

FINANCIAL REPORT

**ASSUMPTION PARISH
COUNCIL ON AGING, INC.**

NAPOLEONVILLE, LOUISIANA

For the year ended June 30, 2022

MICHAEL R. CHOATE & COMPANY
Certified Public Accountants

FINANCIAL REPORT

**ASSUMPTION PARISH
COUNCIL ON AGING, INC.**

NAPOLEONVILLE, LOUISIANA

For the year ended June 30, 2022

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For the year ended June 30, 2022

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MANAGEMENT'S DISCUSSION AND ANALYSIS

Assumption Parish Council on Aging, Inc.

The Management's Discussion and Analysis of the Assumption Parish Council on Aging, Inc.'s (the Council) financial performance presents a narrative overview and analysis of the Council's financial activities for the year ended June 30, 2022. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with basic financial statements, which follow this section.

Fiscal year 2022 has been very difficult for our seniors and staff **as we recover from COVID-19 Pandemic. COVID-19** forced the closing of our Senior Center on March 13, 2020. For 2020-2021, meal service to seniors was transferred to all frozen home-delivered meals. Our staff continued to work to deliver those services and increased services such as telephoning to clients several times per week to check on their well-being. We are now resuming normal services.

FINANCIAL HIGHLIGHTS

The Council's assets exceeded its liabilities at the close of fiscal year 2022 by \$3,270,087 (net position), which represents a \$369,560 increase from last fiscal year. Cash and investments were \$2,219,785 at June 30, 2022.

The Council's total revenue decreased by (\$50,619) (or 3.5%) primarily due to decreases in section 5311 of (\$84,114), increase in ad valorem taxes of \$55,030, and United way decreased (\$14,583). Other income decreased (\$7,206).

The Council's expenditures decreased (\$118,054) (or 10.7 %) including a decrease in personnel and fringe of (\$76,917), Decreases were other costs (\$6,608) and Capital Outlay (\$17,045) and meals decreased (\$7,354). Operating services decreased (\$ 20,340). Travel increased \$6,280.

No funds had deficit balances.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Council's basic financial statements. The Council's annual report consists of five parts : (1) management's discussion and analysis (this section) (2) basic financial statements (3) required supplementary information, and (4) the optional section that presents combining statements for non-major governmental funds and other supplementary information, (5) various governmental compliance reports and schedules by certified public accountants and management.

The basic financial statements include two kinds of statements that present different views of the Council:

Government-wide Financial Statements

The government-wide financial statements (see Exhibits A and B) are designed to provide readers with a broad overview of the Council's finances, in a manner similar to a private sector business. The statement of net assets presents information on all of the Council's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Council is improving or deteriorating. The statement of activities presents information showing how the Council's net assets change during each fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The governmental activity of the Council is health and welfare which is comprised of various programs that include various supportive services, nutritional services, utility assistance and respite.

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

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 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. 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. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities (Exhibits D and F).

The Council has presented the General Fund, Assumption Millage Fund, Title III B-Supportive Services Fund, Section 5311 and Title XIX Transportation Fund as major funds (Exhibits C and E). All non-major governmental funds are presented in one column, titled Non Major Governmental Funds. Combining financial statements of the non-major funds can be found in the Combining Fund Statements that follow the basic financial statements (Schedules 3 and 4).

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found in Exhibit G of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information 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 (Exhibits H,I,J,K and L).

The Council has a section of supplementary information. The Governor's Office of Elderly Affairs (GOEA) has required the Council to present combining statements that provide details about our non-major governmental funds and 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 (Schedules 3, 4 and 5). GOEA also requires the Council to present a schedule of Units of Service (Schedule 6).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net assets may serve over time as a useful indicator of the Council's financial position. As of June 30, 2022, assets exceeded liabilities by \$3,270,087. A large portion of the Council's net position (68%) reflects its cash and (31%) is investment in capital assets (e.g. land; buildings; vehicles; equipment).

Condensed Statements of Net Assets

	June 30,		
	2022	2021	Change
Current and other assets	\$ 2,314,947	\$ 1,867,144	\$ 447,803
Capital assets, net	1,004,214	1,062,806	(58,592)
Total assets	3,319,161	2,929,950	389,211
Current liabilities	38,450	18,799	\$ 19,651
Long-term liabilities	10,624	10,624	-
Total liabilities	49,074	29,423	19,651
Net Assets:			
Invested in capital assets	1,004,214	1,062,806	(58,592)
Restricted	1,657,717	1,219,571	438,146
Unrestricted	608,156	618,150	(9,994)
Total net assets	\$ 3,270,087	\$ 2,900,527	\$ 369,560

Capital assets increased. Computer equipment, printer and office equipment were purchased.

Governmental Activities

Governmental activities increased the Council's net position by \$369,560. Key elements of this decrease are as follows:

Condensed Changes in Net Assets

	For the year ended June 30,		Dollar Change	Total Percent Change
	2022	2021		
Revenues:				
Program revenues:				
Charges for services	\$ -	\$ -	\$ -	
Operating grants and contributions	328,364	430,607	(102,243)	-23.7%
General revenues:				
Property taxes	882,818	827,788	55,030	6.6%
Grants and contributions not restricted to specific programs	180,255	181,229	(974)	-0.5%
Unrestricted miscellaneous	17,639	20,071	(2,432)	-12.1%
Total revenues	1,409,076	1,459,695	(50,619)	-3.5%
Expenses:				
Health and welfare	1,039,516	1,137,483	(97,967)	-8.6%
Increase in net position	369,560	322,212	47,348	14.7%
Net position beginning of year	2,900,527	2,578,315	322,212	12.5%
Net position end of year	\$ 3,270,087	\$ 2,900,527	\$ 369,560	12.7%

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the Council uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

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, unreserved fund balance may serve as a useful measure of the Council'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 of \$2,276,497 an increase of \$428,152 in comparison with the prior year.

The General Fund is the chief operating fund of the Council. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$618,780 (Exhibit C). As a measure of the General Fund's liquidity, it may be useful to compare total fund balance to total fund expenditures. The fund balance of the Council's General Fund increased by (\$9,994) during the current fiscal year (Exhibit E).

The Assumption Millage fund balance which holds and distributes parish property tax receipts given to the Council, had its fund balance increase \$403,620. The total fund balance at the end of the year is \$1,471,584.

General Fund Budgetary Highlights

The budget was amended during the year. The primary reason for amending the budget was to adjust for post COVID-19 Pandemic and also to prevent compliance violations under the Council's grants for GOEA due to other unanticipated changes in revenue and expenditures.

CAPITAL ASSETS

Capital Assets

The Council's investment in capital assets for its governmental activities as of June 30, 2022, amounts to \$1,004,214 (net of accumulated depreciation). This investment in capital assets includes land; buildings; vehicles; and equipment (see table below).

	2022	2021
Land	\$ 68,000	\$ 68,000
Buildings & Improvements	1,422,518	1,422,518
Vehicles	216,765	216,765
Equipment & Furniture	74,802	70,043
Total Cost	<u>\$ 1,782,085</u>	<u>\$ 1,777,326</u>

Major capital asset events during the current fiscal year included the follow:

- Purchase of computer equipment, printer and misc office equipment.

Additional information on the Council's capital assets can be found in Note 5, Exhibit G of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Council receives most of its funding from Federal and State agencies and local taxes. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues from grants may vary from year to year. Despite post COVID-19 issues, there have been no significant changes to the funding levels or terms of the grants and contracts. The Governor's Office of Elderly Affairs (GOEA) has approved the Council's budget for fiscal year 2022-2023. There are no plans to add any significant programs for the next fiscal year.

The Board of Directors considered post COVID-19 issues and the following factors and indicators when setting next year's budget, rates, and fees. These factors and indicators include:

- Consideration of funding to be received from GOEA.
- The Ad Valorem Tax revenue budgeted represents the estimated amount of the November 2022 assessment, which the Council will receive, for the most part, in January 2023.
- Salaries and benefits are based on the number of employees needed to perform necessary services and the related benefits.
- Travel rates.
- Services the Council will provide along with estimated service cost.
- Estimate of operating supplies needed to perform necessary services.
- Detail plan of equipment needed to be purchased.
- Detail plan of capital projects required to provide services.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Council's finances for all those with an interest in the Council's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Board of Directors of the Assumption Parish Council on Aging, Inc., P.O. Box 310 Napoleonville, Louisiana 70390.

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
Assumption Parish Council on Aging
Napoleonville, Louisiana

Opinion

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

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinion. 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, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgement 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 my judgement, 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 time.

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 1 through 9) and budgetary comparison information (pages 30 through 33) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The accompanying Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance – Non Major Governmental Funds and the Comparative Schedule of Capital Assets and Changes in Capital Assets are presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA). In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Council to present a supplemental schedule of Compensation, Benefits and Other Payments Made to the Council's Executive Director for the fiscal year. These schedules are not a required part of the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance, Audits of States, Local Governments, and Non-Profit Organizations and is also not a required part of the financial statements.

The information in these three schedules is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 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 my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Other Legal and Regulatory Requirements

In accordance with *Government Auditing Standards*, I have also issued my report dated December 31, 2022 on my consideration of the Council's internal control over financial reporting and on my 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 my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Baton Rouge, Louisiana,
December 31, 2022


Michael R. Choate & Company, CPAs

STATEMENT OF NET POSITION**Assumption Parish Council on Aging, Inc.**

June 30, 2022

Assets

Cash	\$ 2,110,115
Investments	109,670
Contracts receivable	71,117
Prepaid expense	24,045
Capital assets:	
Non-depreciable Land	68,000
Depreciable, net of accumulated depreciation	936,214
	<hr/>
Total assets	<u>\$ 3,319,161</u>

Liabilities

Accounts payable	34,652
Payroll liabilities	3,798
Non-current liabilities:	
Accrued vacation pay	10,624
	<hr/>
Total liabilities	<u>49,074</u>

Net Position

Invested in capital assets	1,004,214
Restricted	1,657,717
Unrestricted	608,156
	<hr/>
Total net position	<u>\$ 3,270,087</u>

See notes to financial statements.

STATEMENT OF ACTIVITIES**Assumption Parish Council on Aging, Inc.**
For the year ended June 30, 2022

Functions/Programs	Direct Expenses	Indirect Expenses	Charges for Services	Program Revenues		Net (Expense) Revenue and Changes to Net Assets Total Governmental Activities
				Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:						
Health, welfare and social services:						
Supportive Services:	\$ 200,806	\$ 110,161		\$ 53,909		\$ (257,058)
Homemaker						
Other services						
Information and Assistance						
Medical Alert						
Transportation for the Elderly/5311	111,311	70,021		215,662		34,330
Utility Assistance						-
Material Aid						
Wellness						
Recreation						
Nutrition Services:						
Congregate Meals	18,912	16,923		30,166		(5,669)
Home Delivered Meals	167,075	214,160		25,194		(356,041)
National Family Caregiver	2,494	301		2,795		-
Senior Center services	-	-		32,827		32,827
Transportation to the general public/XIX	10,060	12,151		638		(21,573)
Administration	-	105,141		-		(105,141)
Total governmental activities	\$ 510,658	\$ 528,858	\$ -	\$ 361,191	\$ -	\$ (678,325)
General revenues:						
Property taxes						882,818
Grants and contributions not restricted to specific programs						147,428
Unrestricted miscellaneous						17,639
Total general revenues						1,047,885
Change in net position						369,560
Net position:						
Beginning of year						2,900,527
End of year						\$ 3,270,087

FUND BALANCE SHEET
GOVERNMENTAL FUNDS

Assumption Parish Council on Aging, Inc.
June 30, 2022

	General Fund	Assumption Millage Fund	Title III B Fund	Section 5311 Fund	Title XIX Governmental Funds	Non Major Governmental Funds	Total Governmental Funds
Assets							
Cash	\$ 519,697	\$ 1,447,539	\$ (296)	\$ 138,749	\$ 4,204	\$ 222	2,110,115
Investments	109,670	-	-	-	-	-	109,670
Contracts receivable	27,863	-	296	43,045	-	(87)	71,117
Prepaid expenses	-	24,045	-	-	-	-	24,045
Total assets	<u>\$ 657,230</u>	<u>\$ 1,471,584</u>	<u>\$ -</u>	<u>\$ 181,794</u>	<u>\$ 4,204</u>	<u>\$ 135</u>	<u>\$ 2,314,947</u>
Liabilities							
Accounts payable and accrued expenditures	\$ 34,652	\$ -	\$ -	\$ -	\$ -	\$ -	34,652
Payroll liabilities	3,798	-	-	-	-	-	3,798
Total liabilities	<u>38,450</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38,450</u>
Fund Balances							
Unassigned:							
General Fund	618,780	-	-	-	-	-	618,780
Restricted:							
Special Revenue Funds	-	1,471,584	-	181,794	4,204	135	1,657,717
Total fund balances	<u>618,780</u>	<u>1,471,584</u>	<u>-</u>	<u>181,794</u>	<u>4,204</u>	<u>135</u>	<u>2,276,497</u>
Total liabilities and fund balances	<u>\$ 657,230</u>	<u>\$ 1,471,584</u>	<u>\$ -</u>	<u>\$ 181,794</u>	<u>\$ 4,204</u>	<u>\$ 135</u>	
Amounts reported for governmental activities in the statement of net assets are different because:							
Compensated absences are not paid for out of current financial resources and therefore are not reported funds							(10,624)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds							1,004,214
Net position of Government Activities							<u>\$ 3,270,087</u>

STATEMENT OF REVENUES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS

Assumption Parish Council on Aging, Inc.
For the year ended June 30, 2022

	General Fund	Assumption Millage Fund	Title III B Supportive Services Fund	Section 5311 Fund	Title XIX Transportation Fund	Non Major Governmental Funds	Total Governmental Funds
Revenues							
Taxes-ad valorem		\$ 882,818					\$ 882,818
Intergovernmental							
Federal Government							
Department of Transportation and Development				206,609			206,609
DOTD grant							-
State of Louisiana							
Office of Elderly Affairs	100,000					43,740	143,740
Capital Area Agency on Aging			48,145			57,282	105,427
Department of Health and Hospitals							-
United Way of Louisiana						20,417	20,417
Charges for services:							
Medicaid fees							-
Public fares				5,863			5,863
Miscellaneous income							
Other income	15,910						15,910
Interest income	364						364
Public support:							
Contributions	1,365		2,552	3,190	638		7,745
Special events and projects							-
Client contributions			3,212			16,971	20,183
Non-cash inkind							-
Total revenues	117,639	882,818	53,909	215,662	638	138,410	1,409,076
Expenditures							
Current:							
Health and welfare:							
Salaries	3,267		218,362	102,169	11,860	181,115	516,773
Fringe	24,211		20,743	9,368	1,013	17,322	72,657
Travel	253		6,110	-	-	39,292	45,655
Operating services	3,915		41,032	39,202	6,183	26,365	116,697
Operating supplies	2,289		16,025	21,291	1,976	9,141	50,722
Other costs	5,831		8,695	6,303	1,179	6,300	28,308
Meals	141,116					4,237	145,353
Capital outlay	1,760			2,999			4,759
Non-cash inkind							-
Total expenditures	182,642	-	310,967	181,332	22,211	283,772	980,924
Excess (deficiency) of revenues over expenditures	(65,003)	882,818	(257,058)	34,330	(21,573)	(145,362)	428,152
Other Financing Sources (Uses)							
Operating transfers in	172,648		257,058		21,573	220,594	671,873
Operating transfers out	(117,639)	(479,198)	-			(75,036)	(671,873)
Total other financing sources (uses)	55,009	(479,198)	257,058	-	21,573	145,558	-
Net Change in Fund Balances	(9,994)	403,620	-	34,330	-	196	428,152
Fund Balances							
Beginning of year	628,774	1,067,964		147,464	4,204	(61)	1,848,345
End of year	\$ 618,780	\$ 1,471,584	\$ -	\$ 181,794	\$ 4,204	\$ 135	\$ 2,276,497

See notes to financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

Net Change in Fund Balances- Total Governmental Funds	\$ 428,152
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period:

Capital outlay	\$ 4,759	
Depreciation expense	<u>(63,351)</u>	(58,592)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Decrease in compensated absences	<u>-</u>
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Change in Net Position of Governmental Activities	<u><u>\$ 369,560</u></u>
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NOTES TO FINANCIAL STATEMENTS**Assumption Parish Council on Aging, Inc.**

June 30, 2022

Note 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of the Assumption Parish Council on Aging, Inc. (the Council) conform to accounting principles generally accepted in the United State of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting 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:

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

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

government serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the Parish.

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

b) Reporting Entity

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary council on aging for the welfare of the aging people in each parish of Louisiana. In 1979, the Louisiana Legislature created the Governor's Office of Elderly Affairs (GOEA) (LA R.S. 46:931) with the specific intention that GOEA administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging. However, before the Council on aging can begin operations in a specific parish, its application for a charter must receive approval from GOEA pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and are governed by policies and regulations established by GOEA.

The Assumption Council on Aging is a legally separate, non-profit, quasi-public corporation. A board of directors, consisting of 15 Voluntary members, who serve two year terms, governs the Council.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

b) Reporting Entity (continued)

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

Based on the criteria set forth in GASB Statement 14, the Assumption Parish Council on Aging is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a stand-alone government; accordingly it is applying the provisions of Statement 14 as if it were a primary government.

c) Basis of Presentation

The Council's basic financial statements consist of the government-wide statements on all activities of the Council and the governmental fund financial statements (individual major funds and combined non-major funds).

Government-wide Financial Statements:

The government-wide financial statements include the Statement of Net Assets and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been removed from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. Governmental activities generally are supported by taxes and intergovernmental revenues.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses." In addition, GOEA provides grant funds, included in operating grants and contributions to help the Council pay for a portion of its indirect costs. As a result, total governmental activities reported by function or program contains the indirect costs in excess of the GOEA funds. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

Fund Financial Statements:

The fund financial statements are very similar to the traditional government fund statements as presented by governments prior to the issuance of GASB Statement No. 34. Emphasis is now on the major funds in governmental categories. Non-major funds by category or fund type are summarized into a single column.

The daily accounts and operations of the Council continue to be organized on the basis of funds and account groups, each of which is considered a separate accounting entity. 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

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds of the Council are grouped into generic fund types and fund categories as follows:

Governmental activities presented as Governmental Funds in the Fund Financial Statements:

General Fund- The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those that are required to be accounted for in another fund. The General Fund is always a major fund.

Special Revenue Funds- Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. A significant percentage of the Council's special revenue funds are provided by Capital Area Agency (CAAA). The Title III funds which the Council records as special revenue funds are provided by the United States Department of Health and Human Services-Administration on Aging to GOEA, which in turn "passes through" the funds to the Council via CAAA. GOEA also provides CAAA funds from other State grants which are passed through to the Council and also recorded as special revenue funds. The Assumption Millage Fund Title III B-Supportive Services Fund, Section 5311 Fund, and Title XIX Transportation Fund are reported as major funds.

The following programs comprise the Council's General Fund:

Local- The Council received revenues that are not required to be accounted for in a specific program. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

are unrestricted and may be used at the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues.

Act 735 Monies- Monies are received from GOEA as stated in the Legislative Act 735. The Council may use these funds at its discretion in any program provided the program is benefiting people who are at least 60 years old. The money received in this fund during the year was transferred to the Title III B Fund to provide additional funds to pay for its program expenditures.

Medicaid Programs – The Council provides services for which it is paid a fee by application for people wanting to apply for Medicaid services and insurance for children. The Council is paid \$14 per application it completes.

The following funds are the funds which comprise the Council's Special Revenue Funds:

Assumption Millage Fund- This fund is used to account for ad valorem taxes received from the taxpayers of Assumption Parish. The Council uses these funds to supplement the cost of the services it provides.

Title III B Fund- Monies are received from GOEA which are used to provide various units of supportive social services to the elderly. Specific supportive services provided during the fiscal year are information and

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

assistance, outreach, homemakers, recreation, transportation, material aid, utility assistance, telephone and medical alert. GOEA has established the criteria for defining a qualifying unit of service for each Title III program.

Section 5311 Fund- This fund was established to account for funds under the United States Department of Transportation's Public Transportation for Nonurbanized Areas-Section 5311 program. The Louisiana Department of Transportation and Development (DOTD) receives these funds for the State of Louisiana and passes them through to the Council via the Assumption Parish Police Jury. Funds earned and received by the Council are based upon actual operating

costs of providing transportation services to rural residents within Assumption Parish. Section 5311 funds are used as operating transfers to help pay for costs incurred in providing transportation services under the Council's various transportation programs.

Title XIX- Transportation Fund- This fund accounts for monies used to provide payments for medical services provided to (1) cash assistance recipients, (2) members of certain mandatory and optional groups who do not receive cash assistance, and (3) other medically needy people who qualify under program guidelines. Title XIX funds are provided by the United States Department of Health and Human Services as direct reimbursement for costs incurred by the Council.

Title III C-1 Fund-Congregate Meals Fund- Monies are received from GOEA and are used to provide nutritional, congregate meals to the elderly at meal sites located in Assumption Parish.

Title III C-2 Fund-Home Delivered Meals Fund- Monies are received from GOEA and are used to account for funds that are used to provide nutritional meals to homebound older persons.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

Title III E Fund- National Family Caregiver Program Fund- This fund is to account for funds relating to the National Family Caregiver Support program. This program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. It targets older low-income individuals. Specific types of services include: Information and Assistance and Public Education. Eligible participants include (1) adult family members or another adult person, who provides uncompensated in-home and community care to an older person who needs supportive services or (2) grandparents, or a person 60 years of age or older, who is related to a child by blood or marriage, and (3) has a legal relationship to the child or is raising the child informally.

United Way Fund- This fund is used to account for grants received from the United Way Houma Regional Arts and Humanities Council.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c) Basis of Presentation (Continued)

Senior Center Fund- This fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn “passes through” to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity and encourage their involvement in and with the community. The senior centers for Assumption Parish are located in Napoleonville and Pierre Part. Senior Center funds can be used at management’s discretion to support any of the Council’s programs that benefit the elderly. Accordingly, the Senior Center Fund then transferred all its grant revenue to the Title III B Fund to subsidize that program’s cost of providing supportive services to elderly persons who use the senior center.

Supplemental Senior Center Fund- Monies in this fund are received from GOEA. The Louisiana Legislature appropriated additional money for various councils on aging through Louisiana to be used to supplement each council’s primary state grant for senior center operations and activities. The Council was one of the councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III B- Supportive Services Fund to supplement the supportive services provided by this fund.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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:

The government-wide financial statements are reported using the economic resources measurements 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. Property taxes are recognized in the fiscal year in which they are levied.

Fund Financial Statements:

All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Governmental funds are maintained on the modified accrual basis of accounting. Governmental fund revenues resulting from exchange transactions are recognized in the fiscal year in which the exchange takes place and meets the government’s availability criteria (susceptible to accrual). Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. The Council’s definition of available means expected to be received within sixty days of the end of the fiscal year.

Expenditures are recognized in the accounting period in which the related fund liability is incurred, if measurable, except for the following:

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

accumulated unpaid vacation and sick pay which is recorded as expenditures in the governmental fund type when paid with expendable available financial resources. Allocations of cost such as depreciation are not recognized in the governmental funds.

e) Use of Estimates

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

f) Accounts Receivable

The financial statements for the Council contain no allowance for bad debts. Uncollectible receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds of the Council.

g) Cash and Investments

Cash includes amounts in demand deposits, interest bearing demand deposits and petty cash.

Investments are reported at fair value as established by open market. All investments are traded in a national or international exchange and are valued at the last reported sales price at current exchange rates. There are no investments without an established market. Unrealized gains and losses on investments recorded at fair value are included in investment income.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

h) Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

In the government-wide financial statements, fixed assets are accounted for as capital assets. Capital assets purchased or acquired with an original cost of \$1,000 or more are valued at historical cost or estimated historical cost if actual cost is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Buildings	25-40 years
Equipment	5-10 years
Vehicles	5 years

Fund Financial Statements:

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

i) Non-Current Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements.

Government-wide Financial Statements:

All non-current liabilities to be repaid from governmental resources are reported as liabilities in the government-wide statements. The long-term obligations consist of accumulated unpaid vacation.

Fund Financial Statements:

Non-current liabilities for governmental funds are not reported as liabilities in the fund financial statements.

j) Accumulated Vacation, Compensatory Time and Sick Leave

The Council's policies regarding vacation and sick leave permit employees to accumulate earned but unused vacation and sick leave. The liability for these compensated absences is recorded as a long-term obligation in the government-wide statements. In the fund financial statements, governmental funds report only the compensated absence liability payable from expendable available financial resources.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**j) Accumulated Vacation, Compensatory Time and Sick Leave
(continued)**

Full-time employees of the Council shall be entitled to vacation and sick leave with pay after a six month probation period and shall accrue vacation time in the following manner:

First year through fifth year	Twelve days
Sixth year through fifteenth year	Fifteen days
Sixteenth year through twentieth year	Eighteen days
Twenty-first year or more	Twenty days

Part-time employees of the Council working more than twenty hours a week shall be entitled to vacation and sick leave with pay and shall accrue five days of vacation per year.

Accumulated vacation leave is due to the employee at the time of termination of employment if the employee worked twelve months or longer. Although sick leave accumulates and is available for employees when needed, it does not vest nor is it payable at termination of employment.

k) Income Taxes

Tax exempt status has been granted under Internal Revenue Code Section 501(c)(3).

l) Interfund Transactions

In the financial statements, interfund activity is reported as either loans or transfers. 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 paid. For reporting purposes, all interfund transactions between individual governmental funds have been eliminated in the government-wide financial statements.

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

m) 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 functions or programs. Indirect expenses are recorded as direct expenses of the Administration function. The Administration function is allocated using a formula that is based primarily on the relationship the direct cost bears to the direct cost of all programs. GOEA provides funds to partially subsidize the Council's Administration function within certain programs. There are some programs that cannot absorb any indirect cost allocation according to their grant or contract limitations.

n) Fund Equity

Government-wide Statements:

Equity is classified as net position and displayed in three components:

- 1) Invested in capital assets- Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
- 2) Restricted net position- Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributions or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- 3) Unrestricted net position- All other net assets that do not meet the definition of restricted" or "invested in capital assets."

**Note 1- PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES (Continued)**

n) Fund Equity (continued)

When both restricted and unrestricted resources are available for use, it is the Council's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Financial Statements:

Governmental fund equity is classified as fund balance. Fund balance may be further classified as reserved and unreserved, with unreserved further split between designated and undesignated. Reserved means that the fund balance is not available for expenditure because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that make them only available to meet future obligations. Designated fund balances result when management tentatively sets aside or earmarks certain resources to expend in a designated manner. In contrast to reserved fund balances, designated amounts can be changed at the discretion of management.

Note 2- PROPERTY TAXES

The Council records receipts from the Parish for the 3.50 millage ad valorem tax as ad valorem tax revenue in the Assumption Millage Fund. The Police Jury acts as the collection agent for these taxes and remits the monies to the Council.

Property taxes are levied each November 15 on the assessed value listed as of the prior January 1 for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the Assumption Parish Assessor's office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A reevaluation is required to be completed no less than every four years. The last reevaluation was completed for the list of

Note 2- PROPERTY TAXES (Continued)

January 1, 2016. Taxes are due and payable December 31, with interest being charged on payments after January 1.

The tax rate for the year ended December 31, 2016 was \$3.50 per \$1,000 of assessed valuation on property for the purpose of operating and maintaining programs for the elderly and disabled persons of Assumption Parish. Ad valorem taxes are being recorded in the year which the taxes were remitted to the Council.

Note 3- DEPOSITS AND INVESTMENTS

Louisiana state law allows all political subdivision to invest excess funds in obligations of the United States or other federally insured investments, certificates of deposit of any bank domiciled or have a branch office in the State of Louisiana, guaranteed investments contracts and investment grade (A-1/P-1) commercial paper of domestic corporations.

Bank Deposits:

The Council is a quasi-governmental entity which is not required to comply with Louisiana laws relating to collateralization of cash and investments. The Council however, obtains collateralization for cash at financial institutions which is in excess of the FDIC insurance. Acceptable collateralization includes FDIC insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or with a trust company for the account of the political subdivision.

Note 3- DEPOSITS AND INVESTMENTS (Continued)

The year end balances of deposits are as follows:

	Bank Balances	Reported Amount
Cash	\$ 2,110,115	\$ 2,110,115
Certificates of deposit	109,562	109,562
Totals	<u>\$ 2,219,677</u>	<u>\$ 2,219,677</u>

Custodial credit risk is the risk that in the event of a bank failure, the Council's deposits may not be returned to it. The Council has a written policy for custodial credit risk. As of June 30, 2022, \$1,969,677 of the Council's bank balance of \$2,219,677 was exposed to custodial credit risk. These deposits were uninsured and primarily collateralized with letters of credit from the Federal Home Loan Bank to the pledging financial institution, but not the Council.

At June 30, 2022, cash and certificates of deposits were adequately collateralized in accordance with state law. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the deposits are considered subject to custodial credit risk under the provisions of GASB Statement No. 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to draw down upon the Letters of Credit within 10 days of being notified by the depositor that the fiscal agent has failed to pay deposited funds upon demand.

Note 4- CONTRACTS RECEIVABLE

Contracts receivable at June 30, 2022 consisted of reimbursements for expenditures incurred under the following programs:

Capital Area Agency on Aging	
Title III B Supportive Services	\$ 296
Title III E National Family Caregiver Program	-
Title III C 1 Congregate Meals	(87)
Title III C 2 Home Delivered Meals	-
Department of Transportation - 5311	43,045
Department of Health and Human Services	
Title XIX	-
Other-local	27,863
Assumption Millage fund	-
Total	<u>\$ 71,117</u>

Note 5- BOARD OF DIRECTORS

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

Note 6- CHANGES IN CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2022 was as follows:

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022
Capital assets not being depreciated:				
Land	\$ 68,000	\$ -	\$ -	\$ 68,000
Total capital assets not being depreciated	68,000	-	-	68,000
Capital assets being depreciated:				
Buildings and improvements	1,422,518	-	-	1,422,518
Vehicles	216,765	-	-	216,765
Equipment	70,043	4,759	-	74,802
Total capital assets being depreciated	1,709,326	4,759	-	1,714,085
Less accumulated depreciation for:				
Buildings	(459,655)	-	(45,371)	(505,026)
Vehicles	(191,875)	-	(4,797)	(196,672)
Equipment	(62,990)	-	(13,183)	(76,173)
Total accumulated depreciation	(714,520)	-	(63,351)	(777,871)
Total capital assets being depreciated, net	994,806	4,759	-	936,214
Total capital assets, net	\$ 1,062,806	\$ 4,759	\$ -	\$ 1,004,214

Note 7- NON-CURRENT LIABILITIES

Non-current liabilities consist of accumulated unpaid vacation. The following is a summary of the changes in long-term obligations of the Council for the year ended June 30, 2022:

Non-current liabilities, July 1, 2021	\$10,624
Net decrease in unpaid vacation	<u>0</u>
Non-current liabilities, June 30, 2022	<u>\$10,624</u>

Note 8- INTERFUND TRANSFERS

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 to (b) use unrestricted revenues collected in the General Fund and certain Special Revenue Funds to finance various programs accounted for in other funds in accordance with budgetary authorizations.

Operating transfers in and out are listed by fund for the year ended June 30, 2022.

Exhibit G
(Continued)

	Operating Transfers	
	In	Out
General Fund		
Title III B-Supportive Services Fund	\$ -	\$ 117,639
Assumption Millage	172,648	-
Total	172,648	117,639
Assumption Millage:		
Title III B-Supportive Services Fund	-	64,383
General Fund	-	172,648
Title XIX Transportation Fund	-	21,573
Title III C-2	-	214,925
Title III C-1	-	5,669
Total	-	479,198
Title III B-Supportive Services Fund:		
United way	20,417	-
American Recovery Plan	10,879	-
Senior Center	32,827	-
Supplemental Sr Center	10,913	-
General Fund	117,639	-
Assumption Millage	64,383	-
Total	257,058	-
Title XIX Transportation Fund		
Assumption Millage	21,573	-
Non-major Funds:		
Title III C-2		
United Way	-	-
Assumption Millage	214,925	-
Title III C-1	5,669	-
Senior Center	-	32,827
Supplemental Sr Center	-	10,913
MIPPA	-	-
United Way	-	20,417
American Recovery Plan	-	10,879
Total	220,594	75,036
Grand totals	\$ 671,873	\$ 671,873

Note 9- RETIREMENT PLAN

The Council offers its employees a means to defer compensation through a tax-sheltered SEP-IRA plan. The program is fully funded by the Council and there is no amount withheld from the employee. The Council may vary the percentage contribution of the employees' salaries that it makes to the SEP-IRA accounts, or not even make a contribution. However, the Council must use the same percentage for every employee. The contributions into the employee's account are 100% vested; therefore, if the employee leaves the Council, the IRA goes with him or her. All employees are eligible to participate in the plan as long as they are at least 21 year of age, have worked for the Council for at least three of the last five calendar years, and have earned at least \$375 in the year in which they became eligible. During the year the Council paid 5% of the employee's annual salary into each employee's SEP-IRA at a cost of \$16,480.

Note 10- INCOME TAX STATUS

Income Tax Status – Assumption Council on Aging, Inc. is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code and is classified by the Internal Revenue Service as an organization other than a private foundation. The Council, therefore, is not subject to income taxes. However, income from activities not directly related to the Council's tax – exempt purpose is subject to taxation as unrelated business income. The council had no such income for the period ended June 30, 2022.

On July 1, 2011, the Council adopted the provisions of the Accounting for Uncertainty in Income Taxes Topic of the FASB ASC, which clarifies the accounting and recognition for income tax positions taken or expected to be taken in the Council's income tax returns. Management evaluated the Council's tax position and concluded that the Council had taken no uncertain tax positions that required adjustments to the financial statements to comply with the provisions of this guidance. Assumption Council on Aging, Inc. is no longer subject to income tax examinations by the U.S. federal, state, or local tax authorities for tax year ends prior to June 30, 2019.

Note 11- CONTINGENCIES – COVID-19 PANDEMIC

A world-wide pandemic has caused severe economic and health damage to the U.S. beginning mid-March 2020. As of the date of this report, over 80 million cases and over 1 million deaths have been confirmed in U.S.

In this environment, the Council on Aging has experienced event cancellations and meal site closures and decreased activity in 2020-2021. At this date, no revenue has been reduced. The Council is returned to normal operations for fiscal year ended June 30, 2022.

Note 12- SUBSEQUENT EVENTS

Management has analyzed subsequent events through December 31, 2022; the date these financial statements were first made available for distribution. No further disclosures were deemed necessary.

GASB REQUIRED SUPPLEMENTARY INFORMATION SECTION

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Charges for services				-
Investment earnings			364	364
Miscellaneous			15,910	15,910
Public support			1,365	1,365
Special events and projects				-
Non cash - in kind	-	-	-	-
Total revenues	100,000	100,000	117,639	17,639
Expenditures				
Current:				
Health and welfare:				
Salaries	12,300	40,000	3,267	36,733
Fringe	37,912	37,237	24,211	13,026
Travel	-	825	253	572
Operating Services	-	-	3,915	(3,915)
Operating Supplies	-	-	2,289	(2,289)
Other Costs	5,773	5,773	5,831	(58)
Meals	316,050	286,050	141,116	144,934
Expenditures - in kind				-
Capital Outlay	15,552	80,333	1,760	78,573
Total expenditures	387,587	450,218	182,642	267,576
Excess (deficiency) of Revenue over Expenditures	(287,587)	(350,218)	(65,003)	285,215
Other Financing Sources (Uses)				
Operating Transfers In	287,587	350,218	172,648	(177,570)
Operating Transfers Out			(117,639)	(117,639)
Net Change in Fund Balance	\$ -	\$ -	(9,994)	\$ (9,994)
Fund Balance				
Beginning of year			628,774	
End of year	\$ -	\$ -	\$ 618,780	

See note to required supplementary information.

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
ASSUMPTION MILLAGE FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	<u>Budgeted Amounts</u>		<u>ACTUAL</u>	<u>FAVORABLE (UNFAVORABLE) VARIANCE</u>
	<u>ORIGINAL</u>	<u>FINAL</u>		
Revenues				
Ad valorem taxes	\$ 907,826	\$ 1,098,719	\$ 882,818	\$ (215,901)
Miscellaneous income				-
Other Financing Sources				
Operating transfers in				-
Operating transfers out	(659,429)	(489,509)	(479,198)	10,311
Net Change in Fund Balance	<u>\$ 248,397</u>	<u>\$ 609,210</u>	403,620	<u>\$ (205,590)</u>
Fund Balance				
Beginning of year			<u>1,067,964</u>	
End of year			<u><u>\$ 1,471,584</u></u>	

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
TITLE III B - SUPPORTIVE SERVICES FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Budgeted Amounts			FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL	ACTUAL	
Revenues				
Intergovernmental	\$ 48,145	\$ 48,145	\$ 48,145	\$ -
Public Support	3,850	3,850	5,764	1,914
Miscellaneous	3,500	3,500	-	(3,500)
Total Revenues	<u>55,495</u>	<u>55,495</u>	<u>53,909</u>	<u>(1,586)</u>
Expenditures				
Current:				
Health and welfare:				
Salaries	301,603	178,894	218,362	(39,468)
Fringe	36,265	24,050	20,743	3,307
Travel	13,117	12,785	6,110	6,675
Operating Services	64,606	40,607	41,032	(425)
Operating Supplies	32,227	13,723	16,025	(2,302)
Other costs	24,805	18,616	8,695	9,921
Capital outlay	7,958	-	-	-
Non cash in kind				-
Total Expenditures	<u>480,581</u>	<u>288,675</u>	<u>310,967</u>	<u>(22,292)</u>
Excess (deficiency) of Revenue over Expenditures	(425,086)	(233,180)	(257,058)	(23,878)
Other Financing Sources (Uses)				
Operating transfers in	425,086	233,180	257,058	23,878
Operating transfers out	-	-	-	-
Net Change in Fund Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
5311 FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental	\$ 395,000	\$ 395,000	\$ 206,609	\$ (188,391)
Public support	\$ -	\$ -	3,190	3,190
Charges for services	3,000	3,000	5,863	2,863
Total revenues	398,000	398,000	215,662	(182,338)
Expenditures				
Current:				
Health and welfare:				
Salaries	159,372	169,220	102,169	67,051
Fringe	19,027	18,517	9,368	9,149
Travel	203	-	-	-
Operating Services	60,428	78,842	39,202	39,640
Operating Supplies	34,551	39,595	21,291	18,304
Other Costs	16,372	26,851	6,303	20,548
Capital Outlay	9,947	18,112	2,999	15,113
Total expenditures	299,900	351,137	181,332	169,805
Excess (deficiency) of Revenue over Expenditures	98,100	46,863	34,330	(12,533)
Other Financing Sources (Uses)				
Operating Transfers In	-	-	-	-
Operating Transfers Out	-	-	-	-
Net Change in Fund Balance	\$ 98,100	\$ 46,863	34,330	\$ (12,533)
Fund Balance				
Beginning of year			147,464	
End of year			\$ 181,794	

See note to required supplementary information.

REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
TITLE XIX TRANSPORTATION FUND

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Budgeted Amounts		ACTUAL	FAVORABLE (UNFAVORABLE) VARIANCE
	ORIGINAL	FINAL		
Revenues				
Intergovernmental				\$ -
Contributions	4,935	-	638	638
Total revenue	4,935	-	638	638
Expenditures				
Current:				
Health and welfare:				
Salaries	34,236	8,195	11,860	(3,665)
Fringe	4,032	713	1,013	(300)
Travel	42	-	-	-
Operating Services	12,120	826	6,183	(5,357)
Operating Supplies	6,665	309	1,976	(1,667)
Other Costs	3,474	553	1,179	(626)
Capital Outlay	1,989	-	-	-
Total expenditures	62,558	10,596	22,211	(11,615)
Excess (deficiency) of Revenue over Expenditures	(57,623)	(10,596)	(21,573)	(10,977)
Other Financing Sources (Uses)				
Operating Transfers In	57,623	10,596	21,573	10,977
Operating Transfers Out	-	-	-	-
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
Fund Balance				
Beginning of year			4,204	
End of year			<u>\$ 4,204</u>	

See note to required supplementary information.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY REPORTING

Assumption Parish Council on Aging, Inc.
June 30, 2022

The Council adheres to the following procedures in establishing the budgetary data reflected in the financial statements.

- GOEA notifies the Council each year as to the funding levels for each program's award.
- The Council may also obtain funds from agencies other than GOEA and the Council considers the potential revenues to be earned under those grants.
- Projections are made of revenues from other sources based on past trends and data available to form expectations of future revenues.
- The Executive Director prepares a proposed budget based on the expected funding levels and then submits the budget to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget before May 31 of the current year for the next year.
- The adopted budget is forwarded to the GOEA for final approval.
- All budgetary appropriations lapse at the end of each fiscal year (June 30).
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. There was one amendment during the year.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY REPORTING
(Continued)

Assumption Parish Council on Aging, Inc.
June 30, 2022

- The Council may transfer funds between line items as often as required but must obtain prior approval from the GOEA for funds received under grants from this state agency. As a part of this grant award, GOEA requires the Council to amend its budget in cases where actual costs for a particular cost category exceeded the budgeted amount by more than 10%. Otherwise, the excess costs could be labeled as unauthorized expenditures.
- Expenditures cannot legally exceed appropriations on an individual fund level.
- The Council has established policies requiring public participation in the budget process.
- The budget for special revenue funds is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Major funds, for which annual budgets are adopted, are included in the budget presentations in required supplementary information.

SUPPLEMENTARY INFORMATION SECTION

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES -
NONMAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS**

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Title III C-1 - Congregate Meals Fund	Title III C-2 - Home Delivered Meals Fund	Title III E - National Family Caregiver Program Fund	United Way	Title III-D	American Recovery Plan	Senior Center	Sup Senior Ctr	Total
Revenues									
Intergovernmental:									
State of Louisiana:									
Capital Area Agency on Aging	\$ 26,756	\$ 12,674	\$ 1,950			\$ 15,902			\$ 57,282
United Way of South Louisiana				20,417					20,417
Office of Elderly Affairs							32,827	10,913	43,740
Public support:									
Client contributions	3,410	12,520	845	196					16,971
Miscellaneous									-
Non-cash inkind									-
Total revenues	30,166	25,194	2,795	20,613	-	15,902	32,827	10,913	138,410
Expenditures									
Current:									
Health and welfare:									
Salaries	17,295	161,508	2,312						181,115
Fringe	1,612	15,488	222						17,322
Travel	-	39,292	-						39,292
Operating services	9,195	17,009	161						26,365
Operating supplies	2,722	1,384	12			5,023			9,141
Other costs	774	5,438	88						6,300
Meals	4,237								4,237
Capital outlay									-
Utility assistance									-
Non-cash inkind									-
Total expenditures	35,835	240,119	2,795	-	-	5,023	-	-	283,772
Excess (deficiency) of Revenue over Expenditures	(5,669)	(214,925)	-	20,613	-	10,879	32,827	10,913	(145,362)
Other Financing Sources (Uses)									
Operating Transfers In	5,669	214,925							220,594
Operating Transfers Out				(20,417)		(10,879)	(32,827)	(10,913)	(75,036)
Total other financing sources (uses)	5,669	214,925	-	(20,417)	-	(10,879)	(32,827)	(10,913)	145,558
Net Change in Fund Balance	-	-	-	196	-	-	-	-	196
Fund Balance									
Beginning of year	-	-	-		(61)				(61)
End of year	\$ -	\$ -	\$ -	\$ 196	\$ (61)	\$ -	\$ -	\$ -	\$ 135

**COMPARATIVE STATEMENT OF CAPITAL ASSETS
AND CHANGE IN CAPITAL ASSETS**

Assumption Parish Council on Aging, Inc.

For the year ended June 30, 2022

	Balance June 30, 2021	Additions	Deletions	Balance June 30, 2022
Capital Assets, at Cost:				
Land	\$ 68,000			68,000
Buildings & improvements	1,422,518			1,422,518
Vehicles	216,765			216,765
Equipment & Furniture	70,043	4,759		74,802
			-	
Total capital assets	<u>\$ 1,777,326</u>	<u>\$ 4,759</u>	<u>\$ -</u>	<u>\$ 1,782,085</u>
 Investment in Capital Assets:				
Property acquired with funds from -				
General and Other Funds	\$ 1,241,948	\$ 1,760		\$ 1,243,708
Section 5311	20,459	2,999		23,458
Title III B Supportive Services	78,835			78,835
Title III C-1 - Congregate Meal	1,215			1,215
Title III C-2 - Home Delivered Meals	2,722			2,722
Act 735 PCOA	15,862			15,862
Transportation (Indirect)	9,839			9,839
Millage/Police Jury	299,230			299,230
Transportation - ARRA -stimulus	32,321			32,321
Section 18	61,308			61,308
Title XIX	13,587			13,587
Total Investment in capital assets	<u>\$ 1,777,326</u>	<u>\$ 4,759</u>	<u>\$ -</u>	<u>\$ 1,782,085</u>

UNITS OF SERVICE**Assumption Parish Council on Aging, Inc.**

For the year ended June 30, 2022

(Unaudited)

	Units	
	2022	2021
Title III B - Supportive Services Fund:		
Information and Assistance	500	570
Outreach	66	83
Homemaker	5,419	4,789
Recreation	-	-
Transportation	3,516	4,290
Material Aid	222	-
Medical Alert	65	60
Telephone	558	1,689
Title III C-1 - Congregate Meals Fund:		
Congregate Meals	16,599	-
Nutrition Education	455	388
Title III C-2 - Home Delivered Meals Fund:		
Home Delivered Meals	52,245	77,307
Nutrition Education	-	-
Title III E - National Family Caregiver Program Fund:		
Information and Assistance	26	29
Material Aid	36	-

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

**Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana
For the year ended June 30, 2022**

Executive Director's (Agency Head) Name: Angele Authement

Purpose	Amount
Salary	\$ 57,480
Benefits-insurance (health and life)	
Benefits-retirement	
Benefits-Other (describe)	
Benefits-Other (describe)	
Benefits-Other (describe)	
Car allowance	
Vehicle provided by government (enter amount reported on W-2)	
Per diem	
Reimbursements	
Travel	
Registration fees	
Conference travel	1,000
Housing	
Unvouchered expenses (example: travel advances, etc.)	
Special meals	
Other - Petty Cash Reimbursements	

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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,
Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Assumption Parish Council on Aging, Napoleonville, Louisiana, (the Council) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued my report thereon dated December 31, 2022.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Council's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, I 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.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, I 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purposes of this report is solely to describe the scope of my 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.

Baton Rouge, Louisiana,
December 31, 2022


Michael R. Choate & Company, CPAs

SCHEDULE OF CURRENT YEAR FINDINGS AND RESPONSES
ASSUMPTION PARISH COUNCIL ON AGING, INC.
For the year ended June 30, 2022

Section I Internal Control and Compliance Material to the Basic Financial Statements

Internal Control-

No material weaknesses for the year ended June 30, 2022.

No Significant Deficiencies for the year ended June 30, 2022.

Compliance-

No compliance findings material to the basic financial statements were noted during the audit for the year ended June 30, 2022.

Section II Internal Control and Compliance Material to Federal Awards

No Internal Control findings or significant deficiencies or material weaknesses for the year ended June 30, 2022.

Assumption Parish Council on Aging, Inc. did not expend federal awards in excess of \$750,000 during year ended June 30, 2022.

Section III Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2022.

2915 S. Sherwood Forest Blvd, Suite B
Baton Rouge, LA 70816
P: 225.292.7434

2895 Hwy 190, Suite 230
Mandeville, LA 70471
P: 985.674.9092

Independent Accountant's Report on Applying Agreed-Upon Procedures

Assumption Parish Council on Aging, Inc.
Napoleonville, Louisiana, USA

To the Board of Directors of Assumption Parish Council on Aging, Inc. and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Ascension Council on Aging, Inc. and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Procedures:

1. Determine if the following accounting **policies are in writing** and address the issues described in the attached Appendix.

Budgeting	Payroll/ Personnel	Ethics
Purchasing	Contracting (vendors)	Debt service
Disbursements	Credit cards	Info Technology/ Disaster Recovery
Receipts	Travel and expense reimbursements	Sexual Harassment

2. Test compliance with the above accounting policies using the procedures described in the thirteen AUP categories in the attached Appendix.

Findings:

1. Written policies exist for all the AUP categories except:

Sexual harassment policy and procedures is in process.

2. Testing of all other AUP categories:

Board or Finance committee – no findings

Bank reconciliations – no findings

Collections – no findings

Non payroll disbursements – no findings

Credit cards - no findings

Travel expenditures – no findings

Contracts (vendors) –N/A no findings

Payroll – no findings

Ethics – no finding

Debt service – N/A no findings

Fraud notice – no findings

Information technology/ disaster recovery – no findings

Sexual harassment – N/A/ in process/ not required this year.

We were not engaged to and did not conduct an examination or review, 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.

The purpose of this report is 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.



December 31, 2022
Baton Rouge, Louisiana

Michael R Choate & Company CPAs

APPENDIX

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures – Fiscal Years Ending 12/31/2021 through 11/30/2022

Procedures

Report all exceptions to the following procedures, either after each procedure or after all procedures, within each of the fourteen AUP categories. “Random” selections may be made using Microsoft Excel’s random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide - *Audit Sampling*).

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:⁴
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management’s actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
 - e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
 - f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
 - g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4)

⁴ For governmental organizations, the practitioner may eliminate those categories and subcategories not applicable to the organization’s operations. For quasi-public organizations, including nonprofits, the practitioner may eliminate those categories and subcategories not applicable to public funds administered by the quasi-public.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures – Fiscal Years Ending 12/31/2021 through 11/30/2022

required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

- h) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) ***Ethics***⁵, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Board or Finance Committee⁶

- 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.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds⁷, and semi-annual budget-

⁵ The Louisiana Code of Ethics is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a nonprofit, the nonprofit should have written policies and procedures relating to ethics.

⁶ These procedures are not applicable to entities managed by a single elected official, such as a sheriff or assessor.

⁷ Proprietary and special revenue funds are defined under GASB standards. The related procedure addresses these funds as a way to verify that boards are provided with financial information necessary to make informed decisions about entity operations, including proprietary and special revenue operations that are not required to be budgeted under the Local Government Budget Act.

Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures – Fiscal Years Ending 12/31/2021 through 11/30/2022

to-actual, at a minimum, on all special revenue funds⁷. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds⁸ if those public funds comprised more than 10% of the entity's collections during the fiscal period.

- 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.

Bank Reconciliations

- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts⁹ (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);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - 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.

Collections (excluding electronic funds transfers)¹⁰

- 4. Obtain a listing of deposit sites¹¹ 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).

⁸ R.S. 24:513 (A)(1)(b)(iv) defines public funds.

⁹ Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

¹⁰ The Collections category is not required to be tested if the entity has a third party contractor performing all collection functions (i.e., receiving collections, preparing deposits, and making deposits).

¹¹ A deposit site is a physical location where a deposit is prepared and reconciled.

***Louisiana Legislative Auditor – Statewide Agreed-Upon Procedures
– Fiscal Years Ending 12/31/2021 through 11/30/2022***

5. For each deposit site selected, obtain a listing of collection locations¹² and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, 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.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

¹² A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit. For example, in a school district a collection location may be a classroom and a deposit site may be the school office.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons

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who maintained possession of the cards¹³. Obtain management's representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing)¹⁴. For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Travel and Travel-Related Expense Reimbursements¹⁵ (excluding card transactions)

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

¹³ Including cards used by school staff for either school operations or student activity fund operations.

¹⁴ For example, if 3 of the 5 cards selected were fuel cards, only 10 transactions would be selected for each of the 2 credit cards. Conceivably, if all 5 cards randomly selected under procedure #12 were fuel cards, Procedure #13 would not be applicable.

¹⁵ Non-travel reimbursements are not required to be tested under this category.

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- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law¹⁶ (e.g., solicited quotes or bids, advertised), if required by law.
 - 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).
 - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel

16. Obtain a listing of employees and officials¹⁷ 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.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

¹⁶ If the entity has adopted the state Procurement Code, replace "Louisiana Public Bid Law" with "Louisiana Procurement Code."

¹⁷ "Officials" would include those elected, as well as board members who are appointed.

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- a) Observe all selected employees or officials¹⁸ documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Ethics¹⁹

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Debt Service²⁰

¹⁸ "Officials" would include those elected, as well as board members who are appointed.

¹⁹ The Louisiana Code of Ethics is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a nonprofit, the procedures should be performed.

²⁰ This AUP category is generally not applicable to nonprofit entities; however, if applicable, the procedures should be performed.

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

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe the entity has posted, on its premises²¹ and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.²²

Information Technology Disaster Recovery/Business Continuity

25. 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 no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

²¹ Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs.

²² This notice is available for download or print at www.lja.la.gov/hotline.

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- 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.

Sexual Harassment²³

- 26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
- 27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- 28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
 - 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.

²³ A private non-profit that is subject to audit by virtue of the receipt of public funds does not appear to be subject to the sexual harassment law, R.S. 42:341, et seq. However, the non-profit could be subject to the law as part of its agreement to receive the public funds.