

## Financial Report

Lafourche Council on Aging, Inc.  
Raceland, Louisiana

June 30, 2024



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# **TABLE OF CONTENTS**

## **Financial Report**

### **Lafourche Council on Aging, Inc. Raceland, Louisiana June 30, 2024**

|  |           |
|--|-----------|
| <b>Independent Auditor's Report</b>  | <b>1</b>  |
| <b>Management's Discussion and Analysis</b>  | <b>4</b>  |
| <b>Basic Financial Statements:</b>   |           |
| <b>A. Government-Wide Financial Statements:</b>  |           |
| • <b>Exhibit A - Statement of Net Position</b>   | <b>25</b> |
| • <b>Exhibit B - Statement of Activities</b>   | <b>26</b> |
| <b>B. Fund Financial Statements:</b>   |           |
| • <b>Exhibit C - Fund Balance Sheet - Governmental Funds</b>   | <b>28</b> |
| • <b>Exhibit D - Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds</b>  | <b>29</b> |
| • <b>Exhibit E - Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities</b> | <b>30</b> |
| <b>C. Exhibit F - Notes to the Financial Statements</b>  | <b>31</b> |
| <b>Supplementary Financial Information Required by GASB Statement 34:</b>  |           |
| • <b>Budgetary Comparison Schedule - General Fund</b>  | <b>66</b> |
| • <b>Budgetary Comparison Schedule - Title III B Fund</b>  | <b>67</b> |

- Budgetary Comparison Schedule -Title III C-1 Fund 68
- Budgetary Comparison Schedule - Title III C-2 Fund 69
- Notes to Required Supplementary Information 70

**Supplementary Financial Information for GOEA Analysis:**

- Combining Schedule of Revenues, Expenditure, and Changes in Fund Balance - Nonmajor Governmental Funds 74
- Comparative Schedule of Capital Assets and Changes in Capital Assets 75

**Supplementary Financial Information Required by Louisiana Law:**

- Schedule of Compensation, Benefits, and Other Payments to the Council's Executive Director 77

**Supplementary Financial Information Required by the Uniform Guidance:**

- Schedule of Expenditures of Federal Awards 79

**Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*** 80

**Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance as Required by the Uniform Guidance** 82

**Schedule of Findings and Questioned Costs** 85

**Summary of Prior Year Findings** 87

**Management's Corrective Action Plan** 88



## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Lafourche Council on Aging, Inc.  
Raceland, Louisiana

### **Opinions**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Lafourche Council on Aging, Inc., Raceland, Louisiana, (the Council) as of and for the year ended June 30, 2024, 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, 2024, and the respective changes in financial position and 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the 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.



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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards 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, 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 (page 4 through 23) and budgetary comparison information (pages 66 through 69) 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

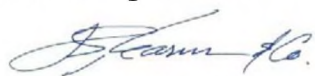
the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of 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 combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Report on Other Legal and Regulatory Requirements**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2024 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on 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 the Council's internal control over financial reporting and compliance.



T.S. Kearns & Co., CPA  
Thibodaux, Louisiana  
December 18, 2024

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Lafourche Council on Aging, Inc.

Fiscal Year Ended June 30, 2024

The Management's Discussion and Analysis of the Lafourche 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, 2024. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with the basic financial statements, which follow this section.

### Financial Highlights

- The Council showed an increase in overall net position of \$54,577, or about 1.4%.
- Net investment in capital assets of the Council increased by \$660,433, or about 546%.
- Administrative expenses increased by \$38,269, or about 6.9%.
- The unassigned fund balance for the Council's General Fund decreased by \$489,061 this year, which is about a 13.7% decrease from last year.
- Fund revenues increased by \$479,644, or about 16%.
- Fund expenditures increased 975,095, or about 32%.
- No deficit fund balances existed at year-end.
- The Council has no long-term debt.

### How to Use This Annual Report

The Council's annual financial report consists of seven parts:

- (1) Management's discussion and analysis (this section),
- (2) The basic financial statements (government-wide, fund, and footnotes),
- (3) Supplementary financial information required by GASB 34,
- (4) Supplementary financial information for GOEA analysis,
- (5) Supplementary financial information required by Louisiana law,
- (6) Supplementary financial information required by federal regulations, and
- (7) Auditor reports.

The government-wide financial statements, which consist of the Statement of Net Position (Exhibit A) and the Statement of Activities (Exhibit B), provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, the fund financial statements, which consist of the Fund Balance Sheet (Exhibit C) and the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D), tell how services were financed in the short-term, as well as what remains for future spending for governmental funds.



Fund financial statements also report the Council's operations in more detail than the government-wide financial statements by providing information about the Council's most significant funds.

The Council's auditor has provided assurance in his independent auditor's report, located immediately before this Management's Discussion and Analysis (MD & A), that the Basic Financial Statements are fairly stated. The auditor also mentions in his report that he has performed limited procedures about the MD&A and certain budgetary comparison schedules required by accounting principles generally accepted in the United States of America (specifically, GASB Statement 34) in this reporting package but did not audit them and therefore expresses no opinion on them. Finally, the auditor states in his report that he has applied certain audit procedures to other supplementary financial information presented for purposes of additional analysis by state and federal agencies and that this supplementary financial information is fairly stated in all material respects in relation to the financial statements as a whole.

On page 80 of this reporting package is a second auditor's report. This report is on the Council's compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*. In this report the auditor did not identify any deficiencies in internal control over financial reporting that he considered to be material weaknesses. In addition, the auditor stated that his tests did not disclose any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

On page 82 of this reporting package is a third auditor's report. This report is on the Council's compliance for each major federal program and on the Council's internal control over compliance based on an audit of financial statements performed in accordance with *Government Auditing Standards* and the federal government's *Uniform Guidance*. In this report the auditor states that the Council complied in all material respects with compliance requirements that could have a direct and material effect on each of its major federal programs. In addition, the auditor did not identify any deficiencies in internal control over compliance that he considered to be material weaknesses. However, material weaknesses may exist that he did not identify.

### **BASIC FINANCIAL STATEMENTS**

The basic financial statements consist of the government-wide financial statements and fund financial statements, which present different views of the Council, along with notes to the financial statements.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Government-Wide Financial Statements

The government-wide financial statements (Exhibits A and B) are prepared using the *accrual* basis of accounting and are designed to provide readers with a broad overview of the Council's finances in a manner similar to a private sector business. When using these financial statements, the user should consider whether the Council's finances, as a whole, have improved or deteriorated since last year. The government-wide financial statements found on page 25 and 26 report the Council's net position and changes in them. However, to assess the overall financial position of the Council, the user must also consider non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Net Position (Exhibit A) presents all assets and liabilities and the Council's financial position at year-end, whereas the Statement of Activities (Exhibit B) presents information showing how the Council's net position changed during this fiscal year as a result of the Council's activities. In these statements all changes in net position are reported as soon as the underlying events giving rise to the changes occur regardless of when cash is received or paid. Thus, revenues and expenses are reported for some items that will only affect cash flows in future fiscal periods.

All of the Council's significant activities are reported in the Statement of Activities (Exhibit B), including a *Health, Welfare, and Social Services* function and an *Administration* function. The Health, Welfare, and Social Services function is comprised of various programs that include supportive services, nutritional services, family caregiver support, disease prevention and health promotion, and senior citizens center operations. There is also a line item for *Other Services and Activities*, which consists of a variety of services that individually do not represent very large expenses. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail.

All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts, along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity might be classified as a business-type activity. The Council does not have any business-type activities.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Council are governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements (Exhibits C and D) focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Accordingly, the governmental funds use the *modified accrual* basis of accounting. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. The governmental fund balance sheet (Exhibit C) presents a reconciliation between net position of governmental activities and fund balances of the governmental funds. A reconciliation between the change in fund balances for the governmental funds and the change in net position for the governmental activities is presented in Exhibit E. These two reconciliations will facilitate the comparison between governmental activities and fund operations.

The Council uses two types of governmental funds: (1) General Fund and (2) Special Revenue Funds.

The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Council's General Fund receives general revenue primarily from a property tax, some GOEA grants, and public donations. General funds are often transferred to special revenue funds to help pay for expenditures that exceed their primary revenues.

All other funds are special revenue funds that are used to account for the proceeds of specific revenue sources which are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues. The special revenue funds have no fund balance at year-end because all revenue received is expended in the same year.

The Council has presented the General Fund, Title III B Fund, Title III C-1 Fund, and Title III C-2 Fund as *major* governmental funds. All *nonmajor* governmental funds are presented in one column on the fund financial statements, titled *Nonmajor Funds*. A combining Schedule of Revenues,



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

(Continued)

Expenditures, and Changes in Fund Balance of the nonmajor governmental funds can be found on page 74. Major funds are those whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but which management subjectively believes is important to the Council's financial statement users. For this year, management elevated the Title III C-1 Fund to major fund status to be comparative with past years.

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

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

### **SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34**

In addition to the basic financial statements, this report also presents certain required supplementary information (RSI) that further explains and supports the information in the financial statements. The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted budget (see pages 66 to 69). The schedules compare the original and final (if the original budget is amended) budgets to actual results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

Management's Discussion and Analysis (MD&A) is also required supplementary information by GASB Statement 34. However, GASB Statement 34 requires the MD&A be presented as the first item in this reporting package (after the independent auditor's opinion) and not with the other RSI, which is included later in this reporting package beginning on page 66.

### **SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present a combining schedule that provides details about nonmajor governmental funds and a schedule containing details about capital assets and the changes in capital assets. This information will be used by GOEA to verify the accuracy of information submitted to them during the year and to help monitor certain compliance requirements set forth in the grants that it has with the Council (see pages 74 and 75).

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

**SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

Act 706 of the 2014 Louisiana Legislative session amended Louisiana Revised Statute 24:513 A (3) to require a supplementary Schedule of Compensation, Reimbursements, Benefits and Other Payments to the Council's Executive Director (see page 77). This information is designed to permit the public to see what the agency's head has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

**SUPPLEMENTARY INFORMATION REQUIRED BY FEDERAL UNIFORM  
GUIDANCE**

*Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit requirement for Federal Awards* requires a Schedule of Expenditures of Federal Awards (see page 78) to be included as supplemental information. This schedule will present information about the Council's federally funded programs in a manner that can facilitate financial and compliance analysis by the agencies that have granted federal money to the Council.

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

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Condensed Statement of Net Position

|                                     | 2024                | 2023                | Increase<br>(Decrease) | % Increase<br>(Decrease) |
|-------------------------------------|---------------------|---------------------|------------------------|--------------------------|
| Current and Other Assets:           |                     |                     |                        |                          |
| Current Assets                      | \$ 3,287,125        | \$ 3,940,145        | \$ (653,020)           | -16.57%                  |
| Other Assets                        | 7,545               | 7,545               | 0                      | 0.00%                    |
| Capital Assets, net of depreciation | 781,450             | 121,017             | 660,433                | 545.74%                  |
| Total Assets                        | <u>4,076,120</u>    | <u>4,068,707</u>    | <u>7,413</u>           | 0.18%                    |
| Current Liabilities                 | <u>98,770</u>       | <u>145,934</u>      | <u>(47,164)</u>        | -32.32%                  |
| Total Liabilities                   | <u>98,770</u>       | <u>145,934</u>      | <u>(47,164)</u>        | -32.32%                  |
| Net Position:                       |                     |                     |                        |                          |
| Net Investment in Capital Assets    | 781,450             | 121,017             | 660,433                | 545.74%                  |
| Restricted                          | 1,728               | 1,347               | 381                    | 28.29%                   |
| Unrestricted                        | 3,194,172           | 3,800,409           | (606,237)              | -15.95%                  |
| Total Net Position                  | <u>\$ 3,977,350</u> | <u>\$ 3,922,773</u> | <u>\$ 54,577</u>       | 1.39%                    |

As noted earlier, *net position* may serve over time as a useful indicator of the Council's financial position. The Council's net position at the end of this year was \$3,977,350, whereas net position as of the end of last year was \$3,922,773. The net position amount as of June 30, 2024 represents an increase of about 1.4% from last year. This increase is an indication that the Council's overall financial position has improved slightly.

About 80% of the Council's net position is *unrestricted* at the end of this year which is much lower than last year (97%). Unrestricted assets are important because they provide management the necessary resources to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by governmental agencies. The reason for the decrease in unrestricted position is because the Council used unrestricted resources to acquire land plus four vehicles during the year.

*Restricted* net position is less than 1% of total net position as of June 30, 2024 and 2023. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. Restricted net position is comprised of donations that the Council has received, which were restricted by the donors to pay for utility assistance.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

The *net investment in the capital assets* portion of net position is presented net of any related outstanding debt to acquire them. However, there is no debt to be subtracted from the capital assets. The Council's policy is to acquire capital assets by paying cash and avoiding debt. This policy helps assure that management will stay within its financial means so that future revenues will be spent for client services instead of debt service. Net investment in capital assets represents about 19.6% of total net position at the end of this year, which is more than last year (3%). This increase is due to capital asset additions being \$660,433 more than depreciation expense.

Current assets decreased by \$653,020 this year. At June 30, 2024 about 94% of the Council's current assets are in cash. The Council's cash at June 30, 2024 is \$523,642 less than cash at June 30, 2023. As previously discussed, a large amount of cash was used to acquire a significant amount of capital assets during the year.

The table on the next page illustrates a summarized or condensed presentation of the revenues and expenses that caused the change in net position for FY 2024 and FY 2023, respectively.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Condensed Statement of Activities

|  |                     | % of 2024      |                     | % of 2023      | Increase          |
|--|---------------------|----------------|---------------------|----------------|-------------------|
| <u>REVENUES</u>                            | 2024                | Total          | 2023                | Total          | (Decrease)        |
| Program Revenues:                          |                     |                |                     |                |                   |
| Operating Grants and Contributions         | \$ 941,031          | 27.70%         | \$ 1,007,368        | 33.05%         | \$ (66,337)       |
| Capital Grants and Contributions           | 480,119             | 14.13%         | 0                   | 0.00%          | 480,119           |
| Charges for Services                       | 720                 | 0.02%          | 328                 | 0.01%          | 392               |
| General Revenues:                          |                     |                |                     |                |                   |
| Property Taxes, net of pension withholding | 1,519,619           | 44.73%         | 1,684,746           | 55.27%         | (165,127)         |
| Unrestricted Grants and Contributions      | 242,691             | 7.14%          | 220,344             | 7.23%          | 22,347            |
| LWCC Dividends                             | 42,522              | 1.25%          | 35,434              | 1.16%          | 7,088             |
| Interest Income                            | 170,675             | 5.02%          | 98,041              | 3.22%          | 72,634            |
| Miscellaneous Income                       | 0                   | 0.00%          | 1,823               | 0.06%          | (1,823)           |
| <b>Total Revenues</b>                      | <b>\$ 3,397,377</b> | <b>100.00%</b> | <b>\$ 3,048,084</b> | <b>100.00%</b> | <b>\$ 349,293</b> |
| <u>EXPENSES</u>                            |                     |                |                     |                |                   |
| Supportive Services                        | 1,498,468           | 44.83%         | 1,432,152           | 46.52%         | 66,316            |
| Nutrition Services                         | 1,033,455           | 30.92%         | 944,700             | 30.68%         | 88,755            |
| Family Caregiver Support                   | 102,039             | 3.05%          | 48,676              | 1.58%          | 53,363            |
| Disease Prevention and Health Promotion    | 10,270              | 0.31%          | 7,840               | 0.25%          | 2,430             |
| Senior Citizens Center Operations          | 19,800              | 0.59%          | 28,064              | 0.91%          | (8,264)           |
| Other Services and Activities              | 85,440              | 2.56%          | 62,345              | 2.02%          | 23,095            |
| Direct Administrative Expenses             | 593,328             | 17.75%         | 555,059             | 18.03%         | 38,269            |
| <b>Total Expenses</b>                      | <b>\$ 3,342,800</b> | <b>100.00%</b> | <b>\$ 3,078,836</b> | <b>100.00%</b> | <b>\$ 263,964</b> |
| <b>Increase (Decrease) in Net Position</b> | <b>54,577</b>       |                | <b>(30,752)</b>     |                | <b>\$ 85,329</b>  |
| Net Position beginning of the year         | 3,922,773           |                | 3,953,525           |                |                   |
| <b>Net Position end of the year</b>        | <b>\$ 3,977,350</b> |                | <b>\$ 3,922,773</b> |                |                   |

### AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

Governmental activities increased the Council's net position by \$54,577 this year, whereas it decreased net position by \$30,752 last year.

The largest source of revenue in both years was from a local **property tax**. However, this year's revenue was \$165,127 less than last year's revenue for multiple reasons. The gross proceeds of the property tax, after factoring in supplements, reductions, and adjudicated amounts, were \$1,722,669 for 2024 (\$1,740,058 for 2023). However, the Lafourche Parish Sheriff's Office (LPSO) withheld \$54,879 (\$55,312 for 2022) of the gross proceeds to pay for the Council's pro-rata share of various retirement plan expenses for other governmental agencies. In addition, the LPSO also withheld \$75,055 of gross proceeds to reimburse its office for property tax distributions that it had made to

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

the Council incorrectly in prior years. A third adjustment to this year's property tax revenue includes \$73,116 in reductions for estimated bad debts (uncollectible amounts) relating to amounts *paid under protest* (PUP) that more than likely will be returned to the protestors instead of being collected. As a result, the Council recognized as revenue *net* property tax proceeds of \$1,519,619 (\$1,684,746 for 2023).

In the Statement of Activities (Exhibit B), the net proceeds of the property taxes have been presented as general revenues because this money can be used to benefit any of the Council's programs. Furthermore, management has elected to offset the gross property tax amount with the amount kept by the Sheriff rather than add it to the Council's administrative expenses because it is not a true administrative expense of the Council.

In both years, the second largest source of revenue is comprised of **operating grants and contributions**. These revenues must be used for the purposes for which they were given or granted to the Council. There was a decrease (\$66,337 or about 6.6%) in this type of revenue this year. Even though the net decrease seems small, there were significant increases and decreases in the components of this revenue category worth mentioning. For example, the Council received less American Rescue Plan (ARP) grant funds (\$53,936), less *regular* operating grant funds from GOEA (\$53,950), and less other restricted contributions (\$472) this year. These decreases were offset in part by an increase in STPH grant funds (\$24,029) and an increase in participant contributions (\$17,992).

This year, the Council received some **capital grants** to help it purchase four vehicles. The Federal Transit Administration (FTA) awarded the Council \$469,822 and the Lafourche Parish Government (LPG) awarded the Council \$10,297. The total of these funds (\$480,119) represented the third largest source of revenue for fiscal year 2024. These grants are not recurring and only arise when the Council applies for them when it needs new vehicles for transporting its clients.

**Interest income** is a revenue source that had a significant increase this year, which was because of a higher average interest rate being paid monthly on the Council's LAMP (savings) account for the entire year, whereas last year, the average monthly interest rate was much lower. At the end of this year the interest rate was 5.27%, whereas last year it was 5.1% on June 30, 2023 and 1.44% on June 30, 2022. Another reason the Council earned more interest income this year is because its average balance in the LAMP account was about 3.3 million, whereas it had about 2.6 million on the average in this account last year.

**Unrestricted grants and contributions** revenue represented about 7% of the Council's total revenue in both 2024 and 2023. However, this category of revenue was \$22,347 more this year than last year. The reason for this increase is because the Council received one large nonrecurring donation (about \$9,000) this year along with about \$13,000 more of Senior Center grant income being available for



## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

unrestricted purposes.

The expenses in the table above have been presented by primary programs. In presenting this information, only direct program expenses are shown. Percentages have been presented for the expenses associated with each program for ease of analysis and to illustrate where the Council has spent its money this year. The expense allocations are a good indication of the demand for each type of service. The administrative expenses include all administrative expenses of the Council before any allocations were made to the various programs.

When reviewing the government-wide Statement of Activities (Exhibit B), there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest program activities by far are **supportive services** and **nutrition services** in both years. Accordingly, management allocates funds to these programs because that is where there is the greatest demand.

Another area of interest on the Statement of Activities relates to the *Total Governmental Activities* column wherein the Council shows that all of the governmental activities have more expenses than revenues. In other words, the Council's programs are generally not self-supporting. However, on occasion, a program might *break even* or even make a slight *profit*. The Council's ability to support all governmental activities rely heavily on general revenues, particularly the local property tax. As a result, management prepares the annual budget based on this expectation, which means that general revenues will be used to cover the excess of expenses over revenues in these activities. Without the property tax revenues and unrestricted grants and contributions, the Council would be unable to provide services at current levels. Furthermore, the general nature of these revenues allows for management's discretion as to how to use them to pay for the Council's current services, as well as reallocating them to meet changing demands.

An indication of how money is used efficiently or inefficiently can be gained by comparing the amount of administration costs from year-to-year, as well as calculating the percentage administration expenses bear in relation to total expenses and total revenues. For this year, total administration expenses were \$593,328, or about 18% of total expenses and 17.5% of total revenues. Whereas, last year administration expenses were \$555,059, or about 18% of total expenses and 19% of total revenues. These percentages are within the range that management expected and are better than the average for a typical council on aging. Administration expenses include indirect-type costs, which are costs not specifically identified with a particular program but those that benefit all programs.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

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

**Fund Balances**

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances for all fund types of \$3,143,598. The Council's total General Fund balance decreased by \$565,703 during the current fiscal year, while the combined fund balances of the special revenue funds had no change for the year. The unassigned fund balance component of the General Fund was \$3,085,147 and is available for spending at management's discretion. The remainder of the General Fund balance is split between nonspendable (\$56,689), restricted (\$1,728) and assigned (\$34).

**Revenues**

The combined fund revenues increased by \$479,644 this year versus last year, as shown in the table below.

|                      | <b>FY</b>           | <b>% of 2024</b> | <b>FY</b>           | <b>% of 2023</b> | <b>Increase / (Decrease)</b> |                |
|----------------------|---------------------|------------------|---------------------|------------------|------------------------------|----------------|
|                      | <b>2024</b>         | <b>Total</b>     | <b>2023</b>         | <b>Total</b>     | <b>Amount</b>                | <b>Percent</b> |
| Property Taxes       | \$ 1,609,379        | 46.15%           | \$ 1,644,155        | 54.67%           | \$ (34,776)                  | -2.12%         |
| Intergovernmental    | 1,494,101           | 42.85%           | 1,085,029           | 36.08%           | 409,072                      | 37.70%         |
| Public Support       | 169,740             | 4.87%            | 142,683             | 4.74%            | 27,057                       | 18.96%         |
| Program Service Fees | 720                 | 0.02%            | 328                 | 0.01%            | 392                          | 119.51%        |
| Interest Income      | 170,675             | 4.89%            | 98,041              | 3.26%            | 72,634                       | 74.09%         |
| LWCC Dividend        | 42,522              | 1.22%            | 35,434              | 1.18%            | 7,088                        | 20.00%         |
| Miscellaneous        | -                   | 0.00%            | 1,823               | 0.06%            | (1,823)                      | -100.00%       |
| Total Revenues       | <u>\$ 3,487,137</u> | <u>100.00%</u>   | <u>\$ 3,007,493</u> | <u>100.00%</u>   | <u>\$ 479,644</u>            | <u>15.95%</u>  |

**Property tax** revenue decreased by \$34,776 because the assessed value of taxable property decreased by about 23 million dollars. The decrease would have been greater except that the Council increased its tax rate to 2 mills from 1.97 mills. This small increase in the tax rate helped to soften the blow from the lower overall assessed value. In addition, the Council's share of past due property tax collections was about \$3,400 less this year when compared to last year.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

**Intergovernmental** revenues had a net increase of \$409,072 versus last year due to multiple reasons. First, the Council received grant funds of \$480,119 to acquire four new vehicles. This revenue increase has already been discussed in this MD&A. Second, ARP grants were \$53,936 less than last year. Third, the Council received \$41,140 less in *regular* GOEA grant funds. Fourth, the Council earned \$24,029 more in grant funds from the STPH program.

**Public support** increased this year by \$27,057 primarily because of an \$8,500 increase in nonrecurring type donations and an increase in participant contributions of \$17,992. The Council has no control over this type of revenue because it is voluntarily given.

**Program service fees** increased this year by \$392. This revenue source is an extremely small component of overall revenues each year and does not require much discussion.

**Interest income** increased this year by \$72,634. The reasons for this increase have been previously discussed in the MD&A.

**LWCC Dividend income** was \$7,088 more than last year. The Council has no control over this source of revenue and accepts whatever LWCC pays each year as a dividend.

**Miscellaneous income** is not a significant revenue category and does not require any explanation.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Expenditures

Total expenditures increased by \$975,095 this year, as shown in the table below.

|                                   | % of 2024           |                | % of 2023           |                | Increase / (Decrease) |               |
|-----------------------------------|---------------------|----------------|---------------------|----------------|-----------------------|---------------|
|                                   | 2024                | Total          | 2023                | Total          | Amount                | Percent       |
| Personnel                         | \$ 1,501,121        | 37.04%         | \$ 1,461,503        | 47.49%         | \$ 39,618             | 2.71%         |
| Fringe                            | 556,447             | 13.73%         | 518,104             | 16.83%         | 38,343                | 7.40%         |
| Travel                            | 69,673              | 1.72%          | 62,146              | 2.02%          | 7,527                 | 12.11%        |
| Operating Services                | 220,970             | 5.45%          | 224,802             | 7.30%          | (3,832)               | -1.70%        |
| Operating Supplies                | 111,301             | 2.75%          | 136,613             | 4.44%          | (25,312)              | -18.53%       |
| Other Costs                       | 75,268              | 1.86%          | 84,307              | 2.74%          | (9,039)               | -10.72%       |
| Full Service                      | 166,715             | 4.11%          | 152,774             | 4.96%          | 13,941                | 9.13%         |
| Meals                             | 411,991             | 10.17%         | 348,142             | 11.31%         | 63,849                | 18.34%        |
| Utility Assistance                | 8,811               | 0.22%          | 10,789              | 0.35%          | (1,978)               | -18.33%       |
| Specific Assistance - Individuals | 395                 | 0.01%          | 740                 | 0.02%          | (345)                 | -46.62%       |
| STPH Program                      | 37,535              | 0.93%          | 13,505              | 0.44%          | 24,030                | 177.93%       |
| Capital Outlay                    | 837,734             | 20.67%         | 9,008               | 0.29%          | 828,726               | 9199.89%      |
| Intergovernmental                 | 54,879              | 1.35%          | 55,312              | 1.80%          | (433)                 | -0.78%        |
|                                   | <u>\$ 4,052,840</u> | <u>100.00%</u> | <u>\$ 3,077,745</u> | <u>100.00%</u> | <u>\$ 975,095</u>     | <u>31.68%</u> |

This year's **personnel expenditures** increased by \$39,618 or about 2.7%. The increase is attributable to the Council employing a few more people. This year the Council employed 84 full and parttime employees whereas last year it was 80 employees. No raises were awarded this year.

The increase of \$38,343 in **fringe benefit expenditures** this year resulted primarily from increases in health insurance costs (\$43,198), life/disability insurance (\$1,219), and payroll taxes (\$3,202). These increased costs were offset by a decrease in workman's compensation insurance of (\$9,276).

**Travel expenditures** are mainly comprised of the Council reimbursing employees for using their personal cars to provide services. This year's travel expenditures are \$7,527 higher overall than last year, which is a 12.11% increase. The primary reasons for the overall increase are: homemakers traveled more this year (\$3,407) and so did home-delivered meals drivers (\$4,740). In addition, the mileage rate of reimbursement increased from 65.5 cents per mile to 67 cents per mile.

**Operating service expenditures** experienced changes throughout all subcategories with a net overall decrease of \$3,832. This overall decrease is comprised of three noteworthy subcategory

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

decreases relating to insurance premiums (\$5,683), equipment maintenance (\$3,450), and telephone/internet (\$2,171). These decreases were offset by increases in other subcategories: janitorial and building maintenance (\$2,854), legal (\$2,735), and dues and subscriptions (\$2,118).

**Operating supplies expenditures** decreased \$25,312 this year due to decreases in vehicle fuel costs (\$15,602) and office supplies (\$9,212). Fuel costs decreased because the price of gasoline decreased nationwide. Office supplies decreased because last year the Council bought seven laptop computers that cost \$6,328, which were one-time purchases. There were other various decreases in office supplies that were not noteworthy.

**Other costs** decreased \$9,039 this year primarily because the Council incurred \$10,538 less in professional fees. Other changes in the subcategories for other costs were not noteworthy.

**Full-service expenditures** increased this year by \$13,941 primarily because the Council increased in-home respite services (\$44,627) and wellness services (\$2,430), but decreased its personal care services (\$32,744) because the Medical Team could not hire enough people to meet the Council's demand.

**Meal expenditures** increased by \$63,849 this year mainly because this year the Council spent \$60,890 more than last year for congregate and home-delivered meals. In addition, emergency meal costs were also \$2,959 more this year versus last year.

The overall total number of congregate and home-delivered meals served this year increased from last year by 11,608 (117,521 this year vs 105,913 last year). This year congregate (C-1) meals served were 15,864 versus 15,169 last year. In addition, this year's home-delivered (C-2) meals, including *drive-by* meals, were 101,657 versus 90,744 last year. In breaking down the total home-delivered meals this year versus last year, the components are as follows:

- 2024 home-delivered meals were 77,984, whereas the 2023 total was 68,409.
- 2024 COVID-19 or *drive-by* meals were 23,673, whereas the 2023 total was 22,335.

*Drive-by meals* allow a participant to drive to a meal site and pick up a meal and take it home to eat rather than remain at the center. This option was started as a result of COVID-19 and has remained popular with the participants. Management is concerned that if this trend continues and people do not return to eat at the centers then the center may have to be closed due to lack of participation.

**Utility assistance expenditures** decreased by \$1,978 this year primarily because the Council simply did not provide as much financial assistance in this area in 2024 than it did in 2023. This type of

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

expenditure increases or decreases based on the demand for this service each year.

**Specific assistance to individuals** decreased \$345 this year simply because demand for this service decreased when compared to last year.

**STPH program expenditures** increased by \$24,030 this year because the Council had \$12,015 of unspent funds from last year's grant that it could expend this year plus it received another STPH grant of \$25,520 enabling it to provide more supplies. This program ended at the end of this fiscal year.

**Capital outlay expenditures** increased \$828,726 this year when compared to last year. Capital outlays vary from year-to-year based on the needs of the Council. The details of this year's activity have been discussed in the Capital Asset and Debt Administration section of this MD&A.

**Intergovernmental expenditures** decreased \$433 this year. The Council's management has no control over this expenditure, which represents the Council's pro-rata share of the costs of retirement plans of other governmental entities. As the amount of property tax revenue increases or decreases so does this intergovernmental expenditure. Property tax revenue decreased this year so this is why intergovernmental expenditures also increased.

### AN ANALYSIS OF THE GENERAL FUND BUDGET

The budget was amended once during the year. The primary reasons for amending the budget were to prevent compliance violations under the Council's grants from GOEA and to consider the effects of unexpected increases and decreases in revenues, expenditures, and transfers.

The budgetary comparison schedule for the General Fund is on page 66. When you review this schedule, you will note that the original budget forecasted an excess of expenditures and other uses over revenues and other sources of \$482,414, whereas the amended budget decreased the forecasted deficit to \$438,839.

The noteworthy changes between the original budget and the amended budget are as follows:

- Property tax revenues were decreased by \$19,203 when the amended budget was prepared because the Council was able to use actual property tax assessments rather than estimated amounts. When the original budget was prepared the Council used last year's information but realized more accurate data would be



## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

forthcoming for the amended budget at a later date.

- When the original budget was prepared the Council forecasted \$27,000 in MIPPA contract revenue but realized the number of units of service to be provided would be more and therefore increased its MIPPA revenue expectation to \$48,775, which is an \$21,775 increase.
- When the original budget was prepared the Council did not foresee the receipt of ARP funds for area agency administration (AAA). However, GOEA awarded the Council an ARP grant for AAA expenditures of \$15,764, so this increase in revenues was included when the amended budget was prepared.
- The original budget forecasted interest income of \$120,000 but as the year progressed the Council could see that this revenue source would be much more and amended the line item to \$160,490, which is an increase of \$40,490.
- On the expenditure side of the budget, the increases and decrease to the various *Current* expenditure categories during the budget amendment process were not very significant, so there is nothing to discuss for those categories.
- Capital outlay expenditures were amended to reflect a decrease of \$53,830. However, the amended General Fund budget for capital outlays should have been amended to include the purchase of land (\$220,000), which was included in the budgets of the special revenue funds by mistake.
- Intergovernmental expenditures were decreased by \$433 in the amended budget because the exact amount of this category became known midway during the year.
- The *transfers out* category was increased during the amendment process by \$56,987 because that was the amount needed to zero out the budget deficits in the amended budgets of the various special revenue funds.

When the amended budget's operating deficit (\$438,389) is compared to the actual results (\$565,703) for the year, a net unfavorable variance of \$127,314 is produced. There were multiple reasons for this overall unfavorable operating variance, which are detailed below.

- Intergovernmental grant revenues from GOEA funded grants were, in the aggregate, \$4,357 less than forecasted. This occurred mainly because the STPH grant produced \$10,292 less revenue than anticipated and the MIPPA grant realized \$5,935 more revenue than expected because the Council was able to provide additional units of service before June 30, 2024.
- Property tax revenue was \$133,817 less than forecasted. This is because \$129,183 of the property tax revenue was not collected in time to be recognized as current

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

year revenue plus adjustments were made by the assessor to the original forecasted revenue, which reduced the actual revenue.

- Restricted public support was \$11,000 more than forecasted because the Council received \$10,000 from one source in FY 2024 that it had initially expected to receive in FY 2023. So, this variance is merely a timing issue.
- Interest income was \$10,185 more than forecasted because interest rates paid on money in the LAMP account remained at high levels after the amended budget was prepared plus the Council had more cash invested in LAMP than expected.
- Dividends received from LWCC (worker's compensation) were \$42,522 more than forecasted. When the amended budget was prepared this source of revenue was not considered because the dividends are not guaranteed. The Council took a more conservative approach and didn't budget any revenue for this line item.
- The various operating expenditures, in the aggregate, were \$251,989 more than forecasted resulting in an unfavorable variance with the amended budget. The main reason for this large difference is because capital outlay expenditures were \$260,485 more than forecasted. This was due to the Council budgeting a \$220,000 land purchase in the special revenue funds instead of the General Fund. In addition, the Council incurred \$60,109 of architect and engineering fees associated with the land purchase that were overlooked in the amended budget process.
- The differences in the amended budget's *Current* operating expenditures and actual were not very significant. Overall, they netted out to a favorable variance of \$8,496, in the aggregate, and require no further discussion.
- Transfers out to other programs and funds were \$198,807 less than anticipated as a result of several areas of expenditures in the special revenue funds being less than expected. This large amount is primarily related to the misclassification of the \$220,000 land purchase, which has already been discussed.

The remaining favorable and unfavorable variances within the General Fund are well within the expectations of management and require no further explanation.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

The Council's investments in *depreciable* capital assets for its governmental activities as of the end of this year and last year are illustrated in the following table.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

(Continued)

### Depreciable Capital Assets, Net of Depreciation

|                         | <u>2024</u>       | <u>2023</u>       | <u>Increase/<br/>(Decrease)</u> |
|-------------------------|-------------------|-------------------|---------------------------------|
| Vehicles                | \$ 492,462        | \$ 108,616        | \$ 383,846                      |
| Furniture and equipment | 8,879             | 12,401            | (3,522)                         |
|                         | <u>\$ 501,341</u> | <u>\$ 121,017</u> | <u>\$ 380,324</u>               |

This year the Council purchased four (4) vehicles as part of an FTA program wherein the Council only pays a portion of the cost (about 14%), the Lafourche Parish Government pays for about 1%, and the federal government pays for 85%. The total cost to acquire all four vans was \$557,625. Also, during the year, the Council donated two vans to the Lafourche Parish Sheriff's Office. At year-end, the Council owned twenty-four vehicles, sixteen of which are fully depreciated. Management has recognized the vehicle fleet is aging and will try to replace some of them as other FTA grants become available. The total cost of vans is very high so having the federal government pay for 85% of the cost is a huge help to the Council.

The increase/decrease column in the chart above considers the cost of the capital asset purchases, minus dispositions of capital assets and related depreciation of the capital assets.

The Council also purchased land for \$220,000 to enable it to build a new facility to house its headquarters. The Council has had to move its offices numerous times over the years and would like to have a place to call its own. After the purchase, the Council incurred \$60,109 in fees to design the construction of the building and survey the land. Presently, management has forecasted a new facility will probably cost between \$2,000,000 and \$2,500,000. Discussions have been held with the Council's finance committee and revenues are being forecasted in an effort to find a way to pay for the facility without having to borrow money. The Council's management hopes to begin construction on the new building in November 2024. Construction is expected to last a year after it begins.

### Debt Administration

The Council has no long-term debt. Management does not like to incur debt as a matter of good financial stewardship.

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

(Continued)

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

The Council receives the large majority of its annual funding from federal and state agencies and from a local property tax. This source of income for the Council has been rather steady over the years for the Council. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council and appropriations made by the state and federal governments, therefore, revenues could vary from year-to-year. Presently, there have been no significant adverse changes to the funding levels or terms of the Council's primary grants and contracts for next year. However, the Council will no longer be receiving any more STPH funds and the amount of American Rescue Plan (ARP) funds will be greatly reduced in fiscal year 2025. The Council has no more FTA contracts in process to acquire vehicles so it will not have that revenue for van purchases next year. In addition, an unexpected occurrence such as a major hurricane could damage properties in the Parish and result in lower property tax revenue as was the case in FY 2022.

Management has initially budgeted \$3,112,810 in revenues and \$4,868,502 in expenditures for the Council's programs in FY 2025 producing an excess of expenditures over revenues of \$1,755,692. The main reason for this large deficit is that the Council plans to build a new main office, which it has projected will cost about 1.3 million dollars. However, the Council has a sufficient unassigned fund balance that allows it to budget this deficit. There are no plans to add or terminate any *main-stream* programs in FY 2025. In addition, the Council realizes that amendments will be necessary to its initial FY 2025 budget because the events of the year are dynamic. Management monitors the Council's budgeted revenues and expenditures each month and will amend the budget sometime in the latter part of FY 2025. GOEA has approved the Council's initial budget for next year.

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

Our financial report is designed to provide governmental agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact:

Charlene R. Rodriguez, Executive Director  
P.O. Box 500  
Raceland, LA 70394  
985-532-0457 or [lafcoadirector@viscom.net](mailto:lafcoadirector@viscom.net)

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**Exhibit A**

**Statement of Net Position**  
**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**  
**June 30 , 2024**

|   | <u>Governmental<br/>Activities</u> |
|---|------------------------------------|
| <b><u>ASSETS</u></b>                                  |                                    |
| Current Assets:                                       |                                    |
| Cash and Investments                                  | \$ 3,100,480                       |
| Receivables:  |                                    |
| Lafourche Parish Sheriff - property taxes             | 112,191                            |
| GOEA  | 25,310                             |
| Prepaid expenses                                      | 49,144                             |
| Total current assets                                  | 3,287,125                          |
| Workman's compensation insurance security deposit     | 7,520                              |
| Storage unit deposit                                  | 25                                 |
| Capital Assets:                                       |                                    |
| Land  | 280,109                            |
| Other capital assets, net of accumulated depreciation | 501,341                            |
| Total Assets  | 4,076,120                          |
| <b><u>LIABILITIES</u></b>                             |                                    |
| Current Liabilities:                                  |                                    |
| Accounts payable                                      | 45,968                             |
| Advances from funding agency - GOEA                   | 81                                 |
| Payroll withholdings                                  | 4,527                              |
| Compensated absences                                  | 48,194                             |
| Total current liabilities                             | 98,770                             |
| <b><u>NET POSITION</u></b>                            |                                    |
| Net investment in capital assets                      | 781,450                            |
| Restricted for utility assistance                     | 1,728                              |
| Unrestricted  | 3,194,172                          |
| Total Net Position                                    | \$ 3,977,350                       |

The accompanying notes to the basic financial statements are an integral part of this statement.



## Statement of Activities

**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**  
**For the year ended June 30, 2024**

| Functions/Programs   | Direct Expenses | Indirect Expenses | Program Revenues     |                                    |                                  | Net Revenue (Expense) and Increase (Decrease) in Net Position |
|--|-----------------|-------------------|----------------------|------------------------------------|----------------------------------|---|
|  |                 |                   | Charges for Services | Operating Grants and Contributions | Capital Grants and Contributions | Total Governmental Activities                                 |
| <b>Governmental Activities</b>                                       |                 |                   |                      |                                    |                                  |   |
| <b>Health, Welfare &amp; Social Services:</b>                        |                 |                   |                      |                                    |                                  |   |
| Supportive Services:   |                 |                   |                      |                                    |                                  |   |
| Transportation   | \$ 815,022      | \$ 177,844        | \$ 720               | \$ 108,682                         | \$ 480,119                       | \$ (403,345)  |
| Homemaker  | 549,314         | 157,055           | 0                    | 54,451                             | 0                                | (651,918)   |
| Information and Assistance   | 43,635          | 12,476            | 0                    | 2,513                              | 0                                | (53,598)  |
| Material Aid   | 5,165           | 1,476             | 0                    | 297                                | 0                                | (6,344)   |
| Medical Alert  | 5,289           | 0                 | 0                    | 304                                | 0                                | (4,985)   |
| Outreach   | 6,155           | 1,759             | 0                    | 354                                | 0                                | (7,560)   |
| Utility Assistance   | 21,448          | 3,041             | 0                    | 3,815                              | 0                                | (20,674)  |
| Personal Care  | 52,440          | 0                 | 0                    | 27,284                             | 0                                | (25,156)  |
| Nutrition Services:  |                 |                   |                      |                                    |                                  |   |
| Congregate Meals   | 280,883         | 61,008            | 0                    | 143,111                            | 0                                | (198,780)   |
| Home Delivered Meals   | 752,572         | 108,725           | 0                    | 357,437                            | 0                                | (503,860)   |
| Family Caregiver Support   | 102,039         | 865               | 0                    | 61,559                             | 0                                | (41,345)  |
| Disease Prevention and Health Promotion                              | 10,270          | 0                 | 0                    | 10,270                             | 0                                | 0   |
| Senior Citizens Center Operations                                    | 19,800          | 5,421             | 0                    | 25,096                             | 0                                | (125)   |
| Other Services and Activities  | 85,440          | 11,038            | 0                    | 93,237                             | 0                                | (3,241)   |
| <b>Administration</b>  | 593,328         | (540,707)         | 0                    | 52,621                             | 0                                | 0   |
| Total governmental activities  | \$ 3,342,800    | \$ 0              | \$ 720               | \$ 941,031                         | \$ 480,119                       | \$ (1,920,930)  |
| General Revenues:  |                 |                   |                      |                                    |                                  |   |
| Property taxes, net of \$54,879 withheld by the Sheriff for pensions |                 |                   |                      |                                    | 1,519,619                        |   |
| Grants and contributions not restricted to specific programs         |                 |                   |                      |                                    | 242,691                          |   |
| LWCC Dividends   |                 |                   |                      |                                    | 42,522                           |   |
| Interest Income  |                 |                   |                      |                                    | 170,675                          |   |
| Total general revenues   |                 |                   |                      |                                    |                                  | 1,975,507   |
| Increase (Decrease) in net position                                  |                 |                   |                      |                                    |                                  | 54,577  |
| Net position - beginning of the year                                 |                 |                   |                      |                                    |                                  | 3,922,773   |
| Net position - end of the year                                       |                 |                   |                      |                                    |                                  | \$ 3,977,350  |

The accompanying notes to the basic financial statements are an integral part of this statement.

## **FUND FINANCIAL STATEMENTS**

**Fund Balance Sheet  
Governmental Funds**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
June 30, 2024**

|   | General<br>Fund     | Title III B<br>Fund | Title III C-1<br>Fund | Title III C-2<br>Fund | Non-Major<br>Funds | Total<br>Governmental<br>Funds |
|---|---------------------|---------------------|-----------------------|-----------------------|--------------------|--------------------------------|
| <b>ASSETS</b>                                     |                     |                     |                       |                       |                    |                                |
| Cash and Investments                              | \$ 3,073,920        | \$ 13,790           | \$ 1,295              | \$ 8,894              | \$ 2,581           | \$ 3,100,480                   |
| Receivables:                                      |                     |                     |                       |                       |                    |                                |
| Lafourche Parish Sheriff - property taxes         | 112,191             | 0                   | 0                     | 0                     | 0                  | 112,191                        |
| GOEA  | 5,935               | 161                 | 3,084                 | 16,043                | 87                 | 25,310                         |
| Prepaid expenditures                              | 49,144              | 0                   | 0                     | 0                     | 0                  | 49,144                         |
| Workman's compensation insurance security deposit | 7,520               | 0                   | 0                     | 0                     | 0                  | 7,520                          |
| Storage unit deposit                              | 25                  | 0                   | 0                     | 0                     | 0                  | 25                             |
| Total Assets                                      | <u>\$ 3,248,735</u> | <u>\$ 13,951</u>    | <u>\$ 4,379</u>       | <u>\$ 24,937</u>      | <u>\$ 2,668</u>    | <u>\$ 3,294,670</u>            |
| <b>LIABILITIES AND FUND BALANCES</b>              |                     |                     |                       |                       |                    |                                |
| <b>Liabilities</b>                                |                     |                     |                       |                       |                    |                                |
| Accounts payable                                  | 114                 | 13,951              | 4,379                 | 24,937                | 2,587              | 45,968                         |
| Advances from funding agency - GOEA               | 0                   | 0                   | 0                     | 0                     | 81                 | 81                             |
| Deferred property tax revenue                     | 100,496             | 0                   | 0                     | 0                     | 0                  | 100,496                        |
| Payroll withholdings                              | <u>4,527</u>        | <u>0</u>            | <u>0</u>              | <u>0</u>              | <u>0</u>           | <u>4,527</u>                   |
| Total Liabilities                                 | <u>105,137</u>      | <u>13,951</u>       | <u>4,379</u>          | <u>24,937</u>         | <u>2,668</u>       | <u>151,072</u>                 |
| <b>Fund Balances</b>                              |                     |                     |                       |                       |                    |                                |
| Nonspendable                                      | 56,689              | 0                   | 0                     | 0                     | 0                  | 56,689                         |
| Restricted for Utility Assistance                 | 1,728               | 0                   | 0                     | 0                     | 0                  | 1,728                          |
| Assigned for Utility Assistance                   | 34                  | 0                   | 0                     | 0                     | 0                  | 34                             |
| Unassigned  | <u>3,085,147</u>    | <u>0</u>            | <u>0</u>              | <u>0</u>              | <u>0</u>           | <u>3,085,147</u>               |
| Total Fund Balances                               | <u>3,143,598</u>    | <u>0</u>            | <u>0</u>              | <u>0</u>              | <u>0</u>           | <u>3,143,598</u>               |
| Total Liabilities and Fund Balances               | <u>\$ 3,248,735</u> | <u>\$ 13,951</u>    | <u>\$ 4,379</u>       | <u>\$ 24,937</u>      | <u>\$ 2,668</u>    |                                |

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

|  |          |
|--|----------|
| - Property tax revenue collected after August 31, 2024 is not considered "available" revenue in the governmental funds until it is received. Accordingly, it is considered a deferred inflow of resources. However, in the government-wide statements all property tax revenue is recognized in the year it is assessed irrespective of when it is collected | 100,496  |
| - Compensated absences are not paid for out of current financial resources and therefore are not reported as liabilities in the governmental funds   | (48,194) |
| - Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds  | 781,450  |

**Net Position of Governmental Activities**

\$ 3,977,350

The accompanying notes to the basic financial statements are an integral part of this statement.

**Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the year ended June 30, 2024**

|  | <b>General Fund</b> | <b>Title III B<br/>Fund</b> | <b>Title III C-1<br/>Fund</b> | <b>Title III C-2<br/>Fund</b> | <b>Non-Major<br/>Funds</b> | <b>Total<br/>Governmental<br/>Funds</b> |
|--|---------------------|-----------------------------|-------------------------------|-------------------------------|----------------------------|---|
| <b><u>REVENUES</u></b>                         |                     |                             |                               |                               |                            |   |
| Intergovernmental                              | \$ 735,584          | \$ 163,516                  | \$ 122,606                    | \$ 254,601                    | \$ 217,794                 | \$ 1,494,101                            |
| Property Taxes                                 | 1,609,379           | 0                           | 0                             | 0                             | 0                          | 1,609,379                               |
| Public Support (Restricted)                    | 4,194               | 30,982                      | 20,505                        | 102,836                       | 0                          | 158,517                                 |
| Public Support (Unrestricted)                  | 11,223              | 0                           | 0                             | 0                             | 0                          | 11,223                                  |
| Program Service Fees                           | 0                   | 720                         | 0                             | 0                             | 0                          | 720                                     |
| Interest Income                                | 170,675             | 0                           | 0                             | 0                             | 0                          | 170,675                                 |
| LWCC Dividends                                 | 42,522              | 0                           | 0                             | 0                             | 0                          | 42,522                                  |
| Total revenues                                 | <u>2,573,577</u>    | <u>195,218</u>              | <u>143,111</u>                | <u>357,437</u>                | <u>217,794</u>             | <u>3,487,137</u>                        |
| <b><u>EXPENDITURES</u></b>                     |                     |                             |                               |                               |                            |   |
| <b>Health, Welfare, &amp; Social Services:</b> |                     |                             |                               |                               |                            |   |
| Current:                                       |                     |                             |                               |                               |                            |   |
| Personnel                                      | 62,802              | 915,700                     | 194,962                       | 305,161                       | 22,496                     | 1,501,121                               |
| Fringe   | 27,161              | 382,916                     | 60,775                        | 81,540                        | 4,055                      | 556,447                                 |
| Travel   | 21                  | 22,503                      | 278                           | 46,838                        | 33                         | 69,673                                  |
| Operating Services                             | 9,702               | 153,673                     | 15,789                        | 40,473                        | 1,333                      | 220,970                                 |
| Operating Supplies                             | 2,532               | 90,565                      | 3,220                         | 14,495                        | 489                        | 111,301                                 |
| Other Costs                                    | 9,479               | 42,839                      | 7,417                         | 14,840                        | 693                        | 75,268                                  |
| Full Service                                   | 992                 | 57,729                      | 0                             | 0                             | 107,994                    | 166,715                                 |
| Meals  | 0                   | 0                           | 57,734                        | 354,257                       | 0                          | 411,991                                 |
| Utility Assistance                             | 8,811               | 0                           | 0                             | 0                             | 0                          | 8,811                                   |
| Specific Assistance to Individuals             | 395                 | 0                           | 0                             | 0                             | 0                          | 395                                     |
| STPH Program                                   | 37,535              | 0                           | 0                             | 0                             | 0                          | 37,535                                  |
| Capital Outlay                                 | 837,734             | 0                           | 0                             | 0                             | 0                          | 837,734                                 |
| Intergovernmental                              | 54,879              | 0                           | 0                             | 0                             | 0                          | 54,879                                  |
| Total expenditures                             | <u>1,052,043</u>    | <u>1,665,925</u>            | <u>340,175</u>                | <u>857,604</u>                | <u>137,093</u>             | <u>4,052,840</u>                        |
| Excess of revenues over (under) expenditures   | <u>1,521,534</u>    | <u>(1,470,707)</u>          | <u>(197,064)</u>              | <u>(500,167)</u>              | <u>80,701</u>              | <u>(565,703)</u>                        |
| <b><u>OTHER FINANCING SOURCES (USES)</u></b>   |                     |                             |                               |                               |                            |   |
| Operating transfers in                         | 0                   | 1,470,707                   | 197,064                       | 500,167                       | 40,168                     | 2,208,106                               |
| Operating transfers out                        | <u>(2,087,237)</u>  | <u>0</u>                    | <u>0</u>                      | <u>0</u>                      | <u>(120,869)</u>           | <u>(2,208,106)</u>                      |
| Total other financing sources (uses)           | <u>(2,087,237)</u>  | <u>1,470,707</u>            | <u>197,064</u>                | <u>500,167</u>                | <u>(80,701)</u>            | <u>0</u>                                |
| Net increase (decrease) in fund balances       | <u>(565,703)</u>    | <u>0</u>                    | <u>0</u>                      | <u>0</u>                      | <u>0</u>                   | <u>(565,703)</u>                        |
| <b><u>FUND BALANCE (DEFICIT)</u></b>           |                     |                             |                               |                               |                            |   |
| Beginning of year                              | <u>3,709,301</u>    | <u>0</u>                    | <u>0</u>                      | <u>0</u>                      | <u>0</u>                   | <u>3,709,301</u>                        |
| End of year                                    | <u>\$ 3,143,598</u> | <u>\$ 0</u>                 | <u>\$ 0</u>                   | <u>\$ 0</u>                   | <u>\$ 0</u>                | <u>\$ 3,143,598</u>                     |

The accompanying notes to the basic financial statements are an integral part of this statement.

**Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental  
Funds to the Statement of Activities**

**Lafourche Council on Aging, Inc.**

**Raceland, Louisiana**

**For the year ended June 30, 2024**

|   |              |
|---|--------------|
| Net Increase (Decrease) in Fund Balances - Total Governmental Funds | \$ (565,703) |
|---|--------------|

Governmental funds do not recognize property taxes collected more than 60 days after year-end as revenue because the amounts were considered *not available* for use as of year-end. However, in the Statement of Activities, all property taxes that are assessed in the fiscal year are considered as revenue for the year irrespective of when the amounts will be collected. The reconciling amount represents property tax revenue that is being deferred to a future year when it is actually collected.

41,118

In the Statement of Activities, all property taxes that are assessed in the fiscal year are considered as revenue for the year irrespective of when the amounts will be collected. If in a later year, some of the accrued revenue becomes uncollectible, management will reduce the property tax receivable that it accrued in the year the tax was assessed and recognize a bad debt expense. In contrast, governmental funds use the modified accrual basis of accounting, which only recognizes revenues that are considered *available*. As a result, bad debt write offs in subsequent years won't occur. The reconciling item represents property tax revenues accrued as revenue in the Statement of Activities in a prior year that management has now deemed to be uncollectible.

(60,978)

Governmental funds do not recognize property taxes collected more than 60 days after year-end as revenue because the amounts were considered "not available" for use as of year-end. However, in the Statement of Activities, all property taxes that are assessed in the fiscal year are considered as revenue for the year irrespective of when the amounts will be collected. The reconciling amount represents property tax revenue in the fund financial statements that was deferred income in a prior year that has now been collected in this fiscal year, which causes it to be recognized as income in the current year under the modified accrual basis of accounting.

(15,021)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This reconciling amount is the amount by which capital outlays (\$837,734) exceeded depreciation (\$177,301) in the current period.

660,433

Governmental funds do not report unpaid accumulated leave. However, the liability for unpaid accumulated leave is shown in the Statement of Net Position and the increase in the liability for the fiscal year has increased expenses in the Statement of Activities. The (increase) decrease in the liability is a reconciling amount.

(5,272)

|  |           |
|--|-----------|
| Increase (Decrease) of Net Position of Governmental Activities | \$ 54,577 |
|--|-----------|

54,577

The accompanying notes to the basic financial statements are an integral part of this statement.

## NOTES TO THE FINANCIAL STATEMENTS

Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
June 30, 2024

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

The accounting and reporting policies of the Lafourche Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. The following is a summary of certain significant accounting policies used by the Council:

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

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people in Lafourche Parish, Louisiana; 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 and state; to provide for the 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; to coordinate and monitor services with other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA), and other departments of state and local government serving the elderly, and; to make recommendations relevant to the planning and delivery of services to the elderly of Lafourche Parish.

The primary services provided by the Council to the elderly residents of Lafourche Parish include transportation, homemakers, legal assistance, information and assistance, material aid, medical alert, outreach, utility assistance, personal care, congregate and

home-delivered meals, family caregiver support, and disease prevention and health promotion.

**b. Reporting Entity:**

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. In 1979, the Louisiana Legislature created the Governor's Office of Elderly Affairs (GOEA) (La. R.S. 46:931) with the specific intention to administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging.

Before a council on aging can begin operations in a specific parish, its application for a charter must receive approval from GOEA pursuant to Louisiana Revised Statute (La. R.S.) 46:1602. Each council on aging in Louisiana must comply with the state laws that apply to quasi-public agencies as well as the policies and regulations established by GOEA.

The Lafourche Council on Aging, Inc. (the Council) is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the governor of the State of Louisiana on November 7, 1973 and subsequently incorporated on June 14, 1974, under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes.

A board of directors, consisting of 15 voluntary members who serve three-year terms, governs the Council. Each member may serve no more than two consecutive terms. Any board member who has served two consecutive terms is ineligible to serve on the board of directors for one year. Reasonable efforts are made to maintain a board of directors whose composition will be representative of the population of Lafourche Parish. Nominations to fill expiring terms of board members are made a few weeks before the Council's annual meeting in April by the Council's Development Committee. Additional nominations may also come from the general public. The members of the Council elect board members at the annual board meeting in April.

The Lafourche Parish Government (LPG) does not appoint a voting majority of the Council's board and the LPG does not intend to impose its will to affect the operations of the Council. Furthermore, the LPG does not provide any specific financial benefits and does not assume any specific financial burdens of the Council. As a result, the

## Exhibit F - Continued

Council is not a component unit of the Lafourche Parish Government.

Membership in the Council is open at all times, without restriction, to all residents of Lafourche 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 section 2100, *The Financial Reporting Entity*, of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. Accordingly, the Council has presented its financial statements as a special-purpose, stand-alone government by applying the provisions of section 2100 as if it were a primary government.

### c. **Basis of Presentation of the Basic Financial Statements:**

The Council's basic financial statements consist of *government-wide* financial statements on all activities of the Council, which are designed to report the Council as a whole entity, and *fund* financial statements, which report individual major governmental funds and combined nonmajor governmental 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 all been categorized 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.

### **Government-Wide Financial Statements:**

The government-wide financial statements include the Statement of Net Position (Exhibit A) and the Statement of Activities (Exhibit B) for all activities of the Council. As a general rule, the effect of interfund activity has been eliminated from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in its net position (financial position) resulting from the activities of the current fiscal year. Governmental activities are supported primarily by intergovernmental revenues and property taxes.



## Exhibit F - Continued

In the government-wide Statement of Net Position only one column of numbers has been presented for total governmental activities. The numbers are presented on a consolidated basis and represent only governmental-type activities. The Statement of Net Position has been prepared 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 as follows: (1) invested in capital assets, net of related debt, (2) restricted net position, (3) and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. 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 charges for services, operating and capital grants, and restricted contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas the Council allocates its indirect expenses among various functions and programs in accordance with *Title 2 U.S. Code of Federal Regulations Part 200, – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Statement of Activities shows this allocation in a separate column labeled *indirect expenses*. GOEA provides administrative grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA administrative funds are allocated to the Council's other functions and programs.

In the Statement of Activities, *charges for services* represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. *General revenues* are reported separately from program related revenues because they are unrestricted as to their use or purpose. If a function or program has a net cost, then it was supported in some manner by the Council's general revenues. *Special items*, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence, and are separately reported below general revenues. The Council did not have any special items this year.

## Exhibit F - Continued

### **Fund Financial Statements:**

The fund financial statements (Exhibits C and D) present financial information that is very similar to that which was included in the general-purpose financial statements issued by governmental entities before GASB Statement No. 34 required the format change.

The daily accounts and operations of the Council continue to be organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government 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 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 General Fund, which 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, management elected to include the Title III C-1 Fund as a major fund to be consistent with how this fund has been presented in past years. The nonmajor funds are summarized by 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. They are as follows: nonspendable, restricted, committed, assigned and unassigned.

## **Exhibit F - Continued**

The following discussion is a description of the governmental funds of the Council.

**The General Fund** is the primary operating fund of the Council and is used to account for all financial resources except those required to be accounted for in another fund. The following are brief descriptions of the programs and funding sources that comprise the Council's General Fund:

### **Local Programs and Funding**

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at management's discretion. Property tax revenues represent the largest component of the Council's local funding. Expenditures that are not chargeable to specific programs because of budget limitations, or because of their nature, are recorded as local program expenditures. Because of their unrestricted nature, local program funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

### **PCOA Funding**

Parish Council on Aging (PCOA) funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these funds at its discretion in any program provided the program is benefitting people who are at least 60 years old. This year, the Council received this grant money into its General Fund and management transferred all \$100,000 of the PCOA funds to the Title III B Fund to subsidize that fund's program expenditures.

### **Unmet Needs Program**

The Council provides financial assistance to persons who are at least 60 years old that are facing a serious financial or health emergency. The person must be a resident of Lafourche Parish and can receive financial assistance of up to \$200 per year. The money can be used to pay for rent, a doctor bill, or to make minor home repairs. However, in most cases, the Council buys supplies such as adult diapers, diabetic shakes and food bars, and protein drinks that will be given to the needy person. During this year, the Council expended \$394 in direct costs to help 2 people.

**Area Agency Administration (AAA) Funding**

Each fiscal year GOEA provides the Council with funds to subsidize the costs of administering the Council's special programs for the aging. This year GOEA granted the Council \$36,857 of regular AAA funding and \$15,764 of American Rescue Plan (ARP) AAA funding, which have been received and accounted for in the Council's General Fund along with equal amounts of administrative expenditures. The amount of funding is not enough to pay for all the administrative (indirect) type costs. As a result, the Council will consume these GOEA grant funds first when paying for administrative costs and then allocate the excess administrative costs to other programs using a formula based on the percentage each program's direct costs bears to direct costs for all programs. In addition, due to program restrictions, administrative costs may not be allocated to certain funds and programs.

**Supplemental Senior Center Funding**

The Louisiana Legislature appropriated money for various councils on aging throughout the state to be used to supplement the primary state grant for senior centers. This year, the Council received \$10,599 of supplemental senior center funding from GOEA. Management can use its discretion as to how to spend this money, as long as the program benefits anyone at least 60 years old. This year management received this money into the Council's General Fund and then transferred it out to the Title III C-1 Fund to subsidize the costs of providing congregate meals.

**Medicare Improvement for Patients and Providers Act (MIPPA) Program**

The Council has a MIPPA program that provides educational and enrollment assistance to Medicare eligible people in the community. During the year, the Council provided 115 units of LIS or MSP enrollment assistance, 60 units of LIS or MSP follow-up, 598 units of Medicare Part D Counseling, 350 units of Medicare Part D enrollment, 14 units of hosting outreach, education & enrollment assistance events, and 6 media events. For performing these services, the Council was paid \$54,710 by GOEA.

MIPPA activities are presented on Exhibit B as a component of the *Other Services and Activities* line item and on Exhibit D as a component of the General Fund.

**FTA Funding for Vehicle Acquisition**

The Council acquires vehicles purchased in part with federal funds under the Federal Transit Administration's (FTA) elderly and disabled persons transportation capital assistance program. The Louisiana Department of Transportation and Development (DOTD) coordinates the receipt and disbursement of the FTA funds and the required matching funds from the Council. This year, the Council acquired four new vans using FTA grant funds. The total cost of the four vans was \$557,625 and FTA paid for \$469,822 of the total cost.

**Utility Assistance Program**

The Council provides limited financial assistance to needy people in Lafourche Parish to help them pay past due utility bills. The maximum amount of assistance the Council usually provides in any one year to a person is \$200.

The public support revenues received for the program this year came from SLECA (\$202) and the City of Thibodaux (\$3,000). In addition, the Council assigned some General Fund money in prior years to buy fans for the elderly and provide utility assistance. At year-end \$34 of assigned funds remain unspent and will be carried over into the next fiscal year.

This year the Council assisted 33 different families with paying their utility bills. The Council also distributed 61 heaters and 22 fans to elderly people this year. Furthermore, the Council took applications (27 this year) for the Power to Care program and then sent the application to the Salvation Army who will then decide which people to give financial aid to as part of that utility program.

**STPH Program**

The STPH program is in its second year and was funded with a grant from GOEA. During this fiscal year the Council expended \$37,535 of STPH grant funds. The purpose of this program is to recruit, hire and train public health workers to respond to COVID-19 and prepare for future public health challenges. The program is not expected to continue next year now that the adverse effects of COVID-19 are under control.

MIPPA activities are presented on Exhibit B as a component of the *Other Services and Activities* line item and on Exhibit D as a component of the General Fund.

**Other Services and Activities**

The Council provides a variety of other services and activities that include:

- Assisting people at least 60 years old in applying for Social Security disability and food stamps;
- A health fair; and,
- Senior activities such as a spring crawfish boil and a 4<sup>th</sup> of July celebration.

*Other Services and Activities* are included as part of various expenditure categories within the General Fund on the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D). However, on the government-wide Statement of Activities (Exhibit B) they have been combined and reported as a separate line item.

**Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

The Council has established several special revenue funds, which are designed to account for Title III grants. These grants originate at the federal level and are issued to the State of Louisiana's Governor's Office of Elderly Affairs (GOEA). GOEA matches a portion of the federal grant with state money and then passes the grant down to the local level (Lafourche COA). The Senior Center grant originates at the state level and is appropriated to GOEA for distribution to the Council.

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

**Major Governmental Funds:**

**Title III B Fund**

The Title III B Fund accounts for funds that are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III program. Specific supportive social services, along with the number of units the Council reported to GOEA that it provided during the fiscal year, are as follows:

## Exhibit F - Continued

| <u>Type of Service Provided</u> | <u>Units</u> |
|---------------------------------|--------------|
| Homemaker                       | 20,854       |
| Information and Assistance      | 1,434        |
| Legal Assistance                | 35           |
| Material Aid                    | 81           |
| Medical Alert                   | 160          |
| Outreach                        | 194          |
| Transportation                  | 16,863       |
| Utility Assistance              | 110          |
| Personal Care                   | 2,185        |

The main sources of revenue that form the basis of this fund are as follows:

- A grant from GOEA for *Special Programs for the Aging – Title III, Part B\_ Grants for Supportive Services and Senior Centers* (\$112,188).
- American Rescue Plan (ARP) grant funds from GOEA of \$51,328.
- Restricted, voluntary public support (\$30,982) from persons who actually received homemaker and transportation services.

### Title III C-1 Fund

The Title III C-1 Fund accounts for funds that are used to provide nutritional, congregate meals to people age 60 or older in strategically located centers throughout Lafourche Parish. The Council maintains meal sites in Thibodaux, Raceland, Lockport, Larose, Ward 6, and Golden Meadow. During the year the Council reported to GOEA that it provided 15,864 congregate meals and 27 units of nutrition education. The main sources of revenue received this year that form the basis of this fund are as follows:

- A grant from GOEA for *Special Programs for the Aging – Title III, Part C-1 – Nutrition Services* (\$89,063).
- American Rescue Plan (ARP) grant funds from GOEA of \$18,206.
- Restricted, voluntary public support (\$20,505) from those persons who received congregate meals.
- *Nutrition Services Incentive Program* (NSIP) grant funds (\$15,337) provided through GOEA to supplement the congregate meals program. Any food that is purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of

Agriculture.

**Title III C-2 Fund**

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year the Council reported to GOEA that it provided 77,984 home-delivered meals plus 23,673 COVID-19 meals (101,657 total) to eligible participants.

The main sources of revenue received this year that form the basis of this fund are as follows:

- A grant from GOEA for *Special Programs for the Aging – Title III, Part C-2 – Nutrition Services* (\$117,819).
- American Rescue Plan (ARP) grant funds from GOEA of \$49,875.
- Restricted, voluntary public support (\$102,836) from those persons who received the home-delivered meals.
- *Nutrition Services Incentive Program* (NSIP) grant funds (\$86,907) provided through GOEA to supplement the home-delivered meals program. Any food that is purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of Agriculture.

**Nonmajor Governmental Funds:**

**Senior Center Fund**

The Senior Center Fund accounts for the administration of Senior Center program funds (\$145,965) appropriated by the Louisiana Legislature to GOEA, which in turn *passes through* the funds to the Council. The purpose of this program is to provide community service centers where elderly people can receive congregate related social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. Senior centers are located in Cut Off and Ward 6. Any grant funds not consumed within this program are free to be transferred to another program that benefits the elderly. For this year, the Council transferred \$120,869 of this grant to the Title III C-1 Fund.



**Title III D Fund**

The Title III D Fund accounts for funds used for wellness, which includes disease prevention and health promotion activities. During the year, the Council reported to GOEA that it provided 79 units of wellness services to eligible participants. The source of the revenue forming the basis for this fund is a grant (\$5,085) the Council received from GOEA for *Title III, Part D\_ Disease Prevention and Health Promotion Services*. The Council also received \$5,185 of ARP funds from GOEA for Title III D programs.

**Title III E Fund**

The Title III E Fund is used to account for funds relating to the National Family Caregiver Support program, which is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. During the year, the Council reported to GOEA that it provided 152 units of information and assistance, 3,928.50 units of in-home respite, 319 units of material aid, and 160 units of personal care services to eligible participants. The source of the revenue forming the basis for this fund is a grant (\$38,351) the Council received from GOEA for the *Title III, Part E \_ National Family Caregivers Support Program*. The Council also received \$23,208 of ARP funds from GOEA for Title III E programs.

**d. Measurement Focus and Basis of Accounting**

Measurement focus is a term used to describe *which* transactions are recorded within the various financial statements. Basis of accounting refers to *when* transactions are recorded regardless of the measurement focus applied.

- **Government-Wide Financial Statements - Accrual Basis**

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

- **Fund Financial Statements - Modified Accrual Basis**

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A

## Exhibit F - Continued

current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. 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. For this purpose, the Council considers revenues to be *available* if they are collected within sixty days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due; and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation is a cost not recognized in the governmental funds.

### e. Interfund Activity

In the fund financial statements, interfund activity is reported as either a loan or transfer. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be repaid.

In the government-wide financial statements, all types of interfund transactions are eliminated when presenting the governmental activity information.

### f. Cash

Cash includes currency on hand and demand deposits with banks or other financial institutions. Cash is reported at its carrying value, which approximates its fair value.

For the purposes of the Statement of Net Position, restricted cash is an amount received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year-end, the line-item *Cash and Investments* on the Statement of Net Position is comprised of restricted cash of \$1,728 and unrestricted cash of \$3,098,752. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because

it is available for use in current operations.

**g. Investments**

Investments in certificates of deposit are reported at cost because they are *nonparticipating* interest-earning investment contracts as discussed in GASB 31. The term *nonparticipating* means that the investment value does not vary with market interest rate changes. The Council did not own any investments of this type at year-end.

Investments, which include securities traded on a national or international exchange, are valued based on their last reported sales price (fair value). Investments that do not have an established market are reported at estimated fair value. The Council did not own any investments of this type at year-end.

However, the Council invested funds in the Louisiana Asset Management Pool (LAMP). LAMP is a local government 2a7-like investment pool established as a cooperative endeavor to enable public entities of the State of Louisiana to aggregate funds for investment. A 2a7-like pool is an external investment pool that is not registered with the Securities and Exchange Commission (SEC) as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's rule 2a7 of the Investment Company Act of 1940. However, LAMP, Inc. is subject to regulatory oversight by the state treasurer and its board of directors. For financial statement purposes, LAMP investments are valued and reported at fair value. The fair value is determined on a weekly basis by LAMP to monitor any variances between amortized cost and market value. The value of the position in the external investment pool is the same as the net asset value of the pool shares. For purposes of determining participants' shares sold and redeemed, investments are valued at amortized cost. LAMP seeks to maintain a stable net asset value of \$1.00 per unit, but there are no assurances that LAMP will be able to always achieve this objective. Because of its liquidity, the balance in the LAMP account is classified as a current asset on the Statement of Net Position.

**h. Receivables**

The financial statements will contain an allowance for uncollectible property (ad valorem) tax if management estimates that some of the tax owed the Council will not be collected. When an allowance is considered appropriate by management, the amount will be applied to reduce the property tax receivable amount presented on the Statement

## **Exhibit F - Continued**

of Net Position (Exhibit A) and the Balance Sheet (Exhibit C). See Note 3 for information about this year's allowance for uncollectible property taxes.

Management estimates that other receivables presented will be collected in full. However, if management becomes aware of information that would change its assessment about the collectability of these other receivables, management would write-off the receivables as bad debts at that time.

### **i. Prepaid Expenses & Expenditures**

In the government-wide financial statements prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits.

In the fund financial statements, management has elected not to include amounts paid for future services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. 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 classified as nonspendable to reflect the amount of fund balance not currently available for expenditure.

For purposes of presenting prepaid expenses in the government-wide statements, the Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements.

### **j. Capital Assets**

The accounting and reporting treatment used for capital assets depends on whether the capital assets are reported in the government-wide financial statements or the fund financial statements.

**Government-Wide Financial Statements**

Capital assets are long-lived assets purchased or acquired with an original cost of at least \$1,000 and have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the government-wide Statement of Net Position. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation. Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expensed as incurred.

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 Council follows a guideline issued by the State of Louisiana's Office of Statewide Reporting and Accounting to establish the useful lives of the various types of capital assets that are depreciated and the method used to calculate annual depreciation. Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

|   |          |
|---|----------|
| Vehicles                                | 5 years  |
| Computer equipment                      | 5 years  |
| Office equipment – other than computers | 10 years |

When calculating depreciation, the State's guideline assumes that capital assets will not have any salvage values, that a full year's worth of depreciation will be taken in the year the capital assets are placed in service, and any undepreciated amount will be taken in full in the year of disposal.

**Fund Financial Statements**

In the fund financial statements, capital assets used in the Council's operations are accounted for as capital outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

**k. Non-Current (Long-term) Liabilities**

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the government-wide financial statements, all non-current liabilities that will be repaid from governmental

## **Exhibit F - Continued**

resources are reported as liabilities. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented elsewhere in these statements. The Council did not have any non-current liabilities at year-end.

### **I. Unpaid Compensated Absences**

The Council's policies for vacation leave permit full-time employees to accumulate unused vacation leave after three years of employment. Accordingly, a liability for the unpaid leave has been recorded in the government-wide statements. Management has estimated the current and long-term portions of this liability based on the Council's policy as it relates to accruing (earning) and using vacation leave. Accordingly, all amounts earned and unused as of year-end are considered a current liability for purposes of the Statement of Net Position. Any amounts that might be long-term would be immaterial.

The amount accrued as the compensated absence liability was determined using the number of vested hours for each employee multiplied by the employee's wage rate in effect at the end of the year. An amount is added to this total for Social Security and Medicare taxes.

In contrast, the governmental funds in the fund financial statements report only compensated absence liabilities that are payable from expendable available financial resources to the extent that the liabilities mature (or come due for payment). Vacation leave does not come due for payment until an employee makes a request to use it or terminates employment with the Council. Accordingly, payments for vacation leave will be recorded as fund expenditures in the various governmental funds in the year in which they are paid or become due on demand to terminated employees. As a result, no amounts have been accrued as fund liabilities as of year-end in the fund financial statements. The difference in the methods of accounting for compensated absences creates a reconciling item between the fund and government-wide financial statement presentations.

The Council's sick leave policy does not provide for the vesting of sick leave thereby requiring the employee to be paid for any unused leave upon termination of employment. Accordingly, no amounts have been accrued as unpaid compensated absences in the government-wide financial statements relative to sick leave.

**m. Advances from Funding Agencies**

The Council reports advances from funding agencies on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Advances from funding agencies 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 amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council owed GOEA \$81 at year-end because it did not expend all of the Title III E funds by June 30, 2024.

**n. Unearned Revenue**

The Council reports unearned revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Unearned revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before incurring qualifying expenditures. In subsequent periods, when the Council has a legal claim to (earned) the resources, the liability for unearned revenue is removed from the Statement of Net Position and the Fund Balance Sheet, whichever the case might be, and the revenue is recognized. At year-end, the Council did not have any unearned revenue.

**o. Deferred Property Tax Revenue**

Deferred property tax revenues arise when property taxes are expected to be received but not within 60 days after the end of the Council's fiscal year in which the taxes are levied. Deferred property tax revenues are reported on the Balance Sheet of the fund financial statements, but not on the Statement of Net Position, because the related revenues are recognized in the Statement of Activities using the full accrual basis of accounting. In subsequent periods when the deferred property tax revenues are collected, the deferral is removed from the Balance Sheet of the fund financial statements and revenues are recognized. The Council presented \$100,496 as total deferred property tax revenue on its fund balance sheet (Exhibit C) as of June 30, 2024. The components of the total deferred property tax revenue are \$41,118 relating to tax year 2023, \$37,484 relating to tax year 2022, and \$21,894 relating to tax year 2021. Also see Note 3.

**p. Deferred Outflows and Inflows of Resources**

Deferred outflows represent the consumption of the Council's net position that is

## Exhibit F - Continued

applicable to a future reporting period. Deferred inflows represent the acquisition of net position that is applicable to a future reporting period. The Council did not have any deferred outflows of resources to report in any of its financial statements this year. However, the deferred property tax revenue discussed hereabove in these footnotes represents a deferred inflow of resources.

### q. Net Position in the Government-Wide Financial Statements

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources.

The Council reports three categories of net position, as follows:

- *Net investment in capital assets* – This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year end, the portion of the debt attributable to the unspent proceeds is not included in this component of net position. Rather, that portion of the debt is included in the same component of net position as the unspent proceeds. At year-end, the Council did not have any borrowings that were related to capital assets.
- *Restricted net position* – This component reports the amount of net position with externally imposed 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* – This component is the balance (deficit) of all other elements in the statement of net position remaining after net investment in capital assets and restricted net position.

### r. Fund Equity – Fund Financial Statements

Governmental fund equity is classified as fund balance, which is classified based on the relative strength of the spending constraints placed on how the fund balance resources can be used, as follows:

- *Nonspendable*: This classification includes amounts that cannot be spent because



## Exhibit F - Continued

they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified prepaid expenditures and deposits as being nonspendable because these items are 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 constitutional provisions or enabling legislation.
- *Committed:* This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- *Assigned:* This classification includes spendable amounts that are reported in governmental funds *other than the General Fund* that are neither restricted nor committed and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement 54. The intent of an assigned fund balance should be expressed by either the Council's board of directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purposes. This year, the Council's management assigned some funds to the utility assistance program; however, at year-end only \$34 remained.
- *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

## **Exhibit F - Continued**

has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

### **s. Management's Use of Estimates**

The preparation of financial statements in conformity with U.S. 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.

### **t. Allocation of Indirect Expenses**

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct costs of the Administration function. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula 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 expense allocation according to their grant or contract restrictions. In addition, if the program's activities are immaterial, management may not elect to allocate any indirect costs to the program.

### **u. Elimination and Reclassifications**

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

**v. Special Items**

Special items are significant transactions or events that are either unusual in nature or infrequent in occurrence and that are within the control of the Council's management. Within in the control of management does not necessarily mean that management did control the transaction. It simply means that management could control it. Special items have been reported separately in both the government-wide statement of activities and the governmental fund statements of revenues, expenditures, and changes in fund balances. The Council did not have any special items this year.

**Note 2 - Revenue Recognition**

Revenues are recorded in the government-wide financial statements when they are earned using the accrual basis of accounting.

Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting; intergovernmental grant revenues, program service fees (charges for services), and interest income must be both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are generally recorded as revenue in the period received.

**Note 3 - Revenue Recognition - Property Tax**

During fiscal year 2009, the Council began receiving funds from a property tax that was adopted by the voters of Lafourche Parish on July 19, 2008 to specifically provide money to finance the Council's operations. The Lafourche Parish Assessor began assessing this property tax in 2008 and it continued to do so through 2017 (ten years). On December 10, 2016 the voters of Lafourche Parish renewed this tax for another ten years (through 2027). The tax is based upon the assessed (appraised) value, less homestead exemptions, on all real and business personal property located within the Parish. The 1<sup>st</sup> day of January is used as the date to value the property subject to tax and make the annual assessment.

The gross assessed value as of January 1, 2023, of the certified roll was \$1,056,069,665. After applying homestead exemptions of \$184,476,738 the net assessed value upon which the Council's property tax was computed was \$871,592,927. These assessed values were computed after property tax abatements. Tax abatements are widely used by state and local governments to primarily encourage economic development. For financial reporting

## Exhibit F - Continued

purposes, a tax abatement occurs when there is an agreement between a government and an individual or entity in which the government agrees to forgo tax revenues and the individual or entity promises to subsequently take a specific action that will contribute to economic development or benefits the government or its citizens. This year the Lafourche Parish Government (LPG) entered into various property tax abatements which resulted in the Council receiving \$65,995 less in property tax revenues than if the abatements did not exist.

Two mills are the maximum amount the Council may legally elect to assess property owners each year and the Council's board of directors elected to have the Parish assess the full two mills for tax year 2023. Accordingly, management initially estimated the gross amount of property tax payable to the Council for this fiscal year to be \$1,743,196. However, this amount was later adjusted by the Lafourche Parish Sheriff to account for supplements, reductions, and adjudicated/exempt taxes to \$1,722,669. In addition to these adjustments, the Council's management has estimated the uncollectible tax amount to be \$13,010, which represents taxes *paid under protest* (PUP), and deferred tax collections relating to the 2023 property tax to be \$41,118. Current year collections of prior year property taxes, which had been previously recorded as deferred tax income, were \$15,893. Finally, the Lafourche Parish Sheriff's Office (LPSO) withheld \$75,055 off the top of this year's tax collections to reimburse itself for property taxes it paid to the Council in prior years in error. As a result, the adjusted total property tax revenue recognized in the fund financial statements this year is \$1,609,379.

Property taxes are levied in November and are considered delinquent if not paid by December 31. Most of the property taxes are collected during the months of December, January, and February. The Lafourche Parish Sheriff acts as the collection agent for the Parish's property taxes. The Sheriff will have a *tax sale* each year to collect as much of the taxes due as possible. The tax sale date for Lafourche Parish for the 2023 tax assessment was held July 11, 2024 and the lien date was July 19, 2024.

For the fund financial statements, property taxes are recorded as receivables and deferred revenues at the time the tax levy is billed (November of each year). As the Sheriff collects the taxes, he forwards them to the Council on Aging where they are recorded as revenues in accordance with the modified accrual basis of accounting. The Council also accrues as current year revenues any property taxes the Sheriff collects by August 31 (within 60 days of year-end) because it considers those amounts to be measurable and available. Any amounts estimated to be collectible after 60 days of year-end are presented as deferred property tax revenue. See Note 1o for more information about deferred property tax revenue.

## Exhibit F - Continued

For purposes of accruing property tax revenues in the government-wide financial statements, the Council follows the full accrual basis of accounting. This requires the Council to recognize property tax revenue based on the net assessed value provided by the Parish's assessor less any allowance for uncollectible amounts. This year, the Council wrote-off as uncollectible \$60,978 of property taxes it had accrued as revenues in prior years, which will cause property tax revenue on Exhibit B to be lower than the amount presented on Exhibit D.

Deferred property tax revenue is not recognized in the government-wide statements in contrast to the fund financial statements. As a result of this timing difference, the property tax revenue in the government-wide (Exhibit B) and fund financial statements (Exhibit D) will differ. If the fund financial statements did not present any amounts for deferred property tax revenues, then the amount of property tax revenues presented in the government-wide statements and the fund financial statements would be the same. This year's deferred property tax revenue is \$41,118 and the Council collected \$15,021 in property taxes this year that had been deferred in prior years, which produces a net timing difference increase of \$26,097 on Exhibit B versus Exhibit D.

Property tax revenues of \$1,609,379 on the fund financial Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D) have not been reduced by \$54,879 withheld by the Sheriff for *on-behalf payments for fringe benefits*, which represent the Council's pro rata share of retirement plan contributions for other government agencies. Instead, the \$54,879 has been presented as an intergovernmental expenditure on Exhibit D. In contrast, for purposes of the government-wide Statement of Activities (Exhibit B), property tax revenues have been reduced by the \$54,879 of on-behalf payments. Also see Note 18 to these financial statements.

### Note 4 - Cash and Investments

The Council maintains a consolidated bank account at JPMorgan Chase Bank to deposit the money it collects and to pay bills other than payroll. The consolidated bank account is available for use by all funds. The purpose of the consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds. The Council also maintains another demand deposit account at this bank for making payroll disbursements. This account is maintained on an imprest basis.

## Exhibit F - Continued

The Council's policy is to follow state law in an effort to minimize risks associated with bank deposits that exceed those currently covered by FDIC insurance. The current FDIC coverage is \$250,000 for demand deposits and another \$250,000 for interest-bearing deposits per bank. Because the Council's bank balances periodically exceed the FDIC coverage amounts its management obtains collateralization for deposits at banks that exceed FDIC insurance.

At June 30, the carrying value of the Council's bank accounts at JPMorgan Chase Bank totaled \$38,868, whereas the corresponding total bank balances were \$64,222. The difference was principally due to outstanding checks and deposits that had not cleared the bank by June 30. At year-end all bank balances were covered by FDIC insurance. State law and the Council's policy requires uninsured bank balances to be adequately secured by pledged securities at all times. The bank had pledged securities that had a market value at \$648,406 at June 30<sup>th</sup>. Accordingly, all of the bank balances at year-end were either insured or adequately collateralized. The pledged securities are being held in a collateral account in the name of the Council at the Federal Reserve Bank of New York.

During the year, the Council accumulates cash in excess of its immediate needs. To maximize its interest income, the Council's management will invest the excess cash. The Council's management has adopted an investment policy that is intended to follow Louisiana Revised Statute 33:2955, which sets forth a list of the types of investments in which a political subdivision may invest its temporarily idle funds. Accordingly, at year-end, the Council's management has invested \$3,058,861 in the Louisiana Asset Management Pool (LAMP) which complies with state law and the Council's investment policy. The interest rate on LAMP investments at June 30, 2024 was 5.27%. LAMP is administered by LAMP, Inc., a non-profit corporation organized under Louisiana law. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955.

GASB Statement No. 40, *Deposit and Investment Risk Disclosure*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for 2a7 like investment pools:

## Exhibit F - Continued

- Credit risk: LAMP is rated AAAM by Standard & Poor's.
- Custodial credit risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.
- Concentration of credit risk: Pooled investments are excluded from the 5 percent disclosure requirement.
- Interest rate risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM (to reset) for LAMP's total investments is 43 days and the WAM (to final) is 70 days as of June 30, 2024.
- Foreign currency risk: Not applicable to 2a7-like pools.

### Note 5 - Prepaid Expenditures & Expenses

At year-end, prepaid expenditures in the fund Balance Sheet (Exhibit C) and prepaid expenses in the government-wide Statement of Net Position (Exhibit A) consisted of the following:

|                                       |                         |
|---------------------------------------|-------------------------|
| Cyber & Privacy insurance premiums    | \$ 1,370                |
| Umbrella insurance policy premiums    | 7,459                   |
| Commerical vehicle insurance premiums | 39,273                  |
| Nonowners insurance premiums          | <u>1,042</u>            |
| Total prepaid expenditures & expenses | <u><u>\$ 49,144</u></u> |

## Exhibit F - Continued

### Note 6 - Changes in Capital Assets

A summary of changes in *depreciable* capital assets and related accumulated depreciation are as follows:

| Capital Assets<br>Being Depreciated | Balance<br>June 30,<br>2023 | Additions  | Decreases    | Balance<br>June 30,<br>2024 |
|-------------------------------------|-----------------------------|------------|--------------|-----------------------------|
| Vehicles                            | \$ 995,079                  | \$ 557,625 | \$ (109,836) | \$ 1,442,868                |
| Furniture and Equipment             | 47,620                      | 0          | 0            | 47,620                      |
| Total Capital Assets                | 1,042,699                   | 557,625    | (109,836)    | 1,490,488                   |
| Less Accumulated Depreciation:      |                             |            |              |                             |
| Vehicles                            | 886,463                     | 173,779    | (109,836)    | 950,406                     |
| Furniture and Equipment             | 35,219                      | 3,522      | 0            | 38,741                      |
| Total Accumulated Depreciation      | 921,682                     | 177,301    | (109,836)    | 989,147                     |
| Capital Assets Net of Depreciation  | \$ 121,017                  | \$ 380,324 | \$ 0         | \$ 501,341                  |

None of the above amounts includes any donated asset. The Council's management has also reviewed the capital assets and does not believe any of them are impaired or totally inoperable as of year-end.

The Council also acquired land during the fiscal year for which is paid \$220,000. The purpose of the land purchase is for the Council to build an administrative headquarters in the future. After the purchase, the Council incurred \$60,109 in architect and engineering fees, which it has capitalized as part of the land's overall cost.



## Exhibit F - Continued

Depreciation was charged to governmental activities as follows:

|  |                   |
|--|-------------------|
| Administration   | \$ 7,009          |
| Supportive Services:                                   |                   |
| Transportation of the elderly                          | 167,416           |
| Nutrition Services:                                    |                   |
| Congregate Meals                                       | 308               |
| Home-delivered Meals                                   | 1,183             |
| Family Caregiver Support                               | 1,157             |
| Other Services and Activities                          | <u>228</u>        |
| Total depreciation expense for governmental activities | <u>\$ 177,301</u> |

The \$7,009 of depreciation associated with the administration function relates to capital assets that essentially serve all functions. Accordingly, it is included as a direct expense of the administration function on the Statement of Activities and then allocated to other functions in accordance with the Council's method of allocating indirect expenses. The other depreciation amounts (\$170,292) are charged as direct expenses to their related functions on the Statement of Activities.

### Note 7 - Changes in Compensated Absences

For purposes of the Statement of Net Position, the Council has presented all of its accumulated unpaid vacation leave as a current liability. This is because vested amounts will likely be used before the end of the next fiscal year. In contrast, no liability for compensated absences has been presented in the Balance Sheet of the fund financial statements because such leave does not become a liability until the employee has made a request to use it or terminates employment with the Council. The following is a schedule of changes that occurred in the Council's compensated absences account during the fiscal year.

|                          |                  |
|--------------------------|------------------|
| Balance at July 1, 2023  | \$ 42,922        |
| Net increase (decrease)  | <u>5,272</u>     |
| Balance at June 30, 2024 | <u>\$ 48,194</u> |

**Note 8 - Fund Balances – Fund Financial Statements**

At year-end, the General Fund includes a restricted fund balance for utility assistance (\$1,728), an assigned fund balance (\$34) for utility assistance, and \$56,689 of nonspendable fund balance, which consists of prepaid expenditures and various deposits.

None of the special revenue funds had any fund balance at June 30, 2024. Typically, these fund balances are cleared at year-end to comply with the terms of the grants that provide money to these funds.

**Note 9 - 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's in-kind contributions for the year consisted of having people volunteer their time to work in the senior centers and serve congregate meals. The volunteer services were valued by recording the number of hours the volunteers worked and multiplying the hours by minimum wage. The services were valued at \$4,296 by the Council.

**Note 10 - Board of Directors' Compensation**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members can request reimbursement for out-of-pocket expenses in accordance with the Council's policy when traveling on behalf of the Council.

**Note 11 - 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 of 1986, 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

## Exhibit F - Continued

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

### **Note 12 -Judgments, Claims, and Similar Contingencies**

As of the end of this fiscal year, the Council's management has no knowledge of any pending litigation, lawsuits, or claims against the Council. Management believes that any unexpected lawsuits or unknown claims that might be filed against the Council would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements. As of the date these financial statements were issued management was unaware of any outstanding claims or lawsuits against the Council.

### **Note 13 -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 or any of its subcontractors 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 not any significant contingent liabilities relating to the Council's noncompliance 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 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 14 -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 by employees; job related illnesses or injuries to employees; officer and directors' liability; certain types of business interruption; employment practices; human services; crisis management; sexual misconduct; cyber-attacks; identity recovery; 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. Deductibles are generally small ranging from zero to \$5,000 depending on the type of coverage. The Council also carries workman's compensation insurance and employee health and accident

## **Exhibit F - Continued**

insurance for which it has no deductibles. The Council's management has not purchased commercial insurance or made provision to cover or reduce the risk of loss as a result of certain types of business interruption and certain acts of God, like floods or earthquakes, or virus pandemics. 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, except that in fiscal year 2022 and fiscal year 2021 the Council spent \$41,382 and \$10,775, respectively, in lawsuit settlements and legal fees to settle claims outside its insurance coverages. The Council had no claims to settle or legal fees to pay this fiscal year.

In the fund financial statements, the COA usually reports its risk management activities, including the cost of legal representation, claim settlements, and judgments, in the General Fund. The exception would be when the claim can be linked to a program service provided by one of the special revenue funds. In the government-wide financial statements similar expenses will be allocated directly to the function that gave rise to the expense in the Statement of Activities. Claims expenditures, expenses, and liabilities are reported when it is probable that a material loss has occurred and the amount of that loss can be reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. In addition, no year-end accrual has been made for any other known claim losses that relate to this year but will be settled in a future year because management considers the potential settlement amounts to be immaterial, individually and in the aggregate, to the financial statements. See Note 12 for additional details. Furthermore, management has not made any estimates or accruals for claim losses that might arise in future years during the normal course of business.

### **Note 15 -Related Party Transactions**

There were not any related party transactions during the fiscal year.

### **Note 16 -Economic Dependency**

The Council's largest single source of revenue is from a property tax. If the property in Lafourche Parish were to be assessed at lower values due to natural disaster or another unpredictable event, the amount of property tax revenue that the Council receives could be adversely affected.

The Council also receives significant amounts of its annual revenues from the Governor's

## Exhibit F - Continued

Office of Elderly Affairs (GOEA). These revenues are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal or state level, the amount of funds the Council receives could be reduced 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 next year relating to revenues it usually receives from GOEA, except that funds from the STPH grant (\$37,535) and the American Rescue Plan (ARP) grants ((\$163,565)) will be much less in the next fiscal year because these programs are being phased out.

### Note 17 -Purchase Commitments

At year-end, the Council did not have any outstanding significant purchase commitments.

### Note 18 -On-Behalf Payments for Fringe Benefits

Because the Council is one of several governmental agencies receiving proceeds from a property tax assessment, state law (RS 11:82) requires the Council to bear a pro-rata share of the pension expense relating to state and local public retirement systems. The Council's pro-rata share of the required contribution was \$54,879 which was withheld by the Lafourche Parish Sheriff from property tax collections to satisfy the Council's obligation. The Sheriff withholds the entire amount of this obligation in December each year even though some of the property taxes may never be collected. None of the Council's employees participate in or benefit from any pension plan relating to this expenditure. The amount withheld by the Sheriff represents *intergovernmental* expenditures of the General Fund on Exhibit D.

The following list presents the retirement systems that were funded by the Council's property tax revenues this year:

|   |                  |
|---|------------------|
| Assessor's Retirement Fund                | \$ 5,907         |
| Clerks' of Court Retirement & Relief Fund | 4,873            |
| District Attorney's Retirement System     | 3,898            |
| Municipal Employee's Retirement System    | 4,873            |
| Parochial Employees' Retirement System    | 4,873            |
| Registrar of Voters Employees' Retirement | 1,218            |
| Sheriff's Pension & Relief Fund           | 9,746            |
| Teachers' Retirement System               | 19,491           |
|   | <u>\$ 54,879</u> |

**Exhibit F - Continued**

**Note 19 -Interfund Transfers**

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

|  | <b>Operating Transfers</b> |                     |
|--|----------------------------|---------------------|
|  | <b>In From</b>             | <b>Out To</b>       |
| <b>General Fund:</b>                               |                            |                     |
| Title III B Fund                                   | \$ 0                       | \$ 1,470,707        |
| Title III C-1 Fund                                 | 0                          | 76,195              |
| Title III C-2 Fund                                 | 0                          | 500,167             |
| Nonmajor Funds in the Aggregate (Title III E Fund) | 0                          | 40,168              |
| Total General Fund                                 | <u>0</u>                   | <u>2,087,237</u>    |
| <b>Title III B Fund:</b>                           |                            |                     |
| General Fund - PCOA                                | \$ 100,000                 | \$ 0                |
| General Fund - local funds                         | <u>1,370,707</u>           | <u>0</u>            |
| Total Title III B Fund                             | <u>1,470,707</u>           | <u>0</u>            |
| <b>Title III C-1 Fund:</b>                         |                            |                     |
| General Fund - Supp. Senior Center                 | \$ 10,599                  | \$ 0                |
| General Fund - local funds                         | 65,596                     | 0                   |
| Nonmajor Funds in the Aggregate (Sr. Center)       | <u>120,869</u>             | <u>0</u>            |
| Total Title III C-1 Fund                           | <u>197,064</u>             | <u>0</u>            |
| <b>Title III C-2 Fund:</b>                         |                            |                     |
| General Fund - local funds                         | \$ 500,167                 | \$ 0                |
| Total Title III C-2 Fund                           | <u>500,167</u>             | <u>0</u>            |
| <b>Nonmajor Funds in the Aggregate:</b>            |                            |                     |
| Senior Center to Title III C-1 Fund                | \$ 0                       | \$ 120,869          |
| Title III E Fund from General Fund                 | <u>40,168</u>              | <u>0</u>            |
| Total Nonmajor Funds in the Aggregate              | <u>40,168</u>              | <u>120,869</u>      |
| <b>Grand Totals</b>                                | <u>\$ 2,208,106</u>        | <u>\$ 2,208,106</u> |

Transfers are used to (a) 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 (b) shift unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits.

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

**Note 20 -Interfund Receivables and Payables**

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. The Council did not have any interfund loans at year-end.

**Note 21 -Subsequent Events**

Management has evaluated subsequent events through December 18, 2024, which is the date the financial statements were available to be issued. There were no events that required disclosure.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB STATEMENT 34**



# Budgetary Comparison Schedule - General Fund

Lafourche Council on Aging, Inc.

Raceland, Louisiana

For the year ended June 30, 2024

|   | Budgeted Amounts |                    | Actual<br>Amounts         | Variance with<br>Final Budget |
|---|------------------|--------------------|---------------------------|-------------------------------|
|   | Original         | Final<br>(Amended) | Modified<br>Accrual Basis | Favorable<br>(Unfavorable)    |
| <b>REVENUES</b>                         |                  |                    |                           |                               |
| Intergovernmental:                      |                  |                    |                           |                               |
| Governor's Office of Elderly Affairs:   |                  |                    |                           |                               |
| PCOA grant                              | \$ 100,000       | \$ 100,000         | \$ 100,000                | \$ 0                          |
| Supplemental Senior Center grants       | 10,599           | 10,599             | 10,599                    | 0                             |
| AAA grant - primary                     | 36,857           | 36,857             | 36,857                    | 0                             |
| AAA grant - ARP                         | 0                | 15,764             | 15,764                    | 0                             |
| MIPPA contract                          | 27,000           | 48,775             | 54,710                    | 5,935                         |
| STPH Grant                              | 47,827           | 47,827             | 37,535                    | (10,292)                      |
| La Dept of Transportation & Development | 469,822          | 469,822            | 469,822                   | 0                             |
| Lafourche Parish Government             | 10,297           | 10,297             | 10,297                    | 0                             |
| Property Taxes                          | 1,762,399        | 1,743,196          | 1,609,379                 | (133,817)                     |
| Public Support - restricted             | 3,167            | 2,202              | 4,194                     | 1,992                         |
| Public Support - unrestricted           | 1,100            | 1,880              | 11,223                    | 9,343                         |
| Interest Income                         | 120,000          | 160,490            | 170,675                   | 10,185                        |
| LWCC Dividends                          | 0                | 0                  | 42,522                    | 42,522                        |
| Miscellaneous                           | 1,250            | 0                  | 0                         | 0                             |
| Total Revenues                          | 2,590,318        | 2,647,709          | 2,573,577                 | (74,132)                      |
| <b>EXPENDITURES</b>                     |                  |                    |                           |                               |
| Current:                                |                  |                    |                           |                               |
| Personnel                               | 49,224           | 55,719             | 62,802                    | (7,083)                       |
| Fringe                                  | 21,191           | 25,271             | 27,161                    | (1,890)                       |
| Travel                                  | 23               | 34                 | 21                        | 13                            |
| Operating Services                      | 10,496           | 12,472             | 9,702                     | 2,770                         |
| Operating Supplies                      | 1,608            | 663                | 2,532                     | (1,869)                       |
| Other Costs                             | 16,340           | 15,882             | 9,479                     | 6,403                         |
| Full Service                            | 0                | 0                  | 992                       | (992)                         |
| Utility Assistance                      | 10,175           | 9,739              | 8,811                     | 928                           |
| Specific Assistance to Individuals      | 400              | 319                | 395                       | (76)                          |
| STPH Program                            | 47,827           | 47,827             | 37,535                    | 10,292                        |
| Capital Outlay                          | 631,079          | 577,249            | 837,734                   | (260,485)                     |
| Intergovernmental                       | 55,312           | 54,879             | 54,879                    | 0                             |
| Total Expenditures                      | 843,675          | 800,054            | 1,052,043                 | (251,989)                     |
| Excess of revenues over expenditures    | 1,746,643        | 1,847,655          | 1,521,534                 | (326,121)                     |
| <b>OTHER FINANCING SOURCES (USES)</b>   |                  |                    |                           |                               |
| Transfers in                            | 0                | 0                  | 0                         | 0                             |
| Transfers out                           | (2,229,057)      | (2,286,044)        | (2,087,237)               | 198,807                       |
| Total other financing sources (uses)    | (2,229,057)      | (2,286,044)        | (2,087,237)               | 198,807                       |
| Net increase (decrease) in fund balance | \$ (482,414)     | \$ (438,389)       | (565,703)                 | \$ (127,314)                  |
| <b>FUND BALANCE</b>                     |                  |                    |                           |                               |
| Beginning of year                       |                  |                    | 3,709,301                 |                               |
| End of year                             |                  |                    | \$ 3,143,598              |                               |

See notes to required supplementary information.

# Budgetary Comparison Schedule - Title III B Fund

Lafourche Council on Aging, Inc.

Raceland, Louisiana

For the year ended June 30, 2024

|  | Budgeted Amounts |                    | Actual<br>Amounts         | Variance with<br>Final Budget |
|--|------------------|--------------------|---------------------------|-------------------------------|
|  | Original         | Final<br>(Amended) | Modified<br>Accrual Basis | Favorable<br>(Unfavorable)    |
| <b>REVENUES</b>                                    |                  |                    |                           |                               |
| Intergovernmental:                                 |                  |                    |                           |                               |
| Governor's Office of Elderly Affairs               |                  |                    |                           |                               |
| Primary Grant                                      | \$ 112,188       | \$ 112,188         | \$ 112,188                | 0                             |
| ARP Grant  | 75,739           | 75,739             | 51,328                    | (24,411)                      |
| Public Support - restricted (client contributions) | 25,428           | 30,131             | 30,982                    | 851                           |
| Program Service Fees - transportation              | 203              | 657                | 720                       | 63                            |
| Total Revenues                                     | 213,558          | 218,715            | 195,218                   | (23,497)                      |
| <b>EXPENDITURES</b>                                |                  |                    |                           |                               |
| Current:   |                  |                    |                           |                               |
| Personnel  | 1,057,768        | 914,900            | 915,700                   | (800)                         |
| Fringe   | 402,653          | 380,761            | 382,916                   | (2,155)                       |
| Travel   | 16,332           | 22,495             | 22,503                    | (8)                           |
| Operating Services                                 | 141,290          | 147,549            | 153,673                   | (6,124)                       |
| Operating Supplies                                 | 101,056          | 90,002             | 90,565                    | (563)                         |
| Other Costs  | 38,451           | 47,868             | 42,839                    | 5,029                         |
| Full Service                                       | 89,779           | 87,131             | 57,729                    | 29,402                        |
| Utility Assistance                                 | 1,535            | 0                  | 0                         | 0                             |
| Capital Outlay                                     | 0                | 132,498            | 0                         | 132,498                       |
| Lawsuit and Claims Settlements                     | 7,000            | 0                  | 0                         | 0                             |
| Total Expenditures                                 | 1,855,864        | 1,823,204          | 1,665,925                 | 157,279                       |
| Excess of expenditures over revenues               | (1,642,306)      | (1,604,489)        | (1,470,707)               | 133,782                       |
| <b>OTHER FINANCING SOURCES (USES)</b>              |                  |                    |                           |                               |
| Transfers in                                       | 1,642,306        | 1,604,489          | 1,470,707                 | (133,782)                     |
| Transfers out                                      | 0                | 0                  | 0                         | 0                             |
| Total other financing sources (uses)               | 1,642,306        | 1,604,489          | 1,470,707                 | (133,782)                     |
| Net increase (decrease) in fund balance            | \$ 0             | \$ 0               | 0                         | \$ 0                          |
| <b>FUND BALANCE</b>                                |                  |                    |                           |                               |
| Beginning of year                                  |                  |                    | 0                         |                               |
| End of year  |                  |                    | \$ 0                      |                               |

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III C-1 Fund**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the year ended June 30, 2024**

|  | <u>Budgeted Amounts</u> |                            | <u>Actual<br/>Amounts</u>             | <u>Variance with<br/>Final Budget</u> |
|--|-------------------------|----------------------------|---------------------------------------|---------------------------------------|
|  | <u>Original</u>         | <u>Final<br/>(Amended)</u> | <u>Modified<br/>Accrual<br/>Basis</u> | <u>Favorable<br/>(Unfavorable)</u>    |
| <b><u>REVENUES</u></b>                                   |                         |                            |                                       |                                       |
| Intergovernmental:                                       |                         |                            |                                       |                                       |
| Governor's Office of Elderly Affairs:                    |                         |                            |                                       |                                       |
| Primary grant  | \$ 89,063               | \$ 89,063                  | \$ 89,063                             | \$ 0                                  |
| ARP grant  | 26,128                  | 26,128                     | 18,206                                | (7,922)                               |
| NSIP grant   | 12,213                  | 15,337                     | 15,337                                | 0                                     |
| Public Support - restricted (client contributions)       | 16,916                  | 20,052                     | 20,505                                | 453                                   |
| Public Support - restricted (Bayou Community Foundation) | 17,800                  | 10,000                     | 0                                     | (10,000)                              |
| Total Revenues   | <u>162,120</u>          | <u>160,580</u>             | <u>143,111</u>                        | <u>(7,469)</u>                        |
| <b><u>EXPENDITURES</u></b>                               |                         |                            |                                       |                                       |
| Current:   |                         |                            |                                       |                                       |
| Personnel  | 199,740                 | 197,238                    | 194,962                               | 2,276                                 |
| Fringe   | 60,066                  | 60,936                     | 60,775                                | 161                                   |
| Travel   | 588                     | 4,758                      | 278                                   | 4,480                                 |
| Operating Services                                       | 24,786                  | 15,554                     | 15,789                                | (235)                                 |
| Operating Supplies                                       | 15,710                  | 3,216                      | 3,220                                 | (4)                                   |
| Other Costs  | 7,024                   | 8,822                      | 7,417                                 | 1,405                                 |
| Meals  | 49,705                  | 57,026                     | 57,734                                | (708)                                 |
| Capital Outlay   | 0                       | 24,005                     | 0                                     | 24,005                                |
| Total Expenditures                                       | <u>357,619</u>          | <u>371,555</u>             | <u>340,175</u>                        | <u>31,380</u>                         |
| Excess of expenditures over revenues                     | <u>(195,499)</u>        | <u>(210,975)</u>           | <u>(197,064)</u>                      | <u>23,911</u>                         |
| <b><u>OTHER FINANCING SOURCES (USES)</u></b>             |                         |                            |                                       |                                       |
| Transfers in   | 195,499                 | 210,975                    | 197,064                               | (13,911)                              |
| Transfers out  | 0                       | 0                          | 0                                     | 0                                     |
| Total other financing sources (uses)                     | <u>195,499</u>          | <u>210,975</u>             | <u>197,064</u>                        | <u>(13,911)</u>                       |
| Net increase (decrease) in fund balance                  | <u>\$ 0</u>             | <u>\$ 0</u>                | <u>0</u>                              | <u>\$ 10,000</u>                      |
| <b><u>FUND BALANCE</u></b>                               |                         |                            |                                       |                                       |
| Beginning of year  |                         |                            | 0                                     |                                       |
| End of year  |                         |                            | <u>\$ 0</u>                           |                                       |

See notes to required supplementary information.

## Budgetary Comparison Schedule - Title III C-2 Fund

### Lafourche Council on Aging, Inc. Raceland, Louisiana For the year ended June 30, 2024

|  | <u>Budgeted Amounts</u> |                            | <u>Actual<br/>Amounts</u>             | <u>Variance with<br/>Final Budget</u> |
|--|-------------------------|----------------------------|---------------------------------------|---------------------------------------|
|  | <u>Original</u>         | <u>Final<br/>(Amended)</u> | <u>Modified<br/>Accrual<br/>Basis</u> | <u>Favorable<br/>(Unfavorable)</u>    |
| <b><u>REVENUES</u></b>                             |                         |                            |                                       |                                       |
| Intergovernmental:                                 |                         |                            |                                       |                                       |
| Governor's Office of Elderly Affairs:              |                         |                            |                                       |                                       |
| Primary grant                                      | \$ 117,819              | \$ 117,819                 | \$ 117,819                            | \$ 0                                  |
| ARP grant  | 51,773                  | 51,773                     | 49,875                                | (1,898)                               |
| NSIP grant   | 69,208                  | 86,907                     | 86,907                                | 0                                     |
| Public Support - restricted (client contributions) | 88,258                  | 106,731                    | 102,836                               | (3,895)                               |
| Total Revenues                                     | 327,058                 | 363,230                    | 357,437                               | (5,793)                               |
| <b><u>EXPENDITURES</u></b>                         |                         |                            |                                       |                                       |
| Current:   |                         |                            |                                       |                                       |
| Personnel  | 307,027                 | 305,607                    | 305,161                               | 446                                   |
| Fringe   | 79,899                  | 81,395                     | 81,540                                | (145)                                 |
| Travel   | 39,053                  | 40,348                     | 46,838                                | (6,490)                               |
| Operating Services                                 | 41,055                  | 39,413                     | 40,473                                | (1,060)                               |
| Operating Supplies                                 | 16,822                  | 14,961                     | 14,495                                | 466                                   |
| Other Costs  | 12,826                  | 16,971                     | 14,840                                | 2,131                                 |
| Full Service                                       | 0                       | 0                          | 0                                     | 0                                     |
| Meals  | 283,603                 | 357,370                    | 354,257                               | 3,113                                 |
| Capital Outlay                                     | 0                       | 41,206                     | 0                                     | 41,206                                |
| Total Expenditures                                 | 780,285                 | 897,271                    | 857,604                               | 39,667                                |
| Excess of expenditures over revenues               | (453,227)               | (534,041)                  | (500,167)                             | 33,874                                |
| <b><u>OTHER FINANCING SOURCES (USES)</u></b>       |                         |                            |                                       |                                       |
| Transfers in                                       | 453,227                 | 534,041                    | 500,167                               | (33,874)                              |
| Transfers out                                      | 0                       | 0                          | 0                                     | 0                                     |
| Total other financing sources (uses)               | 453,227                 | 534,041                    | 500,167                               | (33,874)                              |
| Net increase (decrease) in fund balance            | \$ 0                    | \$ 0                       | 0                                     | \$ 0                                  |
| <b><u>FUND BALANCE</u></b>                         |                         |                            |                                       |                                       |
| Beginning of year                                  |                         |                            | 0                                     |                                       |
| End of year  |                         |                            | \$ 0                                  |                                       |

See notes to required supplementary information.

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**  
**For the year ended June 30, 2024**

### **Note 1 - Budgetary Reporting**

The budget information presented in this section of required supplementary information applies to *major* governmental funds for which annual budgets were adopted. Budgetary information for *nonmajor* 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.

- GOEA notifies the Council each year as to the funding levels for each of its programs.
- Management makes revenue projections based on grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Management makes projections of property tax revenues based on past trends and data available at the Parish Assessor's office to form expectations of future revenues.
- Management develops expenditure projections 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 and Finance Administrator prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board of directors meeting before May 31 of the

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

### (Continued)

current fiscal year. The Council's original budget for this fiscal year was approved by the board on June 21, 2023.

- The adopted budget is forwarded to the Governor's Office of Elderly Affairs (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, the Council 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 governmental funds, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying required supplementary information include the original adopted budget amounts and all subsequent amendments. During the fiscal year, management amended the Council's budget once using a procedure similar to the one used to approve the original budget. The budget was approved at a board meeting on April 17, 2024.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- Budgeted 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 General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.
- The Council may transfer funds between line items as often as required but

must obtain compliance approval from the Governor's Office of Elderly Affairs for funds received under grants from this state agency. As part of its grant awards, 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.

**Note 2 - General Fund's Budgeted Operating Deficit**

Management originally budgeted an operating deficit of \$482,414 in the Council's General Fund this year because it anticipated the General Fund would continue to have reduced property tax revenues similar to last fiscal year. Last year's property tax revenues were low as a result of reassessments done as a result of property damages caused by Hurricane Ida in August 2021. Secondly, the Council anticipated receiving four new vans and the Council's share of the purchase price was going to cost the General Fund about \$80,000. Finally, the General Fund always has significant transfers of funds to subsidize the various programs comprising the Special Revenue Funds. The Council was able to budget such an initial deficit because it had a large enough unassigned fund balance to absorb the deficit.

As the year progressed and more information became available, management was able to amend its original budget (once). The amended budget forecasted a smaller deficit than the original budget (\$438,389 vs \$482,414). The main reason for this favorable change was because actual interest income was going to be about \$40,000 more than originally forecasted. Nevertheless, the Council still had at least 3 million dollars of unassigned fund balance to absorb the forecasted deficit.

## **SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**



**Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance  
Nonmajor Governmental Funds**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the year ended June 30, 2024**

|  | <u>Senior<br/>Center<br/>Fund</u> | <u>Title III D<br/>Fund</u> | <u>Title III E<br/>Fund</u> | <u>Totals</u>   |
|--|-----------------------------------|-----------------------------|-----------------------------|-----------------|
| <b><u>REVENUES</u></b>                       |                                   |                             |                             |                 |
| Intergovernmental:                           |                                   |                             |                             |                 |
| Governor's Office of Elderly Affairs         |                                   |                             |                             |                 |
| Primary grant                                | \$ 145,965                        | \$ 5,085                    | \$ 38,351                   | \$ 189,401      |
| ARP grant                                    | 0                                 | 5,185                       | 23,208                      | 28,393          |
| Total revenues                               | <u>145,965</u>                    | <u>10,270</u>               | <u>61,559</u>               | <u>217,794</u>  |
| <b><u>EXPENDITURES</u></b>                   |                                   |                             |                             |                 |
| Health, Welfare, & Social Services:          |                                   |                             |                             |                 |
| Current:                                     |                                   |                             |                             |                 |
| Personnel                                    | 20,282                            | 0                           | 2,214                       | 22,496          |
| Fringe                                       | 2,955                             | 0                           | 1,100                       | 4,055           |
| Travel                                       | 33                                | 0                           | 0                           | 33              |
| Operating Services                           | 1,154                             | 0                           | 179                         | 1,333           |
| Operating Supplies                           | 68                                | 0                           | 421                         | 489             |
| Other Costs                                  | 604                               | 0                           | 89                          | 693             |
| Full Service                                 | 0                                 | 10,270                      | 97,724                      | 107,994         |
| Total expenditures                           | <u>25,096</u>                     | <u>10,270</u>               | <u>101,727</u>              | <u>137,093</u>  |
| Excess of revenues over (under) expenditures | <u>120,869</u>                    | <u>0</u>                    | <u>(40,168)</u>             | <u>80,701</u>   |
| <b><u>OTHER FINANCING SOURCES (USES)</u></b> |                                   |                             |                             |                 |
| Operating transfers in                       | 0                                 | 0                           | 40,168                      | 40,168          |
| Operating transfers out                      | (120,869)                         | 0                           | 0                           | (120,869)       |
| Total other financing sources (uses)         | <u>(120,869)</u>                  | <u>0</u>                    | <u>40,168</u>               | <u>(80,701)</u> |
| Net increase (decrease) in fund balances     | 0                                 | 0                           | 0                           | 0               |
| <b><u>FUND BALANCE (DEFICIT)</u></b>         |                                   |                             |                             |                 |
| Beginning of year                            | <u>0</u>                          | <u>0</u>                    | <u>0</u>                    | <u>0</u>        |
| End of year                                  | <u>\$ 0</u>                       | <u>\$ 0</u>                 | <u>\$ 0</u>                 | <u>\$ 0</u>     |

**Comparative Schedule of Capital Assets and  
Changes in Capital Assets**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the year ended June 30, 2024**

|  | <b>Balance<br/>June 30,<br/>2023</b> | <b>Additions</b>  | <b>Deletions</b>    | <b>Balance<br/>June 30,<br/>2024</b> |
|--|--------------------------------------|-------------------|---------------------|--------------------------------------|
| <b><u>Capital Assets</u></b>                       |                                      |                   |                     |                                      |
| Vehicles   | \$ 995,079                           | \$ 557,625        | \$ (109,836)        | \$ 1,442,868                         |
| Furniture & equipment                              | 47,620                               | 0                 | 0                   | 47,620                               |
| Land   | 0                                    | 280,109           | 0                   | 280,109                              |
| Total capital assets                               | <u>\$ 1,042,699</u>                  | <u>\$ 837,734</u> | <u>\$ (109,836)</u> | <u>\$ 1,770,597</u>                  |
| <b><u>Investment in Capital Assets</u></b>         |                                      |                   |                     |                                      |
| Property acquired with funds from:                 |                                      |                   |                     |                                      |
| PCOA   | \$ 1,207                             | \$ 0              | \$ 0                | \$ 1,207                             |
| Federal Transit Administration - Section 5310      | 686,648                              | 469,822           | (93,360)            | 1,063,110                            |
| Federal Transit Administration - Section 5311 RTAP | 1,214                                | 0                 | 0                   | 1,214                                |
| Local  | 353,630                              | 367,912           | (16,476)            | 705,066                              |
| Total investment in capital assets                 | <u>\$ 1,042,699</u>                  | <u>\$ 837,734</u> | <u>\$ (109,836)</u> | <u>\$ 1,770,597</u>                  |

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED FOR LOUISIANA LAW**

**Schedule of Compensation, Benefits and Other Payments to  
the Council's Executive Director**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the year ended June 30, 2024**

**Executive Director's (Agency Head) Name: Charlene Rodriguez**

| <b>Purpose</b>                           | <b>Amount</b>        |
|--|----------------------|
| Salary                                   | \$ 100,633.00        |
| Benefits-health insurance                | 18,948.12            |
| Benefits-life insurance                  | 1,506.72             |
| Benefits-other (COA paid FICA, LUTA, WC) | 11,276.01            |
| Reimbursements for Meals while Traveling | 45.00                |
| <b>Total</b>                             | <b>\$ 132,408.85</b> |

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY UNIFORM  
GUIDANCE**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana**

**For the year ended June 30, 2024**

| <b>FEDERAL GRANTOR/PASS-THROUGH GRANTORS;<br/>PROGRAM OR CLUSTER TITLE</b>                                       | <b>FEDERAL<br/>ASSISTANCE<br/>LISTING NUMBER</b> | <b>GRANT<br/>YEAR<br/>ENDED</b> | <b>PROGRAM<br/>OR AWARD<br/>AMOUNT</b> | <b>FEDERAL<br/>REVENUE<br/>RECOGNIZED</b> | <b>FEDERAL<br/>EXPENDITURES</b> |
|--|--|---------------------------------|--|---|---------------------------------|
| <b><u>U.S. Department of Health and Human Services</u></b>   |  |                                 |  |   |                                 |
| <b>Administration on Aging</b>   |  |                                 |  |   |                                 |
| Passed through the Governor's Office of Elderly Affairs:   |  |                                 |  |   |                                 |
| Aging Cluster of Programs for the Aging :  |  |                                 |  |   |                                 |
| Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers             |  |                                 |  |   |                                 |
| Title III, Part B - Grants for Supportive Services & Senior Centers  | 93.044   | 06/30/24                        | 66,792                                 | 66,792                                    | 66,792                          |
| ARP Title III, Part B - Grants for Supportive Services & Senior Centers  | 93.044   | 06/30/24                        | 43,509                                 | 39,883                                    | 39,883                          |
| ARP Title III, Part B - Grants for Supportive Services & Senior Centers  | 93.044   | 06/30/23                        | 42,919                                 | 3,577                                     | 3,577                           |
| ARP (STPH) Expanding the Public Health within the Aging Network for States                                       | 93.044   | 06/30/24                        | 25,520                                 | 25,520                                    | 25,520                          |
| ARP (STPH) Expanding the Public Health within the Aging Network for States                                       | 93.044   | 06/30/23                        | 25,520                                 | 12,015                                    | 12,015                          |
| Total Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers       |  |                                 | 204,260                                | 147,787                                   | 147,787                         |
| Special Programs for the Aging, Title III, Part C, Nutrition Services  |  |                                 |  |   |                                 |
| Title III, Part C - Area Agency Administration   | 93.045   | 06/30/24                        | 27,643                                 | 27,643                                    | 27,643                          |
| ARP Title III, Part C - Area Agency Administration   | 93.045   | 06/30/24                        | 11,823                                 | 10,838                                    | 10,838                          |
| ARP Title III, Part C - Area Agency Administration   | 93.045   | 06/30/23                        | 11,823                                 | 985                                       | 985                             |
| Title III, Part C-1 - Nutrition Services - Congregate Meals  | 93.045   | 06/30/24                        | 77,531                                 | 77,531                                    | 77,531                          |
| ARP Title III, Part C-1 - Nutrition Services - Congregate Meals  | 93.045   | 06/30/24                        | 15,485                                 | 14,195                                    | 14,195                          |
| ARP Title III, Part C-1 - Nutrition Services - Congregate Meals  | 93.045   | 06/30/23                        | 15,159                                 | 1,263                                     | 1,263                           |
| Title III, Part C-2 - Nutrition Services - Home Delivered Meals  | 93.045   | 06/30/24                        | 54,964                                 | 54,964                                    | 54,964                          |
| ARP Title III, Part C-2 - Nutrition Services - Home Delivered Meals  | 93.045   | 06/30/24                        | 42,432                                 | 38,896                                    | 38,896                          |
| ARP Title III, Part C-2 - Nutrition Services - Home Delivered Meals  | 93.045   | 06/30/23                        | 41,970                                 | 3,498                                     | 3,498                           |
| Total Special Programs for the Aging, Title III, Part C, Nutrition Services                                      |  |                                 | 298,830                                | 229,813                                   | 229,813                         |
| Nutrition Services Incentive Program   | 93.053   | 06/30/24                        | 102,244                                | 102,244                                   | 102,244                         |
| Total of Aging Cluster of Programs for the Aging   |  |                                 | 605,334                                | 479,844                                   | 479,844                         |
| Other Programs for the Aging : (Treated individually for major program determination)                            |  |                                 |  |   |                                 |
| Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services              |  |                                 |  |   |                                 |
| Title III, Part D - Disease Prevention and Health Promotion  | 93.043   | 06/30/24                        | 5,166                                  | 5,085                                     | 5,085                           |
| ARP Title III, Part D - Disease Prevention and Health Promotion  | 93.043   | 06/30/24                        | 3,428                                  | 3,142                                     | 3,142                           |
| ARP Title III, Part D - Disease Prevention and Health Promotion  | 93.043   | 06/30/23                        | 3,428                                  | 2,043                                     | 2,043                           |
| Total Special Programs for the Aging, Title III, Part D, Disease Prevention and Health Promotion Services        |  |                                 | 12,022                                 | 10,270                                    | 10,270                          |
| National Family Caregiver Support, Title III, Part E   |  |                                 |  |   |                                 |
| Title III, Part E - National Family Caregiver Support  | 93.052   | 06/30/24                        | 28,763                                 | 28,763                                    | 28,763                          |
| ARP Title III, Part E - National Family Caregiver Support  | 93.052   | 06/30/24                        | 6,069                                  | 5,563                                     | 5,563                           |
| ARP Title III, Part E - National Family Caregiver Support  | 93.052   | 06/30/23                        | 5,921                                  | 5,921                                     | 5,921                           |
| ARP Title III, Part E - National Family Caregiver Support  | 93.052   | 06/30/22                        | 5,921                                  | 5,921                                     | 5,921                           |
| Total National Family Caregiver Support, Title III, Part E   |  |                                 | 46,674                                 | 46,168                                    | 46,168                          |
| Medicare Enrollment Assistance Program   | 93.071   | 06/30/24                        | 96,475                                 | 54,710                                    | 54,710                          |
| Total Other Programs for the Aging   |  |                                 | 155,171                                | 111,148                                   | 111,148                         |
| Totals for U.S. Department of Health & Human Services  |  |                                 | 760,505                                | 590,992                                   | 590,992                         |
| <b><u>Department of Transportation - Federal Transit Administration - Transit Service Programs Cluster</u></b>   |  |                                 |  |   |                                 |
| Passed through the Louisiana Department of Transportation and Development:                                       |  |                                 |  |   |                                 |
| Enhanced Mobility of Seniors and Individuals with Disabilities (Section 531C)                                    | 20.513   | N/A                             |  |   |                                 |
| (Federal Award grant # = LA-2016-006; State Project # ED-16-99-23)   |  |                                 | 238,724                                | 238,724                                   | 238,724                         |
| (Federal Award grant # = LA-2016-006; State Project # ED-16-99-23)   |  |                                 | 119,362                                | 119,362                                   | 119,362                         |
| (Federal Award grant # = LA-2018-006; State Project # ED-18-99-23)   |  |                                 | 111,737                                | 111,737                                   | 111,737                         |
| Totals for U.S. Department of Transportation - Federal Transit Administration - Transit Service Programs Cluster |  |                                 | 469,823                                | 469,823                                   | 469,823                         |
| Total federal grants   |  |                                 | \$ 1,230,328                           | \$ 1,060,815                              | \$ 1,060,815                    |

The accompanying notes are an integral part of this schedule.

Note A - Basis of Presentation - The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Lafourche Council on Aging, Inc. and has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for presenting the general-purpose financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the presentation of, the general-purpose financial statements.

Note B - The Lafourche Council on Aging, Inc. did not pass-through any of its federal awards to a subrecipient during the fiscal year.

Note C - No federal awards were expended in the form of non-cash assistance during the fiscal year.

Note D - The Lafourche Council on Aging, Inc. did not elect to use the 10% de minimis cost rate.

See Independent auditor's report.



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

To the Board of Directors  
Lafourche Council on Aging, Inc.  
Raceland, 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 Lafourche Council on Aging, Inc., Raceland, Louisiana, (the Council) as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated December 18, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

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

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

we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Council's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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 Louisiana Legislative Auditor as a public document.



T. S. Kearns & Co., CPA  
Thibodaux, Louisiana  
December 18, 2024





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

To the Board of Directors  
Lafourche Council on Aging, Inc.  
Raceland, Louisiana

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited Lafourche Council on Aging, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Lafourche Council on Aging, Inc.'s major federal programs for the year ended June 30, 2024. Lafourche Council on Aging, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Lafourche Council on Aging, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Lafourche Council on Aging, Inc. and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of Lafourche Council on Aging, Inc.'s compliance with the compliance requirements referred to above.

### **Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Lafourche Council on Aging, Inc.'s federal programs.

### **Auditors' Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Lafourche Council on Aging, Inc.'s compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Lafourche Council on Aging, Inc.'s compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Lafourche Council on Aging, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Lafourche Council on Aging, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Lafourche Council on Aging, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies



and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose; however, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document; therefore, its distribution is not limited.



T. S. Kearns & Co., CPA  
Thibodaux, Louisiana  
December 18, 2024

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**  
**For the Year Ended June 30, 2024**

### SUMMARY OF AUDITOR'S REPORTS

- A. Type of auditor's report issued on the financial statements: Unmodified
- B. 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*:

Internal control over financial reporting:

- Material weaknesses identified? No
- Significant deficiencies identified? None were reported

Noncompliance material to the financial statements identified? No

#### C. Federal Awards:

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiencies identified that are not considered to be material weaknesses?  
None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No

The programs tested as major programs are as follows:

U.S. Department of Health & Human Services – Aging Cluster of Programs for the Aging:

- Special Programs for the Aging, Title III, Part B, Grants for Supportive Services and Senior Centers; CFDA 93.044
- Special Programs for the Aging, Title III, Part C, Nutrition Services; CFDA 93.045
- Nutrition Services Incentive Program; CFDA 93.053

The threshold for distinguishing Types A and B programs was \$750,000.

The Lafourche Council on Aging was determined not to be a low-risk auditee.

**D. FINANCIAL STATEMENT FINDINGS**

There were no findings that are required to be reported in this section of the report.

**E. FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS**

There were no findings that are required to be reported in this section of the report.

F. Was a management letter issued for this year's audit? No

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**  
**For the year ended June 30, 2024**

**Financial Statement Findings**

The auditor did not report any financial statement findings in his audit of the Council's FY 2023 financial statements last year. Therefore, management has nothing to report in this section.

**Major Federal Award Program Findings and Questioned Costs**

No matters were reported last year because last year's audit was not a Single Audit; therefore, there was no requirement for the auditor to report any findings with respect to major federal award programs.

**Management Letter**

None was issued last year. Therefore, management has nothing to report in this section.

## **MANAGEMENT'S CORRECTIVE ACTION PLAN**

**Lafourche Council on Aging, Inc.  
Raceland, Louisiana  
For the Year Ended June 30, 2024**

**To the following oversight agencies for audit:**

**State:** Legislative Auditor of the State of Louisiana; and Governor's Office of Elderly Affairs.

**Name and address of independent public accounting firm:** T.S. Kearns & Co., CPA, 164 West Main Street, Thibodaux, LA 70301

**Audit period:** For the year ended June 30, 2024.

The findings from the June 30, 2024 schedule of findings and questioned costs are discussed below.

### **FINANCIAL STATEMENT FINDINGS**

The auditor did not report any findings as a result of this year's audit. Therefore, management has nothing to report in this section.

If you have any questions regarding this audit, please call Charlene Rodriguez, the Council's Executive Director, at (985) 532-0459 or [lafcoadirector@viscom.net](mailto:lafcoadirector@viscom.net).

INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING THE LOUISIANA LEGISLATIVE AUDITORS'  
STATEWIDE AGREED-UPON PROCEDURES

**Lafourche Council on Aging, Inc.**  
**Raceland, Louisiana**

**For the Fiscal Period July 1, 2023 through June 30, 2024**



**T.S. KEARNS & CO.**  
**CPA**

(A Professional Corporation)  
164 West Main Street, Thibodaux, LA 70301  
South end of Canal Boulevard  
(985) 447-8507 Fax (985) 447-4833  
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INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES FOR THE YEAR ENDED JUNE 30, 2024

To:  
The Board of Directors  
Lafourche Council on Aging, Inc.  
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, 2023 through June 30, 2024. Lafourche Council on Aging's management is responsible for those C/C areas identified in the SAUPs.

Lafourche Council on Aging 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, 2023 through June 30, 2024. 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**

---

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.  
No exceptions.
  - 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.  
No exceptions.
  - c) ***Disbursements***, including processing, reviewing, and approving.  
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).  
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 rates of pay or approval and maintenance of pay rate schedules.  
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.  
No exceptions.
- g) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.  
No exceptions.
- h) ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).  
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.  
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.  
Not applicable.
- 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.  
No exceptions.



- 1) ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.  
No exceptions.

#### ***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.  
No exceptions.
  - 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 comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*  
No exceptions.
  - 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.  
Not applicable. No negative ending unassigned fund balance in prior year audit report.
  - d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.  
Not applicable. No prior year audit findings.

#### ***Bank Reconciliations***

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- 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) ;  
No exceptions.
- b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and  
No exceptions.
- 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.  
Not applicable. No outstanding transactions over 12 months.

#### 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 a list of deposit sites from management and management provided representation that this listing is complete.
- 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
  - a) Employees responsible for cash collections do not share cash drawers/registers.  
Not applicable. Cash drawers/registers are not used.
  - b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.  
No exceptions.
  - c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and  
No exceptions.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.  
No exceptions.



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

No exceptions.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

Not applicable.

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

No exceptions.

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

No exceptions.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

No exceptions.

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

No exceptions.

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

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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 a listing of the Council's locations responsible for processing payments.

9. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;  
No exceptions.
  - b) At least two employees are involved in processing and approving payments to vendors;  
No exceptions.
  - 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;  
No exceptions.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and  
No exceptions.
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.  
No exceptions.
10. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and  
Obtained a list of the Council's nonpayroll disbursement transaction population from management and management provided representation that the listing is complete.
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and  
No exceptions.
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.  
No exceptions.
11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*  
Not applicable. Only electronic disbursements are for payroll-related items.



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

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

Obtained a list of the Council's credit cards/debit cards/fuel cards/purchase cards from management and management provided representation that the listing is complete.

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

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and  
No exceptions.

- b) Observe that finance charges and late fees were not assessed on the selected statements.  
No exceptions.

14. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions.

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

---

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

Obtained a list of travel and travel-related expense reimbursements from management and management provided representation that the listing is complete.

- A) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));  
No exceptions.
- B) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;  
Not applicable. No reimbursements were made during the fiscal year.
- C) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and  
No exceptions.
- D) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.  
No exceptions.

### ***Contracts***

---

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and  
Obtained a list of contracts initiated or renewed from management and management provided representation that the listing is complete.
- 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;  
No exceptions.
  - 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);  
No exceptions.
  - c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and  
No exceptions.
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.



No exceptions.

## ***Payroll and Personnel***

---

17. 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 a list of employees and officials employed from management and management provided representation that the listing is complete.

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

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

No exceptions.

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

No exceptions.

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

No exceptions.

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

No exceptions.

19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

No exceptions.

20. 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.

No exceptions.

## ***Ethics***

---

21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and  
No exceptions.
  - b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.  
Not applicable. No changes.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.  
No exceptions.

## ***Debt Service***

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23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.  
Not applicable. No debt.
24. 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).  
Not applicable. No debt.

## ***Fraud Notice***

---

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.  
Management provided representation that the Council does not have any reports of misappropriations of public funds and assets during the fiscal period.
26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.



No exceptions.

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

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27. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

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

We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

No exceptions.

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency’s information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Exception noted. One employee did not complete the training.

### ***Prevention of Sexual Harassment***

---

30. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that

the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

No exceptions.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

No exceptions.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

No exceptions.

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

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

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



T.S. Kearns & Co., CPA  
Thibodaux, LA 70301  
December 18, 2024