



Enabling Seniors to Live Independently

Cenla Area Agency on Aging, Inc.

1423 Peterman Drive, Alexandria, LA 71303
PO Box 13027, Alexandria, LA 71315 - 3027
Phone: 318-484-2260 * Fax: 318-484-2266
Toll Free: 800-454-9573

***FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2018***

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITORS' REPORT	1 - 3
 <u>FINANCIAL STATEMENTS:</u>	
Statement of Financial Position	4
Statement of Activities	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 10
 <u>REPORTS AND SCHEDULES REQUIRED BY GOVERNMENT AUDITING</u>	
<u>STANDARDS & UNIFORM GUIDANCE:</u>	
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 <i>Government Auditing Standards</i>	11 - 12
Independent Auditor's Report on Compliance for on Each Major Program and on Internal Control over Compliance required by Uniform Guidance	13 - 15
Schedule of Findings and Questioned Costs	16
Management's Corrective Action Plan	17
Schedule of Prior Year Findings and Questioned Costs	18
 <u>SUPPLEMENTAL INFORMATION:</u>	
Departmentalized Statement of Activities	19
Statement of Activities Budget and Actual - Title III, Part B - Ombudsman	20
Statement of Activities Budget and Actual - Title III, Part C – Area Agency Administration	21
Statement of Activities Budget and Actual - Louisiana Medication Assistance	22
Statement of Activities Budget and Actual - Title IIIB - Support Services	23
Statement of Activities Budget and Actual - Title IIIC-1	24
Statement of Activities Budget and Actual - Title IIIC-2	25
Statement of Activities Budget and Actual - Nutritional Services Incentive Program	26
Statement of Activities Budget and Actual - Title IIID	27
Statement of Activities Budget and Actual - Title IIIE	28
Statement of Activities Budget and Actual - MIPPA	29
Statement of Changes in Property and Equipment	30
Schedule of Expenditures of Federal Awards	31
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	32
 <u>Appendix A:</u>	
Statewide Agreed-Upon Procedures	A1- A19



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

September 26, 2018

Independent Auditors' Report

To the Board of Directors
Cenla Area Agency on Aging
Alexandria, Louisiana

We have audited the accompanying financial statements of the Cenla Area Agency on Aging (a nonprofit organization) which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

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 an opinion 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 the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cenla Area Agency on Aging, as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The departmentalized statement of activities, the statements of activities budget and actual for various programs, the statement of changes in property and equipment, and the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer listed as supplemental information in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards, 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. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated September 26, 2018, on our consideration of Cenla Area Agency on Aging's internal control over financial reporting and 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

Cenla Area Agency on Aging
September 26, 2018

integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cenla Area Agency on Aging's internal control over financial reporting and compliance.



ROZIER, HARRINGTON & MCKAY
Certified Public Accountants

CENLA AREA AGENCY ON AGING

Statement of Financial Position

June 30, 2018

ASSETS

Current Assets

Cash and Cash Equivalents	\$ 761,821
Receivables	28,904
Prepaid Expenses	4,348
Other Assets	<u>62</u>
Total Current Assets	795,135

Property and Equipment, net	<u>119,003</u>
-----------------------------	----------------

Total Assets	<u>\$ 914,138</u>
--------------	-------------------

LIABILITIES & NET ASSETS

Current Liabilities

Accounts and Other Payables	\$ <u>222,971</u>
Total Current Liabilities	222,971

Long Term Liabilities

Compensated Absences Payable	<u>27,229</u>
Total Liabilities	<u>250,200</u>

Net Assets

Unrestricted	300,294
Temporarily Restricted	<u>363,643</u>
Total Net Assets	<u>663,937</u>

Total Liabilities and Net Assets	<u>\$ 914,137</u>
----------------------------------	-------------------

The accompanying notes are an integral part of the financial statements.

CENLA AREA AGENCY ON AGING

Statement of Activities

For the Year Ended June 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<u>Public Support, Revenues, and Reclassifications</u>			
Grants - Governor's Office of Elderly Affairs	\$ -	\$ 2,703,793	\$ 2,703,793
Grants - Corp. for National & Community Service	-	288,219	288,219
Grants - Other	-	47,500	47,500
Interest Income	551	-	551
Miscellaneous	28,888	17,589	46,477
Net Assets Released From Restrictions	<u>3,058,370</u>	<u>(3,058,370)</u>	<u>-</u>
Total	<u>3,087,809</u>	<u>(1,269)</u>	<u>3,086,540</u>
<u>Expenses</u>			
Program Services			
Governor's Office of Elderly Affairs			
Title III B Ombudsman	104,803	-	104,803
Title III C Area Agency Administration	172,789	-	172,789
Louisiana Medication Assistance	175,436	-	175,436
Title III B Services	416,120	-	416,120
Title C-1 Congregate Meals	534,973	-	534,973
Title C-2 Home Delivered Meals	1,066,928	-	1,066,928
Title III D Disease Prevention and Health Promotion	28,478	-	28,478
Title III E Caregiver Support	169,445	-	169,445
MIPPA	<u>30,603</u>	<u>-</u>	<u>30,603</u>
Total G.O.E.A.	2,699,575	-	2,699,575
City of Alexandria Vision	27,500	-	27,500
Foster Grandparent Program	325,126	-	325,126
SHIIP Region III	<u>9,675</u>	<u>-</u>	<u>9,675</u>
Total Program Expenses	3,061,876	-	3,061,876
Support Services			
General and Administrative	<u>21,784</u>	<u>-</u>	<u>21,784</u>
Total Expenses	<u>3,083,660</u>	<u>-</u>	<u>3,083,660</u>
Change in Net Assets	4,149	(1,269)	2,880
Net Assets - Beginning	<u>296,145</u>	<u>364,912</u>	<u>661,057</u>
Net Assets - Ending	<u>\$ 300,294</u>	<u>\$ 363,643</u>	<u>\$ 663,937</u>

The accompanying notes are an integral part of the financial statements.

CENLA AREA AGENCY ON AGING

Statement of Cash Flows

For the Year Ended June 30, 2018

Operating Activities

Change in Net Assets	\$ 2,880
Adjustments to Reconcile Change in Net Assets to Cash Provided by Operating Activities	
Depreciation	7,257
(Increase) Decrease in Accounts Receivable	55,140
(Increase) Decrease in Prepaid Expense	(588)
(Increase) Decrease in Other Assets	1,359
Increase (Decrease) in Accounts Payable	(28,689)
Change in Compensated Absences	4,984
Net Cash Provided by Operating Activities	<u>42,343</u>

Investing Activities

Purchases of Equipment	<u>-</u>
Net Cash Provided by Investing Activities	<u>-</u>

Net Increase (Decrease) in Cash and Cash Equivalents	42,343
Cash and Cash Equivalents - Beginning	<u>719,478</u>
Cash and Cash Equivalents - Ending	<u>\$ 761,821</u>

Supplemental Data:

For the year ended June 30, 2018, no amounts were paid for interest and no payments were made for income taxes. Furthermore, there were no non-cash investing or financing activities.

The accompanying notes are an integral part of the financial statements.

CENLA AREA AGENCY ON AGING

Notes to Financial Statements

June 30, 2018

NOTE 1 - ORGANIZATION AND BASIS OF PRESENTATION

Cenla Area Agency on Aging (the Agency) is a non-profit organization incorporated under the laws of the State of Louisiana on May 15, 1992. The Agency began operating as an Area Agency on Aging on July 1, 1993.

The primary function of the Cenla Area Agency on Aging is to improve the quality of life for the elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving aging people. Services provided include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 14 voluntary members who serve three-year terms, governs the Agency.

Cenla Area Agency on Aging qualifies as a tax-exempt organization under Section 501(c)(3) of the U.S. Internal Revenue Code and comparable Louisiana law and, accordingly, is not subject to federal or state income tax. Furthermore, the Agency is not classified as a "private foundation" by the internal revenue service.

The more significant of the Agency's accounting policies are described below.

BASIS OF PRESENTATION

The financial statements have been prepared on the accrual basis in conformity with generally accepted accounting principles. Preparation of financial statements in conformity with generally accepted accounting principles requires certain estimates and assumptions that affect reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

As required by Generally Accepted Accounting Standards, net assets and activities are classified in the following manner:

Unrestricted – Net assets that are not subject to donor imposed restrictions. This classification includes restricted contributions whenever the restriction is fulfilled prior to the end of the period in which the contribution was awarded.

Temporarily Restricted – Net assets subject to certain donor imposed restrictions and restrictions imposed by grant agreements. Temporary restrictions apply when the restriction can be fulfilled by specific actions or by the passage of time.

Satisfaction of temporary restrictions is presented in the accompanying financial statements as net assets released from restrictions. This process simultaneously increases unrestricted net assets and decreases temporarily restricted net assets. Expenses are presented as decreases in unrestricted net assets.

CENLA AREA AGENCY ON AGING

Notes to Financial Statements

June 30, 2018

PROMISES TO GIVE:

As required by generally accepted accounting principles, unconditional promises to give are reported as revenue when the promise is made. Conditional promises to give are recognized as revenue when the necessary conditions are fulfilled.

CASH AND CASH EQUIVALENTS:

Cash and cash equivalents represent bank deposits and highly liquid investments with original maturities of three months or less.

LAND, BUILDINGS AND EQUIPMENT:

Land, buildings and equipment are recorded at cost on the date of acquisition. Depreciation on buildings and equipment is computed using the straight-line basis over estimated useful lives ranging from 5 to 40 years.

DONATIONS

The Agency typically does not use donated services, materials and supplies in completing program activities.

COMPENSATED ABSENCES

The Agency's employees earn from 0.923 to 1.846 hours of vacation pay for every twenty hours worked depending upon the number of years worked. Unused vacation time that an employee may carry forward to the next year is limited to the amount that the employee is eligible to earn in a single year.

ADVERTISING

Advertising programs are not considered to have any significant benefits for future periods. Accordingly, advertising costs are expensed as incurred.

NOTE 2 - CASH

Amounts reported as cash at June 30, 2018 are summarized as follows:

	<u>Carrying Amount</u>	<u>Bank Balance</u>
Petty Cash	\$ 300	\$ ----
Miscellaneous	995	----
Interest bearing demand deposits	760,526	770,605
	<hr/>	<hr/>
Total Cash	\$ 761,821	\$ 770,605

Funds on deposit with financial institutions exceeded available Federal Deposit Insurance Coverage by approximately \$520,605. However, the uninsured deposits are secured by pledged securities with a market value of \$554,927 at June 30, 2018. Louisiana imposes a statutory requirement on the

CENLA AREA AGENCY ON AGING

Notes to Financial Statements

June 30, 2018

custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Agency that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 - ACCOUNTS RECEIVABLE

Receivables are considered entirely collectible and there is no allowance for doubtful accounts. Furthermore, receivables are expected to be fully collected within one year. Receivables at June 30, 2018 are summarized as follows:

Receivables from sub-recipient organizations	\$ 20,664
City of Alexandria	6,035
Louisiana Department of Insurance	2,205
<hr/>	
Receivables	\$ 28,904

NOTE 4 – PROPERTY AND EQUIPMENT

Property and equipment utilized by the Agency at June 30, 2018 is presented as follows:

Office furniture and equipment	\$ 21,243
Office building	186,277
<hr/>	
Total	207,520
Accumulated Depreciation	(88,517)
<hr/>	
Property and Equipment, net	\$ 119,003

For the year ended June 30, 2018, depreciation expense totaled \$7,257.

NOTE 5 - COMPENSATION OF BOARD MEMBERS

There was no compensation paid to any member of the Board of Directors during the current year.

NOTE 6 – TEMPORARILY RESTRICTED NET ASSETS

A portion of the Agency's funds are provided by the Governor's Office of Elderly Affairs through the Nutritional Services Incentive Program and its predecessors. These funds are restricted for supporting the Agency's nutrition programs and are presented as temporarily restricted net assets.

NOTE 7 – RETIREMENT BENEFITS

The Agency provides a defined contribution retirement plan, which is funded by employee contributions and matching contributions provided by the Agency. The expense incurred for matching contributions totaled \$7,571.

CENLA AREA AGENCY ON AGING

Notes to Financial Statements

June 30, 2018

NOTE 8 – CONTINGENCIES

Existing conditions that may have financial consequences are referred to as contingencies. The Agency conducts various programs that are supported by grant funds. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

NOTE 9 – MANAGEMENT'S REVIEW

Management has evaluated subsequent events through September 26, 2018, which is the date the financial statements were available to be issued. There were no subsequent events that require recording or disclosure in the financial statements for the year ended June 30, 2018.



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

September 26, 2018

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

To the Board of Directors
Cenla Area Agency on Aging
Alexandria, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Cenla Area Agency on Aging (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 26, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Cenla Area Agency on Aging's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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 Cenla Area Agency on Aging's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.



ROZIER, HARRINGTON & McKAY
Certified Public Accountants



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

September 26, 2018

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

To the Board of Directors
Cenla Area Agency on Aging
Alexandria, Louisiana

Report on Compliance for Each Major Federal Program

We have audited Cenla Area Agency on Aging's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Cenla Area Agency on Aging's major federal programs for the year ended June 30, 2018. Cenla Area Agency on Aging'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 programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Agency'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 Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards and 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 Cenla Area Agency on Aging'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 of Cenla Area Agency on Aging's compliance.

Opinion on Each Major Federal Program

In our opinion, Cenla Area Agency on Aging complied, in all material respects, with the types of 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, 2018.

Report on Internal Control Over Compliance

Management of Cenla Area Agency on Aging is responsible for establishing and maintaining effective internal control over compliance with types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Cenla Area Agency on Aging'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 in 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 Cenla Area Agency on Aging'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 and correct, 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.

Cenla Area Agency on Aging
September 26, 2018

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.


ROZIER, HARRINGTON & MCKAY
Certified Public Accountants

CENLA AREA AGENCY ON AGING

Schedule of Findings and Questioned Costs For the year ended June 30, 2018

Part I - Summary of Auditor's Results:

- The Independent Auditor's Report on the financial statements for the Cenla Area Agency on Aging as of June 30, 2018 and for the year then ended expressed an unmodified opinion.
- The results of the audit disclosed no instances of noncompliance that are considered to be material to the financial statements of the Cenla Area Agency on Aging.
- The Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with the Uniform Guidance, expressed an unmodified opinion on compliance for major programs.
- The audit did not disclose any audit findings which are required to be reported as findings and questioned cost.
- Major programs for the year ended June 30, 2018 are presented as follows:

Department of Health and Human Services – Aging Cluster

CFDA No. 93.044, Title III, Part B - Grants for Supportive Services and Senior Centers

CFDA No. 93.045, Title III, Part C - Nutrition Services

CFDA No. 93.053, Nutrition Services Incentive Program

- A threshold of \$750,000 was used for distinguishing between Type A and Type B programs for purposes of identifying major programs.
- The Cenla Area Agency on Aging was considered to be a low risk auditee as defined by the Uniform Guidance.

Part II - Findings Relating to the Financial Statements Which are Required to be Reported in Accordance with Generally Accepted Governmental Auditing Standards:

- None

Part III - Findings and Questioned Costs for Federal Awards Which Shall Include Audit Findings as Defined by the Uniform Guidance:

- None

CENLA AREA AGENCY ON AGING

Management's Corrective Action Plan

For the year ended June 30, 2018

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings were reported in the schedule of findings and questioned cost.	Response - N/A
SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings were reported in the schedule of findings and questions cost.	Response – N/A
SECTION III MANAGEMENT LETTER	
No findings were reported in the schedule of findings and questions cost.	Response – N/A

CENLA AREA AGENCY ON AGING

Schedule of Prior Year Findings and Questioned Costs For the year ended June 30, 2018

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS.	
No findings of this nature were reported as a result of the previous audit.	Response – N/A
SECTION II INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS	
No findings of this nature were reported as a result of the previous audit.	Response – N/A
SECTION III MANAGEMENT LETTER	
No findings of this nature were reported as a result of the previous audit.	Response – N/A

CENLA AREA AGENCY ON AGING

Departmentalized Statement of Activities

Governor's Office of Elderly Affairs Programs

For the Year Ending June 30, 2018

	Title III B	Title III C	Louisiana	Title III B	Title III C		N.S.I.P.	Title	Title	MIPPA	Total
	Ombudsman	Area Agency Admin.	Medication Assistance	Services	C-1	C-2		III D	III E		G.O.E.A.
Support, Revenues and Transfers											
Governor's Office of Elderly Affairs	104,803	\$ 172,789	\$ 175,436	\$ 416,120	405,227	\$ 826,757	\$ 363,648	28,478	\$ 169,445	41,090	\$ 2,703,793
Miscellaneous	-	-	-	-	5,000	-	-	-	-	-	5,000
Total Support, Revenues and Transfers	104,803	172,789	175,436	416,120	410,227	826,757	363,648	28,478	169,445	41,090	2,708,793
Expenses											
Salaries	66,303	96,120	107,483	19,637	-	-	-	14,931	-	16,296	320,770
Fringe benefits	11,386	16,507	18,457	3,372	-	-	-	2,564	-	1,313	53,599
Travel	12,417	10,005	10,149	-	-	-	-	6,776	-	2,658.00	42,005
Operating services	9,120	19,116	16,412	2,098	5,000	-	-	2,615	-	2,779	57,140
Operating supplies	2,489	3,381	12,214	645	-	-	-	650	-	3,080	22,459
Other	3,088	27,660	10,721	1,248	-	-	-	942	-	4,477	48,136
Grants to sub-recipients:											
Avoyelles Council on Aging	-	-	-	63,729	-	59,263	-	-	27,586	-	150,578
Catahoula Council on Aging	-	-	-	30,915	9,702	14,680	-	-	33,024	-	88,321
Concordia Council on Aging	-	-	-	38,183	-	-	-	-	-	-	38,183
Grant Council on Aging	-	-	-	32,759	572	1,801	-	-	15,657	-	50,789
Legal Services on Central Louisiana	-	-	-	20,081	-	-	-	-	-	-	20,081
Lasalle Council on Aging	-	-	-	33,759	5,655	-	-	-	14,454	-	53,868
Rapides Council on Aging	-	-	-	122,704	-	-	-	-	58,645	-	181,349
Rapides Senior Center	-	-	-	-	-	-	-	-	-	-	-
Winn Council on Aging	-	-	-	46,990	23,763	28,524	-	-	20,079	-	119,356
Bateman - Caterer	-	-	-	-	490,281	962,660	-	-	-	-	1,452,941
Total expenses	104,803	172,789	175,436	416,120	534,973	1,066,928	-	28,478	169,445	30,603	2,699,575
Transfers In (Out)	-	-	-	-	124,746	240,171	(364,917)	-	-	(10,487)	(10,487)
Change in Net Assets	-	-	-	-	-	-	(1,269)	-	-	-	(1,269)
Beginning net assets (deficit)	-	-	-	-	-	-	364,912	-	-	-	364,912
Ending net assets (deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 363,643	\$ -	\$ -	\$ -	\$ 363,643

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title IIIB Ombudsman

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 104,803</u>	<u>\$ 104,803</u>	<u>\$ -</u>
<u>Expenses</u>			
Salaries	66,303	66,303	-
Fringe benefits	11,386	11,386	-
Travel	11,800	12,417	(617)
Operating services	9,809	9,120	689
Operating supplies	2,491	2,489	2
Other	<u>3,313</u>	<u>3,088</u>	<u>225</u>
Total expenses	<u>105,102</u>	<u>104,803</u>	<u>299</u>
Transfers	<u>299</u>	<u>-</u>	<u>(299)</u>
Change in Net Assets	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual Title IIIC Area Agency Administration For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 172,789</u>	<u>\$ 172,789</u>	<u>\$ -</u>
<u>Expenses</u>			
Salaries	96,120	96,120	-
Fringe benefits	16,507	16,507	-
Travel	10,000	10,005	(5)
Operating services	19,318	19,116	202
Operating supplies	4,102	3,381	721
Other	<u>27,010</u>	<u>27,660</u>	<u>(650)</u>
Total expenses	<u>173,057</u>	<u>172,789</u>	<u>268</u>
Transfers	<u>268</u>	<u>-</u>	<u>(268)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual Louisiana Medication Assistance For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 175,436</u>	<u>\$ 175,436</u>	<u>\$ -</u>
<u>Expenses</u>			
Salaries	107,324	107,483	(159)
Fringe benefits	18,431	18,457	(26)
Travel	10,000	10,149	(149)
Operating services	17,594	16,412	1,182
Operating supplies	13,431	12,214	1,217
Other	<u>9,223</u>	<u>10,721</u>	<u>(1,498)</u>
Total expenses	<u>176,003</u>	<u>175,436</u>	<u>567</u>
Transfers	<u>567</u>	<u>-</u>	<u>(567)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title IIIB Support Services

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 416,120</u>	<u>\$ 416,120</u>	<u>\$ -</u>
<u>Expenses</u>			
Salaries	19,637	19,637	-
Fringe benefits	3,372	3,372	-
Travel	-	-	-
Operating services	2,375	2,098	277
Operating supplies	642	645	(3)
Other	1,080	1,248	(168)
Grants to sub-recipients:			
Avoyelles Council on Aging	63,729	63,729	-
Catahoula Council on Aging	30,915	30,915	-
Concordia Council on Aging	38,183	38,183	-
Grant Council on Aging	32,759	32,759	-
Legal Service of Cenla	20,081	20,081	-
Lasalle Council on Aging	33,759	33,759	-
Rapides Council on Aging	122,704	122,704	-
Winn Council on Aging	46,990	46,990	-
Total expenses	<u>416,226</u>	<u>416,120</u>	<u>106</u>
Transfers	<u>106</u>	<u>-</u>	<u>(106)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title III C-1

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Governor's Office of Elderly Affairs	\$ 405,227	405,227	\$ -
Miscellaneous	-	5,000	5,000
Total Revenue	<u>405,227</u>	<u>410,227</u>	<u>5,000</u>
Expenses			
Operating Services	-	5,000	(5,000)
Grants to sub-recipients:			
Avoyelles Council on Aging	-	-	-
Catahoula Council on Aging	9,702	9,702	-
Concordia Council on Aging	-	-	-
Grant Council on Aging	572	572	-
Lasalle Council on Aging	5,655	5,655	-
Winn Council on Aging	23,763	23,763	-
Bateman	490,282	490,281	1
Total expenses	<u>529,974</u>	<u>534,973</u>	<u>(4,999)</u>
Transfers	<u>124,747</u>	<u>124,746</u>	<u>(1)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title III C-2

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	\$ 826,757	\$ 826,757	\$ -
<u>Expenses</u>			
Grants to sub-recipients:			
Avoyelles Council on Aging	59,263	59,263	-
Catahoula Council on Aging	14,680	14,680	-
Grant Council on Aging	1,801	1,801	-
Winn Council on Aging	28,524	28,524	-
Bateman	962,660	962,660	-
Total expenses	<u>1,066,928</u>	<u>1,066,928</u>	<u>-</u>
Tranfers	<u>240,171</u>	<u>240,171</u>	<u>-</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual Nutritional Services Incentive Program For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	\$ 363,648	\$ 363,648	\$ -
Miscellaneous	<u>1,269</u>	<u>-</u>	<u>(1,269)</u>
	364,917	363,648	(1,269)
<u>Expenses</u>			
Bateman	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>-</u>	<u>-</u>	<u>-</u>
Transfers	<u>(364,917)</u>	<u>(364,917)</u>	<u>-</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ (1,269)</u>	<u>\$ (1,269)</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title IIID

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>Revenues</u>			
Governor's Office of Elderly Affairs	\$ 28,478	28,478	\$ -
Service Contracts	-	-	-
	<u>28,478</u>	<u>28,478</u>	<u>-</u>
<u>Expenses</u>			
Salaries	14,931	14,931	-
Fringe benefits	2,564	2,564	-
Travel	6,500	6,776	(276)
Operating services	2,835	2,615	220
Operating supplies	686	650	36
Other	1,412	942	470
	<u>28,928</u>	<u>28,478</u>	<u>450</u>
Transfers	<u>450</u>	<u>-</u>	<u>(450)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual

Title III E

For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 169,445</u>	<u>\$ 169,445</u>	<u>\$ -</u>
<u>Expenses</u>			
Grants to sub-recipients:			
Avoyelles Council on Aging	27,586	27,586	-
Catahoula Council on Aging	33,024	33,024	-
Grant Council on Aging	15,657	15,657	-
Lasalle Council on Aging	14,454	14,454	-
Rapides Council on Aging	58,645	58,645	-
Winn Council on Aging	<u>20,079</u>	<u>20,079</u>	<u>-</u>
Total expenses	<u>169,445</u>	<u>169,445</u>	<u>-</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Activities - Budget and Actual MIPPA For the year ended June 30, 2018

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Governor's Office of Elderly Affairs	<u>\$ 41,090</u>	<u>41,090</u>	<u>\$ -</u>
<u>Expenses</u>			
Salaries	16,000	16,296	(296)
Fringe benefits	2,748	1,313	1,435
Travel	3,400	2,658	742
Operating services	2,707	2,779	(72)
Operating supplies	5,072	3,080	1,992
Other	<u>11,163</u>	<u>4,477</u>	<u>6,686</u>
Total expenses	<u>41,090</u>	<u>30,603</u>	<u>10,487</u>
Transfers	<u>-</u>	<u>(10,487)</u>	<u>(10,487)</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CENLA AREA AGENCY ON AGING

Statement of Changes in Property and Equipment For the year ended June 30, 2018

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
<u>Property and Equipment</u>				
Office Furniture and Equipment	\$ 21,243	\$ -	\$ -	\$ 21,243
Office Building	<u>186,277</u>	<u>-</u>	<u>-</u>	<u>186,277</u>
Total	207,520	-	-	207,520
Accumulated Depreciation	<u>(81,260)</u>	<u>(7,257)</u>	<u>-</u>	<u>(88,517)</u>
Property and Equipment, net	<u>\$ 126,260</u>	<u>\$ (7,257)</u>	<u>\$ -</u>	<u>\$ 119,003</u>

CENLA AREA AGENCY ON AGING

Schedule of Expenditures of Federal Awards For the year ended June 30, 2018

FEDERAL GRANTOR / Pass-through Grantor / Program Title	Federal CFDA Number	Grant Year Ended	Program or Award Amount	Federal Expenditures	Expenditures to Subrecipients
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
Pass-through the Governor's Office of Elderly Affairs					
Aging Cluster					
Title IIIB - Ombudsman	93.044	6/30/18	\$ 81,813	\$ 81,813	\$ -
Title IIIB - Support Services	93.044	6/30/18	<u>355,898</u>	<u>355,898</u>	<u>315,631</u>
Subtotal - CFDA 93.044			<u>437,711</u>	<u>437,711</u>	<u>315,631</u>
Title IIIC - Nutrition Services:					
Area Agency Administration	93.045	6/30/18	129,592	129,592	-
C-1 Congregate Meals	93.045	6/30/18	360,269	360,269	35,288
C-2 In-Home Delivered Meals	93.045	6/30/18	<u>261,482</u>	<u>261,482</u>	<u>32,977</u>
Subtotal - CFDA 93.045			<u>751,343</u>	<u>751,343</u>	<u>68,265</u>
Nutritional Services Incentive Program	93.053	6/30/18	<u>363,648</u>	<u>363,648</u>	<u>-</u>
* Total Aging Cluster			<u>1,552,702</u>	<u>1,552,702</u>	<u>383,896</u>
Medicare Enrollment Assistance Program					
MIPPA (M2SH67)	93.071	6/30/18	20,090	20,090	-
MIPPA (M2AA67)	93.071	6/30/18	7,500	7,500	-
MIPPA (M2AD67)	93.071	6/30/18	<u>13,500</u>	<u>13,500</u>	<u>-</u>
Subtotal - CFDA 93.071			<u>41,090</u>	<u>41,090</u>	<u>-</u>
Title IIID - In-Home Services	93.043	6/30/18	28,478	28,478	-
Title IIIE - Caregiver	93.052	6/30/18	127,084	127,084	127,084
Total Governor's Office of Elderly Affairs			<u>1,749,354</u>	<u>1,749,354</u>	<u>510,980</u>
Pass-Through Louisiana Department of Insurance					
CMS Research, Demonstrations and Evaluations	93.779	6/30/18	<u>20,000</u>	<u>20,000</u>	<u>-</u>
Total Department of Health and Human Services			<u>1,769,354</u>	<u>1,769,354</u>	<u>510,980</u>
CORPORATION FOR NATIONAL & COMMUNITY SERVICE					
Foster Grandparent Program	94.011	6/30/18	<u>288,219</u>	<u>288,219</u>	<u>-</u>
TOTAL			<u>\$ 2,057,573</u>	<u>\$ 2,057,573</u>	<u>\$ 510,980</u>

Note

The schedule of expenditures of federal awards was prepared in conformity with generally accepted accounting principles. See Note 1 of the accompanying financial statements for further details. Furthermore, the Cenla Area Agency on Aging has not used the 10% de minimis indirect cost rate.

* Denotes Major Programs

CENLA AREA AGENCY ON AGING

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer For the year ended June 30, 2018

Agency Head - Nell Deville, Cenla Area Agency on Aging Director

Purpose:

Salary \$ 7,652

Benefits:

Insurance 350

Retirement Contributions 306 656

\$ 8,308

Agency Head - Joyce Thompson, Cenla Area Agency on Aging Acting Director

Purpose:

Salary \$ 90,159

Benefits:

Insurance 8,507

Retirement Contributions 3,606 12,113

Reimbursements:

Travel 2,280

Other 600 2,880

\$ 105,152

Note: In July 2017, the Agency named a new Executive Director. Information for the terms of both individuals during the year is presented above.

APPENDIX A
Statewide Agreed-Upon Procedures



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Board of Directors
Cenla Area Agency on Aging and
the Louisiana Legislative Auditor:

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

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

The procedures and associated results are presented in the accompanying Schedule of Procedures, Results and Managements' Response.

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

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

Rozier, Harrington and McKay
Certified Public Accountants
Alexandria, Louisiana
September 26, 2018

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Written Policies and Procedures		
Agreed-Upon Procedure	Results	Managements' Response
<p>1 Obtain and inspect the agency's written policies and procedures and observe that they address each of the following categories and subcategories.</p> <ul style="list-style-type: none"> • Budgeting • Purchasing • Disbursements • Receipts • Payroll/Personnel • Contracting • Credit Cards • Travel and expense reimbursements • Ethics • Debt 	<p>An analysis of written policies and procedures has resulted in the following conclusions:</p> <ul style="list-style-type: none"> • The following functions are addressed in the detail suggested by agreed-upon procedures: <ul style="list-style-type: none"> ○ Disbursements ○ Receipts ○ Payroll/Personnel ○ Credit Cards ○ Travel and expense reimbursements ○ Contracting • Details related to the following functions were limited and did not specifically address suggested components: <ul style="list-style-type: none"> ○ Purchasing ○ Ethics • Debt service was not applicable because the Agency has not issued any debt. 	<p>Despite the absence of written details, the Agency has established policies and procedures related to purchasing that are clearly understood by personnel responsible for execution. In addition, we will consider the need to formally adopt the procedures that are in place and performing as intended.</p>

Cenla Agency Area on Aging

Statewide Agreed-Up Procedures

Schedule of Procedures, Results and Managements' Response

Board (or Finance Committee)		
Agreed-Up Procedure	Results	Managements' Response
<p>2 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:</p> <p>a) 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.</p> <p>b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. <i>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 agency's collections during the fiscal period.</i></p>	<p>The governing board meets quarterly with a quorum.</p> <p>This procedure is not applicable because the Cenla Area Agency on Aging does not utilize the governmental accounting model.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Board (or Finance Committee)		
Agreed-Upon Procedure	Results	Managements' Response
c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted fund balance in the general fund.	This procedure is not applicable because the Cenla Area Agency on Aging does not utilize the governmental accounting model.	<i>The results did not include findings or criticisms.</i>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Bank Reconciliations		
Agreed-Upon Procedure	Results	Managements' Response
<p>3 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 agency's main operating account. Select the agency'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 selected each account, and observe that:</p> <p>a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);</p> <p>b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and</p> <p>c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.</p>	<p>Cenla Area Agency on Aging uses a single bank account for all transactions.</p> <p>The bank account has been reconciled monthly by the Executive Director that is independent of other aspects of administering the bank account. Reconciliations are initialed and dated with reconciliation date.</p> <p>A Finance Committee Board member reviews each bank reconciliation and has no involvement in transactions associated with the bank account.</p> <p>Amounts outstanding for more than twelve months were not discovered.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.</p>	<p>The Agency secretary is responsible for collecting and preparing deposits. The Executive Director is responsible for making deposits and reconciling bank statements. The bookkeeper is responsible for recording deposits.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.</p>	<p>The Agency secretary is responsible for collecting and preparing deposits. The Executive Director is responsible for making deposits and reconciling bank statements. The bookkeeper is responsible for recording deposits.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.</p>	<p>The Agency secretary is responsible for collecting and preparing deposits. The Executive Director is responsible for making deposits and reconciling bank statements. The bookkeeper is responsible for recording deposits.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>6 Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.</p>	<p>The Agency is covered.</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>7 Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day) . Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as</p>		

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Collections		
Agreed-Upon Procedure	Results	Managements' Response
<p>a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:</p> <p>a. Observe that receipts are sequentially pre-numbered.</p> <p>b. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.</p> <p>c. Trace the deposit slip total to the actual deposit per the bank statement.</p> <p>d. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).</p> <p>e. Trace the actual deposit per the bank statement to the general ledger.</p>	<p>The Agency records collections as received in the Agency receipt book. Rarely currency is received, but if so, a pre-numbered receipt book is used.</p> <p>Collections were supported by deposit slips.</p> <p>Deposits were traced to the bank statements.</p> <p>One of the two deposits was made in three business days.</p> <p>Deposits were traced to the general ledger.</p>	<p>Despite the absence of pre-numbered receipts, the Agency has established policies and procedures for deposits which allows the Agency to obtain sufficient knowledge about each deposit received.</p> <p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p> <p>The Agency will make every effort to deposit all items more timely in the future.</p> <p><i>The results did not include findings or criticisms.</i></p>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
8 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).	The Agency maintains a single location	<i>The results did not include findings or criticisms.</i>
9 For each location selected under #8 above, 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 no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:	<ul style="list-style-type: none"> • The Executive Director, Accountant, and a Board Officer are involved with non-payroll purchasing and payment functions. • Written policies and procedures were obtained. 	<i>The results did not include findings or criticisms.</i>
a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.	Two employees are involved throughout the purchasing process.	<i>The results did not include findings or criticisms.</i>
b) At least two employees are involved in processing and approving payments to vendors.	The Accountant and Executive Director are involved in the processing and approving payments.	<i>The results did not include findings or criticisms.</i>
c) 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.	The Accountant processes payments and adds vendors as needed. The Executive Director reviews all additions/modifications.	<i>The results did not include findings or criticisms.</i>
d) 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.	The Accountant processes payments and the Executive Director signs checks The Receptionist mails payments.	<i>The results did not include findings or criticisms.</i>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Non-Payroll Disbursements – General (excluding credit card/debit card/fuel card/P-Card purchases or payments)		
Agreed-Upon Procedure	Results	Managements' Response
<p>10 For each location selected under #8 above, obtain the agency'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:</p> <p>a. Observe that the disbursement matched the related original invoice/billing statement.</p> <p>b. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.</p>	<p>Items tested agreed.</p> <p>All documentation included appropriate evidence.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
<p>11 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.</p>	<p>The Agency has 4 credit cards</p>	<p><i>The results did not include findings or criticisms.</i></p>
<p>12 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:</p> <p>a. 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.</p> <p>b. Observe that finance charges and late fees were not assessed on the selected statements.</p>	<p>All card statements were approved by someone other than the authorized card holder.</p> <p>The statement did not include any finance charges or late fees.</p>	<p><i>The results did not include findings or criticisms.</i></p> <p><i>The results did not include findings or criticisms.</i></p>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Credit Cards/Debit Cards/Fuel Cards/P-Cards		
Agreed-Upon Procedure	Results	Managements' Response
13 Using the monthly statements or combined statements selected under #12 above, 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 transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).	Documentation was available to support all transactions.	<i>The results did not include findings or criticisms.</i>

Cenla Agency Area on Aging

Statewide Agreed-Up Procedures

Schedule of Procedures, Results and Managements' Response

Travel and Expense Reimbursement		
Agreed-Up Procedure	Results	Managements' Response
<p>14 Obtain from management a listing of all travel and travel-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:</p> <p>a. If reimbursed using a per 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).</p> <p>b. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.</p> <p>c. Observe that each reimbursement is 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 (procedure #1h).</p> <p>d. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>The list was compiled from general ledger detail provided from travel and related expense accounts.</p> <p>Per diem rates are not used by the Agency.</p> <p>All reimbursements tested were supported by itemized receipts.</p> <p>Each reimbursement tested was supported with documentation of the business/public purpose.</p> <p>Each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Contracts		
Agreed-Upon Procedure	Results	Managements' Response
<p>15 Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:</p> <p>a. Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.</p> <p>b. Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).</p> <p>c. If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.</p> <p>d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.</p>	<p>The listing was obtained.</p> <p>One of the five contracts tested was subject to the bid law and appropriately followed all guidelines.</p> <p>Contracts amounts are approved by the Board during approval of budgets.</p> <p>One of the five contracts tested was amended. All information was presented correctly.</p> <p>All payments tested agreed to terms and conditions of respective contracts.</p>	<p><i>The results did not include findings or criticisms.</i></p>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
16 Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	The list was obtained.	<i>The results did not include findings or criticisms.</i>
17 Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:		
a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).	Attendance and leave was documented.	<i>The results did not include findings or criticisms.</i>
b. Observe that supervisors approved the attendance and leave of the selected employees/officials.	Attendance and leave was approved.	<i>The results did not include findings or criticisms.</i>
c. Observe that any leave accrued or taken during the pay period is reflected in the agency's cumulative leave records.	Attendance and leave was correctly reflected in the Agency's records.	<i>The results did not include findings or criticisms.</i>
18 Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records,	Authorized pay rates for terminated employees were correctly documented.	<i>The results did not include findings or criticisms.</i>

Cenla Area Agency on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response (Continued)

Payroll and Personnel		
Agreed-Upon Procedure	Results	Managements' Response
and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files. 19 Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.	Management's representation has been obtained.	<i>The results did not include findings or criticisms.</i>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Ethics		
Agreed-Upon Procedure	Results	Managements' Response
20 Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and: a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period. b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the agency's ethics policy during the fiscal period.	All documentation was examined. The Agency has not established an ethics policy for the employees to verify with a signature.	<i>The results did not include findings or criticisms.</i> The Agency has established policies and procedures that are clearly understood by personnel responsible for execution. In addition, we will consider the need to formally adopt an ethics policy.

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Debt Service		
Agreed-Upon Procedure	Results	Managements' Response
21 Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.	Not applicable, there is no debt issued or outstanding.	<i>The results did not include findings or criticisms.</i>
22 Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.	Not applicable, there is no debt issued or outstanding.	<i>The results did not include findings or criticisms.</i>

Cenla Agency Area on Aging

Statewide Agreed-Upon Procedures

Schedule of Procedures, Results and Managements' Response

Other		
Agreed-Upon Procedure	Results	Managements' Response
23 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 agency reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the agency is domiciled.	No misappropriations were identified.	<i>The results did not include findings or criticisms.</i>
24 Observe that the agency has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	The notice was correctly posted in office. The notice was posted online on September 6, 2018.	<i>The results did not include findings or criticisms.</i>