

Catahoula Parish Council on Aging, Inc.

**Annual Financial Report
For the Year Ended June 30, 2018**



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

Table of Contents

INDEPENDENT AUDITORS' REPORT	1 – 2
<u>REQUIRED SUPPLEMENTAL INFORMATION (PART I)</u>	
Management's Discussion and Analysis.....	3 – 5
<u>GOVERNMENT-WIDE FINANCIAL STATEMENTS</u>	
Statement of Net Position.....	6
Statement of Activities	7
<u>FUND FINANCIAL STATEMENTS</u>	
Governmental Funds	
Balance Sheet	8
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balance.....	10
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities	11
Notes to Financial Statements	12 – 17
<u>REQUIRED SUPPLEMENTAL INFORMATION (PART II)</u>	
Statements of Revenue, Expenditures and Changes in Fund Balance – Budget vs Actual	
General Fund	18
Title III-B Fund.....	19
Title III C-1 Fund	20
Title III C-2 Fund	21
Title III E Fund	22
<u>OTHER INFORMATION</u>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	23 – 24
Schedule of Findings and Responses	25
Management's Corrective Action Plan.....	26
Schedule of Prior Year Findings	27



January 21, 2019

Independent Auditors' Report

To the Catahoula Parish Council on Aging
Catahoula, Louisiana

We were engaged to audit the accompanying financial statements of the governmental activities, and each major fund of the Catahoula Parish Council on Aging (the Council), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on conducting the engagement in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

BASIS FOR DISCLAIMER OF OPINION

Documents needed to perform critical audit procedures were not available. Due to the absence of available evidence, we were not able to perform procedures required by generally accepted auditing standards.

DISCLAIMER OF OPINION

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on the financial statements referred to in the first paragraph.



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OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require the information listed below to supplement the basic financial statements.

- Management's Discussion and Analysis
- Budgetary Comparison Information

Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, it is inappropriate to and we do not express an opinion on the required supplementary information referred to above.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARD

In accordance with *Government Auditing Standards*, we have also issued our report dated January 21, 2019, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an engagement in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.



ROZIER, HARRINGTON & MCKAY
Certified Public Accountants
Alexandria, Louisiana

Catahoula Parish Council on Aging

Management's Discussion and Analysis For the Year Ended June 30, 2018

This section of The Catahoula Parish Council on Aging, Inc.'s annual financial report presents our discussion and analysis of the Catahoula Parish Council on Aging's financial performance during the year ended June 30, 2018.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present The Catahoula Parish Council on Aging, Inc.'s financial position and results of operations from differing perspectives, which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about The Catahoula Parish Council on Aging as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of The Catahoula Parish Council on Aging's assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of The Catahoula Parish Council on Aging's programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

Fund Financial Statements

Fund financial statements provide detailed information regarding The Catahoula Parish Council on Aging's most significant activities and are not intended to provide information for The Catahoula Parish Council on Aging as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Catahoula Parish Council on Aging's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of The Catahoula Parish Council on Aging's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE CATAHOULA PARISH COUNCIL ON AGING AS A WHOLE

Government-wide financial data for The Catahoula Parish Council on Aging are presented as follows:

Net Position

A condensed version of the government-wide Statement of Net Position is presented as follows:

Catahoula Parish Council on Aging

Management's Discussion and Analysis For the Year Ended June 30, 2018

	June 30,	
	2018	2017
<u>Assets:</u>		
Current and Other Assets	\$ 18,884	\$ 12,245
Capital Assets	134,936	144,017
Total Assets	153,820	156,262
<u>Liabilities:</u>		
Current and Other Liabilities	12,035	5,838
Long-term Liabilities	----	----
Total Liabilities	12,035	5,838
<u>Net Position:</u>		
Invested in Capital Assets	134,936	144,017
Restricted	----	----
Unrestricted	6,849	6,407
Total Net Position	\$ 141,785	\$ 150,424

As the presentation appearing above demonstrates, a portion of the net position (4.8%) is unrestricted and may be used to meet ongoing obligations. In addition, the remaining net position (95.2%) is invested in capital assets.

Changes in Net Position

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	June 30,	
	2018	2017
<u>Revenues:</u>		
Program Revenue:		
Operating Grants and Contributions	\$ 98,666	\$ 186,279
General Revenue:		
Unrestricted Grants and Contributions	73,289	84,768
Miscellaneous	11,152	7
Total Revenue	183,107	271,054

Catahoula Parish Council on Aging

Management's Discussion and Analysis

For the Year Ended June 30, 2018

	<u>June 30,</u>	
	<u>2018</u>	<u>2017</u>
<u>Program Expenses:</u>		
Support Services	60,685	61,886
Nutrition Services	49,253	152,011
Caregiver Support	35,712	34,848
General Senior Activities and Administration	46,096	54,698
<u>Total Expenses</u>	<u>191,746</u>	<u>303,443</u>
Change in Net Position	(8,639)	(32,389)
Net Position Beginning	150,424	182,813
<u>Net Position Ending</u>	<u>\$ 141,785</u>	<u>\$ 150,424</u>

As presented above, The Catahoula Parish Council on Aging's net position decreased as a result of using surplus to meet demand for services.

FINANCIAL ANALYSIS OF THE CATAHOULA PARISH COUNCIL ON AGING'S FUNDS

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference were the effects of timing differences related to reporting capital assets.

GENERAL FUND BUDGET HIGHLIGHTS

Budget were adopted in the manner prescribed by State Law.

CAPITAL ASSET ADMINISTRATION

Capital assets activity was limited to depreciating existing equipment and facilities. There were no acquisitions or significant disposals.

DEBT ADMINISTRATION

For the year ended June 30, 2018, debt was limited to short-term obligations.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no significant factors are expected to affect further operations.

Catahoula Parish Council on Aging, Inc.

Statement of Net Position June 30, 2018

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 9,776
Receivables (net)	9,108
Capital Assets, Net of Accumulated Depreciation	
Non-Depreciable	5,000
Depreciable	<u>129,936</u>
Total Assets	<u>153,820</u>
<u>LIABILITIES</u>	
Accounts Payable	597
Other Current Liabilities	438
Short-term Debt	<u>11,000</u>
Total Liabilities	<u>12,035</u>
<u>NET POSITION</u>	
Invested in Capital Assets	134,936
Unrestricted	<u>6,849</u>
Total Net Position (deficit)	<u>\$ 141,785</u>

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

Catahoula Parish Council on Aging, Inc.

Statement of Activities

For the Year Ended June 30, 2018

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Program Revenue</u>		<u>Net (Expenses) Revenue and Changes in Net Position</u>	
			<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>		<u>Capital Grants and Contributions</u>
<u>Governmental Activities</u>						
Health and Welfare						
Support Services						
Information and Assistance	\$ 7,410	\$ 4,964	\$ -	\$ 6,897	\$ -	\$ (5,477)
Outreach	3,119	2,094	-	2,906	-	(2,307)
Transportation	21,719	14,552	-	20,217	-	(16,054)
Other Services	4,090	2,737	-	3,805	-	(3,022)
Nutrition Services						
Congregate Meals	13,721	9,189	-	15,203	-	(7,707)
Home Delivered Meals	15,774	10,569	-	16,614	-	(9,729)
National Family caregiver Support						
Respite Care	16,260	10,892	-	25,108	-	(2,044)
Other Services	5,128	3,432	-	7,916	-	(644)
General Senior Activities and Administration						
	<u>104,525</u>	<u>(58,429)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(46,096)</u>
Total Governmental Activities	<u>191,746</u>	<u>-</u>	<u>-</u>	<u>98,666</u>	<u>-</u>	<u>(93,080)</u>
General Revenues						
Grants and Contributions not Restricted to Specific Programs					73,289	
Miscellaneous					11,152	
Total General Revenues					<u>84,441</u>	
Change in Net Position					(8,639)	
Net Position - Beginning					150,424	
Net Position - Ending					<u>\$ 141,785</u>	

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

Catahoula Parish Council on Aging, Inc.

Balance Sheet - Governmental Funds

June 30, 2018

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Other Governmental Funds	Total Governmental Funds
Assets							
Cash and Cash Equivalents	\$ 9,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,776
Receivables	-	2,576	1,297	2,483	2,752	-	9,108
Due From Other Funds	9,108	-	-	-	-	-	9,108
Prepaid Expenses	-	-	-	-	-	-	-
Total assets	\$ 18,884	\$ 2,576	\$ 1,297	\$ 2,483	\$ 2,752	\$ -	\$ 27,992
Liabilities and Fund Balance							
Liabilities							
Accounts Payable	\$ 596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 596
Other Liabilities	438	-	-	-	-	-	438
Due to Other Funds	-	2,576	1,297	2,483	2,752	-	9,108
Notes Payable	11,000	-	-	-	-	-	11,000
Total liabilities	12,034	2,576	1,297	2,483	2,752	-	21,142
Fund Balance							
Unassigned	6,850	-	-	-	-	-	6,850
Total Fund Balances	6,850	-	-	-	-	-	6,850
Total Liabilities and Fund Balance	\$ 18,884	\$ 2,576	\$ 1,297	\$ 2,483	\$ 2,752	\$ -	\$ 27,992

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

Catahoula Parish Council on Aging, Inc.

Reconciliation of Governmental Fund Balance to Net Position
June 30, 2018

Total Fund Balances - Governmental Funds	\$	6,850
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		<u>134,935</u>
Net Position of Governmental Activities	\$	<u>141,785</u>

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

Catahoula Parish Council on Aging, Inc.

**Statement of Revenue, Expenditures and Changes in
Fund Balance - Governmental Funds
For the Year Ended June 30, 2018**

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Other Governmental Funds	Total Governmental Funds
Revenues:							
Intergovernmental							
Governor's Office of Elderly Affairs							
Parish Council on Aging Funds	\$ 37,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500
Senior Center	25,000	-	-	-	-	-	25,000
Supplemental Senior Center	10,789	-	-	-	-	-	10,789
Cenla Area Agency on Aging	-	30,915	9,702	14,680	33,024	-	88,321
In Kind Support	2,880	2,880	2,400	1,440	-	-	9,600
Public Support	8,266	-	-	-	-	-	8,266
Other	6	30	3,102	494	-	-	3,632
Total revenues	84,441	33,825	15,204	16,614	33,024	-	183,108
Expenditures:							
Current							
Salaries	19,560	31,190	13,444	10,348	23,097	-	97,639
Fringe	1,735	2,770	1,194	795	2,164	-	8,658
Travel	188	3,855	21	7,346	2,178	-	13,588
Operating Services	7,577	15,068	4,717	5,161	6,659	-	39,182
Operating Supplies	2,770	3,112	377	413	533	-	7,205
In Kind Labor	2,880	2,880	2,400	1,440	-	-	9,600
Other	2,304	1,810	757	840	1,082	-	6,793
Capital Expenditures	-	-	-	-	-	-	-
Total expenditures	37,014	60,685	22,910	26,343	35,713	-	182,665
Other Financing Sources (Uses)							
Operating Transfers In	-	26,860	7,706	9,729	2,689	-	46,984
Operating Transfers Out	(46,984)	-	-	-	-	-	(46,984)
Total Other Financing Sources (Uses)	(46,984)	26,860	7,706	9,729	2,689	-	-
Net Change in Fund Balances	443	-	-	-	-	-	443
Fund balance - Beginning of Year	6,407	-	-	-	-	-	6,407
Fund balance - End of Year	\$ 6,850	\$ -	\$ 6,850				

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

Catahoula Parish Council on Aging, Inc.

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

Change in Fund Balances - Governmental Funds \$ 443

Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense. Amounts reported as capital expenditures and depreciation expense are provided as follows:

Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(9,082)</u>	<u>(9,082)</u>

Change in Net Position - Government-Wide Statement of Activities \$ (8,639)

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

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Catahoula Parish Council on Aging, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The primary function of the Council on Aging is to improve the quality of life for the elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving aging people.

The following is a summary of certain significant accounting policies and practices:

Financial Reporting Entity

The Catahoula Parish Council on Aging is considered a legally separate stand-alone government as defined by Generally Accepted Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. The Catahoula Parish Council on Aging is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

Basic Financial Statements

All of The Catahoula Parish Council on Aging's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the Catahoula Parish Council on Aging's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about The Catahoula Parish Council on Aging as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Catahoula Parish Council on Aging's major funds are described as follows:

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Title III B – Accounts for funds dedicated to providing supportive services for seniors.
- Title C-1 – Reports activity associated with providing nutrition services at congregate meal sites.
- Title C-2 – Reports activity associated with providing nutrition services consisting of home delivered meals.
- Title III E – Accounts for funds dedicated to providing support services for caregivers.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 90 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

Accumulated Unpaid Vacation

Annual leave is earned by employees at varying rates based on length of service. Based on the Council's policies, employees do not have a vested interest in their leave balances. Accordingly, there are no liabilities associated with accumulated unpaid vacation.

Capital Assets

Capital assets include significant acquisitions of facilities and equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 3 years to 30 years.

Interfund Receivables and Payables

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Catahoula Parish Council on Aging 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 their principal offices in Louisiana.

Coverage provided by the Federal Deposit Insurance Corporation eliminates Credit risk associated with bank deposits.

Use of Estimates

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

Budgets

Budgets are adopted and occasionally amended by the Board of Directors in the manner prescribed by Louisiana Law and the Governor's Office of Elderly Affairs.

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 costs of the Administration function. Indirect costs, including travel, operating services, operating supplies, and other administrative costs are allocated using a budget tool provided by the Governor's Office of Elderly Affairs which is based primarily on the relationship of direct costs a program bears to the total direct costs of all programs.

NOTE 2 – INTERNAL BALANCES AND ACTIVITY

The interfund receivables and payables at June 30, 2018 are as follows:

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

	Interfund Receivables	Interfund Payables
General Fund	\$ 9,108	\$ ----
Special Revenue Funds:		
Title III-B	----	2,576
Title III C-1	----	1,297
Title III C-2	----	2,483
Title III-E	----	2,752
Total	\$ 9,108	\$ 9,108

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2018 are presented as follows:

	Operating Transfers In	Operating Transfers Out	Net
General Fund	\$ ----	\$ 46,984	\$ (46,984)
Special Revenue Funds:			
Title III-B	26,860	----	26,860
Title III C-1	7,706	----	7,706
Title III C-2	9,729	----	9,729
Title III-E	2,689	----	2,689
Total	\$ 46,984	\$ 46,984	\$ ----

The transfers described above consist of unrestricted resources that were transferred to various special revenue funds for the purpose of enhancing activities supported by those funds.

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

NOTE 3 – CAPITAL ASSETS

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Non Depreciable Capital Assets:</u>				
Land	<u>\$ 5,000</u>	<u>\$ ----</u>	<u>\$ ----</u>	<u>\$ 5,000</u>
<u>Depreciable Capital Assets:</u>				
Furniture, Fixtures and Equipment	\$ 99,108	\$ ----	\$ ----	\$ 99,108
Buildings and Improvements	173,093	----	----	173,093
Less Accumulated Depreciation	(133,184)	(9,081)	----	(142,265)
Total Net of Depreciation	<u>\$ 139,017</u>	<u>\$ (9,081)</u>	<u>\$ ----</u>	<u>\$ 129,936</u>

Depreciable capital assets are limited to furniture, fixtures, equipment and improvements used in the administration of the Catahoula Parish Council on Aging's activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expense.

NOTE 4 - ACCOUNTS RECEIVABLE

Accounts receivable at year end consisted entirely of funding that originated with the State of Louisiana. Based on collection experience, no allowance for doubtful accounts was necessary.

NOTE 5 - COMPENSATION OF BOARD MEMBERS

During the year, no compensation was paid to any member of the Catahoula Parish Council on Aging's Board of Directors.

NOTE 7 - CASH

At June 30, 2018 the Catahoula Parish Council on Aging's cash balance is fully secured by FDIC insurance.

NOTE 8 - RISK MANAGEMENT:

The Catahoula Parish Council on Aging is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks of loss are covered by a comprehensive commercial insurance policy and worker's compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

Catahoula Parish Council on Aging

Notes to Financial Statements

June 30, 2018

NOTE 9 – CONTINGENCES

The Catahoula Parish Council on Aging receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

Catahoula Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual
General Fund
For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ 37,500	\$ 37,500	\$ 37,500	-
Senior Center	25,000	25,000	25,000	-
Supplemental Senior Center	10,789	10,789	10,789	-
Cenla Area Agency on Aging	-	-	-	-
In Kind Support	2,880	2,880	2,880	-
Public Support	6,745	2,775	8,266	5,491
Other	-	-	6	6
Total revenues	<u>82,914</u>	<u>78,944</u>	<u>84,441</u>	<u>5,497</u>
<u>Expenditures:</u>				
Current				
Salaries	20,377	20,031	19,560	471
Fringe	1,848	1,841	1,735	106
Travel	223	227	188	39
Operating Services	4,959	5,703	7,577	(1,874)
Operating Supplies	2,771	2,781	2,770	11
In Kind Labor	2,880	2,880	2,880	-
Other	2,248	1,341	2,304	(963)
Capital Expenditures	-	-	-	-
Total expenditures	<u>35,306</u>	<u>34,804</u>	<u>37,014</u>	<u>(2,210)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers Out	<u>(47,608)</u>	<u>(44,140)</u>	<u>(46,984)</u>	<u>(2,844)</u>
Total Other Financing Sources (Uses)	<u>(47,608)</u>	<u>(44,140)</u>	<u>(46,984)</u>	<u>(2,844)</u>
Net Change in Fund Balances	-	-	443	443
Fund balance - Beginning of Year	<u>6,407</u>	<u>6,407</u>	<u>6,407</u>	-
Fund balance - End of Year	<u>\$ 6,407</u>	<u>\$ 6,407</u>	<u>\$ 6,850</u>	<u>\$ 443</u>

Catahoula Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III-B

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	-
Senior Center	-	-	-	-
Supplemental Senior Center	-	-	-	-
Cenla Area Agency on Aging	30,915	30,915	30,915	-
In Kind Support	2,880	2,880	2,880	-
Public Support	-	-	-	-
Other	-	-	30	30
Total revenues	<u>33,795</u>	<u>33,795</u>	<u>33,825</u>	<u>30</u>
<u>Expenditures:</u>				
Current				
Salaries	28,833	30,370	31,190	(820)
Fringe	2,615	2,791	2,770	21
Travel	3,694	2,946	3,855	(909)
Operating Services	10,327	14,643	15,068	(425)
Operating Supplies	3,822	3,913	3,112	801
In Kind Labor	2,880	2,880	2,880	-
Other	1,848	1,788	1,810	(22)
Capital Expenditures	-	-	-	-
Total expenditures	<u>54,019</u>	<u>59,331</u>	<u>60,685</u>	<u>(1,354)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	20,224	25,536	26,860	1,324
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>20,224</u>	<u>25,536</u>	<u>26,860</u>	<u>1,324</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Catahoula Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III C-1

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	13,582	13,582	9,702	(3,880)
In Kind Support	2,400	2,400	2,400	-
Public Support	1,100	2,500	-	(2,500)
Other	-	-	3,102	3,102
Total revenues	<u>17,082</u>	<u>18,482</u>	<u>15,204</u>	<u>(3,278)</u>
<u>Expenditures:</u>				
Current				
Salaries	18,062	12,779	13,444	(665)
Fringe	1,638	1,174	1,194	(20)
Travel	205	166	21	145
Operating Services	6,051	5,951	4,717	1,234
Operating Supplies	1,978	1,886	377	1,509
In Kind Labor	2,400	2,400	2,400	-
Other	1,074	757	757	-
Capital Expenditures	-	-	-	-
Total expenditures	<u>31,408</u>	<u>25,113</u>	<u>22,910</u>	<u>2,203</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	14,326	6,631	7,706	1,075
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>14,326</u>	<u>6,631</u>	<u>7,706</u>	<u>1,075</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Catahoula Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III C-2

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	16,135	16,135	14,680	(1,455)
In Kind Support	1,440	1,440	1,440	-
Public Support	-	-	-	-
Other	800	500	494	(6)
Total revenues	<u>18,375</u>	<u>18,075</u>	<u>16,614</u>	<u>(1,461)</u>
<u>Expenditures:</u>				
Current				
Salaries	11,454	11,893	10,348	1,545
Fringe	1,039	1,093	795	298
Travel	6,284	7,312	7,346	(34)
Operating Services	3,636	4,553	5,161	(608)
Operating Supplies	382	424	413	11
In Kind Labor	1,440	1,440	1,440	-
Other	857	829	840	(11)
Capital Expenditures	-	-	-	-
Total expenditures	<u>25,092</u>	<u>27,544</u>	<u>26,343</u>	<u>1,201</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	6,717	9,469	9,729	260
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>6,717</u>	<u>9,469</u>	<u>9,729</u>	<u>260</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Catahoula Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III E

For the Year Ended June 30, 2018

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	33,024	33,024	33,024	-
In Kind Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>33,024</u>	<u>33,024</u>	<u>33,024</u>	<u>-</u>
<u>Expenditures:</u>				
Current				
Salaries	26,512	23,187	23,097	90
Fringe	2,405	2,131	2,164	(33)
Travel	2,799	2,722	2,178	544
Operating Services	5,704	5,873	6,659	(786)
Operating Supplies	599	547	533	14
In Kind Labor	-	-	-	-
Other	1,346	1,069	1,082	(13)
Capital Expenditures	-	-	-	-
Total expenditures	<u>39,365</u>	<u>35,529</u>	<u>35,713</u>	<u>(184)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	6,341	2,505	2,689	184
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>6,341</u>	<u>2,505</u>	<u>2,689</u>	<u>184</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



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

January 21, 2019

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Catahoula Parish Council on Aging
Catahoula, Louisiana

We were engaged to audit, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, and each major fund of the Catahoula Council on Aging, 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, and have issued our report thereon dated January 28, 2019. Our report disclaims an opinion on such financial statements because of an absence of supporting documentation.

INTERNAL CONTROL OVER FINANCIAL REPORTING

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

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weakness or significant deficiencies may exist that were not identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and responses (2018-1) that we consider to be a material weakness.

COMPLIANCE AND OTHER MATTERS

In connection with our engagement to audit the Catahoula Council on Aging's financial statements, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant



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CATAHOULA PARISH COUNCIL ON AGING, INC.
DECEMBER 26, 2018

agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our engagement, and accordingly, we do not express such an opinion. The results of our tests disclosed an instances of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item 2018-2. Additionally, if the scope of our work had been sufficient to enable us to express opinions on the basic financial statements, other instances of noncompliance or other matters may have been identified and reported herein.

CATAHOULA COUNCIL ON AGING'S RESPONSE TO FINDINGS

The Catahoula Council on Aging's response to the findings identified in our engagement is described in the accompanying schedule of management's corrective action plan. The response was not subjected to the procedures we were engaged to apply and, accordingly, we express no opinion on it.

PURPOSE OF THIS REPORT

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


ROZIER, HARRINGTON & McKAY
Certified Public Accountants

Catahoula Parish Council on Aging

Summary of Findings and Responses

June 30, 2018

PART I

SUMMARY OF AUDITOR'S RESULTS

- The Independent Auditor's Report on the financial statements for the Catahoula Council on Aging as of June 30, 2018 and for the year then ended expressed no opinion.
- Significant internal control deficiencies that were considered to be material weaknesses were reported, see Part II for details.
- Noncompliance material to the financial statements was reported, see Part II for details.

PART II

FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENTAL AUDITING STANDARDS:

2018-1: FINANCIAL RECORDS

Since assuming duties, the Catahoula Council on Aging's current management has not been able to locate documentation supporting transactions from the year ended June 30, 2018. Supporting document is necessary to perform required audit procedures. Due to the absence of supporting documentation, it was impossible to apply audit procedures or express an opinion of the financial statements. In order to address this matter, we suggest that management implement the following recommendations.

- Establish procedures necessary to retain and preserve documentation supporting each transactions.
- Engage in efforts to locate documentation associated with transactions for the year ended June 30, 2018. Locating these records will serve a useful purpose by allowing management to implement the following activities:
 - Facilitate future audits by allowing opening balances for the subsequent year to be appropriately documented.
 - Identify any inappropriate activity, including fraud or abuse that may have been committed by previous management.

2018-2: FINANCIAL REPORTING

State Law requires quasi-governmental units to maintain financial records in a manner that will permit auditors to issue an unmodified opinion within six months of the end of the fiscal year. Due to the circumstances described in 2018-1, the Catahoula Council on Aging did not fulfill this requirement. The specifics requirements that were not met are listed as follows:

- The condition of the financial records did not permit the audit to be completed by the statutorily required due date of December 31, 2018.
- Circumstances did not permit issuing an unmodified opinion.
- Due to the absence of available information, it was impossible to provide a Schedule of Compensation, Benefits and Other Payment to the Executive Director as required by Louisiana Law.

In order to resolve this matter, we recommend completing the corrective action suggested in 2018-1 at the earliest possible date.

**CATAHOULA PARISH COUNCIL ON AGING
MANAGEMENT’S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED JUNE 30, 2018**

SECTION I Internal Control and Compliance Material to the Financial Statements	
<p><u>2018-1: FINANCIAL RECORDS</u> Since assuming duties, the Catahoula Council on Aging’s current management has not been able to locate documentation supporting transactions from the year ended June 30, 2018. Supporting document is necessary to perform required audit procedures. Due to the absence of supporting documentation, it was impossible to apply audit procedures or express an opinion of the financial statements</p> <p><u>2018-2: FINANCIAL REPORTING</u> State Law requires quasi-governmental units to maintain financial records in a manner that will permit auditors to issue an unmodified opinion within six months of the end of the fiscal year. Due to the circumstances described in 2018-1, the Catahoula Council on Aging did not fulfill this requirement. The specifics requirements that were not met are listed as follows:</p> <ul style="list-style-type: none"> • The condition of the financial records did not permit the audit to be completed by the statutorily required due date of December 31, 2018. • Circumstances did not permit issuing an unmodified opinion. • Due to the absence of available information, it was impossible to provide a Schedule of Compensation, Benefits and Other Payment to the Executive Director as required by Louisiana Law. 	<p><u>2018-1: RESPONSE</u> Since assuming its duties in August, 2018, current management has adopted policies and procedures necessary to retain and preserve supporting documentation for each transaction. In addition, we are pursuing action to locate documentation to support transactions for the year ended June 30, 2018.</p> <p><u>2018: 2 RESPONSE</u> The action described above is expected to sufficiently resolve legal compliance issues.</p>
SECTION II Management Letter	
No findings were reported.	Response – N/A

CATAHOULA PARISH COUNCIL ON AGING

SCHEDULE OF PRIOR YEAR FINDINGS

FOR THE YEAR ENDED JUNE 30, 2018

SECTION I Auditor's Report	
The previous engagement resulted in an unmodified opinion.	Response – N/A
SECTION II Internal Controls and Compliance Material in the Financial Statements.	
No findings were included in the previous report.	Response – N/A
SECTION III Management Letter	
N/A - No management letter was issued.	Response – N/A