

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

ANNUAL FINANCIAL REPORT

JUNE 30, 2018

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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**WISE, MARTIN & COLE, L.L.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

601 Main Street P. O. Box 897  
Minden, Louisiana 71058-0897  
(318) 377-3171 Fax (318) 377-3177

MICHAEL W. WISE, CPA  
CARLOS E. MARTIN, CPA  
KRISTINE H. COLE, CPA  
-----  
KRISTIE K. MARTIN, CPA

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

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

The Board of Directors  
Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund of the Claiborne Voluntary Council on Aging, Inc., as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

Management is responsible for the preparation and fair presentation of the 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.

**Accountant's Responsibility**

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

**Accountant's Conclusion**

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

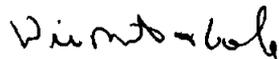
### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the Budget Comparison Schedule on pages 33-39 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the representation of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on it.

Claiborne Voluntary Council on Aging, Inc. has not presented management's discussion and analysis information that the Government Accounting Standards Board has determined is required to supplement, although not required to part of, the basic financial statements.

Accounting principles generally accepted in the United States of America require that the Schedule of Compensation Paid Board Members and the Schedule of Compensation, Benefits and other Payments to Agency Head on page 54 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting placing the basic financial statements in an appropriate operational, economic, or historical context. The information is the responsibility of management. We have not audited or reviewed such required supplementary information, and accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated December 27, 2018 on the results of our agreed-upon procedures.



Minden, LA  
December 27, 2018

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

The following discussion and analysis of Claiborne Voluntary Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2018. Please read it in conjunction with the financial statements, which begin on page 10.

### **HOW TO USE THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 10 and 11) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 13. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

#### **Reporting the Council as a Whole Using Government-Wide Statements**

Our analysis of the Council as a whole begins on page 5. The Statement of Net Position and the Statement of Activities (referred to collectively as the Government-Wide Financial Statements) report information about the Council as a whole and about its activities. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The Government-Wide statements can be found on pages 10 and 11 and report the Council's net position and changes in net position. A portion of the net position is restricted, which means it can only be used for a specific purpose. The Statement of Net Position is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net assets are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, one must consider other nonfinancial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net position changed as a result of this year's activities. All of the Council's significant activities are reported in the Statement of Activities. These activities include an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, utility assistance, and disease prevention and health promotion. All activities of the Council are considered to be governmental activities. A governmental activity is one in which the Council uses money it receives from government grants and contracts, along with donations from the general public, to pay for the services it provides to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive.

#### **Reporting the Council's Most Significant Funds Using Fund Financial Statements**

Our analysis of the Council's major funds begins on page 6. The Fund Financial Statements can be found on pages 13 to 15 and provide detailed information about the most significant funds - not the Council as a

whole. In the Fund Financial Statements there is a General Fund and a variety of Special Revenue Funds. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, the Council can control and manage funds for particular purposes and can show that the fund is meeting legal responsibilities for using certain grants and other money.

The General Fund and Special Revenue Funds are considered governmental funds. Governmental funds focus on how money flows into and out of funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps one determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. We have presented the difference between the net position of governmental activities and the fund balances of the governmental funds in a reconciliation at the bottom of the Balance Sheet for Governmental Funds. In addition, the difference between the change in fund balances for the governmental funds and the change in net position for the governmental activities has been presented in a reconciliation on a separate page that follows the Statement of Revenues, Expenditures, and Changes in Fund Balances for the Governmental Funds.

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

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 16 to 31. One should read the notes before making assumptions or drawing conclusions about the Council's financial condition.

### **Supplementary Financial Information Required by GASB Statement 34**

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

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but that we believe is important to present for the Council's financial statement users.

Management's Discussion and Analysis is also required supplementary information (RSI) by GASB Statement 34. However, it is presented as the first item in this reporting package and not with the other RSI required by GASB Statement 34.

### **Other Supplementary Financial Information Required by GOEA**

The Council has also presented other required supplemental information in this report package.

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 40 to 41. This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has given the Council.

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

The following table reflects condensed information on the Council's net position:

	<u>2018</u>	<u>2017</u>
Current and other assets	\$ 22,436	\$ 25,722
Capital assets, net of depreciation	<u>78,060</u>	<u>84,710</u>
Total Assets	<u>100,496</u>	<u>110,432</u>
Current liabilities	<u>572</u>	<u>4,324</u>
Total liabilities	<u>572</u>	<u>4,324</u>
Invested in capital assets, net of related debt	78,060	84,710
Restricted	-	9,124
Unrestricted	<u>21,864</u>	<u>12,274</u>
Total net position	<u>\$ 99,924</u>	<u>\$ 106,108</u>

As of June 30, 2018, the Council "as a whole" had assets greater than its liabilities by \$99,924. The Council's total net position decreased \$6,184 from \$106,108 to \$99,924.

About 22% of the Council's net position is unrestricted as of June 30, 2018. It is important that the Council have unrestricted net position so that we will have resources available to adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

The Council's restricted net position decreased by \$9,124 primarily because of the excess NSIP funds which are restricted for C1 and C2 nutrition programs and were expended during the year. Net position is reported as restricted when the constraints placed upon the asset's use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net position that has been invested in capital assets is presented net of any related outstanding debt incurred to acquire them. For the year ended June 30, 2018, as presented, no capital assets had related debt associated with them.

The following table reflects condensed information on the Council's change in net position:

	<u>2018</u>	<u>2017</u>
Revenues		
Program revenues - operating grants and contributions	\$ 310,338	\$ 233,109
General revenues		
Unrestricted grants and contributions	3,093	66,250
Other general revenues	-	-
Total revenues	<u>313,431</u>	<u>299,359</u>
Direct program expenses of the health, welfare, and social services function		
Supportive services	25,254	31,525
Nutrition services	115,601	113,665
Utility assistance	-	-
Disease prevention and health promotion	3,917	2,874
National family caregiver support	12,993	11,773
Senior activities	40,898	28,203
Direct administrative expenses	<u>120,952</u>	<u>117,573</u>
Total expenses	<u>319,615</u>	<u>305,613</u>
Change in net assets	(6,184)	(6,254)
Net position - beginning of year	<u>106,108</u>	<u>112,362</u>
Net position - end of year	<u>\$ 99,924</u>	<u>\$ 106,108</u>

### AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

Most of the Council's activities are funded by federal, state, and local grants. These grants amount to approximately 85% of the revenues of the Council in 2018 and 94% in 2017. Some of these grants are restricted which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains relatively constant from year to year.

The Council also receives donations from its clients and the general public. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services. Public support revenues represented 15% of the total revenues for 2018 and 6% in 2017.

For 2018, total administration expenses were \$120,952, or 38% of total expenses.

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

#### Fund Balances

The Council showed a combined governmental fund balance of \$21,864 (as shown on the Fund Financial Statement's balance sheet at page 13) at the end of this year, which is a increase of \$466 versus last year.

#### Revenues

The combined fund revenues increased \$14,072 this year versus last year, mainly due to increase in public support.

## Expenditures

Total expenditures increased by \$14,002 this year.

Funding for the Congregate and Home Delivered Meals Programs are provided in part with funds from a NSIP grant. NSIP funds can only be used to pay for part of the cost of the meals provided to the elderly recipient. It is possible that some of the NSIP grant may not be needed in the year received. Any unused NSIP grant funds are recorded as a restricted net position of the Nutrition Services program and will be available for use in the following year if necessary.

### AN ANALYSIS OF THE GENERAL FUND BUDGET

During the past fiscal year the budget was amended once. The amendment effectively approves any expenditure that had already been incurred that exceeded its original budgeted amount. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA.

The schedules of the original and amended budgets for the General Fund can be found in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 33 to 38.

### AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$78,060 in fixed assets net of accumulated depreciation. This amounted to a net decrease of \$6,650 below last year.

	Governmental Activities	
	<u>2018</u>	<u>2017</u>
Real property	\$ 3,500	\$ 3,500
Leasehold improvements	59,434	63,331
Furniture & equipment	8,169	5,945
Computer & peripheral equipment	6,957	11,934
Vehicles	-	-
	<u>\$ 78,060</u>	<u>\$ 84,710</u>

More detailed information about the Council's capital assets can be found in Notes 1 and 8 to the financial statements.

There is no long-term debt related to the Council's capital assets.

There is no liability recorded for compensated absences due to no carry over of vacation. All vacation leave is used before the end of the year or lost.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS**

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is relatively steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council; therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2018. The Claiborne Council on Aging is no longer to handle the service for utility relief for the senior citizens we serve in Claiborne Parish. The Center will complete the forms and then email to Salvation Army for distribution of funds.

## **CONTACTING THE COUNCIL'S MANAGEMENT**

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. Questions about this report and requests for more information should be addressed to Executive Director Suzan Bryant, at the Council's main office at 608 East 4th Street, Homer, LA, by phone at 318-927-6922, or by email at [sbryant@claibornecouncilonaging.org](mailto:sbryant@claibornecouncilonaging.org).

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

Claiborne Voluntary Council on Aging, Inc.  
Statement of Net Position  
June 30, 2018

	Governmental Activities
<b>ASSETS</b>	
Cash and cash equivalents	\$ 20,318
Accounts Receivable	\$ 600
Prepaid Items	1,518
Capital assets, net of accumulated depreciation	78,060
TOTAL ASSETS	100,496
<b>LIABILITIES</b>	
Accounts payable	572
Due to funding agency	-
TOTAL LIABILITIES	572
<b>NET POSITION</b>	
Invested in capital assets, net of related debt	78,060
Restricted for:	
Nutrition services	-
Unrestricted	21,864
TOTAL NET POSITION	\$ 99,924

See accompanying notes and independent accountants' review report.

Claiborne Voluntary Council on Aging  
Statement of Activities  
For the Year Ended June 30, 2018

	Expenses	Indirect Expenses Allocation	Program Revenues		Net (Expenses) Revenues and Change in Net Assets	
			Charges for Services	Operating Grants and Contributions		Capital Grants & Contributions
<b>Governmental Activities</b>						
Health, Welfare & Social Services:						
Supportive Services:						
Homemaker	\$ 9,620	\$ 14,280	\$ -	\$ 16,763	\$ -	\$ (7,137)
Information and Assistance	3,711	5,507	-	6,558	-	(2,660)
Legal Assistance	1,520	2,257	-	1,288	-	(2,489)
Outreach	1,237	1,837	-	2,186	-	(888)
Transportation	9,166	13,605	-	13,509	-	(9,262)
Nutrition Services:						
Congregate Meals	36,205	18,409	-	52,192	-	(2,422)
Home Delivered Meals	78,796	26,232	-	74,311	-	(30,717)
Nutrition Education	600	253	-	361	-	(492)
Utility Assistance	-	-	-	-	-	-
Disease Prevention and Health Promotion:						
Wellness	3,917	-	-	3,397	-	(520)
National Family Caregiver Support:						
Respite	11,752	18,463	-	16,823	-	(13,392)
Information and Assistance	1,241	1,949	-	528	-	(2,662)
Senior Activities	40,898	-	-	36,904	-	(3,994)
Administration	120,952	(102,792)	-	17,536	-	(624)
Total Governmental Activities	\$ 319,615	\$ -	\$ -	\$ 242,356	\$ -	\$ (77,259)

General Revenues:

Grants and contributions not restricted to specific programs	71,075
Investment earnings	-
Total general revenues	<u>71,075</u>

Change in Net Position (6,184)

Net position-beginning	106,108
Net position -ending	<u>\$ 99,924</u>

See accompanying notes and independent accountants' review report.

FUND FINANCIAL STATEMENTS

Claiborne Voluntary Council on Aging, Inc.  
 Balance Sheet  
 Governmental Funds  
 June 30, 2018

	General Fund	Title III B	Title III C-1	Title III C-2	NSIP	Senior Center	Title III E	Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>									
Cash and cash equivalents	\$ 20,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,318
Accounts Receivable	600	-	-	-	-	-	-	-	600
Prepaid expense	1,518	-	-	-	-	-	-	-	1,518
TOTAL ASSETS	<u>\$ 22,436</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,436</u>
<b>LIABILITIES AND FUND BALANCES</b>									
Liabilities:									
Accounts payable	\$ 572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 572
Bank overdrafts	-	-	-	-	-	-	-	-	-
Due to funding agency	-	-	-	-	-	-	-	-	-
Total Liabilities	<u>572</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>572</u>
Fund balances:									
Restricted for:									
Nutrition services - meals	-	-	-	-	-	-	-	-	-
Unassigned	21,864	-	-	-	-	-	-	-	21,864
Total fund balances	<u>21,864</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>21,864</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 22,436</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
									78,060
Amounts reported for governmental activities in the statement of net assets are different because:									
-Capital assets used in Governmental activities are not financial resources and therefore are not reported in the funds									78,060
<b>Net Position of Governmental Activities</b>									<b>\$ 99,924</b>

See accompanying notes and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds

For the Year Ended June 30, 2018

	General Fund	Title III B	Title III C-1	Title III C-2	NSIP	IIIE	Senior Center	Non Major Funds	Total Governmental Funds
<b>REVENUES</b>									
Intergovernmental - Governor's Office of Elderly Affairs	\$ 37,500	\$ 39,494	\$ 40,727	\$ 46,060	\$ 17,914	\$ 17,213	\$ 40,005	\$ 21,533	\$ 260,446
Intergovernmental - Town of Homer	-	-	-	-	-	-	-	-	-
Public support	35,025	-	11,695	2,376	-	138	-	-	49,234
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	315	809	-	-	-	-	-	-	1,124
Total Revenues	<u>72,840</u>	<u>40,303</u>	<u>52,422</u>	<u>48,436</u>	<u>17,914</u>	<u>17,351</u>	<u>40,005</u>	<u>21,533</u>	<u>310,804</u>
<b>EXPENDITURES</b>									
Health, Welfare & Social Services									
Current:									
Salaries	\$ -	\$ 40,659	\$ 21,381	\$ 24,930	\$ -	\$ 23,532	\$ 18,855	\$ 11,665	\$ 141,022
Fringe	-	3,289	1,732	2,018	-	1,903	1,525	944	11,411
Travel	-	2,413	52	80	-	1,970	-	37	4,552
Operating services	-	10,949	5,193	10,708	-	4,438	8,998	4,133	44,419
Operating supplies	-	2,588	1,487	3,533	-	842	286	689	9,425
Caterer - meals	-	-	23,961	62,746	-	-	-	-	86,707
Other costs	-	59	32	50	-	31	1	107	280
Legal services	-	1,520	-	-	-	-	450	-	1,970
Nutrition consultant	-	-	300	300	-	35	6,000	3,917	10,552
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>61,477</u>	<u>54,138</u>	<u>104,365</u>	<u>-</u>	<u>32,751</u>	<u>36,115</u>	<u>21,492</u>	<u>310,338</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>72,840</u>	<u>(21,174)</u>	<u>(1,716)</u>	<u>(55,929)</u>	<u>17,914</u>	<u>(15,400)</u>	<u>3,890</u>	<u>41</u>	<u>466</u>
<b>OTHER FINANCING SOURCES (USES)</b>									
Transfers in	-	24,161	1,716	55,929	-	15,602	900	859	99,167
Transfers out	(68,545)	-	-	-	(24,932)	-	(4,790)	(900)	(99,167)
Total Other Financing Sources and Uses	<u>(68,545)</u>	<u>24,161</u>	<u>1,716</u>	<u>55,929</u>	<u>(24,932)</u>	<u>15,602</u>	<u>(3,890)</u>	<u>(41)</u>	<u>-</u>
Net Increase (Decrease) in Fund Balances	4,295	2,987	-	-	(7,018)	202	-	-	466
Fund balances -- beginning of the year	17,569	(2,987)	-	-	7,018	(202)	-	-	21,398
Fund balances -- ending of the year	<u>\$ 21,864</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,864</u>

See accompanying notes and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities

Year Ended June 30, 2018

Net increase (decrease) in fund balances - total governmental funds \$ 466

Governmental funds report capital outlays as expenditures.  
However, in the statement of activities the cost of these assets  
is allocated over their estimated useful lives and reported as  
depreciation expense. This is the amount by which depreciation  
is more than capital outlays in the current period.

5,718

Increase (decrease) of net position of governmental activities \$ 6,184

See accompanying notes and independent accountants' review report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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

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

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health, or other conditions affecting the welfare of the aging people in Claiborne Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information at the parish and state levels; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

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

**b. Reporting Entity:**

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. However, before a council on aging can begin operations in a specific parish, its application for 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 each council is governed by the policies and regulations established by GOEA.

The Claiborne Council on Aging is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on September 6, 1973.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

A board of directors, consisting of 11 voluntary members, who serve staggered three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the Parish's elderly population, general public, private businesses, and elected public officials.

Board members are elected annually by the members of the Council with a simple majority of those present and voting. The nominating committee presents a list of community citizens who are eligible to serve. Additional nominations are accepted if any are presented.

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

Based on the criteria set forth in GASB Statement 14, the Claiborne Voluntary Council on Aging is not a component unit of another primary government, nor does it have any component units. 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, levy its own taxes or set rates or charges, and issue bonded debt. As previously mentioned, 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 and compliance oriented than substantive.

Accordingly, the Council is fiscally independent for purposes of applying the reporting entity criteria of GASB Statement 14.

**c. Presentation of Statements:**

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

The Council has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds; however, the Council has chosen not to do so because it does not have any business-type activities or enterprise funds. The more significant accounting policies established in GAAP and used by the Council are discussed below.

**d. 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. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

In the Government-Wide Statement of Net Assets, the governmental-type activities column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resources basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net assets are reported in three parts - invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. Invested in capital assets, net of related debt consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. Restricted net assets consist of net assets with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net assets include all other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

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 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 regarding when to use NSIP 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

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

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 and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues such as intergovernmental revenues, and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council did not receive any capital-specific grants this year.

The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect cost allocation." In addition, 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 assets resulting from the current year's activities.

**e. 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

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

expenditures are at least 10% of the corresponding total for all funds of that category or type.

Governmental fund equity is called the fund balance. Beginning in FY 2011, the Council implemented GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. Fund balance is classified as non-spendable, restricted, committed, assigned or unassigned. Fund balance of the Council has been classified into the following categories:

Restricted: This classification includes amounts for which constraints have been placed on the use of resources either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.

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

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

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

**Local Programs and Funding**

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at management's discretion.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

Expenditures that are not chargeable to specific programs because of budget limitations, or because of their nature, are recorded as local program expenditures. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

**PCOA Funding**

PCOA funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion in any program, provided the program is benefitting people who are at least 60 years old.

**Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "proceeds of specific revenue sources" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

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

**Major Special Revenue Funds**

**The Title III B Fund** is used to account for funds that are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for defining a qualifying unit of service for each Title III program.

**The Title III C-1 Fund** is used to account for funds that are used to provide nutritional, congregate meals to the elderly at the meal site located in Homer.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

**The Title III C-2 Fund** is used to account for funds that are used to provide nutritious meals to homebound older persons.

**The Senior Center Fund** is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities that foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior center for Claiborne Parish is located in Homer, Louisiana. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Supplemental senior center 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 were included in this fund.

**The N.S.I.P. Fund** is used to account for the administration of Nutrition Services Incentive Program funds provided by the United States Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. The GOEA distributes NSIP funds to each parish council on aging in Louisiana based on the number of meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. The primary purpose of the NSIP reimbursement is to provide money to the Council so that United States food and commodities may be purchased to supplement nutrition programs.

**The Title III E Fund** is used to account for funds used in providing a multifaceted system of support for family caregivers in Claiborne Parish, Louisiana.

**Non-Major Special Revenue Funds**

**Area Agency Administration Fund** is used to account for a portion of the indirect costs of administering 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 each program's direct costs bear to direct costs for all programs.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

**The Title III D Fund** is used to account for funds used for disease prevention and health promotion activities. During the year 36 units of wellness service were provided to eligible participants in this program.

**The Audit Fund** is 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. Excess audit costs have been distributed to other funds and programs using the Council's indirect cost allocation formula.

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

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

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

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 and exchange-like transactions are recognized when the exchange takes place.

**2. Modified Accrual Basis – Fund Financial Statements (FFS):**

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 (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

**g. Transfers:**

Advances between funds that are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are accounted for through the various due from and due to accounts. 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 assets in the Government-Wide Financial Statements.

**h. Budgets and Budgetary Accounting:**

The Council follows the following procedures in establishing the budgetary data in these financial statements:

- a) The Director prepares a proposed budget for each program and submits it to the Board of Directors prior to the beginning of each year.
- b) Upon adoption of the various program budgets by the Board of Directors, the budgets are forwarded to the State of Louisiana, Office of Elderly Affairs for approval.
- c) If changes to the various program budgets are recommended by the Office of Elderly Affairs, the budgets are revised accordingly and the Board of Directors adopts a final budget.
- d) All budgetary appropriations lapse at the end of each fiscal year. Any grant revenue generated in excess of expenditures incurred during a fiscal year is returned to the Office of Elderly Affairs in accordance with the provisions of various contracts entered into with that office.
- e) Budgets for the General and Special Revenue funds are adopted on a basis consistent with generally accepted accounting principles except for the expenditure of Parish Council on Aging Funds which are budgeted as expended in the year they are provided from the State of Louisiana.
- f) The budgets presented in the accompanying financial statements have been amended under the above method.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
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*Note 1 - Summary of Significant Accounting Policies (continued)*

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 (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

**i. Fixed 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 \$1,000 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 Assets. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation.

For capital assets recorded in the Government-Wide Financial Statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Buildings and Improvements	20-40 years
Equipment	5-12 years
Vehicle	5-7 years
Computers	5 years

Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

**j. Annual and Sick Leave**

Only unused annual leave may be paid upon termination. Leave is expected to be taken throughout the year as a means of recuperation from the rigors of work. Therefore, unused leave will be lost. No liability for unpaid annual leave has been accrued in the Government-Wide Statements or in the Fund Financial Statements.

**k. Prepaid Expenditures**

The Council has elected not to expense amounts paid for future services until those services are consumed to comply with the cost reimbursement terms of its grant agreements. Prepaid expenditures in the amount of \$1,518 consists of insurance premiums paid in 2018.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 1 - Summary of Significant Accounting Policies (continued)*

**l. Encumbrance accounting**

The Council does not use encumbrance accounting.

**m. Related Party Transactions**

There were no significant related party transactions during the fiscal year.

**n. 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.

**o. Deferred Inflows of Resources**

The Council reports unearned revenues as Deferred Inflows of Resources on its Statement of Net Assets and on the balance sheet of the Fund Financial Statements. Unearned revenues arise when the Council receives resources before timing requirements are met. In subsequent periods, when the Council has timing requirements that are met, the deferred inflow is removed from the combined balance sheet and the revenue is recognized. The Council did not have any unearned revenue at year end.

**p. Allocation of Indirect Expenses:**

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

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 2 - Funding Policies and Sources of Funds*

The Council receives its monies through various methods of funding. Most of the funds are received on a grant basis. Under this method, funds are received as needed or on a monthly or quarterly allocation of the total budget (grant) in advance of the actual expenditure. The following programs are handled in this manner: Title III B, Title III C-1 and C-2, Title III D, Title III E, Senior Center, State Allocation Funds (Act 735), and Audit Funds. The NSIP fund is funded under the units of service method.

The Council encourages and receives contributions from clients to help offset program costs. The Town of Homer provides funds to the Council. Utility assistance funds are also provided by the Louisiana Association of Councils on Aging under the Helping Hands program.

*Note 3 - Revenue Recognition*

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting. Revenues are recorded in the Fund Financial Statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

*Note 4 - Accounts Receivable*

The Council had accounts receivable from MIPPA grant which is a reimbursement grant. Receivable at June 30, 2018 was \$600.

*Note 5 - In-Kind Contributions*

The Council did not receive in-kind contributions during the year.

*Note 6 - Income Tax Status*

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c) (3) of the Internal Revenue Code. With few exceptions, the Council is no longer subject to U.S. federal, state, and local income tax examinations by tax authorities for years before 2014.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 7 - Lease Commitments*

The Claiborne Voluntary Council on Aging, Inc. has a ten year lease agreement with the Claiborne Parish Police Jury which expires on May 31, 2021, for the building housing the Claiborne Senior Center and Central Kitchen. The annual rental payment required by the lease is \$1.00.

The Claiborne Voluntary Council on Aging, Inc. has a four-year lease for the use of a copy machine. The monthly rental payment is \$180.27, which began 12/22/14.

Total rental and lease payments for the year ended June 30, 2018 were \$2,164.

The future minimum payments under these operating leases consist of the following:

Year ended <u>June 30,</u>	<u>Amount</u>
2019	1,083
2020	1
2021	1
2022	<u>1</u>
Total minimum lease payments	<u>\$ 1,086</u>

*Note 8 - Changes in General Fixed Assets*

A summary of changes in general fixed assets is presented below:

	Balance <u>July 1, 2017</u>	<u>Additions</u>	<u>Deductions</u>	Balance <u>June 30, 2018</u>
Capital assets, not being depreciated:				
Real property	\$ <u>3,500</u>	<u>-</u>	<u>-</u>	<u>3,500</u>
Capital assets being depreciated:				
Leasehold improvements	85,400	-	-	85,400
Furniture and equipment	20,248	3,990	(2,250)	21,988
Computer and peripheral equipment	24,414	-	(400)	24,014
Automobiles	<u>81,362</u>	<u>-</u>	<u>-</u>	<u>81,362</u>
Total capital assets being depreciated	\$ <u>211,424</u>	<u>3,990</u>	<u>(2,650)</u>	<u>212,764</u>
Total all assets	<u>\$214,924</u>	<u>3,990</u>	<u>(2,650)</u>	<u>216,264</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

*Note 8 - Changes in General Fixed Assets (continued)*

Less accumulated depreciation for:				
Leasehold improvements	22,069	3,897	-	25,966
Furniture and equipment	14,303	1,766	2,250	13,819
Computer and peripheral equipment	12,480	4,883	306	17,057
Automobiles	<u>81,362</u>	<u>-</u>	<u>-</u>	<u>81,362</u>
Total accumulated depreciated	<u>\$ 130,214</u>	<u>10,546</u>	<u>2,556</u>	<u>138,204</u>
Total capital assets being depreciated, net	<u>\$ 82,550</u>	<u>(10,546)</u>	<u>2,556</u>	<u>74,560</u>
Total net capital assets	<u>\$ 86,050</u>	<u>(10,546)</u>	<u>2,556</u>	<u>78,060</u>

Depreciation was charged to governmental activities as follows:

Supportive services:	
Transportation	\$ 1,680
III C-1	1,153
III C-2	1,411
III D	0
III E	868
Senior Activities	4,785
Administration	<u>649</u>
Total depreciation expense for governmental activities	<u>\$ 10,546</u>

*Note 9 - Cash and Cash Equivalents*

Cash and cash equivalents include demand deposits and interest-bearing demand deposits. Under state law, the Council may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 2018, the Council's total cash and cash equivalents (**book balance**) was \$20,318. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2018, the Council had \$32,304 in deposits (**collected bank balances**). These deposits are fully secured from risk by federal deposit insurance.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2018

*Note 10 - Board of Directors*

Members of the Board of Directors of the Claiborne Voluntary Council on Aging, Inc. serve in an advisory capacity only and receive no per diem or other compensation for their services.

The present board is composed of the following members:

Betty Barnette	Chairperson	Zelmarie Kennedy	Director
Peter Sjogren	Vice-Chairperson	Mary V. Lee	Director
Ronnie Dees	Treasurer/Secretary	Lizzie Williams	Director
Adron Hallman	Secretary/Treasurer	Patricia Sanders	Director
Bobbie Sindle	Director	Carolyn Atkin	Director
Faye McKenzie	Director		

*Note 11 - Due to Funding Agency*

This account represents funds received from the Governor's Office of Elderly Affairs that have not been spent and will be returned. As of June 30, 2018 there was a \$-0- balance accrued for payment when notified.

*Note 12 - Inter-fund Transfers*

Operating transfers in and out are listed by fund for the year ended June 30, 2018:

Funds Transferred Out	Funds Transferred To								Total
	Title <u>IIIB</u>	Title <u>III C-1</u>	Title <u>III C-2</u>	Senior <u>Center</u>	Title <u>IIID</u>	Title <u>IIIE</u>	<u>Mippa</u>	<u>AAA</u>	
General Fund	\$ 2,999	849	19,006	900	520	7,332	300	39	31,945
Act 735	18,313	-	10,917	-	-	8,270	-	-	37,500
Total General Funds	<u>21,312</u>	<u>849</u>	<u>29,923</u>	<u>900</u>	<u>520</u>	<u>15,602</u>	<u>300</u>	<u>39</u>	<u>69,445</u>
Special Revenue Funds:									
Major Funds:									
NSIP	-	-	24,932	-	-	-	-	-	24,932
Senior Center	2,849	867	1,074	-	-	-	-	-	4,790
Title C-1	-	-	-	-	-	-	-	-	-
Total Special Revenue Fund	<u>2,849</u>	<u>867</u>	<u>26,006</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,722</u>
Total all funds	<u>\$ 24,161</u>	<u>\$ 1,716</u>	<u>\$ 55,929</u>	<u>\$ 900</u>	<u>\$ 520</u>	<u>\$ 15,602</u>	<u>300</u>	<u>\$ 39</u>	<u>99,167</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

Transfers are used to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to use unrestricted revenues collected in the General Fund to finance various programs accounted with budgetary authorizations.

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

*Note 13 - Litigation*

As of June 30, 2018, the Council was not involved in litigation.

*Note 14 - Economic Dependency*

The Council receives the majority of its revenue from funds provided through grants administered by the Governor's Office of Elderly Affairs. The grant amounts are appropriated each year by federal and state governments.

*Note 15 - Accounting reporting for pensions*

Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27 establishes standards of accounting and financial reporting for defined benefit pensions and defined contribution pensions provided to employees of state and local governmental employers through pension plans that are administered through trusts or equivalent arrangements. This Statement establishes standards for measuring and recognizing pension liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. For the year ended June 30, 2018, the Council was not subject to GASB 68 since all employees are covered by Social Security System.

*Note 16 - Subsequent Events*

Subsequent events have been evaluated through December 27, 2018, which is the date the financial statements were available to be issued. No items were noted requiring recognition or disclosure in the financial statements for the year ended June 30, 2018.

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - General Fund - State of Louisiana Act 735  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary (Other) Basis</u>	<u>Final Budget Favorable (Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 37,500	\$ 37,500	\$ 37,500	\$ -
Governor's Office of Elderly Affairs (supplemental)	-	-	-	-
Total Revenues	<u>37,500</u>	<u>37,500</u>	<u>37,500</u>	<u>-</u>
<b>Expenditures</b>				
Operating services	-	-	-	-
Operating supplies	-	-	-	-
Consultant	-	-	-	-
Training	-	-	-	-
Capital outlay	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues Over Expenditures	<u>37,500</u>	<u>37,500</u>	<u>37,500</u>	<u>-</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	-	-	-	-
Transfers out	<u>(37,500)</u>	<u>(37,500)</u>	<u>(37,500)</u>	<u>-</u>
Total Other Financing Sources (uses)	<u>(37,500)</u>	<u>(37,500)</u>	<u>(37,500)</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances</b>				
Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - Title III B Fund  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 39,494	\$ 39,494	\$ 39,494	\$ -
Miscellaneous	-	-	-	-
Public Support	809	809	809	-
Total Revenues	<u>40,303</u>	<u>40,303</u>	<u>40,303</u>	<u>-</u>
<b>Expenditures</b>				
Salaries	49,509	40,456	40,659	(203)
Fringe	4,145	3,274	3,289	(15)
Travel	2,067	2,283	2,413	(130)
Operating Services	17,597	10,946	10,949	(3)
Operating Supplies	2,577	2,370	2,588	(218)
Other Costs	-	-	59	(59)
Legal Services	2,400	2,000	1,520	480
Nutrition Consultant	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>78,295</u>	<u>61,329</u>	<u>61,477</u>	<u>(148)</u>
Excess of Revenues Over Expenditures	<u>(37,992)</u>	<u>(21,026)</u>	<u>(21,174)</u>	<u>(148)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	37,992	21,026	24,161	3,135
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>37,992</u>	<u>21,026</u>	<u>24,161</u>	<u>3,135</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>2,987</u>	<u>2,987</u>
<b>Fund Balances</b>				
Beginning of Year	<u>-</u>	<u>-</u>	<u>(2,987)</u>	<u>(2,987)</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - Title III C-1 Fund  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary (GAAP) Basis</u>	<u>Final Budget Favorable (Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 40,727	\$ 40,727	\$ 40,727	\$ -
Miscellaneous	-	-	-	-
Public Support	11,500	11,500	11,695	195
Total Revenues	<u>52,227</u>	<u>52,227</u>	<u>52,422</u>	<u>195</u>
<b>Expenditures</b>				
Salaries	25,469	21,442	21,381	61
Fringe	2,132	1,735	1,732	3
Travel	82	40	52	(12)
Operating Services	11,884	4,409	5,193	(784)
Operating Supplies	1,432	1,430	1,487	(57)
Caterer - Raw Food	11,658	11,867	11,969	(102)
Caterer - Non-edibles	11,658	11,871	11,993	(122)
Other Costs	-	-	31	(31)
Nutrition Consultant	325	300	300	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>64,640</u>	<u>53,094</u>	<u>54,138</u>	<u>(1,044)</u>
Excess of Revenues Over Expenditures	<u>(12,413)</u>	<u>(867)</u>	<u>(1,716)</u>	<u>(849)</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	12,413	867	1,716	849
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>12,413</u>	<u>867</u>	<u>1,716</u>	<u>849</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances</b>				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - Title III C-2 Fund  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 46,060	\$ 46,060	\$ 46,060	\$ -
Miscellaneous	-	-	-	-
Public Support	2,200	2,450	2,376	(74)
Total Revenues	<u>48,260</u>	<u>48,510</u>	<u>48,436</u>	<u>(74)</u>
<b>Expenditures</b>				
Salaries	36,951	24,929	24,930	(1)
Fringe	3,094	2,018	2,018	-
Travel	128	57	80	(23)
Operating Services	19,079	10,725	10,708	17
Operating Supplies	4,514	3,061	3,533	(472)
Caterer - Raw Food	28,542	32,084	31,373	711
Caterer - Non-edibles	28,542	32,098	31,373	725
Other Costs	-	-	50	(50)
Nutrition Consultant	795	300	300	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>121,645</u>	<u>105,272</u>	<u>104,365</u>	<u>907</u>
Excess of Revenues Over Expenditures	<u>(73,385)</u>	<u>(56,762)</u>	<u>(55,929)</u>	<u>833</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	73,385	56,762	55,929	(833)
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>73,385</u>	<u>56,762</u>	<u>55,929</u>	<u>(833)</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances</b>				
Beginning of Year	-	-	-	-
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - NSIP Fund  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary (GAAP) Basis</u>	<u>Final Budget Favorable (Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 17,914	\$ 17,914	\$ 17,914	\$ -
Total Revenues	<u>17,914</u>	<u>17,914</u>	<u>17,914</u>	<u>-</u>
<b>Expenditures</b>				
Other Costs	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenues Over Expenditures	<u>17,914</u>	<u>17,914</u>	<u>17,914</u>	<u>-</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	-	-	-	-
Transfers out	(24,932)	(24,932)	(24,932)	-
Total Other Financing Sources (uses)	<u>(24,932)</u>	<u>(24,932)</u>	<u>(24,932)</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<u>(7,018)</u>	<u>(7,018)</u>	<u>(7,018)</u>	<u>-</u>
<b>Fund Balances</b>				
Beginning of Year	<u>7,018</u>	<u>7,018</u>	<u>7,018</u>	<u>-</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - Title III E Fund  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary (GAAP) Basis</u>	<u>Final Budget Favorable (Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 17,213	\$ 17,213	\$ 17,213	\$ -
Public Support	15	125	138	13
Total Revenues	<u>17,228</u>	<u>17,338</u>	<u>17,351</u>	<u>13</u>
<b>Expenditures</b>				
Salaries	26,255	23,445	23,532	(87)
Fringe	2,198	1,898	1,903	(5)
Travel	2,024	2,086	1,970	116
Operating Services	7,906	5,057	4,438	619
Operating Supplies	841	843	842	1
Other Costs	-	-	31	(31)
Nutrition Consultant	-	-	35	(35)
Total Expenditures	<u>39,224</u>	<u>33,329</u>	<u>32,751</u>	<u>578</u>
Excess of Revenues Over Expenditures	<u>(21,996)</u>	<u>(15,991)</u>	<u>(15,400)</u>	<u>591</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	21,996	15,991	15,602	(389)
Transfers out	-	-	-	-
Total Other Financing Sources (uses)	<u>21,996</u>	<u>15,991</u>	<u>15,602</u>	<u>(389)</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>202</u>	<u>202</u>
<b>Fund Balances</b>				
Beginning of Year	-	-	(202)	(202)
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

Claiborne Voluntary Council on Aging, Inc.  
 Budgetary Comparison Schedule - Senior Center  
 For the year ended June 30, 2018

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>(GAAP) Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 36,904	36,904	36,904	-
Governor's Office of Elderly Affairs-Supplemental	\$ -	-	3,100	3,100
Miscellaneous	-	-	-	-
Total Revenues	<u>36,904</u>	<u>36,904</u>	<u>40,004</u>	<u>3,100</u>
<b>Expenditures</b>				
Salaries	-	18,919	18,855	64
Fringe	-	1,531	1,525	6
Travel	-	35	-	35
Operating Services	-	4,310	8,998	(4,688)
Operating Supplies	-	643	286	357
Other costs	-	11,751	6,450	5,301
Total Expenditures	<u>-</u>	<u>37,189</u>	<u>36,114</u>	<u>1,075</u>
Excess of Revenues Over Expenditures	<u>36,904</u>	<u>(285)</u>	<u>3,890</u>	<u>4,175</u>
<b>Other Financing Sources (Uses)</b>				
Transfers in	-	900	900	-
Transfers out	<u>(36,904)</u>	<u>(615)</u>	<u>(4,790)</u>	<u>(4,175)</u>
Total Other Financing Sources (uses)	<u>(36,904)</u>	<u>285</u>	<u>(3,890)</u>	<u>(4,175)</u>
<b>Net Change in Fund Balance</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund Balances</b>				
Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to budgetary comparison schedules and independent accountants' review report.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO BUDGETARY COMPARISON SCHEDULES  
June 30, 2018

**NOTE 1** – The budget is prepared on a modified accrual basis of accounting except for the expenditure of Parish Council on Aging funds which are budgeted as expended in the year funds are provided from the State of Louisiana.

**NOTE 2** – The Council is not required and does not prepare a budget for general fund revenues and expenditures such as donations from the general public, bank account interest income and other expenses not chargeable to specific programs. Therefore, the Budgetary Comparison Schedule of the General Fund on page 33 reflects only Parish Council on Aging (Act 735) funds provided from the State of Louisiana and the related expenditures.

**NOTE 3** – The following explains the differences between revenues, expenditures and other financing sources (uses) for the General Fund on a Budgetary Basis and GAAP basis as reported on page 14.

**Revenues**

Actual amounts (budgetary basis) “revenues”	
from the budgetary comparison schedules (page 33)	\$ 37,500
General fund revenues not budgeted and not shown on page 33	<u>35,340</u>
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances on page 14 – General Fund	\$ <u>72,840</u>

**Expenditures**

Actual amounts (budgetary basis) “expenditures”	
from the budgetary comparison schedules (page 33)	\$ -0-
General fund expenditures not budgeted and not shown on page 33	<u>-</u>
Total expenditures as reported on the statement of revenues, expenditures and changes in fund balances on page 14 – General Fund	\$ <u>-0-</u>

**Other Financing Sources (Uses)**

Actual amounts (budgetary basis) “other financing sources (uses)”	
from the budgetary comparison schedules (page 33)	\$ (37,500)
General fund transfers not budgeted and not shown on page 33	<u>(31,045)</u>
Total other financing sources (uses) as reported on the statement of revenues, expenditures and changes in fund balances on page 14 – General Fund	\$ <u>(68,545)</u>

See independent accountants’ review report.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOE**

Claiborne Voluntary Council On Aging  
Schedule Of Non-Major Special Revenue Funds  
For the Year Ended June 30, 2018

	AAA	Title III D	MIPPA	Total
<b>REVENUES</b>				
Intergovernmental -				
Office of Elderly Affairs	\$ 17,536	\$ 3,397	\$ 600	\$ 21,533
Miscellaneous	-	-	-	-
Public support	-	-	-	-
Total revenues	<u>17,536</u>	<u>3,397</u>	<u>600</u>	<u>21,533</u>
<b>EXPENDITURES</b>				
Salaries	11,665	-	-	11,665
Fringe	944	-	-	944
Travel	37	-	-	37
Operating services	4,133	-	-	4,133
Operating supplies	689	-	-	689
Other costs	107	-	-	107
Nutrition consultant	-	3,917	-	3,917
Total expenditures	<u>17,575</u>	<u>3,917</u>	<u>-</u>	<u>21,492</u>
Excess (deficiency) of revenues over expenditures	(39)	(520)	600	41
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	39	520	300	859
Operating transfers out	-	-	(900)	(900)
Total other financing sources (uses)	<u>39</u>	<u>520</u>	<u>(600)</u>	<u>(41)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND  
 CHANGES IN GENERAL FIXED ASSETS  
 For the Year Ended June 30, 2018

	<u>July 1,</u> <u>2017</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30,</u> <u>2018</u>
General fixed assets, at cost:				
Real property	\$ 3,500	\$ -	\$ -	\$ 3,500
Leasehold improvements	85,400	-	-	85,400
Furniture and equipment	20,248	3,990	(2,250)	21,988
Computer and peripheral equipment	24,414	-	(400)	24,014
Automobiles	<u>81,362</u>	<u>-</u>	<u>-</u>	<u>81,362</u>
 Total general fixed assets	 <u>\$214,924</u>	 <u>\$ 3,990</u>	 <u>\$ (2,650)</u>	 <u>\$216,264</u>
 Investment in general fixed assets:				
Title IIIC-1 AAA	\$ -	\$ -	\$ -	\$ -
Title IIIB SS	-	-	-	-
Title IIIC-1	-	-	-	-
Title IIIC-2	-	-	-	-
Senior Center	13,757	295	-	14,052
Act 735 (PCOA)	195,504	1,065	(2,650)	193,919
CCOA Special Funds and Local Donations	5,663	2,630	-	8,293
Title IIID	-	-	-	-
Title IIIE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
 Total investment in general fixed assets	 <u>\$214,924</u>	 <u>\$ 3,990</u>	 <u>\$ (2,650)</u>	 <u>\$216,264</u>

See independent accountants' review report.

# WISE, MARTIN & COLE, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

601 Main Street P. O. Box 897  
Minden, Louisiana 71058-0897  
(319) 377-3171 Fax (318) 377-3177

MICHAEL W. WISE, CPA  
CARLOS E. MARTIN, CPA  
KRISTINE H. COLE, CPA

KRISTIE K. MARTIN, CPA

MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Directors  
Claiborne Parish Council on Aging  
Homer, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Claiborne Council on Aging, the Legislative Auditor, State of Louisiana, and applicable state grantor agencies solely to assist the users in evaluating management's assertions about Claiborne Voluntary Council on Aging, Inc.'s compliance with certain laws and regulations during the year ended June 30, 2018 included in the accompanying *Louisiana Attestation Questionnaire*. Management is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed 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 the 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.

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

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Claiborne Council on Aging, Inc.'s federal award expenditures for the fiscal year are listed on page 48.

2. For each Federal, state, and local award, we randomly selected six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.
3. For the items selected in procedure 2, we traced the disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, we determined if the disbursements were properly coded to the correct fund and general ledger account.

The disbursements were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, we determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the selected disbursements indicated approvals from the Executive Director and/or the board chairperson.

6. For the items selected in procedure 2: For federal awards, we determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the *Compliance Supplement* (or contained in the grant agreement, if the program is not included in the *Compliance Supplement*) and for state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or un-allowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. Disbursements complied with allow ability requirements.

Eligibility

We reviewed the previously listed disbursements for eligibility requirements. Disbursements complied with eligibility requirements.

Reporting

We reviewed the previously listed disbursements for reporting requirements. Disbursements complied with reporting requirements.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, we compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

No programs were closed out during the fiscal year.

**Meetings**

8. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Claiborne Council on Aging is required only to post a notice of each meeting and the accompanying agenda on the door of the Claiborne Council on Aging's office building. Management has asserted that such documents were properly posted. Copies of notices of meetings and the related agenda were observed in the minute file stating that the notice was posted.

### ***Comprehensive Budget***

9. For all grants exceeding five thousand dollars, we determined that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Claiborne Council on Aging provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

### ***Prior Comments and Recommendations***

10. We reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no suggestions, recommendations, and/or comments in the prior year.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Claiborne Voluntary Council on Aging, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Minden, Louisiana  
December 27, 2018

OTHER SUPPLEMENTARY INFORMATION

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
For the Year Ended June 30, 2018

Federal Grantor/Pass Through Grantors/Program Title	Federal CFDA Number	Program Or Award Amount	Revenue Recognized	Expenditures
<u>U.S. Department of Health and Human Services</u>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Special Programs for the Aging:				
Title IIIB - Supportive Services	93.044	\$ 39,494	\$ 39,494	\$ 39,494
Area Agency Administration	93.045	17,536	17,536	17,536
Title IIIC-1 - Congregate Meals	93.045	40,727	40,727	40,727
Title IIIC-2 - Home-Delivered Meals	93.045	46,060	46,060	46,060
Subtotal CFDA #93.045		<u>104,323</u>	<u>104,323</u>	<u>104,323</u>
Title IIID - Disease Prevention and Health Promotion	93.043	3,397	3,397	3,397
Title IIIE - National Caregiver Support Program	93.052	17,213	17,213	17,213
MIPPA Funds	93.071	900	900	900
Totals for U.S. Department of Health and Human Services		<u>165,327</u>	<u>165,327</u>	<u>165,327</u>
<u>Administration on Aging</u>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Nutritional Services Incentive Program	93.053	17,914	17,914	24,932
Total federal grants		<u>\$ 183,241</u>	<u>\$ 183,241</u>	<u>\$ 190,259</u>

Note A - The accompanying Schedule of Expenditures of Federal Awards has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for presenting the general purpose financial statements.

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Quasi-public Agencies)

7/25/2018 (Date Transmitted)

WESSE MARTIN, AND COLE, LLC  
PO BOX 897  
MONROE, LA 71055  
(Auditors)

In connection with your review of our financial statements as of 6/30/2018 and for the period then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes  No [ ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes  No [ ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes  No [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes  No [ ]

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes  No [ ]

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes  No [ ]

**Reporting**

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [X] No [ ]

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [X] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

<u>July 26, 18</u>	Secretary	<u>Ronald Dees</u>	Date
<u>Adrian W. Hallum</u>	Treasurer	<u>7-27-18</u>	Date
<u>Bettye Barnette</u>	President	<u>7-26-18</u>	Date

**OTHER SUPPLEMENTARY INFORMATION**

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
CORRECTIVE ACTION PLAN FOR CURRENT YEAR FINDINGS  
For Year Ended June 30, 2018

There were no findings reported in the review of the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc. as of and for the year ended June 30, 2018.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
For Year Ended June 30, 2018

There were no findings reported in the review of the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc. as of and for the year ended June 30, 2017.

Claiborne Council on Aging, Inc.  
Schedule of Compensation, Benefits and Other payments to Agency Head or  
Chief Executive Officer  
For Year Ended June 30, 2018

Agency Head Name: Suzan R. Bryant – Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$46,224