

**PLAQUEMINES COUNCIL
ON AGING, INC.**
FINANCIAL STATEMENTS AND SCHEDULES
June 30, 2022

PLAQUEMINES COUNCIL ON AGING, INC.

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INDEPENDENT AUDITORS' REPORT

Members of the Board of Directors
Plaquemines Council on Aging, Inc.

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Plaquemines Council on Aging, Inc. (the Council) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Council, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Council 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 audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, 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 Council'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.

Auditors' 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 auditors' 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.

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 Council'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 Council'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 on pages 4-7 and 28-31 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 Council's basic financial statements. The schedule of non-major special revenue funds, comparative schedule of capital assets and changes in capital assets, schedule of compensation, reimbursements, benefits and other payments to agency head, 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 schedule of non-major special revenue funds, comparative schedule of capital assets and changes in capital assets, schedule of compensation, reimbursements, benefits and other payments to agency head, 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 November 9, 2022, on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Council'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 Council's internal control over financial reporting and compliance.

Kushner LaGraize L.L.C.

Metairie, Louisiana
November 9, 2022

PLAQUEMINES COUNCIL ON AGING, INC.

MANAGEMENT'S DISCUSSION AND ANALYSIS

As of and For the Year Ended June 30, 2022

The Management's Discussion and Analysis of Plaquemines Council on Aging, Inc.'s (the Council) financial performance presents a narrative overview and analysis of the Council's financial activities for the year ended June 30, 2022. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information. Please read this document in conjunction with the additional information contained in the Council's financial statements, which begin on page 8.

FINANCIAL HIGHLIGHTS

- The Council received \$200,000 from Plaquemines Parish Government for the years ended June 30, 2022 and 2021.
- The Council received \$472,613 funding from the Governor's Office of Elderly Affairs (GOEA) during the fiscal year ended June 30, 2022. The total amount received during the year ended June 30, 2021 was \$479,144.
- Total expenditures increased by \$(91,908) or (16)%. Total expenditures in the statements of activities for the years ended June 30, 2022 and 2021 were \$649,261 and \$557,353, respectively.

OVERVIEW OF THE FINANCIAL STATEMENTS

The following list illustrates the minimum requirements for Special Purpose Governments Engaged in Business-Type Activities established by Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*.

1. Management's Discussion and Analysis
2. Basic Financial Statements
3. Required Supplementary Information (other than MD&A)

These financial statements consist of three sections - Management's Discussion and Analysis (this section), the Basic Financial Statements (including the notes to the financial statements), and Required Supplementary Information.

PLAQUEMINES COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED
As of and For the Year Ended June 30, 2022

BASIC FINANCIAL STATEMENTS

The basic financial statements present information for the Council as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the government-wide financial statements and fund financial statements.

Government-wide Financial Statements: The *government-wide financial statements* are designed to provide readers with a broad overview of the Council's finances, in a manner similar to private-sector business. The government-wide financial statements include:

Statement of Net Position - this statement presents the current and long-term portions of assets and liabilities separately. The difference between total assets and total liabilities is net position and may provide a useful indicator of whether the financial position of the Council is improving or deteriorating.

Statement of Activities - this statement presents information showing how the Council's assets changed as a result of current year operations. Regardless of when cash is affected, all changes in net position are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

FINANCIAL ANALYSIS OF THE COUNCIL

Condensed Statements of Net Position
June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>	Increase (Decrease)
ASSETS			
Cash and cash equivalents	\$ 288,470	\$ 228,232	\$ 60,238
Accounts receivable	5,967	-	5,967
Prepaid expenses	4,441	10,266	(5,825)
Capital assets, net of accumulated depreciation	<u>30,878</u>	<u>18,276</u>	<u>12,602</u>
Total Assets	<u>329,756</u>	<u>256,774</u>	<u>72,982</u>
LIABILITIES	62,856	33,369	29,487
NET POSITION:			
Net investment in capital assets	30,878	18,276	12,602
Unrestricted	<u>236,022</u>	<u>205,129</u>	<u>30,893</u>
Total Net Position	<u>\$ 266,900</u>	<u>\$ 223,405</u>	<u>\$ 43,495</u>

PLAQUEMINES COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED
As of and For the Year Ended June 30, 2022

Condensed Statements of Activities
For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>	<u>Increase (Decrease)</u>	<u>Percentage Increase (Decrease)</u>
REVENUES				
Program Revenues	\$ 472,613	\$ 482,394	\$ (9,781)	(2.03) %
General Revenues:				
Plaquemines Parish Government	200,000	200,000	-	0.00
Miscellaneous Income	20,119	3,760	16,359	435.05
Interest Income	<u>24</u>	<u>23</u>	<u>1</u>	<u>4.35</u>
Total Revenues	<u>692,756</u>	<u>686,177</u>	<u>6,579</u>	<u>.96</u>
 Direct Program Expenses of the Health, Wealth and Social Services Function:				
Supportive Services	161,869	106,691	55,178	51.72
Nutrition Services	381,021	234,783	146,238	62.29
CARES Act	6,721	147,868	(141,147)	(95.45)
Disease Prevention and Health Promotion	6,165	1,021	5,144	503.82
National Family Caregiver Support	21,942	4,464	17,478	391.53
Senior Center	36,419	39,077	(2,658)	(6.80)
MIPPA Outreach	75	-	75	100.00
Direct Administration Expenses	<u>35,049</u>	<u>23,449</u>	<u>11,600</u>	<u>49.47</u>
Total Expenses	<u>649,261</u>	<u>557,353</u>	<u>91,908</u>	<u>16.49</u>
Increase (Decrease) in Net Position	<u>\$ 43,495</u>	<u>\$ 128,824</u>	<u>\$ (85,329)</u>	<u>(66.24) %</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Council's board and administration considered the following factors when setting next year's budget:

- ❖ Short-term and long-term tasks required to fulfill duties and obligations set forth with guidelines established by local board members, administration and the GOEA.
- ❖ Anticipated new revenues expected from long-established sources.

PLAQUEMINES COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS - CONTINUED
As of and For the Year Ended June 30, 2022

The Council expects results to change for subsequent years based on the following:

- ❖ The Council continues to grow and rebuild programs.
- ❖ The Council is persistent in continuing programs and maintaining seniors' awareness to new activities.

CONTACTING PLAQUEMINES COUNCIL ON AGING, INC.'S MANAGEMENT

This financial report is designed to provide a general overview of the Council's finances. If you have questions about this report or need additional financial information contact David Lewis, Executive Director, at (504) 564-0600.

PLAQUEMINES COUNCIL ON AGING, INC.

STATEMENT OF NET POSITION

June 30, 2022

Governmental
Activities

ASSETS

Cash and cash equivalents	\$ 288,470
Accounts receivable – GOEA	5,967
Prepaid expenses	<u>4,441</u>

TOTAL CURRENT ASSETS 298,878

Capital assets, net of accumulated depreciation 30,878

TOTAL ASSETS 329,756

LIABILITIES

Accounts payable	45,519
Accrued salaries and payroll taxes	<u>17,337</u>

TOTAL CURRENT LIABILITIES 62,856

NET POSITION

Net investment in capital assets	30,878
Unrestricted	<u>236,022</u>

TOTAL NET POSITION \$ 266,900

PLAQUEMINES COUNCIL ON AGING, INC.

STATEMENT OF ACTIVITIES

For The Year Ended June 30, 2022

				Revenues	Net (Expense)
					Revenue and
					Increases
					(Decreases)
					in Net Position
					Total
	Direct	Indirect	Charges for	Operating	Governmental
	Expenses	Expenses	Services	Grants and	Activities
				Contributions	
Functions/Programs					
Governmental Activities					
Health, Welfare & Social Services					
Supportive Services:					
Information and Assistance	\$ 11,559	\$ 4,597	\$ 50	\$ 6,715	\$ (9,391)
Legal Assistance	6,294	2,503	27	3,656	(5,114)
Outreach	457	182	2	265	(372)
Transportation	28,427	11,306	123	16,514	(23,096)
Other Services	69,072	27,472	299	40,126	(56,119)
Disease Prevention and Health Promotion	4,329	1,836	-	6,791	626
National Family Caregiver Support:					
Information and assistance	161	434	-	765	170
Respite	4,866	13,106	-	23,134	5,162
Material Aid	914	2,461	-	4,346	971
Nutrition Services					
Congregate Meals	84,045	35,701	5,745	80,003	(33,998)
Home Delivered Meals	183,421	77,854	5,742	112,627	(142,906)
COVID-19 Vaccine	4,724	1,997	-	6,278	(443)
Senior Center	25,323	11,096	-	36,180	(239)
MIPPA Outreach	57	18	-	2,700	2,625
Administration	225,612	(190,563)	-	132,513	97,464
Total Governmental Activities	\$ 649,261	\$ -	\$ 11,988	\$ 472,613	(164,660)
General Revenues:					
Grants and contributions not restricted to specific programs					200,000
Unrestricted interest income					24
Unrestricted miscellaneous income					8,131
Total general revenues					208,155
Increase in Net Position					43,495
Net Position beginning of the year					223,405
Net Position end of the year					\$ 266,900

PLAQUEMINES COUNCIL ON AGING, INC.
GOVERNMENTAL FUNDS
BALANCE SHEET
June 30, 2022

	General Fund	Title III B	Title III C-1	Title III C-2	Non-Major Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	\$ 288,470	\$ -	\$ -	\$ -	\$ -	\$ 288,470
Grants receivable	5,967	-	-	-	-	5,967
Due from other funds	-	3,060	258	4,716	5,261	13,295
Prepaid insurance	<u>4,441</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,441</u>
Total Assets	<u>\$ 298,878</u>	<u>\$ 3,060</u>	<u>\$ 258</u>	<u>\$ 4,716</u>	<u>\$ 5,261</u>	<u>\$ 312,173</u>
LIABILITIES AND FUND BALANCES:						
Liabilities:						
Accounts payable	\$ 45,519	\$ -	\$ -	\$ -	\$ -	\$ 45,519
Due to other funds	13,295	-	-	-	-	13,295
Salaries and payroll taxes payable	<u>4,042</u>	<u>3,060</u>	<u>258</u>	<u>4,716</u>	<u>5,261</u>	<u>17,337</u>
Total Liabilities	<u>62,856</u>	<u>3,060</u>	<u>258</u>	<u>4,716</u>	<u>5,261</u>	<u>76,151</u>
Fund Balances:						
Nonspendable – prepaid expenses	4,441	-	-	-	-	4,441
Unassigned	<u>231,581</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>231,581</u>
Total Fund Balances	<u>236,022</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>236,022</u>
Total Liabilities and Fund Balances	<u>\$ 298,878</u>	<u>\$ 3,060</u>	<u>\$ 258</u>	<u>\$ 4,716</u>	<u>\$ 5,261</u>	<u>\$ 312,173</u>

Total fund balances – Governmental Funds \$ 236,022

Amounts reported for governmental activities in the statement of net position
are different because:

Cost of capital assets	250,962
Less accumulated depreciation	<u>(220,084)</u>

Net Position of Governmental Activities \$ 266,900

PLAQUEMINES COUNCIL ON AGING, INC.

GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES For the Year Ended June 30, 2022

	General Fund	Title III B	Title III C-1	Title III C-2	Non-Major Funds	Total Governmental Funds
REVENUES						
Intergovernmental:						
Governor's Office of Elderly Affairs (GOEA) –						
Primary Grants	\$ 102,308	\$ 67,276	\$ 69,589	\$ 98,398	\$ 110,399	\$ 447,970
GOEA – NSIP Grant	-	-	10,414	14,229	-	24,643
Plaquemines Parish Government	200,000	-	-	-	-	200,000
Public Support:						
Program income - unrestricted	-	501	5,745	5,742	-	11,988
Interest income	-	-	-	-	24	24
Miscellaneous	3,000	5,000	131	-	-	8,131
Total Revenues	<u>305,308</u>	<u>72,777</u>	<u>85,879</u>	<u>118,369</u>	<u>110,423</u>	<u>692,756</u>
EXPENDITURES						
Health, Welfare & Social Services:						
Current						
Personnel	-	93,850	24,487	98,221	62,264	278,822
Fringe	-	10,068	2,629	10,570	6,665	29,932
Travel	-	29	22	48	26	125
Operating services	1,276	28,956	30,812	57,286	17,239	135,569
Operating supplies	-	20,614	60,836	93,710	6,617	181,777
Other costs	24,886	8,352	960	1,440	-	35,638
Total Expenditures	<u>26,162</u>	<u>161,869</u>	<u>119,746</u>	<u>261,275</u>	<u>92,811</u>	<u>661,863</u>
Excess (deficiency) of revenues over expenditures	<u>279,146</u>	<u>(89,092)</u>	<u>(33,867)</u>	<u>(142,906)</u>	<u>17,612</u>	<u>30,893</u>
OTHER FINANCING SOURCES (USES)						
Transfers in	-	89,092	33,867	142,906	443	266,308
Transfers out	(248,253)	-	-	-	(18,055)	(266,308)
Total Other Financing Sources (Uses)	<u>(248,253)</u>	<u>89,092</u>	<u>33,867</u>	<u>142,906</u>	<u>(17,612)</u>	<u>-</u>
Net Change in fund balances	30,893	-	-	-	-	30,893
FUND BALANCES						
Beginning of the year	<u>205,129</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>205,129</u>
End of the year	<u>\$ 236,022</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 236,022</u>

PLAQUEMINES COUNCIL ON AGING, INC.
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL
FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Net increase in fund balance - Governmental Funds	\$ 30,893
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Amounts reported for governmental activities in the
Statement of Activities are different because:

Capital outlay	24,886
Depreciation expense	<u>(12,284)</u>

Change in net position of governmental activities	<u>\$ 43,495</u>
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PLAQUEMINES COUNCIL ON AGING, INC.

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2022

PURPOSE OF THE COUNCIL ON AGING

The purpose of Plaquemines 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 Plaquemines Parish (the 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; to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the Parish.

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

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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 GOEA 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 the GOEA.

The Plaquemines Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on March 10, 1977.

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

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Reporting Entity (Continued)

Membership in the Council is open at all times, without restriction, to all residents of the 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 No. 39, *Determining Whether Certain Organizations Are Component Units*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, both of which amended GASB Statement No. 14, *The Financial Reporting Entity*, the Council 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 No. 61, 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, the 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 the GOEA. However, this approval process is part of the 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 No. 61.

Presentation of Statements

In June 1999, 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's Discussion and Analysis (MD&A) section providing an analysis of the Council's overall financial position and results of operations.
- ❖ Government-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.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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. The Council's net position is reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position. Net investment in capital assets consists of capital assets including restricted capital assets, net of accumulated depreciation. 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 investment 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 the 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 the 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.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basic Financial Statements- Government-Wide Statements (Continued)

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.

Operating grants include operating-specific and discretionary (either operating or capital) grants. The Council did not receive any capital-specific grants this year.

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.

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, fund balance, 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.

In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The non-major funds are summarized by category or fund type into a single column in the fund financial statements.

Governmental fund equity is called the fund balance. Fund balance is further classified on a hierarchy that shows, from the highest to the lowest, the level or form of constraints on fund balance, and accordingly, the extent to which the Council is bound to honor them: nonspendable, restricted, committed, assigned and unassigned.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basic Financial Statements - Fund Financial Statements (Continued)

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 GOEA, which in turn "passes through" the funds to the Council.

The following are brief descriptions of the programs and funding sources that comprise the Council's General Fund:

The Parish Fund is the Council on Aging's primary operating fund. The funds are received from local sources, such as the Parish government.

The PCOA (Act 735) Program is a general operating program of the Council and accounts for funds received from the State of Louisiana. The funds are appropriated to the GOEA by the Louisiana Legislature for remittance to the Parish Council. The Council may use these "Act 735" funds at its discretion.

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 following are brief descriptions of the purpose of each special revenue fund and their classification as either a major or non-major governmental fund:

Major Governmental Funds

Title III B Supportive Services Fund is used to account for funds, which are used to provide various units of supportive social services to the elderly. This program provides for access services, in-home services, community services, transportation and legal assistance for the elderly.

PLAQUEMINES COUNCIL ON AGING, INC.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

June 30, 2022

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Major Governmental Funds (Continued)

Title III C-1 Congregate Meals Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in the Parish. There are two main sources of revenues that form the basis of this fund: a grant from the GOEA for special programs for the aging and Nutrition Services Incentive Program (NSIP) funds provided by the GOEA to supplement the congregate meals program.

Title III C-2 Home Delivered Meals Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. There are two main sources of revenues that form the basis of this fund: a grant from the GOEA for special programs for the aging and Nutrition Services Incentive Program (NSIP) funds provided by the GOEA to supplement the home-delivered meals program.

Non-Major Governmental Funds

Title III C Area Agency Administration Fund is used to account for a portion of the indirect costs of administering the Council's programs. Each fiscal year the GOEA provides the Council with funds to help pay for the costs of administering the Council's special programs for the elderly.

Title III D Preventive Health Fund is used to account for funds used for disease prevention and health promotion activities.

Title III E Caregiver 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.

Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the 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.

CARES Act Fund is used to account for funds received to assist the Title III Program for services related to the COVID-19 pandemic.

MIPPA Fund is used to provide outreach services and assistance to seniors in the enrollment process for the Low-Income Subsidy program, Medicare Savings program and Medicare Part D program.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Basis of accounting refers to when revenues or 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.

Accrual Basis - Government-Wide Financial Statements

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.

Modified Accrual Basis - Fund Financial Statements

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.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE I - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

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.

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.

Investments

Governmental Accounting Standards require the Council to report its investments at fair value, except for investments in non-participating interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost-based measure, provided that the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors.

Investments that include securities traded on a national or international exchange are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value.

Prepaid Expenses

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

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Prepaid Expenses - Continued

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 shown as non-spendable to reflect the amount of fund balance not currently available for expenditures.

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 that have an estimated useful life of greater than one year. 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, 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:

Furniture and Equipment	5 years
Vehicles	5 years

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

Advances from Funding Agency

Advances from Funding Agency represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grant funds due back to the funding agency are recorded as a liability when the amounts due become known, normally when a final accounting is submitted to the funding agency.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Allocation of Indirect Expenses

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

Fund Balance

The Council reports fund balance under GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

Nonspendable

This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.

Restricted

This classification includes amounts for which constraints have been placed on the use of resources and are either:

Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or

Imposed by law through constitution provisions or enabling legislation.

Unassigned

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

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Compensated Absences

Employees of the Council earn from 12 to 24 days of noncumulative vacation leave each year, depending on their length of service and employee status (full-time or part-time). Employees earn up to 8 days of sick leave each year. However, unused sick leave is forfeited upon termination of employment. At June 30, 2022, the Council has no accumulated benefits relating to leave privileges that require disclosure to conform with accounting principles generally accepted in the United States of America.

Budgetary Practices

The proposed and revised budgets for the year ended June 30, 2022, were submitted to and approved by the board of directors. The budget, which included proposed expenditures and the means of financing them for all the special revenue funds, except for the General Fund, was also submitted to the Louisiana GOEA. The General Fund is not required to submit a budget because funding is received in the form of Parish funds. Consequently, the amount of funding is uncertain from year to year.

Unobligated grant funds at year end that were received through the Louisiana GOEA must be returned to the office. Revenues earned or donated to the Council may be carried into the ensuing year. The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparing budgeted and actual revenues and expenditures. Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device. The Council does not recognize or record encumbrances in its budget practices. All budgetary appropriations lapse at the end of each fiscal year (June 30).

Generally, the Council may transfer funds between line items as often as required without prior approval from the Louisiana GOEA. However, the Council must obtain prior approval to increase capital outlay. The Council is allowed only a one-time transfer of amounts from one program to another and is never permitted to transfer amounts from services to administration.

PLAQUEMINES COUNCIL ON AGING, INC.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

June 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Budgetary Practices (Continued)

Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments for all programs that require budgeting.

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.

NOTE 2 - CUSTODIAL CREDIT RISK

At June 30, 2022, the Council had cash in interest bearing accounts (book balances) totaling \$288,470. These deposits are stated at cost, which approximates market value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At June 30, 2022, the Council had \$294,412 in deposits (bank balances), all of which was insured by federal deposit insurance.

NOTE 3 - CHANGES IN CAPITAL ASSETS

A summary of changes in capital assets is as follows:

	Balance 07/1/21	Increases	Decreases	Balance 06/30/22
CAPITAL ASSETS				
Vehicles	\$ 199,600	\$ 24,886	\$ (19,063)	\$ 205,423
Furniture and equipment	45,539	-	-	45,539
Subtotal	245,139	24,886	(19,063)	250,962
ACCUMULATED DEPRECIATION				
Vehicles	181,628	11,980	(19,063)	174,545
Furniture and equipment	45,235	304	-	45,539
Subtotal	226,863	12,284	(19,063)	220,084
Net Capital Assets	\$ 18,276	\$ 12,602	\$ -	\$ 30,878

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 3 - CHANGES IN CAPITAL ASSETS (Continued)

Depreciation expense in the amount of \$12,284 was charged to the following programs in the Statement of Activities:

Administration	\$ 11,980
Senior Center	<u>304</u>
	<u>\$ 12,284</u>

NOTE 4 - BOARD OF DIRECTORS' COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for any out-of-pocket costs they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

NOTE 5 - IN-KIND CONTRIBUTIONS

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a donation of a capital asset, accounting principles for governmental entities require the fair value of a donated capital asset be recorded in the Statement of Activities at the time of acquisition. However, these same principles do not permit the recording of the fair value of capital assets (or other in-kind contributions) in the fund financial statements because of the measurement focus of such statements.

The Council received the following in-kind contributions during the year for which management estimates the aggregate in-kind value to be \$193,939.

The Parish owns the building in which the Council operates. The Council uses this building at no charge.

The Council received additional support through operating supplies contributed by volunteers without pay.

NOTE 6 - INCOME TAX STATUS

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. The Council is also exempt from Louisiana income tax. The Council does not file a Form 990 because it has been determined to be an "affiliate of a governmental unit" within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 C.B. 418.

PLAQUEMINES COUNCIL ON AGING, INC.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

June 30, 2022

NOTE 7 - 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.

NOTE 8 - CONTINGENCIES - GRANT PROGRAMS

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year-end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

NOTE 9 - ECONOMIC DEPENDENCY

The Council receives the majority of its revenue through grants administered by the Louisiana GOEA. 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.

NOTE 10 - 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 or prior three fiscal years that exceeded the Council's insurance coverage.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022

NOTE 11 - INTERFUND TRANSFERS

Interfund transfers to and from are listed by fund for the fiscal year as follows:

	Operating Transfers	
	In	Out
<u>General Fund</u>		
Parish Fund	\$ -	\$ 145,945
PCOA Fund	-	100,000
Supplemental Senior Center Fund	-	2,308
<u>Major Funds</u>		
Title III B – Supportive Services Fund	89,092	-
Title III C-1 – Congregate Meals Fund	33,867	-
Title III C-2 – Home Delivered Meals Fund	142,906	-
<u>Special Revenue Funds</u>		
Title III C – Area Agency Administration	-	8,412
Title III D – Preventive Health Fund	-	626
Title III E – National Family Caregiver Support Fund	-	6,303
Senior Center Fund	-	89
CARES Act Fund	443	-
MIPPA Fund	-	2,625
 Total	 \$ 266,308	 \$ 266,308

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.

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

NOTE 12 - RELATED PARTY TRANSACTIONS

There were no related party transactions during the year ended June 30, 2022.

NOTE 13 - SUBSEQUENT EVENTS

The Council has evaluated subsequent events through the date the financial statements were available to be issued, which corresponds with the date of the independent auditors' report. No material subsequent events have occurred since June 30, 2022, that require recognition or disclosure in these financial statements.

PLAQUEMINES COUNCIL ON AGING, INC.**REQUIRED SUPPLEMENTARY INFORMATION****BUDGETARY COMPARISON SCHEDULE – GENERAL FUND***For the Year Ended June 30, 2022*

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs (GOEA) - Primary Grants	\$ 102,308	\$ 110,121	\$ 102,308	\$ (7,813)
Plaquemines Parish Government	264,233	213,662	200,000	(13,662)
Public support:				
Program income - unrestricted	-	-	-	-
Interest income	-	-	-	-
Miscellaneous	3,783	-	3,000	3,000
Total revenues	<u>370,324</u>	<u>323,783</u>	<u>305,308</u>	<u>(18,475)</u>
EXPENDITURES				
Current:				
Personnel	-	-	-	-
Fringe	-	-	-	-
Travel	-	-	-	-
Operating services	-	-	1,276	(1,276)
Operating supplies	-	-	-	-
Other costs	-	-	24,886	(24,886)
Total expenditures	<u>-</u>	<u>-</u>	<u>26,162</u>	<u>(26,162)</u>
Excess (deficiency) of revenues over expenditures	<u>370,324</u>	<u>323,783</u>	<u>279,146</u>	<u>(44,637)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	<u>(370,324)</u>	<u>(323,743)</u>	<u>(248,253)</u>	<u>75,490</u>
Total other financing sources (uses)	<u>(370,324)</u>	<u>(323,743)</u>	<u>(248,253)</u>	<u>75,490</u>
Net change in fund balances	-	40	30,893	30,853
FUND BALANCES				
Beginning of year	<u>205,129</u>	<u>205,129</u>	<u>205,129</u>	<u>-</u>
End of year	<u>\$ 205,129</u>	<u>\$ 205,169</u>	<u>\$ 236,022</u>	<u>\$ 30,853</u>

PLAQUEMINES COUNCIL ON AGING, INC.
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE – TITLE III B SUPPORTIVE SERVICES
For the Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs (GOEA) - Primary Grants	\$ 43,804	\$ 67,276	\$ 67,276	\$ -
Public support:				
Program income - unrestricted	1,000	604	501	(103)
Interest income	-	-	-	-
Miscellaneous	-	-	5,000	5,000
Total revenues	<u>44,804</u>	<u>67,880</u>	<u>72,777</u>	<u>4,897</u>
EXPENDITURES				
Current:				
Personnel	97,445	97,205	93,850	3,355
Fringe	10,061	10,438	10,068	370
Travel	115	30	29	1
Operating services	27,601	30,141	28,956	1,185
Operating supplies	20,432	20,623	20,614	9
Other costs	4,632	7,406	8,352	(946)
Total expenditures	<u>160,286</u>	<u>165,843</u>	<u>161,869</u>	<u>3,974</u>
Excess (deficiency) of revenues over expenditures	<u>(115,482)</u>	<u>(97,963)</u>	<u>(89,092)</u>	<u>8,871</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	115,482	97,963	89,092	(8,871)
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>115,482</u>	<u>97,963</u>	<u>89,092</u>	<u>(8,871)</u>
Net change in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PLAQUEMINES COUNCIL ON AGING, INC.
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE – TITLE III C-1 CONGREGATE MEALS
For the Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts GAAP Basis</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs				
(GOEA) - Primary Grants	\$ 60,434	\$ 69,589	\$ 69,589	\$ -
GOEA - NSIP Grant	9,914	10,414	10,414	-
Public support:				
Program income - unrestricted	4,000	6,450	5,745	(705)
Miscellaneous	-	-	131	131
Total revenues	<u>74,348</u>	<u>86,453</u>	<u>85,879</u>	<u>(574)</u>
EXPENDITURES				
Current:				
Personnel	27,491	24,851	24,487	364
Fringe	2,960	2,655	2,629	26
Travel	101	21	22	(1)
Operating services	31,025	30,324	30,812	(488)
Operating supplies	74,609	56,837	60,836	(3,999)
Other costs	<u>2,256</u>	<u>640</u>	<u>960</u>	<u>(320)</u>
Total expenditures	<u>138,442</u>	<u>115,328</u>	<u>119,746</u>	<u>(4,418)</u>
Excess (deficiency) of revenues over expenditures	<u>(64,094)</u>	<u>(28,875)</u>	<u>(33,867)</u>	<u>(4,992)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	64,094	38,030	33,867	(4,163)
Transfers out	<u>-</u>	<u>(9,155)</u>	<u>-</u>	<u>9,155</u>
Total other financing sources (uses)	<u>64,094</u>	<u>28,875</u>	<u>33,867</u>	<u>4,992</u>
Net change in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PLAQUEMINES COUNCIL ON AGING, INC.
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE – TITLE III C-2 HOME DELIVERED MEALS
For the Year Ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>Actual Amounts GAAP Basis</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs				
(GOEA) - Primary Grants	\$ 54,323	\$ 98,398	\$ 98,398	\$ -
GOEA - NSIP Grant	11,180	14,229	14,229	-
Public support:				
Program income - unrestricted	5,000	6,134	5,742	(392)
Interest income	-	-	-	-
Total revenues	<u>70,503</u>	<u>118,761</u>	<u>118,369</u>	<u>(392)</u>
EXPENDITURES				
Current:				
Personnel	96,515	98,172	98,221	(49)
Fringe	10,176	10,524	10,570	(46)
Travel	184	47	48	(1)
Operating services	52,585	56,695	57,286	(591)
Operating supplies	89,606	87,611	93,710	(6,099)
Other costs	<u>2,544</u>	<u>960</u>	<u>1,440</u>	<u>(480)</u>
Total expenditures	<u>251,610</u>	<u>254,009</u>	<u>261,275</u>	<u>(7,266)</u>
Excess (deficiency) of revenues over expenditures	<u>(181,107)</u>	<u>(135,248)</u>	<u>(142,906)</u>	<u>(7,658)</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	181,107	135,248	142,906	7,658
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>181,107</u>	<u>135,248</u>	<u>142,906</u>	<u>7,658</u>
Net change in fund balances	-	-	-	-
FUND BALANCES				
Beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PLAQUEMINES COUNCIL ON AGING, INC.
NOTE TO REQUIRED SUPPLEMENTARY FINANCIAL INFORMATION
June 30, 2022

NOTE I- BUDGETARY REPORTING

The budget information presented in this section of required supplementary financial information applies to "major" governmental funds for which annual budgets were adopted. Budgetary information for "non-major" funds has not been included anywhere in these financial statements.

The Council follows these procedures in establishing the budgetary data that has been presented as required supplementary information in these financial statements.

- The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for its programs.
- Management projects Parish revenues based on past trends and data available at the Parish office to form expectations of future revenues.
- The revenue information supplied by GOEA and the Parish are considered by management along with revenue projections of grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information has been obtained to project revenues and expenditures, the Council's Executive Director prepares a proposed budget based on the projections. The proposed budget is reviewed and approved by the Council's Finance Committee before it is submitted to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting held before May 31 of the current fiscal year.
- The adopted budget is forwarded to GOEA for compliance approval.
- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under federal matching programs. The "match" might be made in one year and the vehicles delivered in another year.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

PLAQUEMINES COUNCIL ON AGING, INC.
NOTE TO REQUIRED SUPPLEMENTARY FINANCIAL INFORMATION - CONTINUED
June 30, 2022

NOTE I- BUDGETARY REPORTING - CONTINUED

Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. During the fiscal year, management amended the Council's budget once at a board meeting on April 29, 2022, using a procedure similar to the one used to approve the budget.

Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

The Council may transfer funds between line items in its budget as often as required but must obtain compliance approval from the Governor's Office of Elderly Affairs (GOEA) for funds received under grants from this agency. As part of its grant compliance, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.

Expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.

The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some activities may not be budgeted, particularly if they are deemed to be immaterial by management.

PLAQUEMINES COUNCIL ON AGING, INC.

SUPPLEMENTARY SCHEDULE

SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS

For the Year Ended June 30, 2022

	Title III C Agency Area Administration	Title III D Preventive Health	Title III E Caregiver	Senior Center	COVID-19 Cares Act	MIPPA	Total Nonmajor Governmental Funds
REVENUES							
Intergovernmental:							
Governor's Office of Elderly Affairs (GOEA) - Primary grants	\$ 30,205	\$ 6,791	\$ 28,245	\$ 36,180	\$ 6,278	\$ 2,700	\$ 110,399
Interest income	-	-	-	24	-	-	24
Total Revenues	<u>30,205</u>	<u>6,791</u>	<u>28,245</u>	<u>36,204</u>	<u>6,278</u>	<u>2,700</u>	<u>110,423</u>
EXPENDITURES							
Heath, Welfare & Social Services							
Current:							
Personnel	10,111	4,765	16,264	25,861	5,197	66	62,264
Fringe	1,089	505	1,732	2,785	553	1	6,665
Travel	13	1	3	8	1	-	26
Operating services	8,824	744	2,463	4,393	808	7	17,239
Operating supplies	<u>1,756</u>	<u>150</u>	<u>1,480</u>	<u>3,068</u>	<u>162</u>	<u>1</u>	<u>6,617</u>
Total Expenditures	<u>21,793</u>	<u>6,165</u>	<u>21,942</u>	<u>36,115</u>	<u>6,721</u>	<u>75</u>	<u>92,811</u>
Excess (deficiency) of revenues over expenditures	<u>8,412</u>	<u>626</u>	<u>6,303</u>	<u>89</u>	<u>(443)</u>	<u>2,625</u>	<u>17,612</u>
OTHER FINANCING SOURCES (USES)							
Transfers in	-	-	-	-	443	-	443
Transfers out	<u>(8,412)</u>	<u>(626)</u>	<u>(6,303)</u>	<u>(89)</u>	<u>-</u>	<u>(2,625)</u>	<u>(18,055)</u>
Total Other Financing Sources (Uses)	<u>(8,412)</u>	<u>(626)</u>	<u>(6,303)</u>	<u>(89)</u>	<u>443</u>	<u>(2,625)</u>	<u>(17,612)</u>
Net Change in Fund Balances	-	-	-	-	-	-	-
FUND BALANCES							
Beginning of year	-	-	-	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PLAQUEMINES COUNCIL ON AGING, INC.

**SUPPLEMENTARY SCHEDULE
COMPARATIVE SCHEDULE OF CAPITAL ASSETS
AND CHANGES IN CAPITAL ASSETS
For the Year Ended June 30, 2022**

	<u>Balance at 6/30/21</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at 6/30/22</u>
CAPITAL ASSETS AT COST				
Vehicles	\$ 199,600	\$ 24,886	\$ (19,063)	\$ 205,423
Furniture and equipment	<u>45,539</u>	<u>-</u>	<u>-</u>	<u>45,539</u>
Total capital assets at cost	<u>\$ 245,139</u>	<u>\$ 24,886</u>	<u>\$ (19,063)</u>	<u>\$ 250,962</u>
INVESTMENT IN CAPITAL ASSETS				
Property acquired with funds from:				
State grant	\$ 87,010	\$ -	\$ -	\$ 87,010
Parish funds	149,074	24,886	(19,063)	154,897
Private donations	<u>9,055</u>	<u>-</u>	<u>-</u>	<u>9,055</u>
Total investment in capital assets	<u>\$ 245,139</u>	<u>\$ 24,886</u>	<u>\$ (19,063)</u>	<u>\$ 250,962</u>

PLAQUEMINES COUNCIL ON AGING, INC.

SUPPLEMENTARY SCHEDULE

**SCHEDULE OF COMPENSATION, REIMBURSEMENTS,
BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD**

For the Year Ended June 30, 2022

AGENCY HEAD: David Lewis, Executive Director

Salary	\$ 45,578
Dues	<u>100</u>
TOTAL	<u>\$ 45,678</u>

**INDEPENDENT AUDITORS' 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
Plaquemines Council on Aging, Inc.
Port Sulphur, 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 Plaquemines Council on Aging, Inc., as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Plaquemines Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated November 9, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Plaquemines Council on Aging, Inc.'s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Plaquemines Council on Aging, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Plaquemines 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Plaquemines Council on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the 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 two 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 Questioned Costs as Items 2022-001 and 2022-002.

Plaquemines Council on Aging, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Council's response to the finding identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs. The Council's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
November 9, 2022

PLAQUEMINES COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
June 30, 2022

A. SUMMARY OF AUDITORS' RESULTS:

1. The auditors' report expresses an unmodified opinion on the financial statements of the Plaquemines Council on Aging, Inc.
2. No material weaknesses and no significant deficiencies in internal control over financial reporting are reported in the Independent Auditors' 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.
3. Two instances of noncompliance and no instances of other matters are reported in the Independent Auditors' 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.
4. No management letter was issued with this report.

B. FINDINGS RELATED TO COMPLIANCE AND OTHER MATTERS:

2022-001

Criteria

Management is responsible for compliance with all applicable state laws and regulations. Louisiana Revised Statute 42:344 related to the "Prevention of Sexual Harassment", requires each agency head to compile an annual report by February 1st of each year containing information from the previous calendar year regarding the agency's compliance with the sexual harassment policies.

Condition

During our audit procedures, we noted the Council did not prepare the required report by February 1, 2022 during the year ended June 30, 2022.

Cause

This was the result of management not ensuring the report was prepared by February 1, 2022.

Effect

The Council may not be in compliance with Louisiana Revised Statute 42:344.

PLAQUEMINES COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
June 30, 2022

Recommendation

We recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management's Response

Management concurs with the recommendation. Management prepared and sent the required report to the Louisiana Legislative Auditor on October 10, 2022.

2022-002

Management is responsible for compliance with all applicable state laws and regulations. Louisiana Revised Statute 42:343 related to the "Prevention of Sexual Harassment", requires each public servant to receive a minimum of one hour of training on preventing sexual harassment during each year employed.

Condition

During our audit procedures, we noted the Council did not provide the required training for four of the five employees tested.

Cause

This was the result of management not ensuring the training was completed by the employees.

Effect

The Council may not be in compliance with Louisiana Revised Statute 42:343.

Recommendation

We recommend the Council implement procedures to ensure this training is completed timely as required by Louisiana Revised Statute 42:343.

Management's Response

Management concurs with the recommendation. Management had the employees complete the training on October 7, 2022.

C. PRIOR YEAR AUDIT FINDINGS:

- I. No prior year findings.



Plaquemines Council On Aging

ADMINISTRATIVE OFFICE
278 Civic Drive • Port Sulphur LA 70083
P.O. BOX 189 • Port Sulphur, LA 70083
(504) 564-0608

October 31, 2022

CORRECTIVE ACTION PLAN FINANCIAL STATEMENT- COMPLIANCE FINDINGS June 30, 2022

Louisiana State Legislative Auditor

Plaquemines Council On Aging, Inc. respectfully submits to you the following corrective action plan for the Financial Statement – Compliance Findings – for the year ended June 30, 2022.

Kushner LaGraize, LLC
Certified Public Accountants and Consultants
3330 W. Esplanade Avenue – Suite 100
Metairie, LA 70002

Audit Period: July 1, 2021 – June 30, 2022

FINANCIAL STATEMENT – COMPLIANCE FINDINGS

2022-001

Condition:

During our audit procedures, we noted the Council did not timely prepare the annual report by February 1, 2022, as required by the Louisiana Revised Statute 42:344 related to the "Prevention of Sexual Harassment", for the year ended June 30, 2022.

**AN EQUAL OPPORTUNITY EMPLOYER
"PEOPLE HELPING PEOPLE TO HELP THEMSELVES"**

Recommendation:

We recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management's Response:

Plaquemines Council On Aging, Inc. concurs with the recommendation suggested by our auditors. The required report has been prepared and is now available for the public as the statute requires. We have implemented procedures to ensure the report will be completed and available by February 1st each year in accordance with Louisiana Revised Statute 42:344.

2022-002

Condition:

During our audit procedures, we noted the Council did not provide the required training for four of the five employees tested as required by Louisiana Revised Statute 42:343 related to the "Prevention of Sexual Harassment" for the year ended June 30, 2022.

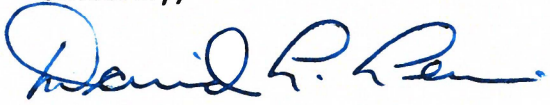
Recommendation

We recommend the Council implement procedures to ensure this training is completed timely as required by Louisiana Revised Statute 42:343.

Management's Response

Plaquemines Council On Aging, Inc. concurs with the recommendation suggested by our auditors. The required training has been completed as the statute requires. We have implemented procedures to ensure the training will be completed in accordance with Louisiana Revised Statute 42:343.

Sincerely,

A handwritten signature in blue ink, appearing to read "David L. Lewis". The signature is fluid and cursive, with a large initial "D" and a trailing flourish.

David L. Lewis

Executive Director

Plaquemines Council on Aging

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors and the Louisiana Legislative Auditor:

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, 2021 through June 30, 2022. The Plaquemines Council on Aging, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

The Plaquemines Council on Aging, Inc. (the Council) 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, 2021 through June 30, 2022. 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:

Written Policies and Procedures

- I. 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.

The entity does not have a formal budgeting policy and is not required to follow the Local Government Budget Act. However, the entity is required to submit an annual budget to the GOEA, which the entity's operations are based around. This budget is prepared by the entity's outside CPA, and any amendments require formal approval by the Board. We do not consider this as an exception.

- 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.

We obtained the entity's policies on purchasing and noted no exceptions.

- c) **Disbursements**, including processing, reviewing, and approving.

We obtained the entity's policies on disbursements and noted no exceptions.

- 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).

We obtained the entity's policies on receipts/collections and noted no exceptions.

- 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(s) rate of pay or approval and maintenance of pay rate schedules.

We obtained the entity's policies on payroll/personnel and noted no exceptions.

- 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.

We obtained the entity's policies on contracting and noted no exceptions.

- g) **Credit Cards (and debit cards, fuel cards, P-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).

We obtained the entity's policies on credit cards and noted no exceptions.

- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

We obtained the entity's policies on travel and expense reimbursement and noted no exceptions.

- 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.

We obtained the entity's policies on ethics and noted no exceptions.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

N/A – the Council holds no debt; therefore, they do not require policies covering debt service.

- 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.

We obtained the entity's policies on information technology disaster recovery/business continuity and noted no exceptions.

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Per review of the policies and procedures, we noted the entity does not have a formal sexual harassment policy. We consider this to be an exception.

Board or Finance Committee

- 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:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Observed that the board met with a quorum on a quarterly basis during 2022. However, the Board did not meet on a quarterly basis during 2021 fiscal year. We consider this as an exception.

- b) 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.

Observed that the board minutes referenced budget-to-actual comparisons, without exception

- c) 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.

N/A – Per review the board minutes, there were no negative balances in the general unassigned fund balance.

Bank Reconciliations

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:

- a) 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);

The entity's outside CPA prepares and submits monthly bank reconciliations to the Executive Director for review. Noted the bank reconciliations were not dated when prepared; however, we observed that the reconciliations are prepared and provided to the Executive Director in the month directly following the closing month via monthly financial statement packets. We do not consider this an exception.

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

Noted that bank reconciliations were not initialed or dated as reviewed; however, we observed that they are received and reviewed monthly by the Executive Director with a financial statement packet provided by the entity's outside CPA. The Executive Director often handles cash. He also has the authority to issue checks; however, the entity's policies require each check be signed by the Executive Director and a board member.

- c) 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.

N/A - We noted no items outstanding for more than 12 months from the statement closing date.

Collections (excluding electronic funds transfers)

4. 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).

Obtained listing of deposit sites for the fiscal period and management's representation that the listing is complete, without exception.

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

- a) Employees responsible for cash collections do not share cash drawers/registers.

N/A- Noted employees do not use cash drawers/ registers at the selected collection location.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Noted no employees responsible for collecting cash are responsible for preparing/making bank deposits, without exception.

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

Noted no employee responsible for collecting cash is responsible for posting collection entries to the general ledger or subsidiary ledgers, without exception.

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

Noted employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledger are not responsible for collecting cash, without exceptions.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Observed the insurance policy covering all employees responsible for cash collection, without exception.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

N/A - Due to the small volume of cash collections received, the entity does not utilize a sequential pre-numbered receipt system for their collections.

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

Traced all collections examined to donation forms, and traced the donation form totals to the corresponding deposit slip, without exception.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

Examined deposit slips for 2 deposits tracing each to the bank statement, without exception.

- d) Observe 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).

Due to the small volume of collections received, the entity does not make daily or weekly deposits. Any collections received are kept under lock and key in the Executive Director's office and deposited on the last business day each month. The days between receipt and deposit for the 2 deposits examined ranged from 2 to 30 days. We considered this as an exception.

- e) Trace the actual deposit per the bank statement to the general ledger.

Examined 2 deposits per the bank statements tracing each to recording in the general ledger, without exception.

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

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

Obtained listing of locations that process payments for the fiscal period and management's representation that the listing is complete, without exception.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

Noted that the Executive Director can initiate and make purchases. However, the entity's policies require each check to be signed by the Executive Director and a board member. The board member is provided with supporting documentation for each check issued which they review upon signing the check. Due to this mitigating control, we do not consider this an exception.

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

Noted that the Executive Director can process payments and is also responsible for approving payments. However, the entity's policies require each check to be signed by the Executive Director and a board member. The board member is provided with supporting documentation for each check issued which they review upon signing the check. Due to this mitigating control, we do not consider this an exception.

- 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.

Noted that the Executive Director can process payments and is also responsible for approving and reviewing vendor files. However, the entity's policies require each check to be signed by the Executive Director and a board member. The board member is provided with supporting documentation for each check issued which they review upon signing the check. Due to this mitigating control, we do not consider this an exception.

- 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.

Noted that the Executive Director can process payments, mail checks, and is also responsible for signing checks. However, the entity's policies require each check to be signed by the Executive Director and a board member. The board member is provided with supporting documentation for each check issued which they review upon signing the check. Due to this mitigating control, we do not consider this an exception.

- 10. For each location selected under #8 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:

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Examined 5 disbursements noting each matched the original invoice, without exception.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Examined 5 disbursements noting each was approved by the Executive Director, and the check was signed by the Executive Director and a board member, without exception.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Management provided the requested list and management's representation that the listing is complete

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

- 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.

We noted that the monthly card statements did not show evidence of review and approval of someone other than the authorized card holder. However, all checks are required to be signed by the Executive Director and a board member. The board member is provided with supporting documentation for each check issued which they review upon signing the check. Due to this mitigating control, we do not consider this an exception.

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

Selected 2 card statements for testing noting that the entity's Regions VISA card was charged a \$29.00 finance fee and a \$9.09 late fee and Office Depot credit card was charged a total of \$36.09 finance fee and a \$117.00 late fee. We consider these as an exception.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Selected all transactions on credit card statement (only 9 transactions) as they were less than 10. No exceptions noted.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe 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).

N/A – per management, there were no travel and travel-related expense reimbursements during the period.

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

N/A – per management, there were no travel and travel-related expense reimbursements during the period.

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure # 1h).

N/A – per management, there were no travel and travel-related expense reimbursements during the period.

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

N/A – per management, there were no travel and travel-related expense reimbursements during the period.

Contracts

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

- a) 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.

N/A – the Louisiana Public Bid Law was not applicable to the contracts examined.

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

N/A – no contracts examined were initiated/ renewed during the year.

- c) If the contract was amended (e.g., change order), observe 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, was approval documented).

N/A – no contracts examined were initiated/ renewed during the year.

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

N/A – no contracts examined were initiated/ renewed during the year.

Payroll and Personnel

- 16. 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.

Obtained complete listing of all employees and officials employed during the fiscal period and management's representation that the listing is complete, without exception.

- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Noted each employee tested documented their daily attendance and leave, without exception.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Noted all attendance and leave taken was approved by the employees' supervisor, without exception.

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

Noted all leave accrued or taken was properly reflected in the Council's cumulative records, without exception.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No documentation found upon reviewed of personnel file for authorized salary/pay rate for each individual tested. We consider this as an exception.

18. 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, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

N/A - per management, there were no termination payments made during the period.

19. 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.

Per discussion with management, all employer and employee portions required payroll related amounts have been properly paid and forms filed by the required deadline, without exception.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

Examined 5 employees noting each completed the required ethics training during the period, without exception.

- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

N/A- Per management, there were no changes to the Council's ethics policies during the period.

Debt Service

21. 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 State Bond Commission approval was obtained for each debt instrument issued.

N/A – the Council issued no debt during the period.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

N/A – the Council had no outstanding debt during the period.

Fraud Notice

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

N/A - per management the Council had no misappropriation of public funds or assets during the period.

24. Observe 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.

The Council does not have a website. The Council did not have the required posting of misappropriation, fraud, waste, or abuse of public funds on its premises. We consider this as an exception.

Information Technology Disaster Recovery/Business Continuity

25. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

There was no documentation to confirm that critical data was backed up. We consider this as an exception.

26. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

There was no documentation available to determine that the entity tested/ verified backups could be restored. We considered this as an exception.

27. 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.

Observed five computers noting each did not have the requirements noted above. We considered this as an exception.

Sexual Harassment

28. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Examined 5 employees noting one of five completed the required sexual harassment training during the period. Per discussion with David Lewis, staff obtained certification of sexual harassment training as of October 7, 2022. We still consider this as an exception.

29. Observe 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).

Observed the sexual harassment policy and complaint procedure, nothing no evidence of requirements on entity's premises. Per discussion with David Lewis, sexual harassment policy and compliant procedure was created and displayed on entity's premises. We were not able to observe this. We still consider this as an exception.

30. 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 it includes the applicable requirements of R.S. 42:344:

1. Number and percentage of public servants in the agency who have completed the training requirements;
2. Number of sexual harassment complaints received by the agency;
3. Number of complaints which resulted in a finding that sexual harassment occurred;
4. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
5. Amount of time it took to resolve each complaint.

Obtained and examined the Council's annual sexual harassment report for the period noting all the information listed above is included and the report was dated October 10, 2022 which was after February 1, 2022. We consider this as an exception.

We were engaged by the Council 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 Council 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.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
November 9, 2022

Plaquemines Council On Aging

ADMINISTRATIVE OFFICE

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(504) 934-3695

November 9, 2022

CORRECTIVE ACTION PLAN STATEWIDE AGREED UPON PROCEDURES FINDINGS

June 30, 2022

LOUISIANA STATE LEGISLATIVE AUDITOR

Plaquemines Council on Aging, Inc. (the Council) respectfully submits to you the following Corrective Action Plan for the Louisiana Statewide Agreed Upon Procedures Findings – for the year ended June 30, 2022.

Kushner LaGraize, LLC
Certified Public Accountants and Consultants
3330 W. Esplanade Avenue – Suite 100
Metairie, LA 70002

Audit Period: July 1, 2021 – June 30, 2022

STATEWIDE AGREED UPON PROCEDURES – FINDINGS

Procedure Number:

1.1. Entity's Sexual Harassment Policy

Condition:

We requested the Council's Sexual Harassment Policy, but one did not exist.

Recommendation:

We recommend the Council prepare the required Sexual Harassment Policy.

Management's Response:

- Plaquemines Council on Aging (PCOA) has prepared, implemented and reviewed a sexual harassment policy with PCOA staff.

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Procedure Number:

2.a. Observe that the Board/Finance Committee met with a quorum at least monthly, or on a frequency in accordance with the Board's enabling legislation, charter, bylaws, or other equivalent document.

Condition:

The Board did not meet during the period July 1, 2021 through December 31, 2021.

Recommendation:

We recommend the Board meet on a quarterly basis and document minutes of these meetings.

Management's Response:

- PCOA received approval from GOEA to suspend quarterly board meetings due to the Covid-19 pandemic. The board has since resumed its quarterly meetings.

Procedure Number:

7.d. Observe 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).

Condition:

Examined two deposits and determined that both of the deposits were not made in a timely manner.

Recommendation:

We recommend the Council implement procedures to ensure deposits are made timely.

Management's Response:

- PCOA has made deposits beyond the one-day limit due to the Executive Director unavailability (out-of-the office). PCOA has now changed the deposit schedule to twice per month.

Procedure Number:

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

Condition:

Examined credit card statements and noted two instances where a finance charge and late fee was incurred.

Recommendation:

To maintain a strong internal control structure and to avoid potential non-compliance with applicable grant programs, we recommend that management closely monitor the Council's credit card statements to avoid incurring late fees and finance charges.

Management's Response:

- PCOA has implemented procedures to avoid credit card late fees. These procedures will avoid late fees in the future.

Procedure Number:

17.d. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Condition:

We examined one personnel file and determined there was no documentation for authorized salary/payroll.

Recommendation:

We recommend that authorization salary/pay rates are maintained in employee's personnel files.

Management's Responses:

- PCOA has placed salary and pay rated in all employee files.

Procedure Number:

24. Observe 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.

Condition:

The Council does not have a website. The Council did not have the required posting on its premises.

Recommendation:

We recommend the Council comply with R.S. 24:523.1.

Management's Response:

- PCOA is on the Plaquemines Parish Government website.

Procedure Number:

25. Obtain and inspect the entity's most recent documentation that it has backed up its critical data and observe that such backup occurred within the past week.

Condition:

There was no documentation to confirm that critical data was backed up.

Recommendation:

We recommend the Council back up critical data on a weekly basis and document when backup was done.

Management's Response:

- PCOA concur the recommendation and will purchase portable disk drive to back-up all data.

Procedure Number:

26. Obtain and inspect the entity's most recent documentation that it has tested/verified that backups can be restored and observe evidence that the test/verification was successfully performed within the past 3 months.

Condition:

There was no documentation to confirm that the backup could be restored and was performed in the past 3 months.

Recommendation:

We recommend the Council test that backups of critical data can be restored on a regular basis.

Management's Response:

- PCOA will comply with the audit recommendation.

Procedure Number:

27. 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.

Condition:

Observed 5 computers noting that each did not have the requirements listed above.

Recommendation:

We recommend the Council maintain current and active antivirus software and that the operating system an accounting system software in use be supported by the vendor.

Management's Response:

- PCOA concur with the recommendation will comply with recommendation.

Procedure Number:

28. Obtain the entity's Annual Sexual Harassment Report for the current fiscal period, observe that the report was dated on or before February 1st, and observe it includes the applicable requirements of R.S. 42:344.

Condition:

Obtained and examined the Council's Annual Sexual Harassment Report for the period noting all the information listed above is included, without exception. However, noted the report was not dated on or before February 1st. We consider this an exception.

Recommendation:

We recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management's Response:

- The Council concurs with the recommendation suggested by our auditors. The required report has been prepared and is now available for the public as the Statute requires. We have implemented procedures to assure the report will be completed and available by February 1st in accordance with Louisiana Revised Statute 42:344.

Procedure Number:

29. Observe the entity has posted its sexual harassment policy and complaint procedures on its website or in a conspicuous location on the entity's premises.

Condition:

The Council does not have a website. There was no evidence of its sexual harassment policy and complaint procedure posted during our audit fieldwork. However, per discussion with the Executive Director, this posting was displayed on the Council's premises at a later date. We were not able to observe this.

Recommendation:

We recommend the Council maintain the required posting at all Council locations.

Management's Response:

- A Sexual harassment policy has been posted at all four locations and all employees have been given a copy.

Procedure Number:

30. Obtain the entity's sexual harassment report for the current fiscal year and observe that the report was dated on or before February 1, and that it included the applicable requirements of R.S. 42:344.

Condition:

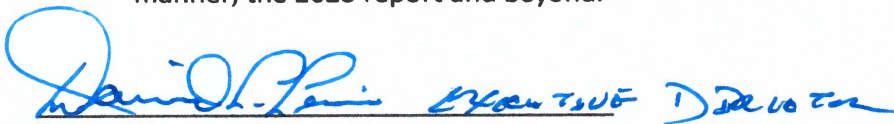
The required report was not prepared until October 10, 2022 which was after February 1, 2022.

Recommendation:

We recommend the Council implement procedures to ensure this report is prepared timely as required by R.S. 42:344.

Management's Response:

- The February 2022 report has been filed and procedures are in place to file in a timely manner, the 2023 report and beyond.



David L. Lewis, Executive Director