 125,917	\$ 450,374	\$ 299,944
City of New Orleans	-	-	-	-
Corporation for National and Community Services	-	-	-	-
State of Louisiana	-	-	-	-
Participant contributions	-	-	-	-
Contributions	-	-	-	-
Special revenue taxes	-	-	-	-
Interest income	-	-	-	-
Other income	-	-	-	-
Total Revenues	<u>383,072</u>	<u>125,917</u>	<u>450,374</u>	<u>299,944</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	260,149	-	-	-
Fringe benefits	45,346	-	-	-
Travel	8,957	-	-	-
Operating services	49,133	-	-	-
Operating supplies	2,087	-	-	-
Other costs	-	-	-	45,990
Full service contracts	19,000	-	-	787,813
Food costs	-	-	-	-
Utility assistance	-	-	-	-
Total Expenditures	<u>384,672</u>	<u>-</u>	<u>-</u>	<u>833,803</u>
Excess (deficiency) of revenue over (under) expenditures	( 1,600)	125,914	450,374	(533,859)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	1,600	-	-	533,859
Transfers out	<u>-</u>	<u>(153,326)</u>	<u>(450,374)</u>	<u>-</u>
Total other financing sources (uses)	<u>1,600</u>	<u>(153,326)</u>	<u>(450,374)</u>	<u>533,859</u>
Net change in fund balances	-	( 27,412)	-	-
<b>FUND BALANCES</b>				
Beginning of the year	<u>-</u>	<u>44,945</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>\$ 17,533</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	CITY OF NEW ORLEANS CDBG	SUPPLEMENTAL SENIOR CENTER PROGRAM 2
REVENUES		
Intergovernmental		
Governor's Office of Elderly Affairs	\$ -	\$ 7,812
City of New Orleans	419,357	-
Corporation for National and Community Services	-	-
State of Louisiana	-	-
Participant contributions	-	-
Contributions	-	-
Special revenue taxes	-	-
Interest income	-	-
Other income	-	-
Total Revenues	<u>419,357</u>	<u>7,812</u>
EXPENDITURES		
Current:		
Personnel	50,628	-
Fringe benefits	19,754	-
Travel	-	-
Operating services	-	-
Operating supplies	-	-
Other costs	-	-
Full service contracts	425,612	-
Food costs	72,133	-
Utility assistance	-	-
Total Expenditures	<u>568,127</u>	<u>-</u>
Excess (deficiency) of revenue over (under) expenditures	(148,770)	7,812
OTHER FINANCING SOURCES (USES)		
Transfers in	148,770	-
Transfers out	-	(7,812)
Total other financing sources (uses)	<u>148,770</u>	<u>(7,812)</u>
Net change in fund balances	-	-
FUND BALANCES		
Beginning of the year	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	<u>OTHER GOVERNMENTAL FUNDS</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>	<u>SUMMARIZED COMPARATIVE INFORMATION For the year ended June 30, 2018</u>
<b>REVENUES</b>			
Intergovernmental			
Governor's Office of Elderly Affairs	\$ 348,240	\$ 2,573,363	\$ 2,543,070
City of New Orleans	-	1,336,661	1,480,069
Corporation for National and Community Services	376,132	376,132	354,112
State of Louisiana	25,000	25,000	20,000
Participant contributions	-	12,454	14,423
Contributions	422,445	469,972	247,368
Special revenue taxes	-	286,326	176,156
Interest income	286	9,922	14,103
Other income	<u>47,975</u>	<u>122,735</u>	<u>165,492</u>
Total Revenues	<u>1,220,078</u>	<u>5,212,565</u>	<u>5,014,793</u>
<b>EXPENDITURES</b>			
Current:			
Personnel	520,176	1,438,018	1,497,367
Fringe benefits	79,310	246,693	202,475
Travel	34,665	74,548	103,082
Operating services	98,671	436,050	406,972
Operating supplies	24,501	109,700	135,222
Other costs	42,559	113,222	140,957
Full service contracts	76,247	1,802,697	1,720,411
Food costs	-	705,243	679,823
Utility assistance	<u>255,712</u>	<u>255,712</u>	<u>242,544</u>
Total Expenditures	<u>1,131,841</u>	<u>5,181,883</u>	<u>5,128,853</u>
Excess (deficiency) of revenue over (under) expenditures	88,237	30,682	( 114,060)
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in	87,342	1,165,466	1,001,141
Transfers out	<u>( 168,065)</u>	<u>(1,165,466)</u>	<u>(1,001,141)</u>
Total other financing sources (uses)	<u>( 80,723)</u>	<u>-</u>	<u>-</u>
Net change in fund balances	7,514	30,682	( 114,060)
<b>FUND BALANCES</b>			
Beginning of the year	<u>22,490</u>	<u>78,811</u>	<u>192,871</u>
End of year	\$ <u>30,004</u>	\$ <u>109,493</u>	\$ <u>78,811</u>

The accompanying notes are an integral part of this statement.

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	For the year ended <u>June 30, 2019</u>	<u>Comparative Information</u> For the year ended <u>June 30, 2018</u>
Amounts reported for governmental activities in the statement of activities are different because:		
Net change in fund balances - total government fund	\$ 30,682	\$ (114,060)
Capital assets used in governmental activities are not reported in the funds	( 3,966)	288,000
Changes in net position of governmental activities	\$ <u>26,716</u>	\$ <u>173,940</u>
 The depreciation expense recognized for the year ended June 30, 2019 totaled \$3,966.		

The accompanying notes are an integral part of this statement.

# NEW ORLEANS COUNCIL ON AGING, INC.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2019

### NOTE A - PURPOSE OF THE NEW ORLEANS COUNCIL ON AGING, INC., AND REPORTING ENTITY

#### 1. Purpose of the New Orleans Council on Aging, Inc.

The purpose of the New Orleans Council on Aging, Inc. (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 Orleans 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), other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

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

#### 2. 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. However, before the Council on Aging could begin operations in a specific parish, its application or a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The functions of each Council on Aging in Louisiana must comply with the objectives of state laws and are governed by the policies and regulations established by GOEA.

The Board of Directors shall be composed of no less than eleven members, and no more than twenty-one. At present, there are 16 members. They are elected for terms of three years, with approximately one-third elected each year. Members of the Board are elected by secret ballot by the general membership of the New Orleans Council on Aging, Inc. The Board members shall reside in Orleans parish throughout their tenure.

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

Based on the criteria set forth in GASB Statement 14, the New Orleans Council on Aging, Inc. is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special - purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement 14, the term fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, and set its own rates or charges. As previously mentioned,

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE A - PURPOSE OF THE NEW ORLEANS COUNCIL ON AGING, INC. AND REPORTING ENTITY - (Continued)

2. Reporting Entity - (Continued)

GOEA establishes the policies and regulations that all Councils must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive. Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement 14.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Presentation of Financial Statements

The accompanying basic financial statements of New Orleans Council on Aging, Inc. have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*, issued in June 1999.

2. Basic Financial Statements - Government-Wide Statements

The Council's basic financial statements include both Government-Wide (reporting the Council as a Whole) and fund financial statements (reporting the Council's major 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 been classified as governmental activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature.

In the Government-Wide Statement of Net Position, the governmental type activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations, if any. The Council's net position is reported in three parts - investment in capital assets, restricted assets; and unrestricted assets. Investment in capital assets, are presented net of accumulated depreciation. Restricted assets consist of assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted assets include all other assets that do not meet the definition of "restricted" or "invested in capital assets."

NEW ORLEANS COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS - Continued  
June 30, 2019

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**2. Basic Financial Statements - Government-Wide Statements**

The Council's policy is to use restricted resources first to finance its activities, except for nutrition services. When providing nutrition services, revenues earned by the Council under its NSIP Cash In Lieu of Commodities contract with GOEA can only be used to pay for the raw food component of each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the NSIP Cash In Lieu of Commodities revenues when paying for nutrition program costs. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both the gross revenue and net revenue of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted investment income, particularly, if the function or program has a net cost. 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 grants. The Council did not receive any capital-specific grants this year.

The Council allocated its indirect costs among various functions and programs in accordance with 2CFR part 200. GOEA provides 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 GOEA funds are allocated to the Council's other functions and programs.

The Government-Wide Statements focus upon the Council's ability to sustain operations and the change in its net position resulting from the current year's activities.

**3. Basic Financial Statements - Fund Financial Statements:**

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. 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. Resources are allocated to, and accounted for, in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

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.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

3. Basic Financial Statements - Fund Financial Statements: - Continued

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

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

- The General Fund is the primary operating fund of the Council. It accounts for all financial resources, except those required to be accounted for in another fund.
- Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

The Council has established several special revenue funds. The following is a brief description of each special revenue fund's purpose:

Major Special Revenue Funds

**The General Fund** is the primary operating fund of the Council. It accounts for all financial resources of the Council, except those required to be accounted for in another fund.

**The Title III C-1 Fund (Congregate Meals Program)** is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in Orleans Parish.

**The Title III C-2 Fund (Home Delivered Meals Program)** is used to account for Federal funds that are used to provide nutritional meals to homebound older persons.

**The Title III B Fund (Supportive Services)** is used to account for funds, which are used to provide various units of supportive social services to the elderly.

**The N.S.I.P. Cash in Lieu of Commodities Fund** is used to account for the administration of the nutrition programs for the elderly. The funds are provided by the United States Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. The primary purpose of the NSIP reimbursement is to provide money to the Council so that food and commodities may be purchased to supplement nutrition programs.

**Community Development Block Grant Fund** is used to account for funds, which are used to provide support to various senior centers for its operations and activities.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - Continued**

**June 30, 2019**

**NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued**

**3. Basic Financial Statements - Fund Financial Statements: - Continued**

**The Supplemental Senior Center Fund and Supplemental Senior Center Program 2** were established to account for funds that were appropriated by the Louisiana Legislature for the various Councils on aging throughout Louisiana to supplement each Council's primary grant for senior center operations and activities.

**The Senior Center Program** is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The Council operates three senior centers in Orleans Parish, Louisiana. The other 10 senior centers are contracted by the Council with other non-profit organizations operating senior centers in Orleans Parish.

**The Parish Council on Aging - Line - item Fund** was established to account for funds that were appropriated by the Louisiana Legislature to provide support to various senior centers and the operation of the New Orleans Council on Aging, Inc.

**Non-Major Special Revenue Funds**

**The Title III C - 1 Area Agency Administration Fund** is used to account for a portion of the indirect costs of administrating the Council's programs. Each fiscal year GOEA provides the Council with funds to help pay for the costs of administering the Council's special programs for the elderly. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage that each program's direct costs bear to the direct costs for all programs.

**The Audit Funds** are used to account for funds received from the Governor's Office of Elderly Affairs that are restricted to use as a supplement to pay for the cost of having an annual audit of the Council's financial statements. The cost allocated to this fund is equal to the GOEA supplement.

**Administrative Seed Funds** are received by the Council to offset administrative costs of developing innovative programs for the elderly.

**The Meals on Wheels** are used to account for funds to provide home delivered meals to homebound elderly persons through restricted contributions from a non-profit organization.

**The Retired Senior Volunteer Program Fund** is used to account for Federal funds which are provided directly by the Corporation for National and Community Service (CNCS), and State funds which are provided directly by the Louisiana Governor's Office of Elderly Affairs to pay for expenses incurred by senior citizens, age 55 and over, who have volunteered their time to assist non-profit and government entities in the parish.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

3. Basic Financial Statements - Fund Financial Statements: - Continued

Non-Major Special Revenue Funds - Continued

The **Senior Companion Fund** is used to account for Federal funds which are provided directly by CNCS and State funds which are provided directly by the Louisiana Governor's Office of Elderly Affairs to pay for expenses incurred by low-income senior citizens, age 60 and over, who have volunteered their time to provide individual care and assistance to primarily the frail, elderly persons who are home-bound.

The **III - E Caregiver Fund** accounts for funds relating to the National Family Caregiver Support Program. The National Family Caregiver Support program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. This program targets older, low-income individuals. Specific types of services that can be provided by this program include: Adult Day Care, Adult Health Care, Material Aid, Case Management, Personal Care, Counseling, Support Groups, Respite Care, Sitter Service, and Information and Assistance. Eligible participants include (1) adult family members, or another adult person, who provides uncompensated in-home and community care to an older person who needs supportive services or (2) grandparents, or a person 61 years of age or older, who is related to a child by blood or marriage and (1) lives with the child, (2) is the primary caregiver, and (3) has a legal relationship to the child or is raising the child informally.

The **Title III - D Preventive Health Fund** is used to account for funds used for disease prevention and health promotion activities or services, such as (1) equipment and material (scales to weigh people, educational materials, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, and (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need."

**Senior Rx Program** is a senior drug program to assist the elderly in the City of New Orleans. Supplemental funding was also provided by Medicare Improvements for Patients and Providers Act (MIPPA).

**Power To Care Fund** is used to account for the administration of the program sponsored by Entergy. Entergy collects contributions from service customers and remits these funds to the New Orleans Council on Aging, Inc. so that it can provide assistance to the elderly and disabled living in Orleans Parish for the payment of their electric bills.

**MIPPA Fund** is used to provide support services for medicare eligible individuals in the New Orleans Area.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

3. Basic Financial Statements - Fund Financial Statements: - Continued

Non-Major Special Revenue Funds - Continued

The SIPP Program is to develop a volunteer network and build a coalition of professionals to help serve the medicare beneficiaries in Orleans Parish.

4. Measurement Focus and Basis of Accounting:

a. Accrual Basis - Government-Wide Financial Statements

The Statement of Net Assets 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, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed).

b. Modified Accrual Basis - Fund Financial Statements - Continued:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. 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. The Council considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that claims and judgments are recorded as expenditures when paid with expendable available financial resources.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

5. **Interfund Activity:**

Interfund activity consists of transfers between funds and represent a permanent reallocation of resources between funds. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net position in the Government-Wide Financial Statements.

6. **Fair Value of Financial Instruments:**

Cash, cash equivalents, and temporary investments carrying amounts reported in the statement of net position approximate fair value because of the short maturities of those investments.

7. **Capital Assets:**

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$5,000, and that 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. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the assets. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, it is recorded at its estimated fair market value at the date of donation.

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 capital assets consist of transportation equipment with a useful life of three years.

8. **Accrued Compensated Absences:**

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

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

9. Allocation of Indirect Expenses:

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

10. Management's Use of Estimates:

The preparation of financial statements in conformity with 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.

11. Eliminations 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. However, interfund receivables and payables are presented in the balance sheets of the governmental funds.

12. Restricted Assets

Restricted assets are reported in the Statement of Net Position when constraints are placed on their use, as follows.

Grant revenue from:

Governor's Office of Elderly Affairs for nutrition services.	\$ 17,533
State of Louisiana for administrative purposes.	1,000
Corporation for National and Community Services for Senior Companion Program and Retired Senior Volunteer Program.	<u>29,004</u>
	<u>\$ 47,537</u>

13. Budgets

The Council is required by state law to adopt annual budgets for the General Fund and Special Revenue Funds. Each budget is presented on the accrual basis of accounting.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

14. Subsequent Events

Management has evaluated subsequent events through October 17, 2019, which is the date the financial statements were available to be issued.

15. Post Employment Health Care

Governmental Accounting Standards Board (GASB) 45, requires that post employment health care benefits be actuarially determined and accrued if such benefits are provided. New Orleans Council on Aging, Inc. does not offer health care to its retirees. Accordingly, no accrual is necessary for the year ended June 30, 2019.

16. Fund Equity

In 2018, the New Orleans Council on Aging, Inc. implemented the requirements of Government Accounting Standards Board (GASB) Statement No. 54 - *Fund Balance Reporting and Governmental Fund-Type Definitions*. In accordance with this statement, in the fund financial statements, fund balances of the governmental fund types are now categorized into one of five categories - Non-spendable, Restricted, Committed, Assigned, or Unassigned.

The classification of the fund balances are 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.
- Restricted: This classification includes amounts for which constraints have been placed on the use of resources are either:
  - Externally imposed by creditors (such as 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 No. 54. The intent of an assigned fund balance should be expressed by either the Council's board of directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purpose. The Council did not have any assigned resources as of the year end.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

- Unassigned: This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

17. Summarized Comparative Information

Summarized Comparative Information is presented only to assist with financial analysis. Data in these columns do not present financial position, results of operations or changes in net position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

NOTE C - REVENUE RECOGNITION

For financial reporting, the General Fund, Title III B Supportive Services Program, Title III (C1) Congregate Meal Program, Title III (C2) Home Delivered Meals Programs, Title III D - Preventive Health, Title III E - Caregiver Program, State funded Senior Center Programs, Senior Rx Program, Parish Council on Aging - Line item and State Funds recognize revenue on a pro-rata basis of its approved budget. Retired Senior Volunteer Program (RSVP), Senior Companion Program (SCP), Power to Care, and Community Development Block Grant recognize revenue as received.

Intergovernmental grant revenues are recorded in governmental funds as revenues in the accounting period when they become susceptible to accrual, that is measurable and available (modified accrual basis). Intergovernmental grants do not allow the Council to recognize revenue under the grant award until actual costs are incurred or units of service are provided. Senior Center, Senior Rx, Title III B, C-1, C-2, D and E funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenue until the actual expenditures are made. Retired Senior Volunteer Program, Senior Companion, Community Development Block Grant are also recognized as revenue once the related cost has been incurred, and the grant reimbursement is measurable and available.

NSIP Cash In Lieu of Commodities program funds are earned and become susceptible to accrual based upon the number of units provided to program participants and are recorded as revenues at that time.

NEW ORLEANS COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS - Continued

June 30, 2019

NOTE C - REVENUE RECOGNITION - Continued

The Council encourages and receives contributions from clients to help offset the costs of the Title, C-1 and C-2 programs. Utility assistance funds are provided from public donations sponsored by Entergy, Inc. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict, therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

NOTE D - CASH

The Council's funds are required to be deposited and invested under the terms established by the Governor's Office of Elderly Affairs. The depository bank deposits for safekeeping and trust with the Council's third party agent approved pledged securities in an amount sufficient to protect the Council funds on a day-to-day basis. The Council may at its own discretion, invest funds in time deposits and certificates of deposit at interest rates approximating United States Treasury Bill rates.

At June 30, 2019, the carrying amount of the Council's deposits (cash and certificates of deposit) was \$451,281, and the bank balance was \$483,779. The amount exceeding federal depository insurance coverage amounted to \$220,044 at June 30, 2019.

NOTE E - CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets follow:

	Balance <u>7/1/18</u>	Additions	Retirements	Balance <u>6/30/19</u>
Real Estate	\$ 288,000	\$ -	\$ -	\$ 288,000
Transportation equipment	171,859	-	-	171,859
Less: Accumulated Depreciation	<u>(171,859)</u>	<u>-</u>	<u>3,966</u>	<u>(175,825)</u>
	<u>\$ 288,000</u>	<u>\$ -</u>	<u>\$ 3,966</u>	<u>\$ 284,034</u>

Depreciation expense for the year ended June 30, 2019 amounted to \$3,966.

NOTE F - RENTAL EXPENSE

The rental expense for the administrative offices for the year ended June 30, 2019 totaled \$115,215, and are leased under an operating lease for three years beginning April 1, 2019 and ending March 31, 2021, at \$10,570 per month.

The program offices for three senior centers are leased under a month to month operating lease. The rental expense for the senior centers totaled \$61,700 for the year ended June 30, 2019. The rental expense for the administrative and program offices totaled \$115,215 for the year ended June 30, 2019.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - Continued**

**June 30, 2019**

**NOTE F - RENTAL EXPENSE - Continued**

For future minimum rental payments for the administrative office are as follows:

Year ending <u>June 30,</u>	
2020	\$ 134,868
2021	<u>34,959</u>
	<u>\$ 169,827</u>

**NOTE G - INTERFUND RECEIVABLES AND PAYABLES**

Because the organization operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money, and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund receivables and payables. A summary of these interfund receivables and payable at June 30, 2019 are as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	<u>\$ 20,961</u>	<u>\$ -</u>
Special Revenue Fund Corporation For National and Community Service	<u>-</u>	<u>20,961</u>
Total all funds	<u>\$ 20,961</u>	<u>\$ 20,961</u>

**NOTE H - EMPLOYEE RETIREMENT PLAN**

Effective July 1, 1990, the New Orleans Council on Aging, Inc. began providing retirement benefits to all of its employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan, plus investment earnings. Employees are eligible to participate upon completion of one year of service and attainment of age 21. The formula for determining employer contributions is determined each Plan Year by a resolution of the Board of Directors. The Council's contribution for each employee is fully vested after five years of service. Voluntary employee contributions are permitted.

The Council's total payroll for the fiscal year ended June 30, 2019 was \$1,517,155. The Council's contributions were calculated by using the base salary amount of \$1,319,800. The Council made a 6% contribution, the same as in the prior year, on behalf of the Council's employees which totaled \$79,188.

**NOTE I - INCOME TAXES**

The Corporation is exempt from corporate income taxes under Section 501(c)(3) of the Internal Revenue Code.

The Corporation has adopted the provision of FASB ASC 740-10-25, which requires a tax provision be recognized or derecognized based on a "more likely than not" threshold. This applies to a position taken or expected to be taken in a tax return. The Corporation does not believe its financial statements include any uncertain tax positions.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**NOTES TO FINANCIAL STATEMENTS - Continued**

**June 30, 2019**

**NOTE J - BOARD OF DIRECTORS' COMPENSATION**

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

**NOTE K - FEDERALLY ASSISTED PROGRAMS**

The Council participates in a number of federally assisted programs. These programs are audited in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Par 200., Uniform Administrative Requirements*. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs.

In accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Par 200., Uniform Administrative Requirements*, and the Uniform Guidance, a schedule of federal awards is presented.

**NOTE L - ECONOMIC DEPENDENCY**

The Council received the majority of its revenue from funds provided through grants administered by the Louisiana Governor's Office of Elderly Affairs. 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 the funds the Council receives could be reduced significantly and have an adverse impact on its operations.

**SUPPLEMENTAL INFORMATION**

NEW ORLEANS COUNCIL ON AGING, INC.

GENERAL FUND  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES-  
BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 100,000	\$ 100,000	\$ -
City of New Orleans	917,304	917,304	-
Participant contributions	-	6	6
Contributions	-	47,527	47,527
Interest income	-	9,636	9,636
Special revenue taxes	-	286,326	286,326
Other income	<u>-</u>	<u>74,760</u>	<u>74,760</u>
Total revenues	<u>1,017,304</u>	<u>1,435,559</u>	<u>418,255</u>
<b>Expenditures</b>			
Current:			
Personnel	200,000	290,068	( 9,698)
Fringe benefits	67,200	37,024	30,176
Travel	-	1,272	( 1,272)
Operating services	72,348	188,833	( 116,485)
Operating supplies	14,806	74,513	( 59,707)
Other costs	-	24,223	( 24,223)
Food costs	-	176,618	( 176,618)
Full service contracts	<u>562,950</u>	<u>494,025</u>	<u>68,925</u>
Total expenditures	<u>917,304</u>	<u>1,206,206</u>	<u>( 288,902)</u>
Excess (deficiency) of revenues over (under) expenditures	100,000	229,353	129,353
<b>Other financing sources (uses)</b>			
Transfers in	-	207,116	207,116
Transfers out	<u>( 100,000)</u>	<u>( 385,889)</u>	<u>( 285,889)</u>
Total other financing sources and uses	<u>( 100,000)</u>	<u>( 178,773)</u>	<u>( 78,773)</u>
Net changes in fund balances	-	50,580	50,580
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>11,376</u>	<u>11,376</u>
End of year	\$ <u><u>-</u></u>	\$ <u><u>61,956</u></u>	\$ <u><u>61,956</u></u>

NEW ORLEANS COUNCIL ON AGING, INC.

TITLE III (C1) - CONGREGATE MEALS PROGRAM FUND  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 280,794	\$ 280,794	\$ -
Participant contributions	5,000	12,448	7,448
Contributions	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>285,794</u>	<u>293,242</u>	<u>7,448</u>
<b>Expenditures</b>			
Current:			
Personnel	132,118	132,118	-
Fringe benefits	20,510	20,510	-
Travel	372	372	-
Operating services	35,074	35,074	-
Operating supplies	1,834	1,834	-
Other costs	450	450	-
Food costs	<u>131,142</u>	<u>159,725</u>	<u>(28,583)</u>
Total expenditures	<u>321,500</u>	<u>350,083</u>	<u>(28,583)</u>
Excess (deficiency) of revenues over (under) expenditures	( 35,706)	( 56,841)	(21,135)
<b>Other financing sources (uses)</b>			
Transfers in	35,706	56,841	21,135
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>-</u>	<u>56,841</u>	<u>21,135</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

NEW ORLEANS COUNCIL ON AGING, INC.

TITLE III (C2) - HOME DELIVERED MEALS PROGRAM FUND  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 577,213	\$ 577,213	\$ -
Participant contributions	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>577,213</u>	<u>577,213</u>	<u>-</u>
<b>Expenditures</b>			
Current:			
Personnel	265,249	265,249	-
Fringe benefits	44,749	44,749	-
Travel	29,282	29,282	-
Operating services	64,339	64,339	-
Operating supplies	6,765	6,765	-
Other costs	-	-	-
Food costs	<u>179,364</u>	<u>296,767</u>	<u>(117,403)</u>
Total expenditures	<u>589,748</u>	<u>707,151</u>	<u>(117,403)</u>
Excess (deficiency) of revenues over (under) expenditures	( 12,535)	(129,938)	(117,403)
<b>Other financing sources (uses)</b>			
Transfers in	12,535	129,938	117,403
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>12,535</u>	<u>129,938</u>	<u>117,403</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

NEW ORLEANS COUNCIL ON AGING, INC.

TITLE III B - SUPPORTIVE SERVICES FUND  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET  
 AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ 383,072	\$ 383,072	\$ -
Contributions	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>383,072</u>	<u>383,072</u>	<u>-</u>
<b>Expenditures</b>			
Current:			
Personnel	260,149	260,149	-
Fringe benefits	45,346	45,346	-
Travel	8,956	8,957	( 1)
Operating services	49,132	49,133	( 1)
Operating supplies	2,087	2,087	-
Other costs	-	-	-
Full service contracts	<u>19,000</u>	<u>19,000</u>	<u>-</u>
Total expenditures	<u>384,670</u>	<u>384,672</u>	<u>( 2)</u>
Excess (deficiency) of revenues over (under) expenditures	( 1,598)	( 1,600)	( 2)
<b>Other financing sources (uses)</b>			
Transfers in	1,598	1,600	2
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>1,598</u>	<u>1,600</u>	<u>2</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

NEW ORLEANS COUNCIL ON AGING, INC.

NISP CASH IN LIEU OF COMMODITIES FUND  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ <u>40,598</u>	\$ <u>125,914</u>	\$ <u>85,316</u>
Total revenues	<u>40,598</u>	<u>125,914</u>	<u>85,316</u>
<b>Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	40,598	125,914	85,316
<b>Other financing sources (uses)</b>			
Transfers in	-	-	-
Transfers out	(40,598)	(153,326)	(112,728)
Total other financing sources and uses	(40,598)	(153,326)	(112,728)
Net changes in fund balances	-	( 27,412)	( 27,412)
<b>Fund Balances</b>			
Beginning of year	<u>44,945</u>	<u>44,945</u>	<u>-</u>
End of year	\$ <u>44,945</u>	\$ <u>17,533</u>	\$ ( <u>27,412</u> )

NEW ORLEANS COUNCIL ON AGING, INC.

SUPPLEMENTAL SENIOR CENTER FUND  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ <u>450,374</u>	\$ <u>450,374</u>	\$ <u>-</u>
Total revenues	<u>450,374</u>	<u>450,374</u>	<u>-</u>
<b>Expenditures</b>			
Current:			
Full service contracts	<u>450,374</u>	<u>-</u>	<u>450,374</u>
Total expenditures	<u>450,374</u>	<u>-</u>	<u>450,374</u>
Excess (deficiency) of revenues over (under) expenditures	-	450,374	450,374
<b>Other financing sources (uses)</b>			
Transfers in	-	-	-
Transfers out	<u>-</u>	<u>(450,374)</u>	<u>(450,374)</u>
Total other financing sources and uses	<u>-</u>	<u>(450,374)</u>	<u>(450,374)</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

NEW ORLEANS COUNCIL ON AGING, INC.

SENIOR CENTER PROGRAM  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ <u>299,944</u>	\$ <u>299,944</u>	\$ <u>-</u>
Total revenues	<u>299,944</u>	<u>299,944</u>	<u>-</u>
<b>Expenditures</b>			
Current:			
Personnel	-	-	-
Fringe benefits	-	-	-
Travel	-	-	-
Operating services	-	-	-
Operating supplies	-	-	-
Other costs	-	45,990	( 45,990)
Full service contracts	<u>307,757</u>	<u>787,813</u>	<u>(480,056)</u>
Total expenditures	<u>307,757</u>	<u>833,803</u>	<u>(526,046)</u>
Excess (deficiency) of revenues over (under) expenditures	( 7,813)	(533,859)	(526,046)
<b>Other financing sources (uses)</b>			
Transfers in	7,813	533,859	526,046
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources and uses	<u>7,813</u>	<u>533,859</u>	<u>526,046</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

Note:

The actual amounts for the year ended June 30, 2019 include the Senior Center Program and Supplemental Senior Center Program 2.

NEW ORLEANS COUNCIL ON AGING, INC.

CITY OF NEW ORLEANS - CDBG PROGRAM  
 SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL

For the year ended June 30, 2019

	<u>FINAL BUDGETED AMOUNTS</u>	<u>ACTUAL AMOUNTS GAAP BASIS</u>	<u>VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)</u>
<b>Revenues</b>			
Intergovernmental:			
City of New Orleans	\$ <u>510,186</u>	\$ <u>419,357</u>	\$ <u>90,829</u>
Total revenues	<u>510,186</u>	<u>419,357</u>	<u>90,829</u>
<b>Expenditures</b>			
Current:			
Personnel	43,795	50,628	( 6,833)
Fringe benefits	1,936	19,754	( 17,818)
Travel	-	-	-
Operating services	-	-	-
Operating supplies	-	-	-
Other costs	-	-	-
Full service contracts	464,455	425,612	38,843
Food Costs	<u>-</u>	<u>72,133</u>	<u>(72,133)</u>
Total expenditures	<u>510,186</u>	<u>568,127</u>	<u>(57,941)</u>
Excess (deficiency) of revenues over (under) expenditures	-	(148,770)	(148,770)
<b>Other financing sources (uses)</b>			
Transfers in	-	-	-
Transfers out	<u>-</u>	<u>148,770</u>	<u>148,770</u>
Total other financing sources and uses	<u>-</u>	<u>148,770</u>	<u>148,770</u>
Net changes in fund balances	-	-	-
<b>Fund Balances</b>			
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
End of year	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	TITLE III (C1) ADMINISTRATION	AUDIT FUND	ADMINISTRATIVE SEED FUNDS	MEALS ON WHEELS	MIPPA AAA
<b>Revenues</b>					
Intergovernmental					
Governor's Office of Elderly Affairs	\$ 110,143	\$ -	\$ -	\$ -	\$ 700
Corp. for Nat'l. & Community Services	-	-	-	-	-
Louisiana Department of Insurance	-	-	-	-	-
Contributions	-	-	-	50,750	-
Interest income	-	-	-	-	-
Other income	-	-	-	-	-
	<u>110,143</u>	<u>-</u>	<u>-</u>	<u>50,750</u>	<u>700</u>
<b>Expenditure</b>					
Salaries	68,669	-	-	-	-
Fringe benefits	12,816	-	-	-	-
Travel	286	-	-	-	-
Operating services	26,962	21,500	-	-	-
Operating supplies	1,410	-	-	-	-
Other costs	-	-	-	-	-
Utility assistance	-	-	-	-	-
Food costs	-	-	-	-	-
	<u>110,143</u>	<u>21,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grants to subrecipients:</b>					
The Medical Team	-	-	-	-	-
Total Grants to Subrecipients	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>21,500</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	-	(21,500)	-	50,750	700
<b>Other financing sources (uses)</b>					
Operating transfers in	-	21,500	-	-	( 700)
Operating transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>( 50,750)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources/uses over expenditures	-	-	-	-	-
Fund balance at July 1, 2018	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
Fund balance at June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ -</u>	<u>\$ -</u>

NEW ORLEANS COUNCIL ON AGING, INC.

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

For the year ended June 30, 2019

	MIPPA SHIP	MIPPA ADRC	RETIRED SENIOR VOLUNTEER PROGRAM	TITLE III E CAREGIVER PROGRAM	TITLE III D PREVENTIVE HEALTH	SENIOR RX PROGRAM
<b>Revenues</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 5,500	\$ 7,450	\$ -	\$ 107,811	\$ 18,488	\$ 98,148
Corp. for Nat'l. & Community Services	-	-	103,133	-	-	-
Louisiana Department of Insurance	-	-	-	-	-	-
Contributions	-	-	650	-	-	-
Interest income	-	-	-	-	-	-
Other income	-	-	5,000	-	-	-
	<u>5,500</u>	<u>7,450</u>	<u>108,783</u>	<u>107,811</u>	<u>18,488</u>	<u>98,148</u>
<b>Expenditures</b>						
Salaries	-	-	71,762	67,471	-	59,037
Fringe benefits	753	-	25,640	15,041	-	14,106
Travel	89	-	2,993	258	-	2,250
Operating services	4,572	-	100	10,201	-	16,818
Operating supplies	981	-	211	3,540	-	5,937
Other costs	-	-	6,640	-	18,488	-
Utility assistance	-	-	-	-	-	-
Food costs	-	-	-	-	-	-
	<u>6,395</u>	<u>-</u>	<u>107,346</u>	<u>96,511</u>	<u>18,488</u>	<u>98,148</u>
<b>Grants to subrecipients:</b>						
The Medical Team	-	-	-	76,247	-	-
Total Grants to Subrecipients	-	-	-	76,247	-	-
Total expenditures	<u>6,395</u>	<u>-</u>	<u>107,346</u>	<u>172,758</u>	<u>18,488</u>	<u>98,148</u>
Excess (deficiency) of revenues over expenditures	( 895)	7,450	1,437	( 64,947)	-	-
<b>Other financing sources (uses)</b>						
Operating transfers in	895	-	-	64,947	-	-
Operating transfers out	-	(7,450)	-	-	-	-
Excess (deficiency) of revenues and other sources/uses over expenditures	-	-	1,437	-	-	-
Fund balance at July 1, 2018	-	-	21,431	-	-	-
Fund balance at June 30, 2019	\$ <u>-</u>	\$ <u>-</u>	\$ <u>22,868</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
NON-MAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS - Continued

For the year ended June 30, 2019

	<u>SENIOR COMPANION PROGRAM</u>	<u>SHIPP PROGRAM</u>	<u>POWER TO CARE</u>	<u>TOTAL</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ -	\$ -	\$ -	\$ 348,240
Corp. for Nat'l. & Community Services	272,999	-	-	376,132
Louisiana Department of Insurance	-	25,000	-	25,000
Contributions	-	-	371,045	422,445
Interest income	264	-	22	286
Other income	-	-	42,975	47,975
	<u>273,263</u>	<u>25,000</u>	<u>414,042</u>	<u>1,220,078</u>
<b>Expenditures</b>				
Salaries	208,665	-	44,572	520,176
Fringe benefits	5,932	-	5,022	79,310
Travel	27,859	930	-	34,665
Operating services	282	18,236	-	98,671
Operating supplies	10,562	1,860	-	24,501
Other costs	13,886	-	3,545	42,559
Utility assistance	-	-	255,712	255,712
Food costs	-	-	-	-
	<u>267,186</u>	<u>21,026</u>	<u>308,851</u>	<u>1,055,594</u>
<b>Grants to subrecipients:</b>				
The Medical Team	-	-	-	76,247
Total Grants to Subrecipients	-	-	-	76,247
Total expenditures	<u>267,186</u>	<u>21,026</u>	<u>308,851</u>	<u>1,131,841</u>
<b>Excess (deficiency) of revenues over expenditures</b>	6,077	3,974	105,191	88,237
<b>Other financing sources (uses)</b>				
Operating transfers in	-	-	-	87,342
Operating transfers out	-	(3,974)	(105,191)	(168,065)
<b>Excess (deficiency) of revenues and other sources/uses over expenditures</b>	6,077	-	-	7,514
<b>Fund balance at July 1, 2018</b>	59	-	-	22,490
<b>Fund balance at June 30, 2019</b>	<u>\$ 6,136</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,004</u>

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS

For the year ended June 30, 2019

	GENERAL FUND	TITLE III (C1) CONGREGATE MEALS PROGRAM	TITLE III (C2) HOME DELIVERED MEALS PROGRAM	TITLE III B SUPPORTIVE SERVICES	NSIP CASH IN LIEU OF COMMODITIES
<b>Revenues</b>					
Intergovernmental					
Governor's Office of Elderly Affairs	\$ 100,000	\$ 280,794	\$ 577,213	\$ 383,072	\$ 125,914
City of New Orleans	917,304	-	-	-	-
Participant contributions	6	12,448	-	-	-
Interest income	9,636	-	-	-	-
Contributions	47,527	-	-	-	-
Special revenue taxes	286,326	-	-	-	-
Other income	74,760	-	-	-	-
	<u>1,435,559</u>	<u>293,242</u>	<u>577,213</u>	<u>383,072</u>	<u>125,914</u>
<b>Expenditures</b>					
Salaries	209,698	132,118	265,249	260,149	-
Fringe benefits	37,024	20,510	44,749	45,346	-
Travel	1,272	372	29,282	8,957	-
Operating services	188,833	35,074	64,339	49,133	-
Operating supplies	74,513	1,834	6,765	2,087	-
Other costs	24,223	450	-	-	-
Food costs (Note-see page 43)	176,618	159,725	296,767	-	-
	<u>712,181</u>	<u>350,083</u>	<u>707,151</u>	<u>365,672</u>	<u>-</u>
<b>Grants to subrecipients:</b>					
Advocacy Center, Inc.	-	-	-	19,000	-
Central City Economic Opportunity Corporation dba Central City Senior Center	23,500	-	-	-	-
Kingsly House, Inc. dba Kingsley House Adult Service Senior Center	3,500	-	-	-	-
Mercy Endeavors	13,500	-	-	-	-
Arthur Monday Senior Center	389	-	-	-	-
Senior Center Coordinator	-	-	-	-	-
Lower Algiers, Inc. dba Lower Algiers Senior Center	14,333	-	-	-	-
Uptown Area Senior Adult Ministry, Inc. dba Uptown Shepherd Senior Center	3,500	-	-	-	-
12 <sup>th</sup> Ward Save Our Community Organization dba Milan-Broadmoor Senior Center	8,917	-	-	-	-
Pontchartrain Community Center	389	-	-	-	-
RIA Ministries - Lower Nine	59,976	-	-	-	-
Carrollton Hollygrove Senior Center	190,545	-	-	-	-
RIA Ministries - N.O. East	59,976	-	-	-	-

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - Continued

For the year ended June 30, 2019

	GENERAL FUND	TITLE III (C1) CONGREGATE MEALS PROGRAM	TITLE III (C2) HOME DELIVERED MEALS PROGRAM	TITLE III B SUPPORTIVE SERVICES	NSIP CASH IN LIEU OF COMMODITIES
Lakeview-Area Senior Adult Ministry, Inc.	13,500	-	-	-	-
Treme Community Education Program, Inc. dba Treme-Harmony House Senior Center	48,500	-	-	-	-
Gentilly Senior Center, Inc. dba Gentilly Senior Center	<u>53,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Grants to Subrecipients	<u>494,025</u>	<u>-</u>	<u>-</u>	<u>19,000</u>	<u>-</u>
Total expenditures	<u>1,206,206</u>	<u>350,083</u>	<u>707,151</u>	<u>384,672</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	229,353	( 56,841)	(129,938)	( 1,600)	125,914
Other financing sources (uses)					
Operating transfers in	207,116	56,841	129,938	1,600	-
Operating transfers out	<u>( 385,889)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(153,326)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	50,580	-	-	-	( 27,412)
Fund balance at July 1, 2018	<u>11,376</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>44,945</u>
Fund balance at June 30, 2019	\$ <u>61,956</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>17,533</u>
Note: Food costs consist of the following:					
Raw food	\$ 91,842	\$ 83,057	\$ 154,319		
Other	<u>84,776</u>	<u>76,668</u>	<u>142,448</u>		
	\$ <u>176,618</u>	\$ <u>159,725</u>	\$ <u>296,767</u>		

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - Continued

For the year ended June 30, 2019

	CITY OF NEW ORLEANS CDBG	SENIOR CENTER PROGRAM	SUPPLEMENTAL SENIOR CENTER PROGRAM	SUPPLEMENTAL SENIOR CENTER PROGRAM 2	TOTAL
<b>Revenues</b>					
Intergovernmental					
Governor's Office of Elderly Affairs	\$ -	\$ 299,944	\$ 450,374	\$ 7,812	\$ 2,225,123
City of New Orleans	419,357	-	-	-	1,336,661
Participant contributions	-	-	-	-	12,454
Interest income	-	-	-	-	9,636
Contribution	-	-	-	-	47,527
Special revenue taxes	-	-	-	-	286,326
Other income	-	-	-	-	74,760
	<u>419,357</u>	<u>299,944</u>	<u>450,374</u>	<u>7,812</u>	<u>3,992,487</u>
<b>Expenditures</b>					
Salaries	50,628	-	-	-	917,842
Fringe benefits	19,754	-	-	-	167,383
Travel	-	-	-	-	39,883
Operating services	-	-	-	-	337,379
Operating supplies	-	-	-	-	85,199
Other costs	-	45,990	-	-	70,663
Food costs	<u>72,133</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>705,243</u>
	<u>142,515</u>	<u>45,990</u>	<u>-</u>	<u>-</u>	<u>2,323,592</u>
<b>Grants to subrecipients:</b>					
Advocacy Center, Inc.	-	-	-	-	19,000
Central City Exonomic Opportunity Corporation dba Central City Senior Center	40,145	84,333	-	-	147,978
Kingsly House, Inc. dba Kingsley House Adult Service Senior Center	3,407	51,817	-	-	58,724
Mercy Endeavors Arthur Monday Senior Center	68,295	27,100	-	-	108,895
Senior Center Coordinator	-	138,407	-	-	138,796
Lower Algiers, Inc. dba Lower Algiers Senior Center	-	66,331	-	-	66,331
Uptown Area Senior Adult Ministry, Inc. dba Uptown Shepherd Senior Center	53,576	86,308	-	-	154,217
12 <sup>th</sup> Ward Save Our Community Organization dba Milan-Broadmoor Senior Center	33,853	65,408	-	-	102,761
Pontchartrain Community Center	7,360	77,242	-	-	93,519
RIA Ministries - Lower Nine	-	82,769	-	-	83,158
Carrollton - Hollygrove Senior Center	47,184	-	-	-	107,160
RIA Ministries - N.O. East	-	-	-	-	190,545
	46,616	-	-	-	106,592

NEW ORLEANS COUNCIL ON AGING, INC.

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUNDS - Continued

For the year ended June 30, 2019

	CITY OF NEW ORLEANS CDBG	SENIOR CENTER PROGRAM	SUPPLEMENTAL SENIOR CENTER PROGRAM	SUPPLEMENTAL SENIOR CENTER PROGRAM 2	TOTAL
Lakeview Area Senior Adult Ministry, Inc.	54,491	-	-	-	67,991
Treme Community Education Program, Inc. dba Treme-Harmony House Senior Center	49,068	49,991	-	-	147,559
Gentilly Senior Center, Inc. dba Gentilly Senior Center	<u>21,617</u>	<u>58,107</u>	<u>-</u>	<u>-</u>	<u>133,224</u>
Total Grants to Subrecipients	<u>425,612</u>	<u>787,813</u>	<u>-</u>	<u>-</u>	<u>1,726,450</u>
Total expenditures	<u>568,127</u>	<u>833,803</u>	<u>-</u>	<u>-</u>	<u>4,050,042</u>
Excess (deficiency) of revenues over expenditures	(148,770)	(533,859)	450,374	7,812	( 57,555)
Other financing sources (uses)					
Operating transfers in	148,770	533,859	-	-	1,078,124
Operating transfers out	<u>-</u>	<u>-</u>	<u>(450,374)</u>	<u>(7,812)</u>	<u>( 997,401)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-	23,168
Fund balance at July 1, 2018	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>56,321</u>
Fund balance at June 30, 2019	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,489</u>

NEW ORLEANS COUNCIL ON AGING, INC.

STATEMENT OF GENERAL FIXED ASSETS AND CHANGES IN  
GENERAL FIXED ASSETS

For the year ended June 30, 2019

	<u>Balance</u> <u>June 30, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2019</u>
General fixed assets, at cost:				
Real estate	\$ 288,000	\$ -	\$ (3,966)	\$ 284,034
Transportation equipment	<u>171,859</u>	<u>-</u>	<u>-</u>	<u>171,859</u>
Total general fixed assets	\$ <u>459,859</u>	\$ <u>-</u>	\$ <u>(3,966)</u>	\$ <u>455,893</u>
Investment in general fixed assets:				
Property acquired with the following funds:				
Title III C-2	\$ 17,409	\$ -	\$ -	\$ 17,409
General Fund	<u>442,450</u>	<u>-</u>	<u>(3,966)</u>	<u>438,484</u>
	\$ <u>459,859</u>	\$ <u>-</u>	\$ <u>(3,966)</u>	\$ <u>455,893</u>

NEW ORLEANS COUNCIL ON AGING, I NC.

SCHEDULE OF OPERATING TRANSFERS IN AND (OUT)

For the year ended June 30, 2019

	MIPPA <u>ADRC</u>	ACT 735- <u>PCOA</u>	MIPPA AAA <u>OUTREACH</u>	<u>GENERAL</u>	<u>AUDIT FUNDS</u>
Title III B Supportive Services	\$ -	\$ 1,600	\$ -	\$ -	\$ -
Title III (C2) Home Delivered Meals Program	-	33,453	-	-	-
Senior Center Program	-	-	-	75,673	-
Title III E Caregiver Funds	-	64,947	-	-	-
NSIP	-	-	-	-	-
Act 735 - PCOA	-	(100,000)	-	-	-
General Fund	7,450	-	700	( 75,673)	(21,500)
Audit Funds	-	-	-	-	21,500
Supplemental Senior Center Program	-	-	-	-	-
Supplemental Senior Center Program 2	-	-	-	-	-
Power To Care	-	-	-	-	-
MIPPA - AAA Outreach	-	-	( 700)	-	-
Meals on Wheels	-	-	-	-	-
Title III C 1 - Congregate Meals Program	-	-	-	-	-
SHIPP Program	-	-	-	-	-
MIPPA SHIP	-	-	-	-	-
MIPPA - ADRC	(7,450)	-	-	-	-
City of New Orleans - CDBG Grant	-	-	-	-	-
	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

NEW ORLEANS COUNCIL ON AGING, I NC.

SCHEDULE OF OPERATING TRANSFERS IN AND (OUT)

For the year ended June 30, 2019

	<u>MIPPA SHIP</u>	<u>SHIPP PROGRAM</u>	<u>MEALS ON WHEELS</u>	<u>SUPPLEMENTAL SENIOR CENTER PROGRAM - 2</u>	<u>CITY OF NEW ORLEANS CDBG GRANT</u>
Title III B Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ -
Title III (C2) Home Delivered Meals Program	-	-	-	-	-
Senior Center Program	-	-	-	7,812	-
Title III E Caregiver Funds	-	-	-	-	-
NSIP	-	-	-	-	-
Act 735 - PCOA	-	-	-	-	-
General Fund	( 895)	3,974	50,750	-	(148,770)
Audit Funds	-	-	-	-	-
Supplemental Senior Center Program	-	-	-	-	-
Supplemental Senior Center Program 2	-	-	-	(7,812)	-
Power To Care	-	-	-	-	-
MIPPA - AAA Outreach	-	-	-	-	-
Meals on Wheels	-	-	(50,750)	-	-
Title III C 1 - Congregate Meals Program	-	-	-	-	-
SHIPP Program	-	(3,974)	-	-	-
MIPPA - SHIP	895	-	-	-	-
MIPPA - ADRC	-	-	-	-	-
City of New Orleans - CDBG Grant	-	-	-	-	148,770
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NEW ORLEANS COUNCIL ON AGING, I NC.

SCHEDULE OF OPERATING TRANSFERS IN AND (OUT) - Continued

For the year ended June 30, 2019

	POWER TO CARE	SUPPLEMENTAL SENIOR CENTER PROGRAM	NSIP	TOTAL
Title III B Supportive Services	\$ -	\$ -	\$ -	\$ 1,600
Title III (C2) Home Delivered Meals Program	-	-	96,485	129,938
Senior Center Program	-	450,374	-	533,859
Title III E Caregiver Funds	-	-	-	64,947
NSIP	-	-	(153,326)	(153,326)
Act 735 - PCOA	-	-	-	(100,000)
General Fund	105,191	-	-	( 78,773)
Audit Funds	-	-	-	21,500
Supplemental Senior Center Program	-	(450,374)	-	(450,374)
Supplemental Senior Center Program 2	-	-	-	( 7,812)
Power To Care	(105,191)	-	-	(105,191)
MIPPA - AAA Outreach	-	-	-	( 700)
Meals on Wheels	-	-	-	( 50,750)
Title III C 1 - Congregate Meals Program	-	-	56,841	56,841
SHIPP Program	-	-	-	( 3,974)
MIPPA - SHPIP	-	-	-	895
MIPPA - ADRC	-	-	-	( 7,450)
City of New Orleans - CDBG Grant	-	-	-	148,770
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER

For the year ended June 30, 2019

Agency Head Name: Howard L. Rodgers, III

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 95,950
Benefits - retirement	\$ 5,757
Travel	\$ 12,500

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended June 30, 2019

<u>Federal Grantor/Pass Through Grantors/Program Title</u>	<u>GRANTOR PASS THROUGH CONTRACT #</u>	<u>FEDERAL CFDA NUMBER</u>	<u>GRANT YEAR ENDED</u>	<u>PROGRAM OR AWARD AMOUNTS</u>	<u>FEDERAL EXPENDITURES</u>	<u>PASS-THROUGH FUNDS</u>
<b><u>U. S. Department of Health and Human Services</u></b>						
Passed through the Louisiana Governor's Office of Elderly Affairs:						
Special Programs for the Aging						
Aging Clusters						
Title III C1 - Area Agency Administration	SRM# 4400014258	93.045	6/30/19	\$ 82,607	\$ 82,607	\$ -
Title III B - Supportive Services	SRM# 4400014258	93.044	6/30/19	234,990	234,990	19,000
Title III C1 - Congregate Meals	SRM# 4400014258	93.045	6/30/19	257,324	257,324	-
Title III C2 - Home Delivered Meals	SRM# 4400014258	93.045	6/30/19	166,150	166,150	-
NSIP - Cash in Lieu of Commodities	SRM# 4400013995	93.053	6/30/19	125,914	<u>125,914</u>	-
					<u>866,985</u>	<u>19,000</u>
Title III D - Preventive Health	SRM# 4400014258	93.043	6/30/19	12,096	12,096	-
Title III E - Caregiver	SRM# 4400014258	93.052	6/30/19	80,858	80,858	-
MIPPA - Medicare Improvement for Patients and Providers Act	SRM#4400015586	93.071	6/30/19	13,650	<u>13,650</u>	-
Total U. S. Department of Health and Human Services					\$ <u>973,589</u>	\$ <u>19,000</u>
<b><u>U.S. Department of Housing and Urban Development</u></b>						
Passed through City of New Orleans:						
Community Development Block Grant	CD# 50-213(99)	14.218	12/31/17	522,990	101,651	-
		14.218	12/31/18	386,754	<u>317,706</u>	-
Total U.S. Department of Housing and Urban Development					\$ <u>419,357</u>	\$ -

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NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - Continued

For the year ended June 30, 2019

	GRANTOR PASS THROUGH CONTRACT #	FEDERAL CFDA NUMBER	GRANT YEAR ENDED	PROGRAM OR AWARD AMOUNTS	FEDERAL EXPENDITURES	PASS- THROUGH FUNDS
<b><u>Corporation for Community and National Services</u></b>						
Retired Senior Volunteer Program		94.002	6/30/19	103,133	102,633	-
Senior Companion Program		94.016	3/31/20	268,090	72,335	-
Senior Companion Program		94.016	3/31/19	255,324	<u>176,787</u>	<u>-</u>
Total Corporation for Community and National Services					<u>351,755</u>	<u>-</u>
Total Federal Awards					<u>\$ 1,744,701</u>	<u>\$ 19,000</u>

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS:

**A. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of New Orleans Council on Aging, Inc. under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Par 200., Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of New Orleans Council on Aging, Inc. it is not intended to and does not present the financial position, changes in net assets or cash flow of New Orleans Council on Aging, Inc.

**B. Summary of Significant Accounting Policies**

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursements.

**C. Indirect Cost Rate**

New Orleans Council on Aging, Inc. has not elected to use the 10% de minimis indirect cost rate.

# CASCIO & SCHMIDT, LLC

## CERTIFIED PUBLIC ACCOUNTANTS

FRANCIS J. CASCIO, CPA  
STEVEN A. SCHMIDT, CPA

MEMBERS  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA CERTIFIED  
PUBLIC ACCOUNTANTS

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

The Board of Directors  
New Orleans Council on Aging, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the New Orleans Council on Aging, Inc.'s as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise New Orleans Council on Aging, Inc.'s financial statements and have issued our report thereon dated September 19, 2019.

#### Internal Control Over Financial Reporting

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

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

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

## Compliance and Other Matters

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

## Purpose of this Report

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

*Casid & Schmidt, LLC*

Metairie, Louisiana  
September 19, 2019

# CASCIO & SCHMIDT, LLC

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## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Directors  
New Orleans Council on Aging, Inc.

### Report on Compliance for Each Major Federal Program

We have audited New Orleans Council on Aging, Inc.'s compliance with the types of compliance requirements described in OMB Compliance Supplement that could have a direct and material effect on each of New Orleans Council on Aging, Inc.'s major federal programs for the year ended June 30, 2019. New Orleans Council on Aging, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal program.

### Auditor's Responsibility

Our responsibility is to express an opinion for each of New Orleans Council on Aging, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about New Orleans Council on Aging, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on New Orleans Council on Aging's Inc.'s compliance.

## Opinion on Each Major Federal Program

In our opinion, New Orleans Council on Aging, Inc., complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

## Report on Internal Control over Compliance

Management of New Orleans Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered New Orleans Council on Aging, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate to the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of New Orleans Council on Aging, Inc.'s internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Cassio & Schmidt, LLP.*

Metairie, Louisiana  
September 19, 2019

**NEW ORLEANS COUNCIL ON AGING, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

Year ended June 30, 2019

**A. SUMMARY OF AUDITOR'S RESULTS**

*Financial Statements*

Type of auditor's report issued: Unmodified

Internal control over financial reporting

- Material weakness(es) identified? \_\_\_yes Xno
- Significant deficiency(ies) identified? \_\_\_yes Xnone reported

Noncompliance material to financial statements noted? \_\_\_yes Xno

*Federal Awards*

Internal control over major programs:

- Material weakness(es) identified? \_\_\_yes Xno
- Significant deficiency(ies) identified? \_\_\_yes Xnone reported

Type of auditors report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516 (a) \_\_\_yes Xno

Identification of major programs:

CFDA Numbers(s)	Name of Federal Program or Cluster
	U.S. Department of Health and Human Services
	Passed through Louisiana Governor's Office of Elderly Affairs:
	Aging Cluster
93.045	Title III C - 1 - Area Agency Administrative
93.044	Title III B - Supportive Services
93.045	Title III C1 - Congregate Meals
93.045	Title III C2 - Home Delivered Meals
93.053	NSIP - Cash in Lieu of Commodities

Dollar threshold used to distinguish between type A and type B programs: \$750,000.

Auditee qualified as a low-risk auditee? \_\_\_yes Xno

NEW ORLEANS COUNCIL ON AGING, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued

Year ended June 30, 2019

**B FINANCIAL STATEMENTS FINDINGS**

There were no findings related to the financial statements for the year ended June 30, 2019.

**C. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

There were no items identified in the course of our testing during the current year required to be reported.

**D. STATUS OF PRIOR YEAR AUDIT FINDINGS**

There were no prior year audit findings.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**EXIT CONFERENCE**

**June 30, 2019**

An exit conference was held with the New Orleans Council on Aging, Inc.'s Board of Directors and Executive Director at their administrative offices on November 13, 2019.

**NEW ORLEANS COUNCIL ON AGING, INC.**

**STATEWIDE AGREED-UPON PROCEDURES**

**For the year ended June 30, 2019**

# CASCIO & SCHMIDT, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of New Orleans Council on Aging, Inc.  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by New Orleans Council on Aging, Inc. and the Louisiana Legislative Auditor on the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures for the fiscal year July 1, 2018 through June 30, 2019. The New Orleans Council on Aging, Inc.'s management is responsible for those control and compliance areas identified in the Statewide Agreed-Upon Procedures.

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

The procedures and associated results are as follows:

### Written Policies and Procedures

Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):

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

- c) **Disbursements**, including processing, reviewing, and approving.
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit card, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage.
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111 - 1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

**Results - There were no exceptions.**

### **Board or Finance Committee**

Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

Observe that the board/finance committee met with a quorum at least monthly, or on a frequency

in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

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

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

**Not applicable - There were no exceptions in the preceding years.**

### **Bank Reconciliations**

Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each account selected, and observe that:

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

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

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

**Not applicable - There were no exceptions in the preceding years.**

## Collections

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

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

Employees that are responsible for cash collections do not share cash drawers/registers. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to be deposit.

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

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

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

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

Observe that receipts are sequentially pre-numbered.

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

Trace the deposit slip total to the actual deposit per the bank statement.

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

Trace the actual deposit per the bank statement to the general ledger.

**Not applicable - There were no exceptions in the preceding years.**

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

Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

For each location selected, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has not written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

At least two employees are involved in processing and approving payments to vendors.

The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

For each location selected above also, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

Observe that the disbursement matched the related original invoice/billing statement.

Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties, as applicable.

## Results

**There were no exceptions in the preceding year.**

## Credit Cards

Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g. mayor of a Lawrason Act municipality); these instances should not be reported.]]

Observe that finance charges and late fees were not assessed on the selected statements.

Using the monthly statements or combined statements selected, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transactions, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/pubic purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

## Results

**There were no exceptions in the preceding year.**

## Travel and Travel-Related Expense Reimbursement (excluding card transactions)

Obtain from management a listing of all travel and related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete.

Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

If reimbursed using a pre diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Observe that each reimbursement supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy.

Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Not applicable - There were no exceptions in the preceding years.**

### **Contracts**

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

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

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

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

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

**Not applicable - There were no exceptions in the preceding years.**

## **Payroll and Personnel**

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

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

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

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

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

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

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

**Not applicable - There were no exceptions in the preceding years.**

## **Ethics**

Non-Profit organizations are excluded from the Ethics Statewide Agreed-Upon Procedures.

## Debt Service

Non-Profit organizations are excluded from the Debt Service Statewide Agreed-Upon Procedures.

## Other

Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Observe that the entity has posted on its premisses and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abusive of public funds.

**No exceptions were noted.**

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

The purpose of this report is solely to describe the scope of testing performed on those control and compliance areas identified in the State Agreed-Upon Procedures, 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 Louisiana Legislative Auditor as a public document.

*Cassio + Schmitt, LLC.*

Metairie, Louisiana  
September 19, 2019