

**IBERVILLE COUNCIL ON AGING, INC.  
PLAQUEMINE, LOUISIANA**

**FINANCIAL REPORT**

**JUNE 30, 2023**

**IBERVILLE COUNCIL ON AGING, INC.**  
**PLAQUEMINE, LOUISIANA**  
**JUNE 30, 2023**

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

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

The following discussion and analysis of Iberville Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2023. Please read it in conjunction with the financial statements, which begin on page 16.

### **FINANCIAL HIGHLIGHTS**

- The Council showed an increase in overall net position of \$34,707 or 8% this year.
- Net Capital Assets of the Council decreased by \$4,902 or 9%.
- The General Fund has a Fund Balance of \$399,554 at year-end. The Governmental Fund Balance as a whole is also \$399,554.
- No deficit fund balances existed as year-end.
- The Iberville Council on Aging no longer pays any salaries and fringe benefits to employees. Personnel are provided through an in-kind agreement with the Iberville Parish Council.
- The original budget for Governor's Office of Elderly Affairs passed through the Parish Council on Aging was increased from \$37,500 to \$100,000 due to House Bill 105 passed by the Legislature to increase PCOA Funding.

### **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 16 and 17) 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 19. 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.

Our auditor has provided assurance in their independent auditor's report, located immediately after this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. The auditor is providing varying degrees of assurance about Supplementary Financial Information Required by GASB Statement 34 and Supplementary Financial Information Required by GOEA and that follow later in this reporting package. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

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

Our analysis of the Council as a whole begins on page 16. An important question to ask about the Council's finances is, "Is the Council as a whole better off or worse off as a result of the year's activities?" 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 in a way that helps answer this question. 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 16 to 17 and report the Council's net position and changes in them. Some of the net positions are restricted which means they 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 position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, you will need to 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 and nutritional services. All activities of the Council are considered to be governmental activities. A governmental activity is one where 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. If the Council charged fees

to cover all or most of the cost of providing a service, that activity would be classified as a business-type activity. The Council does not have any business-type activities.

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

Our analysis of the Council's major funds begins on page 44. The Fund Financial Statements can be found on pages 19 to 21 and provide detailed information about the most significant funds - not the Council as a whole. In the Fund Financial Statements, you will see 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 legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we 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 you 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 net position for the governmental funds and the change in net position for the governmental activities has been presented in 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 22 to 42. You 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 which 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 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 50 to 51.

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 with the Council.

### **SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

Act 706 of the 2013 Louisiana Legislative Session amended Louisiana Revised Statute 24:53 A(3) to require a supplementary Schedule of Compensation, Reimbursements, Benefits and Other Payments to the Council's Executive Director. This information is designed to permit the public to see what the agency's head has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

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

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

	<u>2023</u>	<u>2022</u>
Current and other assets	\$ 418,657	\$ 373,812
Capital Assets, net of depreciation	<u>48,925</u>	<u>53,827</u>
Total Assets	<u>467,582</u>	<u>427,639</u>
Other Liabilities	19,103	13,867
Total Liabilities	<u>19,103</u>	<u>13,867</u>
Net Position:		
Invested in capital assets, net of related debt	48,925	53,827
Restricted	-	-
Unrestricted	<u>399,554</u>	<u>359,945</u>
Total Net Position	<u>\$ 448,479</u>	<u>\$ 413,772</u>

As of June 30, 2023, the Council "as a whole" had assets greater than its liabilities by \$448,479. The Council's total net position increased from \$413,772 to \$448,479.

The Council's unrestricted net position increased by \$39,609 from the previous year. 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.

Net positions are 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 positions that have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them. For both years presented, there is no debt that has been subtracted from the capital asset amounts. Our policy is to acquire capital assets by paying cash and avoiding debt. This policy helps to assure us that decreases in the Council's future revenues won't impact its ability to provide a certain level of service to our clients and program participants.

Table 2 illustrates the revenues and expenses that caused the change in net position over the two-year period.

Table 2  
Increase (Decrease) in Net position

	<u>2023</u>	<u>2022</u>
Revenues		
Program Revenues		
Charges for Services	\$ -	\$ -
Operating Grants and Contributions	729,116	737,063
General Revenues:		
Unrestricted Grants and Contributions	100,000	100,000
Interest Income	381	351
Other General Revenue	3	10,466
Total Revenues	<u>829,500</u>	<u>847,880</u>
Direct Program Expenses of the Health, Welfare, and Social Services Function:		
Supportive Services:		
Recreation	12,500	7,100
Medical Alert	22,427	16,125
Information and Assistance	2,450	3,250
Telephoning	500	500
Outreach	500	230
Transportation	10,550	17,520
Nutrition Services:		
Congregate Meals	123,040	112,098
Nutrition Education	500	500
Senior Activities	73,314	37,197
MIPPA		
Direct Administration Expenses	<u>549,012</u>	<u>602,317</u>
Total Expenses	<u>794,793</u>	<u>796,837</u>
Excess (Deficiency) of revenues over expenditures before special items	34,707	51,043
Special items	-	-
Increase (Decrease) in Net position	<u>\$ 34,707</u>	<u>\$ 51,043</u>

The Council's total revenues (excluding special items) decreased by \$18,380 versus last year. Total expenses decreased by \$2,044 versus last year.

## **AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

Most of the Council's activities are funded by federal, state, and local grants. 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 rather constant from year to year, however, some grant amounts may change based upon the level of service provided by the Council under the terms of the particular grant award.

The Council invests idle funds and is able to earn some interest on this money each year. The investment earnings are used as necessary to meet expenses each year.

When reviewing the Government-Wide Statement of Activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are related to transportation and nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Iberville Parish. There is a high demand for these services; therefore, resources are channeled to meeting the demand.

You will also note that most of the governmental activities have more expenses than revenues. We expect this situation to occur and have prepared the Council's budgets for these activities with this in mind. Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities.

Revenues under the Home Delivered Meals Program are provided in part with funds from a USDA grant. USDA funds can only be used to pay for part of the cost of the meals provided to the elderly recipient. There are also other grants that can only be used to pay for costs in this program. Depending on the number of meals served, the types of costs charged to this program, and the amount of grant funds available to use in this program, it is possible that some money earned under the USDA grant may not be needed this year to help pay for all of the program's costs. Any unused USDA grant funds are recorded as a restricted net position of the Nutrition Services program and will be available for use next year if necessary.

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

### **Fund Balances**

The Council showed a combined governmental fund balance of \$399,554 (as shown on the Fund Financial Statement's balance sheet at page 19) at the end of this year, which is an increase of \$39,609 versus last year. The Council's General Fund increased by \$39,609 this year, while the Special Revenue Funds had a combined no change in fund balance.

The primary reasons for the increase in the General Fund's fund balance are as follows:

The Council no longer covers Salaries and Fringe Benefits for employees. Those expenditures are provided In-Kind through the Iberville Parish Council.

The Council has been effective at managing its budget over the last fiscal year.

### **Revenues**

The combined governmental fund revenues decreased by \$18,380 this year versus last year. Some of the reasons for this increase are as follows:

- The Council noted a decrease in in-kind contributions in the current year from the Iberville Parish Council.

### **Expenditures**

Total expenditures decreased by \$32,684 this year. Some of the notable reasons why this occurred are as follows:

- The Council noted a decrease in in-kind contributions in the current year from the Iberville Parish Council.

## **AN ANALYSIS OF THE GENERAL FUND BUDGET**

You can find schedules of the original and amended budgets for the General Fund in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 44 to 48.

## AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$48,925 in fixed assets net of accumulated depreciation. This amounted to a net decrease of \$5,532 over last year.

Table 3  
Capital Assets, Net of Depreciation at Year End

	<u>2023</u>	<u>2022</u>
Vehicles	\$ 30,426	\$ 40,677
Furniture and Equipment	\$ 18,499	\$ 13,150
	<u>\$ 48,925</u>	<u>\$ 53,827</u>

The Council does not have any long-term debt related to its capital assets and does not like to incur any as a matter of policy.

## 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 rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. In setting its budget for fiscal year 2023, it was important that we deliver at least the same level of service to our clients and the public as we did in 2022. The Iberville Parish Council provides all personnel necessary to run an effective program. This commitment by Iberville Parish should enable the council to use more of its federal and state grant funds on expanding programs and services. We have set our initial budget to provide the same programs and levels of service next year. GOEA has also approved the Council's budget for next year.

## CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Charlene Siplin, the Council's Executive Director, at the Council's main office located at 58105 Court Street, Plaquemine, LA 70764, by phone at 225-687-9682.

# BAXLEY AND ASSOCIATES, LLC

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

### Qualified and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Council on Aging, Inc. as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

#### Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Qualified
General fund	Unmodified
Governmental fund Title IIIB	Unmodified
Governmental fund Title IIIC-1	Unmodified
Governmental fund Title IIIC-2	Unmodified
Governmental fund Senior Center	Unmodified
Governmental fund Title IIIE	Unmodified
Governmental fund Supplemental Sr. Ctr	Unmodified
Aggregate Remaining Fund Information	Unmodified

#### Qualified Opinion on the Governmental Activities:

In our opinion, except for the effects of the matter described in the Basis for Qualified and Unmodified Opinions section of our report, the financial statements referred to above present fairly, in all material respects, the financial position of the Governmental Activities of the Iberville Council on Aging, Inc., as of June 30, 2023, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Unmodified Opinions on Governmental Funds: General Fund, Title IIIB, Title IIIC-1, Title IIIC-2, Senior Center, Title IIIE and Aggregate Remaining Fund Information:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Governmental Funds: General Fund, Title IIIB, Title IIIC-1, Title IIIC-2, Senior Center, Title IIIE, and the aggregate remaining fund information of the Iberville Council on Aging, Inc. as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **INDEPENDENT AUDITOR'S REPORT (continued)**

### **Basis for Qualified and Unmodified Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Iberville Council on Aging, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified and unmodified audit opinions.

### **Matter Giving Rise to the Qualified Opinion on the Governmental Activities**

Management has not adopted a methodology for the provision of GASB 68 as amended by GASB 71, "*Pension Transition for Contributions Made Subsequent to the Measurement Date-An Amendment of the GASB Statement 68*" in the Governmental Activities financial statements. Accounting principles generally accepted in the United States of America require that the Council recognize, within the governmental activities financial statement, net pension liability, deferred inflows of resources, and deferred outflows of resources related to its participation in the Parochial Employees Retirement System of Louisiana, a cost-sharing multiple employer, defined benefit plan. The amount by which this departure would affect the deferred outflows, deferred inflows of resources, net position, and expenses of the Governmental activities has not been determined.

### **Responsibility of Management 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; and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Iberville Council on Aging, Inc.'s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

## **INDEPENDENT AUDITOR'S REPORT (continued)**

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Iberville Council on Aging, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Iberville Council on Aging, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

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

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Iberville Council on Aging, Inc.'s basic financial statements. The

## INDEPENDENT AUDITOR'S REPORT (continued)

individual Nonmajor fund financial statements, Comparative Schedule of General Fixed Asset and Changes in General Fixed Assets, Schedule of Compensation for Board Members, Schedule of Compensation , Benefits, and Other Payments to the Agency Head, and Schedule of Expenditures of Federal Awards as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2023, on our consideration of the Iberville Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 the effectiveness of the Iberville Council on Aging, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Iberville Council on Aging, Inc.'s internal control over financial reporting and compliance.

*Raxley & Associates, LLC*

Plaquemine, Louisiana  
December 14, 2023

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**IBERVILLE COUNCIL ON AGING, INC.**  
**PLAQUEMINE, LOUISIANA**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2023**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash and cash equivalents	\$ 391,055
Grants and contracts receivable	25,886
Prepaid expense	1,399
Prepaid insurance	317
Capital assets, net of accumulated depreciation	48,925
Total Assets	\$ 467,582
 <b>Liabilities</b>	
Cash overdraft	1,436
Accounts payable	17,667
Total Liabilities	19,103
 <b>Net Position</b>	
Net Invested in Capital Assets	48,925
Restricted	-
Unrestricted	399,554
Total Net Position	\$ 448,479

The accompanying notes are an integral part of this statement.

IBERVILLE COUNCIL ON AGING, INC.  
 PLAQUEMINE, LOUISIANA  
 STATEMENT OF ACTIVITIES  
 JUNE 30, 2023

	Direct Expenses	Indirect Expenses	Operating Grants and Contributions	Net (Expense) Revenue and Increases (Decreases) in Net Position
				Total Governmental Activities
<b>Functions/Programs</b>				
<b>Governmental Activities</b>				
<b>Health, Welfare, &amp; Social Services:</b>				
Supportive Services:				
Recreation	\$ 12,500	\$ 3,342	\$ 15,806	\$ (36)
Medical Alert	22,427	5,995	28,514	92
Information and Assistance	2,450	655	3,099	(6)
Outreach	500	134	620	(14)
Telephoning	500	134	620	(14)
Transportation	10,550	2,820	13,327	(43)
Nutrition Services:				
Congregate Meals	123,040	32,890	124,957	(30,973)
Nutrition Education	500	134	1,262	628
Senior Activities	73,314		81,663	8,349
<b>Administration</b>	549,012	(46,104)	459,248	(43,660)
<b>Total governmental activities</b>	<b>\$ 794,793</b>	<b>\$ -</b>	<b>\$ 729,116</b>	<b>\$ (65,677)</b>
General Revenues:				
Grants and contributions not restricted to specific programs				100,000
Unrestricted interest income				381
Unrestricted miscellaneous income				3
Total general revenues and special items				100,384
Increase (Decrease) in net position				34,707
Net position - beginning of the year				413,772
Net position - end of the year				<b>\$ 448,479</b>

The accompanying notes are an integral part of this statement.

**FUND FINANCIAL STATEMENTS**

IBERVILLE COUNCIL ON AGING, INC.  
 PLAQUEMINE, LOUISIANA  
 BALANCE SHEET - GOVERNMENTAL FUNDS  
 JUNE 30, 2023

	General Fund	Title III B	Title III C-1	Title III C-2	Senior Center	Non-Major Funds	Total
<b>Assets</b>							
Cash and cash equivalents	\$ 377,953	\$ -	\$ -	\$ -	\$ 13,102	\$ -	\$ 391,055
Grants and contracts receivable	-	7,136	4,083	14,667	-	-	25,886
Due from other funds	21,601	-	-	-	-	-	21,601
Prepaid Expense	-	233	163	143	860	-	1,399
Prepaid insurance	-	169	68	78	-	2	317
<b>Total Assets</b>	<b>\$ 399,554</b>	<b>\$ 7,538</b>	<b>\$ 4,314</b>	<b>\$ 14,888</b>	<b>\$ 13,962</b>	<b>\$ 2</b>	<b>\$ 440,258</b>
<b>Liabilities and Fund Balances</b>							
<b>Liabilities:</b>							
Cash overdraft	\$ -	\$ 258	\$ 464	\$ 712	\$ -	\$ 2	\$ 1,436
Account payable	-	3,397	33	1,135	13,102	-	17,667
Due to other funds	-	3,883	3,817	13,041	860	-	21,601
<b>Total Liabilities</b>	<b>-</b>	<b>7,538</b>	<b>4,314</b>	<b>14,888</b>	<b>13,962</b>	<b>2</b>	<b>40,704</b>
<b>Fund Balances:</b>							
Unassigned	399,554	-	-	-	-	-	399,554
<b>Total Fund Balances</b>	<b>399,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>399,554</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 399,554</b>	<b>\$ 7,538</b>	<b>\$ 4,314</b>	<b>\$ 14,888</b>	<b>\$ 13,962</b>	<b>\$ 2</b>	
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>							
- Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.							48,925
<b>Net Position of Governmental Activities</b>							<b>\$ 448,479</b>

The accompanying notes are an integral part of this statement.

**IBERVILLE COUNCIL ON AGING, INC.**  
**PLAQUEMINE, LOUISIANA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED 30, 2023**

	General				Senior	Non-Major	Total
	Fund	Title III B	Title III C-1	Title III C-2	Center	Funds	Governmental
							Funds
<b>REVENUES</b>							
Intergovernmental:							
Governor's Office of Elderly Affairs	\$ 100,000	\$ -	\$ -	\$ -	\$ 78,563	\$ 3,100	\$ 181,663
Capital Area Agency on Aging	-	56,656	32,797	20,768	-	-	110,221
Capital Area Agency on Aging- ARP	-	5,330	12,799	59,855	-	-	77,984
Interest Income	381	-	-	-	-	-	381
Miscellaneous	3	-	-	-	-	-	3
In-kind Contributions	-	208,054	130,456	120,738	-	-	459,248
<b>Total Revenues</b>	<b>100,384</b>	<b>270,040</b>	<b>176,052</b>	<b>201,361</b>	<b>78,563</b>	<b>3,100</b>	<b>829,500</b>
<b>EXPENDITURES</b>							
Health, Welfare, & Social Services							
Current:							
Travel	-	-	-	-	-	-	-
Operating Services	-	40,437	1,009	16,992	20,946	-	79,384
Operating Supplies	-	10,879	2,843	5,300	19,639	-	38,661
Other Costs	-	11,399	29,833	160,441	2,600	-	204,273
Capital outlay	-	-	-	-	8,325	-	8,325
In-kind	-	208,054	130,456	120,738	-	-	459,248
<b>Total Expenditures</b>	<b>-</b>	<b>270,769</b>	<b>164,141</b>	<b>303,471</b>	<b>51,510</b>	<b>-</b>	<b>789,891</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>100,384</b>	<b>(729)</b>	<b>11,911</b>	<b>(102,110)</b>	<b>27,053</b>	<b>3,100</b>	<b>39,609</b>
<b>OTHER FINANCING SOURCES (USES)</b>							
Transfers in	39,225	18,118	3,000	110,758	-	-	171,101
Transfers out	(100,000)	(17,389)	(14,911)	(8,648)	(27,053)	(3,100)	(171,101)
<b>Total other financing sources and uses</b>	<b>(60,775)</b>	<b>729</b>	<b>(11,911)</b>	<b>102,110</b>	<b>(27,053)</b>	<b>(3,100)</b>	<b>-</b>
<b>Net Increase (Decrease) in fund balances</b>	<b>39,609</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,609</b>
<b>FUND BALANCES</b>							
Beginning of the year	359,945	-	-	-	-	-	359,945
End of the year	\$ 399,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 399,554

The accompanying notes are an integral part of this statement.



IBERVILLE COUNCIL ON AGING, INC.  
PLAQUEMINE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2023

Note 1 – Summary of Significant Accounting Policies

a. Purpose of the Council on Aging:

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

Specific services provided by the Council to the elderly residents of Iberville Parish include providing congregate and home delivered meals, nutritional education, information and assistance, outreach, material aid, recreation, 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 the 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.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

The Iberville Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on November, 1975.

A board of directors, consisting of 12 voluntary members, who can serve up to 2 three-year terms, governs the Council. The board of directors consists of representatives of the Parish Council Districts and/or agencies which serve the elderly. Paid staff members of the Council are prohibited from serving on the Board.

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

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

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

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).

In July 2003, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements- and Management's Discussion and Analysis-for State and Local Governments. Certain of the significant changes in the Statement include the following:

- The financial statements include:
- A Management Discussion and Analysis (MD&A) section providing an analysis of the Council's overall financial position and results of operations.
- Governmental-Wide Financial statements prepared using full accrual accounting for all of the Council's activities.
- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Council has elected to implement the general provisions of the GASB Statement 34.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

c. Presentation of Statements: - (continued)

GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, was adopted for the fiscal year ended June 30, 2013. GASB Statement No. 63 provides financial reporting guidance for deferred outflows of resources and deferred inflows of resources. Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined those elements as a consumption of net position by the government that is applicable to a future reporting period and an acquisition of net position by the government that is applicable to a future reporting period, respectively. Previous financial reporting standards do not include guidance for reporting those financial elements, which are distinct from assets and liabilities. Concepts Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position.

This Statement amends the net asset reporting requirements in GASB Statement No. 34, *Basic Statements - and Management's Discussion and Analysis - for Local and State Governments*, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

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 Position, the governmental type activities column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

d. Basic Financial Statements - Government-Wide Statements – (continued)

The Council's net position is reported in three parts – net invested in capital assets; restricted net position; and unrestricted net position. Net invested in capital assets 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 position consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net position includes all other net position that does not meet the definition of "restricted" or "net invested in capital assets."

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

The Government-Wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted investment income, particularly if the function or program has a net cost. 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.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

d. Basic Financial Statements - Government-Wide Statements –  
(continued)

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.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas the Council allocates its indirect expenses amount various functions and programs in accordance with Uniform Guidance. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses," GOEA provides administrative grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

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

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

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

e. Basic Financial Statements - Fund Financial Statements: - (continued)

Governmental fund equity is called the fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned, in accordance with *Government Accounting Standards* Board Pronouncement Number 54. Note O listed under "Summary of Significant Accounting Policies" provides further details of the designation of fund balances.

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

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

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

Major Special Revenue Funds

The Title III B Fund is used to account for funds, which 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. Specific supportive social services, along with the number of units provided during the fiscal year, are as follows:

	<u>Units</u>
• Information and Assistance	266
• Outreach	106
• Transportation for people age 60 or older	3857
• Telephoning	1296
• Medical Alert	646

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

e. Basic Financial Statements - Fund Financial Statements: - (continued)

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in Iberville Parish. During the year the Council served 26,657 meals to people eligible to participate in this program. In addition to the meals served, the Council also provided 0 units of nutritional education to eligible participants.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. Using Title III C-2 funds the Council served 63,667 meals and 0 units of nutrition education during the year to people eligible to participate in this program.

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 which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior centers for Iberville are located in Plaquemine, White Castle, and Maringouin.

Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly, in accordance with the Governor's Office of Elderly Affairs. Accordingly, during the fiscal year, the Senior Center Fund transferred a portion of its grant revenues to assist with the costs of providing supportive services to elderly persons who use the senior centers.

Non-Major Special Revenue Funds

The Title III E Fund is used to account for the administration of special programs for the aging. Title III E funds are provided by the United States Department of Health and Human Services through the GOEA. This program provides for multifaceted systems of support services for family caregivers and grandparents or older individuals who are relative caregivers.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

e. Basic Financial Statements - Fund Financial Statements: - (continued)

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Iberville Council on Aging was one of the parish councils to receive a supplemental grant of \$3,100. The money received by this fund during the year was transferred to the Title III B in the amount of \$3,100. GOEA provided these funds to the Council.

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 Position and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

f. Measurement Focus and Basis of Accounting – (continued)

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.

g. Interfund Activity:

Interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. All other interfund transactions are treated as transfers. Transfers represent a permanent reallocation of resources between funds. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net position in the Government-Wide Financial Statements.

h. Cash and Cash Equivalents:

Cash includes amounts in demand deposits, interest-bearing demand deposits, and petty cash. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are reported at their carrying amounts that equal their fair values.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

i. Prepaid Expenses/Expenditures:

Prepaid expenses include amounts paid for services in advance. These are shown as assets on the Government-Wide Statement of Net Position.

In the Fund Financial Statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed to comply with the cost reimbursement terms of grant agreements. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the Fund Financial Statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been reserved to reflect the amount of fund balance not currently available for expenditure.

j. Capital Assets:

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$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 Position. 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:

Building Improvements	20 years
Equipment	5-7 years
Vehicles	5 years
Computers	3 years

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

j. Capital Assets - (continued)

Salvage values have not been estimated by management when calculating how much of an asset's cost needs to be depreciated except for vehicles. For that category of capital asset, management has used 10% of the vehicle's initial cost as a salvage value estimate. Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

k. Unpaid Compensated Absences:

No amount has been accrued for the year ended June 30, 2023. Due to the change in management functions at July 1, 2009, the Iberville Parish Council accrues compensated absences on their records. This liability will be reflected on the Iberville Parish Council's annual audit report.

l. Direct and 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 of the direct cost of a particular program 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.

When an expense is incurred for purposes for which there are both restricted and unrestricted net position available, it is the Council's policy to apply those expenses to restricted net position to the extent such are available and then to unrestricted net position.

m. 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.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

n. Elimination and Reclassifications:

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities' column.

o. Fund Balance – Governmental Funds

The Iberville Council on Aging, Inc. elected to implement GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, in the fiscal year 2011. In the fund financial statements, fund balance of the governmental funds is classified as follows:

*Nonspendable* – amounts that cannot be spent either because they are in nonspendable form or because they are legally and contractually required to be maintained intact.

*Restricted* – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations or other governments.

*Committed* – amounts that can be used only for specific purposes determined by a formal action of the Board. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board of the Council.

*Assigned* – amounts that do not meet the criteria to be classified as restricted or committed by that are intended to be used for specific purposes.

*Unassigned* – all other spendable amounts.

The details of the fund balances are included in the Balance Sheet – Governmental Funds (page 19). As noted above, restricted funds are used first as appropriate. Assigned funds are reduced to the extent that expenditure authority has been budgeted by the Council or the Assignment has been changed by the Council. Decreases to fund balance first reduce Unassigned fund balance; in the event that Unassigned becomes zero, then Assigned and Committed Fund Balances are used in that order.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

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

o. Fund Balance – Governmental Funds – (continued)

As of June 30, 2023, fund balances are composed of the following:

Unassigned	<u>\$399,554</u>
Total Fund Balances	<u>\$399,554</u>

Note 2 – Revenue Recognition

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting.

Revenues are recorded in the Fund Financial Statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees, 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 3 – Cash

The Council maintains a consolidated bank account to deposit most of the monies it collects and to pay its bills. The consolidated bank account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds.

At year-end, the carrying amount of the Council's cash balances on the books was \$391,055, whereas the related bank cash balances totaled \$392,004. The difference in the book and bank balances for cash relates primarily to deposits made and checks written which did not clear the bank accounts by year-end.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 3 – Cash – (continued)

GASB Statement 3 categorizes deposits into three categories of credit risk:

1. Insured by FDIC or collateralized with securities held by the Council or by its agent in the Council's name. (Category 1)
2. Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Council's name. (Category 2)
3. Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the Council's name; or collateralized with no written or approved collateral agreement. (Category 3)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a legal requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent has failed to pay deposited funds upon demand.

Under state law, all bank deposits must be (1) secured by federal deposit insurance or by the pledge of securities owned by the fiscal agent bank, or (2) invested exclusively in instruments backed by the U.S. government. The fair value of the pledged securities plus the federal deposit insurance must always equal or exceed the amount on deposit with the fiscal agent. The status of deposited funds and collateralized balances are as follows:

	Bank Balances 6/30/23	FDIC Insurance	Balances Uninsured
Cash	\$ 392,004	\$ 250,000	\$ 142,004
Uncollateralized-- Securities pledged and held by custodial banks in the name of fiscal agent banks, at fair market value, at June 30, 2023			248,103
Excess of FDIC insurance and pledged securities over cash at June 30, 2023			\$ 106,099

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 4 – Government Grants and Contracts Receivable

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year-end.

Government grants and contracts receivable at year-end, consist of reimbursements for expenses incurred under the following programs:

<u>Program</u>	<u>Fund</u>	<u>Provider</u>	<u>Amount</u>
Nutritional Services	Title III C – 1	CAAA	\$ 4,083
Nutritional Services	Title III C-2	CAAA	\$14,667
Supp. Social Services	Title III B	CAAA	<u>\$ 7,136</u>
Total government grants and contracts receivable			<u>\$25,886</u>

Note 5 – Changes in Capital Assets

A summary of changes in capital assets is as follows:

<u>Capital Assets</u>	<u>Balance</u> 07-01-22	<u>Increases</u>	<u>Decreases</u>	<u>Reclassification</u>	<u>Balance</u> 06-30-23
Vehicles	\$ 75,489	-	\$ -	\$ -	\$ 75,489
Furniture & equipment	16,380	8,325	-	-	24,705
Subtotal	<u>91,869</u>	<u>8,325</u>	<u>-</u>	<u>-</u>	<u>100,194</u>
Accumulated Depreciation:					
Vehicles	34,812	10,251	-	-	45,063
Furniture & equipment	3,230	2,976	-	-	6,206
Subtotal	<u>38,042</u>	<u>13,227</u>	<u>-</u>	<u>-</u>	<u>51,269</u>
Net Capital Assets	<u>\$ 53,827</u>	<u>\$ (4,902)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,925</u>

Depreciation was charged to governmental activities as follows:

Supportive Services:	
Transportation	<u>\$13,227</u>
Total depreciation expense for governmental activities	<u>\$13,227</u>

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 6 – In-Kind Contributions

The Council received \$459,248 in various in-kind contributions during the year, which have been valued at their estimated fair market value, and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on net income (loss) in the governmental fund types.

The primary in-kind contributions consisted of salaries, employee benefits, insurance, and the building/maintenance of the 2 new ICOA centers in White Castle and Maringouin. These contributions are provided by the Iberville Parish Council. Retirement contributions to the Parochial Employees Retirement System are made by the Iberville Parish Council. In-kind contributions also consisted of free utilities for three meal sites. The utilities for the senior center were furnished free to the Council by the City of Plaquemine.

A summary of the in-kind contributions and their respective values is as follows:

Salaries and benefits	\$434,588
Operating services	5,026
Utilities for facilities	<u>19,634</u>
Total in-kind contributions	<u>\$459,248</u>

Note 7 – Income Tax Status & Tax Related Matters

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

The Council has three open tax years, June 30, 2023, 2022, and 2021, and no interest or penalties have assessed or paid for these tax years.

Note 8 – Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council as of year-end. The Council's management believes that any potential lawsuits would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 9 – Federal Award Programs

The Council participates in a number of state and federal grant programs, which are subject to final review and approval as to allowability of expenditures by respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits or reviews by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.

Note 10 – Economic Dependency

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

Effective July 1, 2009, the Council receives assistance from the Iberville Parish Council in the form of daily management functions, payroll services, and other bookkeeping assistance. The Iberville Parish Council funds payroll expenses and fringe benefits for the Iberville Council on Aging, Inc.

Note 11 – Risk Management

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current year that exceeded the Council's coverage.)

The Council's management has not purchased commercial insurance or made provision to cover or reduce the risk of loss, as a result of business interruption and certain acts of God, like floods or earthquakes.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 12 – Interfund Transfers

Interfund transfers in and out are listed by fund for the fiscal year ended June 30, 2023 as follows:

	<u>Interfund Transfers</u>	
	<u>In</u>	<u>Out</u>
<b>General Fund:</b>		
Title III B Fund	\$ 17,388	-
Title III C-1 Fund	12,328	-
Title III C-2 Fund	8,648	100,000
Senior Center	860	-
Total	<u>39,224</u>	<u>100,000</u>
<b>Title III B:</b>		
General Fund	-	17,389
Senior Center	15,018	-
Non-Major Funds	3,100	-
Total	<u>18,118</u>	<u>17,389</u>
<b>Title III C-1:</b>		
General Fund	-	12,328
Title III C-2	-	2,583
Senior Center	3,000	-
Total	<u>3,000</u>	<u>14,911</u>
<b>Title III C-2:</b>		
Senior Center	8,175	-
Title III C-1	2,584	-
General Fund	100,000	8,648
Total	<u>110,759</u>	<u>8,648</u>
<b>Senior Center:</b>		
General Fund	-	860
Title III B Fund	-	15,018
Title III C-2	-	8,175
Title III C-1 Fund	-	3,000
Total	<u>-</u>	<u>27,053</u>
<b>Non-Major Funds:</b>		
Title III B Fund	-	3,100
Total	<u>-</u>	<u>3,100</u>
<b>Grand Totals</b>	<u>\$ 171,101</u>	<u>\$ 171,101</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 12 – Interfund Transfers – (continued)

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

Note 13 – Pensions

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment to GASB Statement No. 27.* This Statement is effective for financial statements for years beginning after June 15, 2014. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by the state and local governmental employers about financial support for pensions that is provided by other entities. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumption that should be used to project benefit payments to their actuarial present value, and attribute that present value to period of employee service.

The adoption of GASB 68 as amended by GASB 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – An Amendment of GASB 68,* requires the Council to recognize the difference between the actuarial total pension liability and the fair value of the legally restricted plan assets related to its participation in the Parochial Employees Retirement System of Louisiana, a cost-sharing, multiple employer, defined benefit pension plan, as a net pension liability on the statement of net position. In addition, the Iberville Council on Aging, Inc. is required to recognize its share of deferred outflows and deferred inflow associated with its participation in the plan. However, the Iberville Council on Aging, Inc.'s salaries and retirement contributions are paid by the Iberville Parish Council and are treated as "on-behalf" payments by the Iberville Parish Council. The Iberville Council on Aging, Inc.'s share of the net pension liability, deferred inflows and outflows are included in the Iberville Parish Council's governmental amounts. Information specific for the Iberville Council on Aging, Inc. to implement the accounting changes was not readily available. As such, the Iberville Council on Aging, Inc. did not adopt the provisions of this statement as of June 30, 2023. Information related to participation in these retirement plans can be found in the financial statements of Iberville Parish Council as of December 31, 2022.

IBERVILLE COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS

Note 14 – Related Party Transactions

There were no significant related party transactions during the year.

Note 15 – New Accounting Pronouncements Implemented

*GASB Statement 87, Leases:* This standard will require all leases to be reported on the statement of net positions under a single accounting model for both lessors and lessees. The statement will require the recognition of lease assets or liabilities for leases including those previously reported as operating leases. All leases will be reported under this single accounting method and reported by lessees as an intangible right to use asset and by lessors as a receivable with both reporting a deferred inflow of resources. The standard is effective for annual reporting periods beginning after June 15, 2021. The Council will include the requirements of this standard, as applicable, in its June 30, 2023 financial statements. This pronouncement had no impact on the financial statements of the Iberville Council on Aging at June 30, 2023.

*GASB Statement 96, Subscription-Based Information Technology Arrangements:* This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangement for government end users. This Statement is effective for fiscal years beginning after June 15, 2022. At June 30, 2023, this pronouncement had no significant impact on the Iberville Council on Aging, Inc financial statements.

Note 16 – Subsequent Events

These financial statements considered subsequent events through December 14, 2023, the date the financial statements were available to be issued.

**REQUIRED SUPPLEMENTARY INFORMATION**

**IBERVILLE COUNCIL ON AGING, INC.**  
**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts GAAP Basis	Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs	-	\$ -	\$ 100,000	\$ 100,000
Interest Income	-	-	381	381
Miscellaneous	-	-	3	3
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>100,384</b>	<b>100,384</b>
<b>EXPENDITURES</b>				
Current:				
Travel	-	-	-	-
Operating services	-	-	-	-
Operating supplies	-	-	-	-
Other costs	-	-	-	-
Capital outlay	-	-	-	-
In-kind	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over expenditures	-	-	100,384	100,384
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-		39,225	39,225
Transfers out			(100,000)	(100,000)
<b>Total other financing sources and uses</b>	<b>-</b>	<b>-</b>	<b>(60,775)</b>	<b>(60,775)</b>
Net increase (decrease) in fund balances	-	-	39,609	39,609
<b>FUND BALANCES</b>				
Beginning of year			\$ 359,945	(359,945)
End of year	\$ -	\$ -	\$ 399,554	\$ 399,554

**IBERVILLE COUNCIL ON AGING, INC.**  
**BUDGETARY COMPARISON SCHEDULE - TITLE III B FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts GAAP Basis	Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Capital Area Agency on Aging	\$ 56,656	\$ 56,656	\$ 56,656	\$ -
Capital Area Agency on Aging - ARP	5,350	5,350	5,330	(20)
Program Service Fees	-	-	-	-
In-kind contributions	-	-	208,054	208,054
<b>Total Revenues</b>	<b>62,006</b>	<b>62,006</b>	<b>270,040</b>	<b>208,034</b>
<b>EXPENDITURES</b>				
Current:				
Travel	-	-	-	-
Operating Services	39,474	41,064	40,437	627
Operating Supplies	16,010	14,420	10,879	3,541
Other Costs	6,522	6,522	11,399	(4,877)
In-kind	-	-	208,054	(208,054)
<b>Total Expenditures</b>	<b>62,006</b>	<b>62,006</b>	<b>270,769</b>	<b>(208,763)</b>
Excess (deficiency) of revenues over expenditures	-	-	(729)	(729)
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in			18,118	18,118
Transfers out	-	-	(17,389)	(17,389)
<b>Total other financing sources and uses</b>	<b>-</b>	<b>-</b>	<b>729</b>	<b>729</b>
Net increase (decrease) in fund balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

**IBERVILLE COUNCIL ON AGING, INC.**  
**BUDGETARY COMPARISON SCHEDULE - TITLE III C-1 FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts GAAP Basis	Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Capital Area Agency on Aging	\$ 32,797	\$ 32,797	\$ 32,797	\$ -
Capital Area Agency on Aging- ARP	3,000	3,000	12,799	9,799
Program Service Fees	-	-	-	-
In-kind contributions	-	-	130,456	130,456
<b>Total Revenues</b>	<b>35,797</b>	<b>35,797</b>	<b>176,052</b>	<b>140,255</b>
<b>EXPENDITURES</b>				
Current:				
Travel	-	-	-	-
Operating Services	1,667	1,667	1,009	658
Operating Supplies	2,369	2,369	2,843	(474)
Other Costs	31,761	31,761	29,833	1,928
In-kind	-	-	130,456	(130,456)
<b>Total Expenditures</b>	<b>35,797</b>	<b>35,797</b>	<b>164,141</b>	<b>(128,344)</b>
Excess (deficiency) of revenues over expenditures	-	-	11,911	11,911
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	3,000	3,000
Transfers out	-	-	(14,911)	(14,911)
<b>Total other financing sources and uses</b>	<b>-</b>	<b>-</b>	<b>(11,911)</b>	<b>(11,911)</b>
Net increase (decrease) in fund balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

**IBERVILLE COUNCIL ON AGING, INC.**  
**BUDGETARY COMPARISON SCHEDULE - TITLE III C-2 FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	Budgeted Amounts		Actual	Variance with
	Original	Final	GAAP Basis	Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Capital Area Agency on Aging	\$ 20,768	\$ 20,768	\$ 20,768	\$ -
Capital Area Agency on Aging- ARP	-	-	59,855	59,855
Miscellaneous	-	-	-	-
In-kind contributions	-	-	120,738	120,738
<b>Total Revenues</b>	<u>20,768</u>	<u>20,768</u>	<u>201,361</u>	<u>180,593</u>
<b>EXPENDITURES</b>				
Current:				
Travel	-	-	-	-
Operating Services	14,623	14,623	16,992	(2,369)
Operating Supplies	14,399	14,399	5,300	9,099
Other Costs	91,746	91,746	160,441	(68,695)
In-kind	-	-	120,738	(120,738)
<b>Total Expenditures</b>	<u>120,768</u>	<u>120,768</u>	<u>303,471</u>	<u>(182,703)</u>
Excess (deficiency) of revenues over expenditures	<u>(100,000)</u>	<u>(100,000)</u>	<u>(102,110)</u>	<u>(2,110)</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	100,000	100,000	110,758	10,758
Transfers out	-	-	(8,648)	(8,648)
<b>Total other financing sources and uses</b>	<u>100,000</u>	<u>100,000</u>	<u>102,110</u>	<u>2,110</u>
Net increase (decrease) in fund balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**IBERVILLE COUNCIL ON AGING, INC.**  
**BUDGETARY COMPARISON SCHEDULE - SENIOR CENTER FUND**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u> <u>GAAP</u> <u>Basis</u>	<u>Final Budget</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>REVENUES</b>				
Intergovernmental:				
Governor's Office of Elderly Affairs	\$ 42,010	\$ 73,314	\$ 78,563	\$ 5,249
In-kind contributions	-	-	-	-
<b>Total Revenues</b>	<u>42,010</u>	<u>73,314</u>	<u>78,563</u>	<u>5,249</u>
<b>EXPENDITURES</b>				
Current:				
Travel	-	-	-	-
Operating Services	25,400	26,800	20,946	5,854
Operating Supplies	16,088	45,600	19,639	25,961
Other Costs	522	914	2,600	(1,686)
Capital outlay	-	-	8,325	(8,325)
In-kind	-	-	-	-
<b>Total Expenditures</b>	<u>42,010</u>	<u>73,314</u>	<u>51,510</u>	<u>21,804</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>-</u>	<u>27,053</u>	<u>27,053</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	-	-
Transfers out	-	-	(27,053)	(27,053)
<b>Total other financing sources and uses</b>	<u>-</u>	<u>-</u>	<u>(27,053)</u>	<u>(27,053)</u>
Net increase (decrease) in fund balances	-	-	-	-
<b>FUND BALANCES</b>				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**SUPPLEMENTARY INFORMATION REQUIRED BY GOEA**

IBERVILLE COUNCIL ON AGING, INC.  
 PLAQUEMINE, LOUISIANA  
 SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2023

	<u>Title III E</u>	<u>Supplemental Senior Center</u>	<u>Total</u>
<b>REVENUES</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ -	\$ 3,100	\$ 3,100
Capital Area Agency on Aging	-	-	-
In-kind contributions	-	-	-
Total Revenues	<u>-</u>	<u>3,100</u>	<u>3,100</u>
<b>EXPENDITURES</b>			
Current:			
Travel	-	-	-
Operating Services	-	-	-
Operating Supplies	-	-	-
Other Costs	-	-	-
In-kind	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	<u>-</u>	<u>3,100</u>	<u>3,100</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers in		-	-
Transfers out	-	(3,100)	(3,100)
Total other financing sources and uses	<u>-</u>	<u>(3,100)</u>	<u>(3,100)</u>
Net Increase (decrease) in fund balances	-	-	-
<b>FUND BALANCES</b>			
Beginning of the year	<u>-</u>	<u>-</u>	<u>-</u>
End of the year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

IBERVILLE COUNCIL ON AGING, INC.  
 PLAQUEMINE, LOUISIANA  
 COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS AND CHANGES IN GENERAL FIXED ASSETS  
 FOR THE YEAR ENDED JUNE 30, 2023

	Balance June 30, 2022	Additions	Deletions	Reclassification	Balance June 30, 2023
General fixed assets:					
Vehicles	\$ 75,489	-	\$ -	\$ -	\$ 75,489
Furniture and equipment	16,380	8,325	-	-	24,705
Total general fixed assets	<u>91,869</u>	<u>8,325</u>	<u>-</u>	<u>-</u>	<u>100,194</u>
Investment in general fixed assets:					
Property acquired with funds from -					
Iberville Parish Council	52,753	-	-	-	52,753
Dow Chemical Grant	-	-	-	-	-
Other	39,116	8,325	-	-	47,441
Total investment in general fixed assets	<u>\$ 91,869</u>	<u>\$ 8,325</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,194</u>

**OTHER SUPPLEMENTAL INFORMATION**

**IBERVILLE COUNCIL ON AGING, INC.**  
**SCHEDULE OF COMPENSATION FOR BOARD MEMBERS**  
**June 30, 2023**

Board Members	2023
Frances Tempanaro, Chairman	\$ -
Carroll Devillier, Vice Chairman	-
Bobby Blanchard, Treasurer	-
Marlene Cedotal, Secretary	-
Woodrow Cagnolatti	-
Patsy Dorsey	-
Susie Burns	-
Jo Ann Carline	-
Donna Fontenot	-
Madonna Hutchinson	-
Claudia Oubre	-
Jeffrey Nelson	-
Total	\$ -

**IBERVILLE COUNCIL ON AGING, INC.  
SCHEDULE OF COMPENSATION, BENEFITS, AND  
OTHER PAYMENTS TO AGENCY HEAD  
FOR THE YEAR ENDED JUNE 30, 2023**

**Agency Head: Charlene Siplin**

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 93,465
Benefits - Insurance	7,200
Benefits - Retirement	10,748
Benefits - Deferred Compensation	2,210
Car Allowance	717
Life Insurance	90
Total	<u>\$ 114,430</u>

IBERVILLE COUNCIL ON AGING, INC.  
 PLAQUEMINE, LOUISIANA  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2023

<u>FEDERAL GRANTOR/PASS-THROUGH GRANTORS / PROGRAM TITLE</u>	<u>FEDERAL CFDA NUMBER</u>	<u>GRANT YEAR ENDED</u>	<u>PROGRAM OR AWARD AMOUNT</u>	<u>FEDERAL REVENUE RECOGNIZED</u>	<u>FEDERAL EXPENDITURES</u>
<b><u>U.S. Department of Health and Human Services - Administration on Aging</u></b>					
Passed through the Governor's Office of Elderly Affairs:					
Aging Cluster of Special Programs for the Aging :					
Title III, Part B - Supportive Services	93.044	6/30/2023	\$ 56,656	\$ 56,656	\$ 56,656
Title III, Part C-1 - Nutrition Services (Congregate Meals)	93.045	6/30/2023	32,797	32,797	32,797
Title III, Part C-2 - Nutrition Services (Home-Delivered Meals)	93.045	6/30/2023	20,768	20,768	20,768
ARPA Funds	21.027	6/30/2023	77,984	77,984	77,984
 Total of Aging Cluster			<u>188,205</u>	<u>188,205</u>	<u>188,205</u>
 <b>TOTAL FEDERAL AWARDS</b>			<u>\$ 188,205</u>	<u>\$ 188,205</u>	<u>\$ 188,205</u>

Note A - General - The Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of the Council. The Council did not pass through any of its federal awards to a subrecipient during the year.

Note B - Basis of Accounting - The Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting as contemplated under accounting principles generally accepted in the United States of America and which is the same basis of accounting used for presenting the general purpose financial statements. The information in this schedule is presented in accordance with the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**OTHER REPORTS REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

# **BAXLEY AND ASSOCIATES, LLC**

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Phone (225) 687-6630 Fax (225) 687-0365

Margaret A. Pritchard, CPA/CGMA

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Staci H. Joffrion, CPA/CGMA

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Hugh F. Baxley, CPA/CGMA – Retired

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

To the Board of Directors  
Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Iberville Council on Aging, Inc. as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated December 14, 2023.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Iberville Council on Aging, Inc.'s internal control over financial reporting (internal control) as a basis for designing 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 Iberville Council on Aging, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Iberville Council on Aging, Inc.'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 by those charged with governance.

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

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

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Iberville Council on Aging, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item 2023-001.

**Iberville Council on Aging's Response to Findings**

The Iberville Council on Aging, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Iberville Council on Aging, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Barley & Associates, LLC*

Plaquemine, Louisiana  
December 14, 2023

## SCHEDULE OF FINDINGS AND RESPONSES

Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

For the year ended June 30, 2023

### A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses a qualified opinion on the financial statements of the Iberville Council on Aging, Inc.
2. There is one significant deficiency relating to the audit of the financial statements reported in the Report on Compliance on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. No instances of noncompliance material to the financial statements of the Iberville Council on Aging, Inc. were disclosed during the audit.
4. Iberville Council on Aging, Inc. did not expend federal awards in excess of \$750,000 during the year ended June 30, 2023.

### B. FINDINGS - FINANCIAL STATEMENTS AUDIT

2023-001 – Budget

Condition:

In the Title IIIB Fund, Title IIIC-2 fund, and Title IIIC-1, actual expenditures exceeded budgeted expenditures by greater than 100% in both funds. This is a repeat finding.

Criteria:

In accordance with the Council's budget policy and GOEA, the actual expenditures in any of the funds should not exceed the estimated budgeted expenditures by more than 10 percent nor should the budgeted revenue exceed the actual revenues by more than 10 percent.

Effect:

Inaccurate budgeting counters fiscal responsibility.

Recommendation:

We recommend that the Council monitor revenues and costs for each fund and amend the budgets when actual revenues are less than the budgeted amounts by more than 10 percent or when actual costs are more than budgeted amounts by more than 10 percent.

Management's Response:

The Iberville Council on Aging, Inc. concurs with this comment. The Council will make a concerted effort to ensure that all budgeted line items are properly amended to account for any unforeseen circumstances.

SCHEDULE OF FINDINGS AND RESPONSES

Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

For the year ended June 30, 2023

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AWARD PROGRAMS

Not applicable for the year ended June 30, 2023.

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

For the Year Ended June 30, 2023

2022-001 – Budget

Condition:

In the Title IIIB Fund, Title IIIC-2 fund, Title III C-1 and Senior Center Fund, actual expenditures exceeded budgeted expenditures by greater than 100% in the first three funds and greater than 24% in Senior Center. This is a repeat finding.

Recommendation:

Continuous efforts should be made by management to monitor revenue and expenditures in relation to the budget. Amendments should be made as they become necessary.

Current Status:

This finding was not corrected in the current year.

**IBERVILLE COUNCIL ON AGING, INC.  
INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES  
FOR THE YEAR ENDED JUNE 30, 2023**

# BAXLEY AND ASSOCIATES, LLC

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

To the Board of Directors  
Iberville Council on Aging, Inc.  
Plaquemine, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022, through June 30, 2023. The Iberville Council on Aging, Inc. management is responsible for those C/C areas identified in the SAUPs.

The Iberville Council on Aging, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

### **1) Written Policies and Procedures**

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1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the

Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

- c) **Disbursements**, including processing, reviewing, and approving.
- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Exceptions: Yes, the Iberville Council on Aging, Inc lacked sufficient policies for: Budgeting, Purchasing, Receipts, Ethics, and Sexual Harassment. Areas that were considered not applicable to the Iberville Council on Aging, Inc. included payroll, credit cards, debt service, contracts, and Information Technology.

## 2) Board or Finance Committee

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2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Exceptions: Yes, the quarterly budget to actual comparisons for the general fund or the special revenue funds were only mentioned during one quarterly meeting.*

## 3) Bank Reconciliations

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*Exceptions: No exceptions were noted.*

#### **4) Collections (excluding electronic funds transfers)**

---

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
- i. Employees responsible for cash collections do not share cash drawers/registers;
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.

Exceptions: *No exceptions were noted.*

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

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- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - b) At least two employees are involved in processing and approving payments to vendors;
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Exceptions: Yes, the same person that processes payments may also mail the payments.

#### **6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
  - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Exceptions: No exceptions were noted.

#### **7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)**

---

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
  - i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Exceptions: No exceptions were noted.

## **8) Contracts**

---

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
  - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Exceptions: No exceptions were noted.

## **9) Payroll and Personnel**

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
  - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Exceptions: No exceptions were noted.

## **10) Ethics**

---

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- a. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as Required by R.S. 42:1170.

Exceptions: No exceptions were noted.

## **11) Debt Service**

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Exceptions: No exceptions were noted.

## **12) Fraud Notice**

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: No exceptions were noted.

## **13) Information Technology Disaster Recovery/Business Continuity**

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

We performed the procedure and discussed the results with management.

## **14) Prevention of Sexual Harassment**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

Exceptions: Yes, the sexual harassment report was not prepared or filed on or before February 1<sup>st</sup>.

We were engaged by the Iberville Council on Aging, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

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

*Baxley & Associates, LLC*

Plaquemine, Louisiana  
December 14, 2023

**The Iberville Council on Aging, Inc.**

**Management's Response to Statewide Agreed-Upon Procedures  
For the Year Ended December 31, 2023**

Management's Response to Items:

1. The COA has outdated policies for budgeting, purchasing and will be worked on to update these procedures during the next fiscal year. The procedures for Ethics & sexual harassment fall under the parish guidelines.
2. The financial reports for the board review will include the budget to actual going forward and will be presented at the regular meetings.
5. A different employee that doesn't handle the process of payments will be trained on mailing the payments.
14. Going forward the sexual harassment report will be prepared & filed in a timely manner.