

TENSAS COUNCIL ON AGING, INC.

*Financial Statements*  
*For the Year Ended June 30, 2024*

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
FOR THE YEAR ENDED JUNE 30, 2024

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TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
FOR THE YEAR ENDED JUNE 30, 2024

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INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Tensas Council on Aging, Inc.  
St. Joseph, Louisiana

*Report on the Audit of the Financial Statements*

*Opinions*

We have audited the accompanying financial statements of the governmental activities of the Tensas Council on Aging, Inc., as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Tensas Council on Aging, Inc., as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

*Basis for Opinions*

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

*Responsibilities of Management for the Financial Statements*

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

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

Board of Directors  
Tensas Council on Aging, Inc.  
St. Joseph, Louisiana

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess 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 of the effectiveness of the Council's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Tensas Council on Aging, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the budgetary comparison information 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.

Board of Directors  
Tensas Council on Aging, Inc.  
St. Joseph, Louisiana

We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurances.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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 the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Other Information***

The combining nonmajor fund financial statements, Schedule of Compensation, Benefits and Other Payments to Agency Head and the schedule of expenditures of federal awards are the responsibility of management and were 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 10, 2024 on our consideration of the Tensas Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Tensas Council on Aging, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the Tensas Council on Aging, Inc.'s internal control over financial reporting and compliance.

*David M. Hand, CPA (APAC)*

West Monroe, Louisiana  
October 10, 2024

GOVERNMENT-WIDE FINANCIAL STATEMENTS

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
STATEMENT OF NET POSITION  
JUNE 30, 2024

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash	\$ 38,354
Accounts Receivable	33,244
Capital Assets:	
Depreciable	<u>284,400</u>
<u>TOTAL ASSETS</u>	355,998
<u>LIABILITIES</u>	
Accounts Payable	40,325
Other Accrued Liabilities	13,698
Non-Current Liabilities	
Due Within One Year	
Notes Payable	17,256
Compensated Absences	4,026
Due in More Than One Year	
Notes Payable	<u>170,974</u>
<u>TOTAL LIABILITIES</u>	246,279
<u>NET POSITION</u>	
Net Invested in Capital Assets	284,400
Unrestricted, Unreserved	<u>(174,681)</u>
<u>TOTAL NET POSITION</u>	<u>\$ 109,719</u>

The accompanying notes are an integral part of this financial statement.



TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Direct Expenses</u>	<u>Indirect Expenses</u>
Function/Program Activities		
Governmental Activities:		
Health, Welfare and Social Services:		
Supportive Services:		
Homemaker	\$ 1,577	\$ 6,455
Information and Assistance	696	4,988
Outreach	-	1,846
Transportation	10,036	18,913
Other Services	7,717	2,894
Utility Assistance	14,298	-
Nutrition Services:		
Congregate Meals	74,243	33,865
Home Delivered Meals	198,038	116,204
Utility Assistance	-	-
Disease Prevention and Health Promotion	-	-
National Family Caregiver Support	-	-
Senior Activities	25,050	86,506
Administration	30,937	-
	<u>362,592</u>	<u>271,671</u>
Total Governmental Activities	<u>\$ 362,592</u>	<u>\$ 271,671</u>

Charges for Services	Program Revenues		Net (Expense) Revenue and Changes in Net Position Governmental Activities
	Operating Grants and Contributions	Capital Grants and Contributions	
\$ -	\$ 4,697	\$ -	\$ (3,335)
-	3,131	-	(2,553)
-	1,174	-	(672)
-	16,438	-	(12,511)
-	5,871	-	(4,740)
-	7,828	-	(6,470)
-	28,787	-	(79,321)
-	93,027	-	(221,215)
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	(111,556)
-	3,487	-	(27,450)
<u>\$ -</u>	<u>\$ 164,440</u>	<u>\$ -</u>	<u>\$ (469,823)</u>

General Revenues:

Grants and Contributions not Restricted to Specific Programs	160,912
Property Taxes	126,753
Sales Taxes	50,000
Rental Income	30,000
Interest Income	2,707
Total General Revenues	<u>370,372</u>
Changes in Net Position	(99,451)
Net Position - Beginning	<u>209,170</u>
Net Position - Ending	<u>\$ 109,719</u>

The accompanying notes are an integral part of this financial statement.

FUND FINANCIAL STATEMENTS

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

BALANCE SHEET  
GOVERNMENTAL FUNDS

JUNE 30, 2024

	General Fund	Title III B Supportive Services	Title C-1 Congregate Meals	Title C-2 Home Delivered Meals
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 16,136	\$ -	\$ 6,695	\$ 15,498
Accounts Receivable	22,704	1,912	2,000	6,628
Prepaid Expenses	-	-	-	-
Due From Other Funds	1,650	-	-	-
<u>TOTAL ASSETS</u>	<u>\$ 40,490</u>	<u>\$ 1,912</u>	<u>\$ 8,695</u>	<u>\$ 22,126</u>
<u>LIABILITIES AND FUND BALANCE</u>				
<u>LIABILITIES</u>				
Accounts Payable	\$ 9,217	\$ 262	\$ 8,695	\$ 22,126
Accrued Expenses	13,698	-	-	-
Notes Payable - Current Portion	-	-	-	-
Due To Other Funds	-	1,650	-	-
Total Current Liabilities	22,915	1,912	8,695	22,126
<u>FUND BALANCE</u>				
Fund Balance				
Restricted For:				
Utility Assistance	-	-	-	-
Unassigned	17,575	-	-	-
Total Fund Balance	<u>17,575</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 40,490</u>	<u>\$ 1,912</u>	<u>\$ 8,695</u>	<u>\$ 22,126</u>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
RECONCILIATION OF TOTAL GOVERNMENTAL  
FUND BALANCES TO NET POSITION OF  
GOVERNMENTAL FUNDS  
JUNE 30, 2024

<u>Nonmajor</u>		<u>Total</u>		
<u>Governmental</u>	<u>Funds</u>	<u>Governmental</u>	<u>Funds</u>	
			Total Governmental Fund Balances	\$ 17,575
			<i>Amounts reported for governmental activities in the statement of net position are different because:</i>	
\$ 25		\$ 38,354		
-		33,244		
-		-		
-		1,650	Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	284,400
<u>\$ 25</u>		<u>\$ 73,248</u>		
			Compensated absences are not due and payable in the current period and therefore are not reported in the funds.	(4,026)
\$ 25		\$ 40,325	Long-term obligations are not due and payable in the current period and therefore are not reported in the fund statements:	
-		13,698	Current Portion of Long Term Debt	(17,256)
-		-	Long term Portion of Long Term Debt	<u>(170,974)</u>
-		1,650		
25		55,673	Net Position of Governmental Activities	<u>\$ 109,719</u>
-		-		
-		17,575		
-		17,575		
<u>\$ 25</u>		<u>\$ 73,248</u>		

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>General Fund</u>	<u>Title III B Supportive Services</u>	<u>Title C-1 Congregate Meals</u>	<u>Title C-2 Home Delivered Meals</u>
<u>REVENUES</u>				
Intergovernmental	\$ 160,912	\$ 39,139	\$ 28,787	\$ 93,027
Public Support	494	-	1,025	1,968
Rental Income	30,000	-	-	-
Property Tax Revenues	126,753	-	-	-
Sales Tax Revenues	50,000	-	-	-
Interest Income	2,707	-	-	-
Sales of Assets	41,075	-	-	-
Total Revenues	<u>411,941</u>	<u>39,139</u>	<u>29,812</u>	<u>94,995</u>
<u>EXPENDITURES</u>				
Current:				
Salaries	47,504	27,413	43,624	99,407
Fringe	8,292	3,658	4,985	13,696
Travel	1,966	777	719	6,069
Operating Services	32,651	19,577	13,406	54,287
Operating Supplies	21,851	17,994	2,335	8,454
Other Costs	498	-	43,038	132,329
Interest Expense	29,883	-	-	-
Capital Outlay	8,279	-	-	-
Utility Assistance	-	-	-	-
Total Expenditures	<u>150,924</u>	<u>69,419</u>	<u>108,107</u>	<u>314,242</u>
<u>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</u>	261,017	(30,280)	(78,295)	(219,247)
<u>OTHER FINANCING SOURCES</u>				
<u>(USES)</u>				
Operating Transfers - In	61,556	30,280	78,295	219,247
Operating Transfers - Out	<u>(389,378)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources (Uses)	<u>(327,822)</u>	<u>30,280</u>	<u>78,295</u>	<u>219,247</u>
<u>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES</u>	(66,805)	-	-	-
<u>FUND BALANCE AT BEGINNING OF YEAR</u>	<u>84,380</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 17,575</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2024

<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>			
		Net Change in Fund Balances - Total Governmental Funds	\$ (66,805)	
\$ -	\$ 321,865	<i>Amounts reported for governmental activities in the statement of activities are different because:</i>		
-	3,487			
-	30,000			
-	126,753			
-	50,000		Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:	
-	2,707		Capital asset purchases capitalized	8,279
-	41,075		Capital assets sold	(44,389)
-	575,887		Depreciation expense	(15,185)
-	217,948			<u>(51,295)</u>
-	30,631		Payment of long-term debt are reported as expenditures in governmental funds. However, these amounts are a reduction of long-term liabilities in the Statement of Net Position and are not reflected in the Statement of Activities:	
-	9,531			
-	119,921			
-	50,634			
-	175,865			
-	29,883			
-	8,279			16,099
-	-			
-	642,692	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 governmental funds	<u>2,550</u>	
-	(66,805)	Change in Net Position in Governmental Activities	<u>\$ (99,451)</u>	
-	389,378			
-	(389,378)			
-	-			
-	(66,805)			
-	84,380			
<u>\$ -</u>	<u>\$ 17,575</u>			

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 1- Summary of Significant Accounting Policies

The financial statements of Tensas Council on the Aging, Inc. have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. These statements have also incorporated any applicable requirements set forth by *Audits of State and Local Governments*, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection VI-Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contractors, and the *Louisiana Governmental Audit Guide*. The more significant of the Council's accounting policies are described below. In October 2019, oversight of the Council was turned over to CENLA Area Agency on Aging, Inc. from North Delta Regional Planning and Development District.

A. Reporting Entity

In 1964, the State of Louisiana passed Act 456 that authorized the charter of voluntary councils on aging for the welfare of the aging people in their representative parishes. Charters are issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. The Tensas Council on the Aging, Inc. is a non-profit, quasi-public, corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs, the state agency which provides the Council with most of its revenues. The Council also receives revenues from other federal, state, and local government agencies that may impose certain restrictions upon how the Council can use the money that they have provided.

The primary function of Tensas Council on the Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 15 voluntary members who serve three-year terms governs the Council.

The Council is not a component unit of another primary government nor does it have any component units that are related to it. Therefore, the Council has presented its financial statements as a separate special purpose government.

B. Financial Reporting

The Council follows the provisions of the Governmental Accounting Standards Board Statement, Nos. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (Statement 34), 37, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus* (Statement 37), and 38, *Certain Financial Statement Note Disclosures* (Statement 38), which establish the financial reporting standards for all state and local governmental entities.



TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 1- Summary of Significant Accounting Policies (continued)

B. Financial Reporting (continued)

The accompanying government-wide financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting and reflect transactions of behalf of the Council. The Council accounts for its funds as governmental funds.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Office of Elderly Affairs funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Most of the Council's special revenue funds are provided by GOEA. The Title III funds are provided by the United States Department of Health and Human Services Administration on Aging through the Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council.

The Council reports the following major governmental funds:

General Fund

The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. These discretionary funds are accounted for and reported according to the source (federal, state, or local) from which they are derived. The following types of programs comprise the Council's General Fund:

Local Funds

Local funds are received from various local sources; such funds not being restricted to any special use.

PCOA (ACT 735) Funds

PCOA (Act 735) funds are appropriated for the Governor's Office of Elderly Affairs by the Louisiana Legislature for remittance to the Council on Aging. The Council may use these "Act 735" funds at its discretion provided the program is benefiting people who are at least 60.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 1- Summary of Significant Accounting Policies (continued)

B. Financial Reporting (continued)

Senior Center Fund

This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity and encourage their involvement in and with the community.

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various Councils on Aging through the state to be used to supplement the primary state grant for senior centers. Tensas Council on the Aging, Inc. was one of the parish councils to receive a supplemental grant.

Title III-B Supportive Services Fund

This program provides access services, in-home services, community services, legal assistance and transportation for the elderly.

Title III C-1 Congregate Meals Fund

These funds are used to provide nutritional congregate meals to the elderly in strategically located centers.

Title III C-2 Home Delivered Meals Fund

These funds are used to provide nutritional meals to home-bound older persons.

The remaining nonmajor funds are as follows:

Title III-E National Family Caregiver Support

To assist in providing multifaceted systems of support services for family caregivers and grandparents or older individuals who are relative caregivers.

Utility Assistance Fund

The Utility Assistance fund is used to account for the administration of programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish Councils on Aging to provide assistance to the elderly for the payment of their utility bills.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 1- Summary of Significant Accounting Policies (continued)

C. Compensated Absences

Employees of Tensas Council on the Aging, Inc. earn from 12 to 21 days of annual leave each year with 30 days allowed to be carried over to next year, depending on their length of service and the employee's working status (full-time or part-time). Provided that funds are available, employees are compensated upon termination of employment for current-year accrued annual leave up to 30 days. Employees earn up to 12 days of sick leave each year, and can accumulate up to 60 days, depending upon whether the employee is on a part-time or full-time status. Employees are not paid for accrued sick leave at termination and no accrual has been made.

D. Estimates

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

E. Funding Policies and Sources of Funds

The Council receives its monies through various methods of funding. This program is funded under the units of service provided method. The Senior Center program and State Allocation (PCOA) and Supplemental Senior Center funds are received as a monthly allocation of the total budget (grant) in advance of the actual expenditure. The Title III-B, C-1, C-2, and E programs are funded based on actual operating cost incurred. The Council encourages and receives contributions from clients to help offset the costs of the Title III-B, C-1, and C-2 programs.

Utility assistance funds are also provided by the Louisiana Association of Council on Aging to the Council under the Helping Hands and Heating Help Energy programs. All of the above mentioned funds, including any other miscellaneous income, are recorded as revenue when the cash is received because the Council cannot predict the timing and amount of receipt.

F. Fund Equity

GASB Statement No. 54 establishes standards for five fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of resources reported in government funds. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 1- Summary of Significant Accounting Policies (continued)

F. Fund Equity (Continued)

Restricted Fund Balance – This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance – These amounts can only be used for specific purposes pursuant to constraints imposed by formal resolutions or ordinances of the Council’s board of directors – the Council’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the board of directors remove the specified use by taking the same type of action imposing the commitment. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned Fund Balance – This classification reflects the amounts constrained by the council’s “intent” to be used for specific purposes, but are neither restricted nor committed. The Council’s board of directors and management have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the general fund, that are not classified as nonspendable and are neither restricted not committed.

Unassigned Fund Balance – This fund balance is the residual classification for the general fund. It is also used to report negative fund balances in other governmental funds.

When both restricted and unrestricted resources are available for use, it is the council’s policy is to use externally restricted resources first, then unrestricted resources – committed, assigned and unassigned – in order as needed.

Note 2 - Cash and Certificates of Deposit

*Custodial Credit Risk - Deposits*

The 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’s policy to ensure there is no exposure to this risk is to require each financial institution to pledge its own securities to cover any amount in excess of Federal Depository Insurance Coverage.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent bank has failed to pay deposited funds upon demand. Accordingly, the Council had no custodial risk related to its deposits at June 30, 2024.

At June 30, 2024, the Council has cash and cash equivalents (book balances net of overdrafts) in the amount of \$38,354.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 2 - Cash and Certificates of Deposit (continued)

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable by both parties. Cash and cash equivalents (bank balances) at June 30, 2024, are secured as follows:

Bank Balances	\$ <u>44,120</u>
Federal Deposits Insurance	\$ 250,000
Pledged Securities (Uncollateralized)	<u>          -</u>
 <u>TOTAL</u>	 \$ <u>250,000</u>

Note 3 - Receivables

The Council on Aging had \$33,244 in accounts receivable at June 30, 2024.

Note 4 - Fixed Assets

Fixed asset activity for the year ended June 30, 2024 is as follows:

	Balance <u>July 1, 2023</u>	Additions	Deletions	Balance <u>June 30, 2024</u>
Depreciable Assets:				
Building	\$ 255,655	\$ -	\$( 47,455)	\$ 208,200
Building Improvements	86,737	8,279	-	95,016
Vehicles	79,119	-	-	79,119
Furniture & Fixtures	<u>24,062</u>	<u>-</u>	<u>-</u>	<u>24,062</u>
Totals at Historical Cost	445,573	8,279	( 47,455)	406,397
Less Accumulated Depreciation				
For:				
Building	( 16,184)	( 5,875)	3,066	( 18,993)
Building Improvements	( 17,478)	( 4,367)	-	( 21,845)
Vehicles	( 63,469)	( 2,861)	-	( 66,330)
Furniture & Fixtures	<u>( 12,747)</u>	<u>( 2,082)</u>	<u>-</u>	<u>( 14,829)</u>
Total Accumulated Depreciation	<u>( 109,878)</u>	<u>( 15,185)</u>	<u>3,066</u>	<u>( 121,997)</u>
Fixed Assets, Net	<u>\$ 335,695</u>	<u>\$( 6,906)</u>	<u>\$( 44,389)</u>	<u>\$ 284,400</u>

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 4 - Fixed Assets (continued)

Depreciation was charged to Administration activities of the Council for \$15,185.

Note 5- Long-Term Debt

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Other Liabilities:					
Accrued Vacation	\$ 6,576	\$ -	\$ 2,550	\$ 4,026	\$ 4,026
Total Long-Term Debt	<u>\$ 6,576</u>	<u>\$ -</u>	<u>\$ 2,550</u>	<u>\$ 4,026</u>	<u>\$ 4,026</u>

Payment of compensated absences is dependent upon many factors; therefore, the timing of future payments is not readily determinable.

Note 6 - In-Kind Contributions

The Council received various in-kind contributions during the year. These in-kind contributions have not been recorded in the financial statements as revenues, nor has the expenditure related to the use of the in-kind been recorded. The primary in-kind contributions consisted of free rent and utilities for the senior center and meal sites, and wages and fringe benefits for volunteer workers.

Note 7 - Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for out-of-town travel expenses incurred in accordance with the Council's regular personnel policy.

Note 8 - Income Tax Status

The Council, a non-profit corporation is exempt from federal income taxation under Section 501 (c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been made; however, should the organization engage in activities unrelated to its exempt purpose, taxable income could result. The organization had no unrelated business income for the year ended June 30, 2024. The earliest income tax year that is subject to examination is 2020.

Note 9 - Litigation and Claims

There was no litigation pending against the Council at June 30, 2024, nor is the Council aware of any unasserted claims.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 10 - Federal Award Programs

The Council receives revenues from various federal and state grant programs that are subject to final review and approval as to the allowability of expenditures by the respective grantor agencies. These programs are audited in accordance with the *Single Audit Act Amendment of 1996* and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.

Note 11-Economic Dependency

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

Note 12-Interfund Transfers

Operating transfers in and out are listed by fund for 2024:

<u>Funds Transferred In</u>	<u>Funds Transferred Out</u>						
	<u>Supplemental Senior Center</u>	<u>Title IIIB</u>	<u>Title III C1</u>	<u>Senior Center</u>	<u>General Fund</u>	<u>PCOA</u>	<u>Total In</u>
Title IIIB - Supportive Services	\$ -	\$ -	\$ -	\$ -	\$ 30,280	\$ -	\$ 30,280
Title III C-2	-	-	-	-	28,295	50,000	78,295
Title III C-2	-	-	-	-	169,247	50,000	219,247
Senior Center	10,912	-	-	-	50,644	-	61,556
General Fund	-	-	-	-	-	-	-
<b>Total Out</b>	<b>\$ 10,912</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$278,466</b>	<b>\$100,000</b>	<b>\$ 389,378</b>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2024

Note 13-Risk Management

The Council is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Council's insurance coverage.

Note 14-Sales Tax Revenue

During the year ended June 30, 2003, the citizens of Tensas Parish voted a ½ cent sales tax for the Tensas Council on the Aging. The revenues collected for 2024 were \$50,000.

Note 15-Property Tax Revenue

During the year, a property tax was passed by the voter of Tensas Parish to fund the services that the Council provides. The millage was for 2.15 mills and for a 10 year period. The revenues collected for 2024 were \$126,753.

Note 16-Notes Payable

During the year, the Council borrowed funds to purchase a building for \$215,000 at 6.9% for five years, with a balloon payment of \$126,500 owed at the end of the five year period.

The annual requirements to amortize the outstanding debt at June 30, 2024, including interest, is \$226,068 is as follows:

<u>Year</u>	<u>Principle</u>	<u>Interest</u>
2025	\$ 17,256	\$ 12,626
2026	18,504	11,380
2027	19,840	10,043
2028	<u>132,670</u>	<u>3,789</u>
Total	<u>\$ 188,230</u>	<u>\$ 37,838</u>

Note 17 -Subsequent Events

Subsequent events have been evaluated through October 10, 2024 which is the day the financial statements were available to be issued, and it has been determined that no significant events have occurred for disclosure.



REQUIRED SUPPLEMENTAL INFORMATION  
BUDGETARY COMPARISON SCHEDULES

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Over (Under)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Intergovernmental	\$ 160,913	\$ 160,913	\$ 160,912	\$ (1)
Public Support	77,999	68,083	494	(67,589)
Interest Income	2,000	2,000	2,707	707
Rental Income	30,000	30,000	30,000	-
Sales of Assets	25,000	41,075	41,075	-
Sales Tax Revenue	50,000	50,000	50,000	-
Property Tax Revenue	127,900	127,900	126,753	(1,147)
Total Revenues	<u>473,812</u>	<u>479,971</u>	<u>411,941</u>	<u>(68,030)</u>
<u>Expenditures</u>				
Salaries	82,624	55,271	47,504	7,767
Fringe	12,647	7,143	8,292	(1,149)
Travel	1,197	1,875	1,966	(91)
Operating Services	41,619	30,140	32,651	(2,511)
Operating Supplies	9,189	16,492	21,851	(5,359)
Other Costs	1,000	500	498	2
Capital Outlay	-	8,300	8,279	21
Payments on Notes Payable	3,000	3,000	29,883	(26,883)
Total Expenditures	<u>151,276</u>	<u>122,721</u>	<u>150,924</u>	<u>(28,203)</u>
<u>Excess (Deficiency) of Revenues</u>				
<u>Over Expenditures</u>	322,536	357,250	261,017	(96,233)
<u>Other Financing Sources (Uses)</u>				
Transfers In	-	-	61,556	61,556
Transfers Out	(308,899)	(307,258)	(389,378)	(82,120)
Total Other Financing Uses	<u>(308,899)</u>	<u>(307,258)</u>	<u>(327,822)</u>	<u>(20,564)</u>
<u>Net Change in Fund Balance</u>	13,637	49,992	(66,805)	(116,797)
<u>Fund Balance at Beginning of Year - Restated</u>	<u>84,380</u>	<u>84,380</u>	<u>84,380</u>	<u>-</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 98,017</u>	<u>\$ 134,372</u>	<u>\$ 17,575</u>	<u>\$ (116,797)</u>

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE III B - SUPPORTIVE SERVICES  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Over (Under)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Intergovernmental	\$ 25,014	\$ 25,014	\$ 39,139	\$ 14,125
Public Support	-	-	-	-
Total Revenues	<u>25,014</u>	<u>25,014</u>	<u>39,139</u>	<u>14,125</u>
<u>Expenditures</u>				
Salaries	20,696	23,499	27,413	(3,914)
Fringe	3,168	3,037	3,658	(621)
Travel	350	817	777	40
Operating Services	16,038	17,730	19,577	(1,847)
Operating Supplies	2,876	3,239	17,994	(14,755)
Other Costs	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	<u>43,128</u>	<u>48,322</u>	<u>69,419</u>	<u>(21,097)</u>
<u>Excess (Deficiency) of Revenues Over Expenditures</u>				
	(18,114)	(23,308)	(30,280)	(6,972)
<u>Other Financing Sources (Uses)</u>				
Transfers In	<u>18,114</u>	<u>23,308</u>	<u>30,280</u>	<u>6,972</u>
<u>Net Change in Fund Balance</u>				
	-	-	-	-
<u>Fund Balance at Beginning of Year</u>				
	-	-	-	-
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE CI - CONGREGATE MEALS  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Over (Under)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Intergovernmental	\$ 24,001	\$ 24,001	\$ 28,787	\$ 4,786
Public Support	1,000	1,000	1,025	25
Total Revenues	<u>25,001</u>	<u>25,001</u>	<u>29,812</u>	<u>4,811</u>
<u>Expenditures</u>				
Salaries	26,672	29,996	43,624	(13,628)
Fringe	4,082	3,876	4,985	(1,109)
Travel	376	861	719	142
Operating Services	13,076	13,845	13,406	439
Operating Supplies	2,066	2,374	2,335	39
Other Costs	37,400	38,105	43,038	(4,933)
Capital Outlay	-	-	-	-
Total Expenditures	<u>83,672</u>	<u>89,057</u>	<u>108,107</u>	<u>(19,050)</u>
<u>Excess (Deficiency) of Revenues</u>				
Over Expenditures	(58,671)	(64,056)	(78,295)	(14,239)
<u>Other Financing Sources (Uses)</u>				
Transfers In	<u>58,671</u>	<u>64,056</u>	<u>78,295</u>	<u>14,239</u>
<u>Net Change in Fund Balance</u>				
	-	-	-	-
<u>Fund Balance at Beginning of Year</u>				
	-	-	-	-
<u>FUND BALANCE AT END OF YEAR</u>				
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE C2 - HOME DELIVERED MEALS  
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Over (Under)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Intergovernmental	\$ 79,533	\$ 79,533	\$ 93,027	\$ 13,494
Public Support	1,400	2,100	1,968	(132)
Total Revenues	<u>80,933</u>	<u>81,633</u>	<u>94,995</u>	<u>13,362</u>
<u>Expenditures</u>				
Salaries	92,509	105,196	99,407	5,789
Fringe	14,160	13,594	13,696	(102)
Travel	4,071	6,934	6,069	865
Operating Services	59,565	65,349	54,287	11,062
Operating Supplies	10,749	12,071	8,454	3,617
Other Costs	144,500	147,220	132,329	14,891
Capital Outlay	-	-	-	-
Total Expenditures	<u>325,554</u>	<u>350,364</u>	<u>314,242</u>	<u>36,122</u>
<u>Excess (Deficiency) of Revenues Over Expenditures</u>				
	(244,621)	(268,731)	(219,247)	49,484
<u>Other Financing Sources (Uses)</u>				
Transfers In	<u>244,621</u>	<u>268,731</u>	<u>219,247</u>	<u>(49,484)</u>
<u>Net Change in Fund Balance</u>				
	-	-	-	-
<u>Fund Balance at Beginning of Year</u>				
	-	-	-	-
<u>FUND BALANCE AT END OF YEAR</u>				
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO BUDGETARY COMPARISON SCHEDULES  
FOR THE YEAR ENDED JUNE 30, 2024

The Council follows these procedures in establishing the budgetary data reflected in these financial statements:

The Governor’s Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for each program’s grant award.

The Executive Director prepares a proposed budget based on the funding levels provided by GOEA and then submits the budget to the Board of Directors for approval.

The Board of Directors reviews and adopts the budget before June 30<sup>th</sup> of the current year for the next year.

The adopted budget is forwarded to the Governor’s Office of Elderly Affairs for final approval.

All budgetary appropriations lapse at the end of each fiscal year (June 30).

The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

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

The Council may transfer funds between line items as often as required, but must obtain prior approval for the Governor’s Office of Elderly Affairs for funds received under grants from this state agency.

Expenditures cannot legally exceed appropriations on an individual level.

Amounts were not budgeted for revenues and expenses for the utility assistance fund because they were not legally required and the amount of revenues to be received under this program could not be determined.

Unfavorable budget items in the General Fund are as follows:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Public Support Revenue	\$ 68,083	\$ 494	(\$ 67,589)
Payments on Notes Payable	\$ 3,000	\$ 29,883	(\$ 26,883)

SUPPLEMENTAL INFORMATION SCHEDULES REQUIRED BY  
GOEA

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

GENERAL FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2024

	<u>Programs of the General Fund</u>				<u>Total General Fund</u>
	<u>Local</u>	<u>PCOA (Act 735)</u>	<u>Senior Center</u>	<u>Supplemental Senior Center</u>	
<u>ASSETS</u>					
Cash & Cash Equivalents	\$ 13,674	\$ -	\$ 2,462	\$ -	\$ 16,136
Accounts Receivable	22,704	-	-	-	22,704
Prepaid Expenses	-	-	-	-	-
Due From Other Funds	1,650	-	-	-	1,650
<u>TOTAL ASSETS</u>	<u>\$ 38,028</u>	<u>\$ -</u>	<u>\$ 2,462</u>	<u>\$ -</u>	<u>\$ 40,490</u>
<u>LIABILITIES AND FUND BALANCE</u>					
<u>LIABILITIES</u>					
Accounts Payable	\$ 6,755	\$ -	\$ 2,462	\$ -	\$ 9,217
Accrued Expenses	13,698	-	-	-	13,698
Notes Payable - Current Portion	-	-	-	-	-
Due To Other Funds	-	-	-	-	-
Total Current Liabilities	<u>20,453</u>	<u>-</u>	<u>2,462</u>	<u>-</u>	<u>22,915</u>
<u>FUND BALANCE</u>					
Unassigned	<u>17,575</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,575</u>
<u>TOTAL LIABILITIES AND FUND BALANCE</u>	<u>\$ 38,028</u>	<u>\$ -</u>	<u>\$ 2,462</u>	<u>\$ -</u>	<u>\$ 40,490</u>



TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

GENERAL FUNDS  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2024

	<u>Programs of the General Fund</u>				<u>Total General Fund</u>
	<u>Local</u>	<u>PCOA (Act 735)</u>	<u>Senior Center</u>	<u>Supplemental Senior Center</u>	
<u>Revenues</u>					
Intergovernmental	\$ -	\$ 100,000	\$ 50,000	\$ 10,912	\$ 160,912
Public Support	494	-	-	-	494
Rental Income	30,000	-	-	-	30,000
Property Tax Revenues	126,753	-	-	-	126,753
Sales Tax Revenues	50,000	-	-	-	50,000
Interest Income	2,707	-	-	-	2,707
Sale of Assets	41,075	-	-	-	41,075
Total Revenues	<u>251,029</u>	<u>100,000</u>	<u>50,000</u>	<u>10,912</u>	<u>411,941</u>
<u>Expenditures</u>					
Salaries	-	-	47,504	-	47,504
Fringe	497	-	7,795	-	8,292
Travel	-	-	1,966	-	1,966
Operating Services	-	-	32,651	-	32,651
Operating Supplies	279	-	21,572	-	21,851
Other Costs	430	-	68	-	498
Capital Outlay	8,279	-	-	-	8,279
Payments on Debt	29,883	-	-	-	29,883
Total Expenditures	<u>39,368</u>	<u>-</u>	<u>111,556</u>	<u>-</u>	<u>150,924</u>
<u>Excess of Revenues Over</u>					
<u>Expenditures</u>	211,661	100,000	(61,556)	10,912	261,017
<u>Other Financing Sources (Uses)</u>					
Operating Transfers In	-	-	61,556	-	61,556
Operating Transfers Out	(278,466)	(100,000)	-	(10,912)	(389,378)
Total Other Financing Uses	<u>(278,466)</u>	<u>(100,000)</u>	<u>61,556</u>	<u>(10,912)</u>	<u>(327,822)</u>
<u>Excess of Revenues and Other</u>					
<u>Financing Sources Over</u>					
<u>Expenditures and Other</u>					
<u>Financing Uses</u>					
	(66,805)	-	-	-	(66,805)
<u>Fund Balance at Beginning of Year</u>	<u>84,380</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>84,380</u>
<u>FUND BALANCE AT END OF YEAR</u>	<u>\$ 17,575</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,575</u>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2024

	Title III E Caregiver	Utilities Assistance	Total Nonmajor Special Revenue Funds
<u>ASSETS</u>			
Cash & Cash Equivalents	\$ 25	\$ -	\$ 25
Receivables	-	-	-
Due From Other Funds	-	-	-
<u>TOTAL ASSETS</u>	<u>\$ 25</u>	<u>\$ -</u>	<u>\$ 25</u>
 <u>LIABILITIES AND FUND BALANCES</u>			
<u>LIABILITIES</u>			
Accounts Payable	\$ 25	\$ -	\$ 25
Due To Other Funds	-	-	-
Total Liabilities	25	-	25
 Fund Balances:			
Restricted for:			
Utility Assistance	-	-	-
Total Fund Balances	-	-	-
<u>TOTAL LIABILITIES AND FUND BALANCES</u>	<u>\$ 25</u>	<u>\$ -</u>	<u>\$ 25</u>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2024

	<u>Title III E</u> <u>Caregiver</u>	<u>Utilities</u> <u>Assistance</u>	<u>Total</u> <u>Nonmajor</u> <u>Special Revenue</u> <u>Funds</u>
<u>REVENUES</u>			
Intergovernmental:			
CENLA Area Agency on Agency, Inc.	\$ -	\$ -	\$ -
State Contract	-	-	-
Public Support:			
LA Association of Councils on Aging	-	-	-
Client Contributions	-	-	-
Total Public Support	<u>-</u>	<u>-</u>	<u>-</u>
 Total Revenues	 -	 -	 -
<u>EXPENDITURES</u>			
Current:			
Salaries	-	-	-
Fringe	-	-	-
Travel	-	-	-
Operating Services	-	-	-
Operating Supplies	-	-	-
Other Costs	-	-	-
Total Current Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Capital Outlay	-	-	-
Utility Assistance	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
 <u>EXCESS (DEFICIENCY) OF REVENUES</u> <u>OVER EXPENDITURES</u>	 -	 -	 -
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating Transfers - In	-	-	-
Operating Transfers - Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
 <u>EXCESS OF REVENUES AND OTHER</u> <u>FINANCING SOURCES OVER</u> <u>EXPENDITURES AND OTHER</u> <u>FINANCING USES</u>	 -	 -	 -
 <u>FUND BALANCES AT BEGINNING OF</u> <u>YEAR</u>	 <u>-</u>	 <u>-</u>	 <u>-</u>
 <u>FUND BALANCES AT END OF YEAR</u>	 <u>\$ -</u>	 <u>\$ -</u>	 <u>\$ -</u>

GENERAL FIXED ASSETS

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

SCHEDULE OF GENERAL FIXED ASSETS

JUNE 30, 2024 AND 2023

	Balance June 30, 2023	Additions	Deletions	Balance June 30, 2024
<u>GENERAL FIXED ASSETS</u>				
Buildings & Improvements	\$ 321,148	\$ 8,279	\$ 47,455	\$ 281,972
Vehicles	79,119	-	-	79,119
Office Furniture and Equipment	45,306	-	-	45,306
<u>TOTAL GENERAL FIXED ASSETS</u>	<u>\$ 445,573</u>	<u>\$ 8,279</u>	<u>\$ 47,455</u>	<u>\$ 406,397</u>
<u>INVESTMENT IN GENERAL FIXED ASSET</u>				
Property Acquired Prior to July 1, 1985 *	\$ -	\$ -	\$ -	\$ -
Property Acquired After July 1, 1985				
With Funds From:				
Title III- B Supportive Services	-	-	-	-
General Fund	408,130	8,279	47,455	368,954
Donations	9,000	-	-	9,000
Title III- D Preventive Health	-	-	-	-
Title III- C-1	-	-	-	-
ARP C1 Funds	1,009	-	-	1,009
Title III- C-2	-	-	-	-
PCOA	27,434	-	-	27,434
Department of Transportation Sec. 5310 E&D	-	-	-	-
<u>TOTAL INVESTMENT IN GENERAL FIXED ASSETS</u>	<u>\$ 445,573</u>	<u>\$ 8,279</u>	<u>\$ 47,455</u>	<u>\$ 406,397</u>

\* Records reflecting sources from which assets were acquired were not maintained prior to July 1, 1985.

OTHER SUPPLEMENTAL INFORMATION

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2024

<u>Federal Grants/Pass Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Program or Award Amount</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>
U.S. Department of Health & Human Services - Administration on Aging: Passed Through Governor's Office of Elderly Affairs:				
Aging Cluster of Special Programs for the Aging:				
Title III, Part B - Supportive Services	93.044	\$ 24,841	\$ 24,841	\$ 24,841
Title III, Part B - Supportive Services American Rescue Plan	93.044	14,298	14,298	14,298
Title III, Part C - Congregate Meals	93.045	20,000	20,000	20,000
Title III, Part C - Congregate Meals American Rescue Plan	93.045	8,787	8,787	8,787
Title III, Part C - Home Delivered Meals	93.045	66,280	66,280	66,280
Title III, Part C - Home Delivered Meals American Rescue Plan	93.045	26,747	26,747	26,747
Title III, Part E - National Family Caregiver Support	93.052	-	-	-
Total of Aging Cluster		<u>160,953</u>	<u>160,953</u>	<u>160,953</u>
 <u>TOTAL FEDERAL AWARDS</u>		 <u>\$ 160,953</u>	 <u>\$ 160,953</u>	 <u>\$ 160,953</u>

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2024

1. General

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

2. Basis of Accounting

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



**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  
Tensas Council on Aging, Inc.  
St. Joseph, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Tensas Council on Aging, Inc. as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Tensas Council on Aging Inc.'s basic financial statements and have issued our report thereon dated October 10, 2024.

**Internal Control Over Financial Reporting**

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

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

Our consideration of internal control 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 our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Directors  
Tensas Council on Aging, Inc.  
Page 2

### **Compliance and Other Matters**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of 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 Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. The purpose of this report is for the information of management, the Governor's Office of Elderly Affairs and the Legislative Auditor and is not intended to be or should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is to be distributed by the Legislative Auditor as a public document.

*David M. Aard, CPA (APSC)*

West Monroe, Louisiana  
October 10, 2024

TENSAS COUNCIL ON AGING, INC  
ST. JOSEPH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024

To the Board of Directors  
Tensas Council on Aging, Inc.  
St. Joseph, Louisiana

We have audited the financial statements of Tensas Council on Aging, Inc. as of and for the year ended June 30, 2024 and have issued our report thereon dated October 10, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2024, resulted in an unqualified opinion.

Section I- Summary of Auditor's Results

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weakness \_\_\_ yes X no  
Significant Deficiencies not considered to be  
Material Weaknesses \_\_\_ yes X no

Compliance

Compliance Material to Financial Statements \_\_\_ yes X no

B. Federal Awards

Material Weakness Identified \_\_\_ yes X no  
Significant Deficiencies not considered to be  
Material Weaknesses \_\_\_ yes X no

Type of Opinion on Compliance For Major Programs (No Major Programs)

Unqualified \_\_\_ Qualified \_\_\_  
Disclaimer \_\_\_ Adverse \_\_\_

Are their findings required to be reported in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)?  
N/A

C. Identification of Major Programs: N/A

Name of Federal Program (or cluster)  
CFDA Number(s)

Dollar threshold used to distinguish between Type A and Type B Programs. N/A

Is the auditee a "low-risk" auditee, as defined by the Uniform Guidance? N/A

TENSAS COUNCIL ON AGING, INC  
ST. JOSEPH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024

Section II- Financial Statement Findings

No matters were reported.

Section III- Federal Award Findings and Question Costs- N/A

TENSAS COUNCIL ON AGING, INC.  
ST. JOSEPH, LOUISIANA  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2024

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

No matters were reported.

Section II- Internal Control and Compliance Material to Federal Awards

This section is not applicable for this entity.

Section III- Management Letter

This section is not applicable for this entity.

TENSAS COUNCIL ON AGING, INC.  
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO  
AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDED JUNE 30, 2024

	Executive Director <u>Clarissa Newman</u>
Purpose	
Salary	\$ 67,964
Fringe	7,910
Travel	4,751
Reimbursements	2,896
Total	\$ 83,521

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Tensas Council on Aging and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Tensas Council on Aging (the Entity) 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, 2023 through June 30, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

Tensas Council on Aging has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and related exceptions obtained are described in the attachment to this report.

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

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

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

*David M. Hartt, CPA (APAC)*

West Monroe, Louisiana  
October 10, 2024

## 1) Written Policies and Procedures

- A. 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:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **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.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **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).
  - v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
  - vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
  - vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
  - viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
  - ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
  - x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
  - xi. **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.



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

Exceptions

The Council on Aging does not have written policies and procedures as enumerated above, but they are currently working to get these in place by next fiscal year.

**2) Board or Finance Committee**

---

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

No exceptions noted in the above procedures.

**3) Bank Reconciliations**

---

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

reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Exception

No exceptions noted in the above procedures.

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

---

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

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- v. Trace the actual deposit per the bank statement to the general ledger.

Exceptions

No exceptions noted in the above procedures.

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

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - ii. At least two employees are involved in processing and approving payments to vendors;
  - iii. 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;
  - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

*[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]*

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

Exceptions

No exceptions noted in the above procedures.

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

---

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

No exceptions noted in the above procedures.

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

---

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete.

Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted in the above procedures.

#### **8) Contracts**

---

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

No exceptions noted in the above procedures.

#### **9) Payroll and Personnel**

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions noted in the above procedures.

## ***10) Ethics***

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

No exceptions noted in the above procedures.

## ***11) Debt Service***

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- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

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

No exceptions noted.

### ***12) Fraud Notice***

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

No exceptions noted.

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

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

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- Hired before June 9, 2020 - completed the training; and
  - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

We performed the procedure and discussed the results with management. No exceptions were noted.

#### 14) Prevention of Sexual Harassment

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

#### Exceptions

There were no exceptions noted in the above procedures.