

**CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana**

**FINANCIAL STATEMENTS  
AND  
AUDITORS' REPORTS**

**June 30, 2003**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 4-28-04

04 APR 26 11:11:06  
Legis Auditor



**DAUZAT, BEALL & DEBEVEC, CPAs**

A PROFESSIONAL CORPORATION

State of Louisiana  
Legislative Auditor's Office  
Ms. Suzanne Elliott  
P.O. Box 94397  
Baton Rouge, La. 70804

RE: Fiscal Year 6-30-03 Audits:  
Avoyelles Council on Aging, Inc.  
Catahoula Council on Aging, Inc.  
Concordia Council on Aging, Inc.

RECEIVED  
LEGISLATIVE AUDITOR  
04 APR 26 11:06

Dear Ms. Elliott:

I previously submitted corrected pages on the above referenced audits that disclosed corrections. Please find enclosed complete unbound revised copies of the audits as requested by your office. Enumerated below are the changes made:

1. Avoyelles Council on Aging, Inc.  
The opinion expressed on the accompanying schedule of expenditures of Federal awards was inadvertently left out.  
  
The Comparative Schedule of General Fixed Assets, page 33 was changed to correct the bottom half of the schedule which reported prior year figures in error.
2. Catahoula Council on Aging, Inc.  
A reclassification of \$202 in Title III-E of page 23 was made. This reclassification resulted in pages 4, 6, and 26 to be revised.

(Cont'd)

3. Concordia Council on Aging, Inc.

A reclassification of \$71 in Title IIC-1 and \$57 in Title IIC-2 on page 24 was made. These reclassifications resulted in pages 4, 6, 26, and 27 to be revised.

Respectfully submitted,  
Dauzat, Beall, & Debevec, CPAs, APC

Paul Dauzat, CPA

**CATAHOULA COUNCIL ON AGING, INC.  
SICILY ISLAND, LOUISIANA**

**FINANCIAL STATEMENTS AND AUDITORS' REPORTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

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**CATAHOULA COUNCIL ON AGING, INC.  
SICILY ISLAND, LOUISIANA**

**FINANCIAL STATEMENTS AND AUDITORS' REPORTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2003**

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SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

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## DAUZAT, BEALL & DEBEVEC, CPAs

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A PROFESSIONAL CORPORATION

### INDEPENDENT AUDITORS' REPORT

Board of Directors  
Catahoula Council on Aging, Inc.  
Sicily Island, Louisiana

We have audited the accompanying general purpose financial statements of Catahoula Council on Aging, Inc., (a non-profit, quasi-public organization) as of and for the year ended June 30, 2003. These general purpose financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards in the U. S. and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Catahoula Council on Aging, Inc., as of June 30, 2003, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 13, 2003 on our consideration of the Council's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, and contracts.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The additional information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Catahoula Council on Aging, Inc. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.



Certified Public Accountants

November 13, 2003

**CATAHOULA COUNCIL ON AGING, INC.**  
Sicily Island, Louisiana

**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP**  
**June 30, 2003**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2002**

	<u>Governmental Fund Types</u>		<u>Account Group</u>	<u>Totals</u>	
	<u>General</u>	<u>Special Revenue</u>	<u>General Fixed Assets</u>	<u>(Memorandum Only)</u>	
				<u>2003</u>	<u>2002</u>
<b>ASSETS</b>					
Cash	\$ 95,679	\$ 3,886		\$ 99,565	\$ 102,732
Accounts receivable					
Cenla Area Agency on Aging, Inc.		9,924		9,924	13,458
Due from Special Revenue Fund	3,057			3,057	3,559
Prepaid insurance	650			650	1,906
General fixed assets			\$ 29,059	29,059	29,059
				<u>29,059</u>	<u>29,059</u>
Total Assets	<u>\$ 99,386</u>	<u>\$ 13,810</u>	<u>\$ 29,059</u>	<u>\$ 142,255</u>	<u>\$ 150,714</u>
<b>LIABILITIES, FUND EQUITY AND OTHER CREDITS</b>					
<b>LIABILITIES:</b>					
Accounts payable		\$ 10,753		\$ 10,753	\$ 13,723
Due to General Fund		3,057		3,057	3,559
				<u>3,057</u>	<u>3,559</u>
Total Liabilities	<u>-0-</u>	<u>13,810</u>	<u>-0-</u>	<u>13,810</u>	<u>17,282</u>
<b>FUND EQUITY AND OTHER CREDITS:</b>					
Investment in General Fixed Assets			\$ 29,059	29,059	29,059
Fund balance					
Unreserved - Undesignated	\$ 99,386			99,386	104,373
				<u>99,386</u>	<u>104,373</u>
Total Fund Equity and Other Credits	<u>99,386</u>		<u>29,059</u>	<u>128,445</u>	<u>133,432</u>
				<u>128,445</u>	<u>133,432</u>
Total Liabilities, Fund Equity and Other Credits	<u>\$ 99,386</u>	<u>\$ 13,810</u>	<u>\$ 29,059</u>	<u>\$ 142,255</u>	<u>\$ 150,714</u>

The accompanying notes are an integral part of this statement.



**CATAHOULA COUNCIL ON AGING, INC.**  
Sicity Island, Louisiana

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES  
For the Year Ended June 30, 2003  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2002**

	<u>General</u>	<u>Special Revenue</u>	<u>Totals (Memorandum Only)</u>	
			<u>2003</u>	<u>2002</u>
<b>Revenues</b>				
Intergovernmental				
Cenla Area Agency on Aging, Inc.		\$ 127,429	\$ 127,429	\$ 127,889
Office of Elderly Affairs	\$ 18,120		18,120	22,175
Program income	1,934		1,934	
Interest income	1,988		1,988	1,777
Public support		6,709	6,709	11,465
In-kind revenues	<u>12,600</u>		<u>12,600</u>	<u>12,600</u>
Total revenues	<u>34,642</u>	<u>134,138</u>	<u>168,780</u>	<u>175,906</u>
<b>Expenditures</b>				
Current:				
Salaries	507	84,895	85,402	83,187
Fringe	57	8,967	9,024	11,154
Travel	40	29,660	29,700	27,610
Operating services	594	15,424	16,018	15,323
Operating supplies	7,055	7,693	14,748	6,354
Other costs	2,546	3,729	6,275	5,511
In-kind expenses	<u>12,600</u>		<u>12,600</u>	<u>12,600</u>
Total expenditures	<u>23,399</u>	<u>150,368</u>	<u>173,767</u>	<u>161,739</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>11,243</u>	<u>(16,230)</u>	<u>(4,987)</u>	<u>14,167</u>
<b>Other financing sources (uses)</b>				
Operating transfers in	2,712	48,988	51,700	63,502
Operating transfers out	<u>(18,941)</u>	<u>(32,758)</u>	<u>(51,700)</u>	<u>(63,502)</u>
Total other financing sources (uses)	<u>(16,230)</u>	<u>16,230</u>	<u>-0-</u>	<u>-0-</u>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<u>(4,987)</u>	<u>-0-</u>	<u>(4,987)</u>	<u>14,167</u>
<b>Fund balance, beginning</b>	<u>104,373</u>	<u>-0-</u>	<u>104,373</u>	<u>90,206</u>
<b>Fund balance, ending</b>	<u>\$ 99,386</u>	<u>\$ -0-</u>	<u>\$ 99,386</u>	<u>\$ 104,373</u>

The accompanying notes are an integral part of this statement.

**CATAHOULA COUNCIL ON AGING, INC.**  
Sicily Island, Louisiana

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
GENERAL FUND**

*For the Year Ended June 30, 2003*

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Intergovernmental	\$ 18,120	\$ 18,120	\$ -0-
Public support		1,934	1,934
Interest income	1,500	1,988	488
In-kind revenues	<u>12,600</u>	<u>12,600</u>	<u>-0-</u>
Total revenues	<u>32,220</u>	<u>34,642</u>	<u>2,422</u>
<b>EXPENDITURES</b>			
Current:			
Salaries	77	507	(430)
Fringe	9	57	(48)
Travel	9	40	(31)
Operating services	47	594	(547)
Operating supplies	4	7,055	(7,051)
Other costs	302	2,546	(2,244)
In-kind expenses	<u>12,600</u>	<u>12,600</u>	<u>-0-</u>
Total expenditures	<u>13,048</u>	<u>23,399</u>	<u>(10,351)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>19,172</u>	<u>11,243</u>	<u>(7,929)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in		2,712	2,712
Operating transfers out	<u>(18,120)</u>	<u>(18,941)</u>	<u>(821)</u>
Total other financing sources (uses)	<u>(18,120)</u>	<u>(16,230)</u>	<u>1,890</u>
<b>Excess (deficiency) of revenues and other sources over expenditures and other uses</b>	1,052	(4,987)	(6,039)
<b>Fund balance, beginning</b>	<u>104,373</u>	<u>104,373</u>	<u>-0-</u>
<b>Fund balance, ending</b>	<u>\$ 105,425</u>	<u>\$ 99,386</u>	<u>\$ (6,039)</u>

The accompanying notes are an integral part of this statement.

## EXHIBIT D

**CATAHOULA COUNCIL ON AGING, INC.**  
Sicily Island, Louisiana

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL  
SPECIAL REVENUE FUND  
For the Year Ended June 30, 2003**

	<u>Budget</u>	<u>Actual</u>	Variance- Favorable (Unfavorable)
<b>REVENUES</b>			
Intergovernmental	\$ 141,128	\$127,429	\$ (13,699)
Public support	<u>8,957</u>	<u>6,709</u>	<u>(2,248)</u>
Total revenues	<u>150,085</u>	<u>134,138</u>	<u>(15,947)</u>
<b>EXPENDITURES</b>			
Current:			
Salaries	74,016	84,895	(10,879)
Fringe	8,988	8,967	21
Travel	25,197	29,660	(4,463)
Operating services	17,122	15,424	1,698
Operating supplies	6,351	7,693	(1,342)
Other costs	<u>810</u>	<u>3,729</u>	<u>(2,919)</u>
Total expenditures	<u>132,484</u>	<u>150,368</u>	<u>(17,884)</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>17,601</u>	<u>(16,230)</u>	<u>(33,831)</u>
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	34,934	48,988	14,054
Operating transfers out	<u>(52,535)</u>	<u>(32,758)</u>	<u>19,777</u>
Total other financing sources (uses)	<u>(17,601)</u>	<u>16,230</u>	<u>33,831</u>
<b>Excess (deficiency) of revenues and other sources over expenditures and other uses</b>	-0-	-0-	-0-
<b>Fund balance, beginning</b>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<b>Fund balance, ending</b>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A.      Reporting Entity:

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

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

The primary function of Catahoula Council on Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly of the parish. Such services include providing a location for meals, nutritional education, information and assistance services, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of voluntary members who serve three-year terms, governs the **Council**.

B.      Presentation of Statements:

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicity Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

B. Presentation of Statements: (continued)

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have incorporated any applicable requirements set forth by Audits of State and Local Governmental Units, 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.

C. Fund Accounting:

The accounts of the **Council** are organized on the basis of funds, 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, fund equity, revenues, and expenditures. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report into two generic fund types and one broad fund category (account group).

Governmental Fund Types

Governmental funds are used to account for all or most of the **Council's** general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition of fixed assets, and the servicing of general long-term debt.

The governmental funds and the programs comprising them as presented in the financial statements are described as follows:

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

C. Fund Accounting: (Continued)

**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. In addition, the servicing of general long-term debt is accounted for in the General Fund because unrestricted resources are used to pay for the liabilities incurred by this fund and there are no legal mandates to use a debt service fund.

The following programs comprise the **Council's** General Fund:

**Other Local**

Revenues, such as, (1) donations from the general public, (2) income from various fund raisers, and (3) interest income earned on idle funds which have been invested, have been recorded in the "other local" program of the General fund. Expenses incurred which are not chargeable to specific programs are recorded at "other local" program expenditures. Also, expenses incurred to produce related program service fees and fund raising income are charged to "other local" program expenditures. "Other local" funds are also used as transfers to special revenue funds to supplement those programs. In addition, fixed asset additions are generally paid with "other local" funds.

**PCOA (Act 735)**

PCOA (Act 735) funds are appropriated for the **Council** by the Louisiana Legislature and remitted to the **Council** via the Governor's Office of Elderly Affairs (GOEA). The council may use these "Act 735" funds at its discretion provided the program is benefiting people who are at least 60 years old.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

C. Fund Accounting: (Continued)

**Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments and major capital projects) that are legally restricted to expenditures for specified 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 to Cenla Area Agency on Aging, Inc. who funds the **Council** on a predetermined unit cost reimbursement basis up to the contract amount.

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

**Title III-B Supportive Services Fund**

The Title III-B Supportive Services Fund is used to account for funds which are to provide a variety of social services; such as, information and assistance, access services, in-home services, community services and outreach for people age 60 and older.

**Title III C-1 Fund**

The Title III C-1 Fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year July 1, 2002 to June 30, 2003, the **Council** served about 12,286 congregate meals.

**Title III C-2 Home Delivered Meals Fund**

Title III C-2 Fund is used to account for funds which are used to provide nutritional, home delivered meals to homebound older persons. During the fiscal year July 1, 2002 to June 30, 2003, the **Council** served about 31,098 home delivered meals.



**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

C. Fund Accounting: (Continued)

Title III-D Fund

The Title III-D Fund is used to account for funds which are used to provide in-home services to frail older individuals, including in-home supportive services for older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and to the families of such victims.

Senior Center Fund

The Senior Center fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs to Cenla Area Agency on Aging, Inc. who funds the **Council** on a predetermined unit cost reimbursement basis up to the contract amount. This program provides community service centers at which older person receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The **Council** operates 2 senior centers in Catahoula Parish, Louisiana.

Title III-E Fund

The fund accounts for the resources and activities of the National Family Caregiver Support Program. The purpose of the program is to provide multifaceted systems of support services for family caregivers and grandparents of older individuals who are relative caregivers.



**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

C. Fund Accounting: (Continued)

Supplemental Senior Center Fund

The Supplemental Senior Center Fund is used to account for additional funds to be used to supplement the primary contract for the Senior Centers. These funds are appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs to Cenla Area Agency Aging, Inc. who funds the **Council**.

Account Groups

An account group is a financial reporting device designated to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The following account group is not a "fund".

General Fixed Assets

The fixed assets (capital outlays) used in governmental fund type operations of Catahoula Council on Aging, Inc. are accounted for (capitalized) in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased.

D. Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds, including the General and Special Revenue Funds, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally 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.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

D. Basis of Accounting: (Continued)

Governmental funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.

E. Transfers:

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

F. Budget Policy:

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

- The Cenla Area Agency on Aging, Inc. notifies the **Council** each year as to the funding levels for each program's grant award.
- The **Council** may also obtain grants 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 funding levels provided by Cenla Area Agency on Aging, Inc. and then submits the budget to the Board of Directors for approval before May 31 of the current year for the following year.
- The adopted budget is forwarded to the Cenla Area Agency on Aging, Inc. for final approval.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

F. Budget Policy: (continued)

- All budgetary appropriations lapse at the end of each fiscal year (June 30). Occasionally, the **Council** will receive a special project grant which may operate on a period different from the **Council's** normal fiscal year, and therefore, have a specified date where the budgetary appropriations will lapse.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control policy.
- The **Council** may transfer funds between line items as often as required but must obtain prior approval from the Cenla Area Agency on Aging, Inc. for funds received under grants from GOEA.
- The **Council** is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.

G. Total Columns of Combined Statements:

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to help with financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

H. Fixed Assets:

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus.

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed asset account group, and are recorded as expenditures in the governmental fund types when purchased. No depreciation has been provided on general fixed assets.

All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date of donation.

I. Comparative Data:

Comparative data for the prior year is presented in the accompanying financial statements to provide an understanding of changes in the **Council's** financial position and operations. However, presentation of comparative data by fund type is not presented in each of the statements since its inclusion would make the statements unduly complex and difficult to read.

J. Restricted Assets:

Restricted assets represent assets which are primarily acquired through donations whereby the donor places restrictions on how the donation can be used by the **Council** (i.e., utility assistance funds). Restricted assets are offset by reservations of fund balances.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 2 REVENUE RECOGNITIONS - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT, AND MISCELLANEOUS REVENUES**

Intergovernmental revenues are recorded in governmental funds as revenues in the accounting period that they become susceptible to accrual, that is, measurable and available (modified accrual basis). (Contracts do not allow the **Council** to recognize revenue until units of services are provided.)

Act 735 funds are received as monthly allocations of the total grant in advance of the actual expenditures.

Public Support and Miscellaneous Revenues

The **Council** encourages and receives contributions from clients to help offset the costs of the various programs. In addition, various fund raisers are held during the year to obtain funds to offset costs of general operations and senior center activities. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict; therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

**NOTE 3 IN-KIND CONTRIBUTIONS**

The **Council** received various in-kind contributions during the year. The **Council's** administrative office was provided by the town of Sicily Island and the main Senior Center was provided by the town of Jonesville. The Maitland Senior Recreation Center and the Sicily Island Meal site were provided by the Police Jury and the Harrisonburg Recreation site was furnished by the First Baptist Church. These contributions have been reported as revenues and the off setting expenditures as costs in the financial statements.

**NOTE 4 INCOME TAX STATUS**

The **Council**, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code of 1986 and as an organization that is not a private foundation as defined in Section 509 (a) of the Code. It is also exempt from Louisiana income tax.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 5      CONTRACTS RECEIVABLE**

Contracts receivable at June 30, 2003, consisted of the following:

<u>Program</u>	<u>Fund</u>	<u>Funding Agency</u>	<u>Amount</u>
Senior Center	Special Revenue	Cenla AAA	\$ 1,024
Title III-B	Special Revenue	Cenla AAA	2,853
Title III C-1	Special Revenue	Cenla AAA	1,406
Title III C-2	Special Revenue	Cenla AAA	3,147
Title III D	Special Revenue	Cenla AAA	206
Title III E	Special Revenue		1,023
Supplemental Senior Center	Special Revenue	Cenla AAA	<u>265</u>
Total			<u>\$ 9,924</u>

**NOTE 6      CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	<u>Balance</u> <u>6/30/02</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6/30/03</u>
Vehicles	\$ 22,500			\$ 22,500
Furniture & equipment	1,559			1,559
Land	<u>5,000</u>			<u>5,000</u>
Total	<u>\$ 29,059</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 29,059</u>

**NOTE 7      COMPENSATED ABSENCES**

Annual leave is earned by employees and may be carried over into the next year at a rate of no more than one year's accumulation. No amounts have been recorded in the financial statements.

**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 8      CASH IN BANK**

The **Council** maintains a consolidated bank account to deposit the money it collects and to pay its bills. The consolidated bank account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash balances to cover any negative cash balances in other funds at year end. At June 30, 2003, the balance of the **Council's** consolidated bank account was \$95,679. The related bank balance (collected deposits) at that date was \$96,029. The **Council** also maintains two other bank accounts. At June 30, 2003, the balance of these accounts were \$2,988 and \$898. The related bank balances (collected deposits) at that date were \$2,988 and \$782. All of the deposits were covered by federal depository insurance. GASB Statement 3 categorized the credit risk of these deposits as Category 1 because they are fully insured.

**NOTE 9      JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES**

There is no litigation pending against the **Council** at June 30, 2003. Furthermore, **Council's** management believes that any potential litigation would be adequately covered by insurance.

**NOTE 10     FEDERAL AWARD PROGRAMS**

The **Council** receives revenues from various federal and state grant programs which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the **Council**. Also, it is management's opinion that any audits 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.



**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicily Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 11 ECONOMIC DEPENDENCY**

The **Council** receives the majority of its revenue from contracts with Cenla Area Agency on Aging, Inc. If significant budget cuts are made at the federal and/or state level, the amount of funds contracted by Cenla Area Agency on Aging, Inc. could be reduced significantly and have an adverse impact on the **Council's** 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 RELATED PARTY**

There were no related party transactions during the fiscal year.

**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 INTERFUND TRANSFERS**

Operating transfers in and out are listed by fund for 2003:

Funds Transferred In	<u>Funds Transferred Out</u>						Total In	
	<u>E</u>	<u>Title III C-1</u>	<u>D</u>	<u>Senior Center</u>	<u>Supplemental Senior Center</u>	<u>PCOA</u>		<u>General Fund</u>
Title III B- Supportive Services	19		2,428	14,855	\$ 646	\$ 9,501	\$ 822	\$28,271
Title III C-1					870	1,057		1,927
Title III C-2					2,310	7,561		9,871
General Fund	<u>3,163</u>	<u>8,468</u>						<u>11,631</u>
Total Out	<u>\$3,182</u>	<u>\$8,468</u>	<u>\$2,428</u>	<u>\$ 14,855</u>	<u>\$3,826</u>	<u>18,119</u>	<u>\$ 822</u>	<u>\$51,700</u>



**CATAHOULA COUNCIL ON AGING, INC.**  
**Sicity Island, Louisiana**

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2003**

**NOTE 15 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.

## **ADDITIONAL INFORMATION**

CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana

COMBINING SCHEDULE OF PROGRAM REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - GENERAL FUND  
For the Year Ended June 30, 2003

	Other Local	PCOA <u>Act 735</u>	<u>Totals</u>
<b>Revenues</b>			
Intergovernmental			
Office of Elderly Affairs		\$ 18,120	18,120
Program income	\$ 1,934		1,934
Interest income	1,988		1,988
In-kind revenue	<u>12,600</u>		<u>12,600</u>
Total revenues	<u>16,522</u>	<u>18,120</u>	<u>34,642</u>
<b>Expenditures</b>			
Current:			
Salaries	507		507
Fringe	57		57
Travel	40		40
Operating services	594		594
Operating supplies	7,055		7,055
Other costs	2,546		2,546
In-kind expenses	<u>12,600</u>		<u>12,600</u>
Total expenditures	<u>23,399</u>	<u>-0-</u>	<u>23,399</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(6,877)</u>	<u>18,120</u>	<u>11,243</u>
<b>Other financing sources (uses)</b>			
Operating transfers in	2,712		12,712
Operating transfer out	<u>(821)</u>	<u>(18,120)</u>	<u>(18,941)</u>
Total other financing sources (uses)	1,890	(18,120)	(16,230)
<b>Excess (deficiency) of revenues and other sources over expenditures and other uses</b>	(4,987)	-0-	(4,987)
<b>Fund balance, beginning</b>	104,373	-0-	104,373
<b>Fund balance, ending</b>	<u>\$ 99,386</u>	<u>\$ -0-</u>	<u>\$ 99,386</u>

The accompanying notes are an integral part of this statement.

SCHEDULE 2

CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana

COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - SPECIAL REVENUE FUNDS  
For the Year Ended June 30, 2003

	Title III-B Supportive Services	Title III C-1	Title III C-2	Senior Center	Supplemental Senior Center	Title III-D	Title III-E	Totals
<b>Revenues</b>								
Intergovernmental								
Cenla Area Agency on Aging, Inc.	\$ 33,562	\$ 18,285	\$ 39,801	\$ 14,855	\$ 3,825	\$ 2,428	\$ 14,673	\$ 127,429
Public support	407	2,963	3,339					6,709
Total Revenues	<u>33,969</u>	<u>21,248</u>	<u>43,140</u>	<u>14,855</u>	<u>3,825</u>	<u>2,428</u>	<u>14,673</u>	<u>134,138</u>
<b>Expenditures</b>								
Current:								
Salaries	39,154	9,856	28,849				7,036	84,895
Fringe	4,284	1,077	2,836				770	8,967
Travel	5,642	320	22,041				1,657	29,660
Operating services	7,279	2,018	4,870				1,257	15,424
Operating supplies	5,500	1,090	879				224	7,693
Other	<u>1,505</u>	<u>346</u>	<u>1,331</u>				<u>547</u>	<u>3,729</u>
Total expenditures	<u>63,364</u>	<u>14,707</u>	<u>60,806</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>11,491</u>	<u>150,368</u>

SCHEDULE 2 (continued)

<b>Excess (deficiency) of revenues over expenditures</b>	(29,395)	6,541	(17,666)	14,855	3,825	2,428	3,182	(16,230)
<b>Other financing sources (uses)</b>								
Operating transfers in	29,395	1,927	17,666					48,988
Operating transfers out		(8,468)		(14,855)	(3,825)	(2,428)	(3,182)	(32,758)
Total other financing sources (uses)	29,395	(6,541)	17,666	(14,855)	(3,825)	(2,428)	(3,182)	16,230
<b>Excess (deficiency) of revenues and other sources over expenditures and other uses</b>	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>Fund balance, beginning</b>	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
<b>Fund balance, ending</b>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.

SCHEDULE 3

CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana

SCHEDULE OF PROGRAM EXPENDITURES BUDGET VS. ACTUAL  
For the Year Ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b><u>PCOA - ACT 735</u></b>			
Transfers:			
Title III-B	\$ 5,965	\$ 9,501	\$ (3,537)
Title III C-1	3,392	1,057	2,335
Title III C-2	<u>8,763</u>	<u>7,561</u>	<u>1,202</u>
Totals	<u>\$ 18,120</u>	<u>\$ 18,120</u>	<u>\$ -0-</u>
<b><u>TITLE III-B SUPPORTIVE SERVICES</u></b>			
Salaries	\$ 43,434	\$ 39,154	\$ 4,280
Fringe	5,403	4,284	1,119
Travel	4,059	5,642	(1,583)
Operating services	7,864	7,279	585
Operating supplies	5,404	5,500	(96)
Other costs	<u>250</u>	<u>1,505</u>	<u>(1,255)</u>
Totals	<u>\$66,414</u>	<u>\$ 63,364</u>	<u>\$ (3,050)</u>
<b><u>TITLE III C-1</u></b>			
Salaries	\$ 10,185	\$ 9,856	\$ 329
Fringe	1,267	1,077	190
Travel	360	320	40
Operating services	2,391	2,018	373
Operating supplies	1,375	1,090	285
Other costs	59	346	(287)
Transfers out	<u>-0-</u>	<u>8,468</u>	<u>(8,468)</u>
Totals	<u>\$ 15,637</u>	<u>\$ 23,175</u>	<u>\$ (7,538)</u>
<b><u>GENERAL</u></b>			
Salaries	\$ 77	\$ 507	\$ (430)
Fringe	9	57	(48)
Travel	9	40	(31)
Operating services	47	594	(547)
Operating supplies	4	7,055	(7,051)
Other	302	2,546	(2,244)
In-Kind expense	<u>12,600</u>	<u>12,600</u>	<u>-0-</u>
Totals	<u>\$ 13,048</u>	<u>\$ 23,399</u>	<u>(10,351)</u>

SCHEDULE 3 (continued)

CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana

SCHEDULE OF PROGRAM EXPENDITURES BUDGET VS. ACTUAL  
For the Year Ended June 30, 2003

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b><u>TITLE III C-2</u></b>			
Salaries	\$ 30,072	\$ 28,849	\$ 1,223
Fringe	3,832	2,836	996
Travel	20,108	22,041	(1,933)
Operating services	5,298	4,870	428
Operating supplies	960	879	81
Other costs	231	1,331	(1,100)
Totals	<u>\$ 60,501</u>	<u>\$ 60,806</u>	<u>\$ 305</u>
<b><u>TITLE III-D</u></b>			
Transfers to:			
Title III B	\$ 2,428	\$ 2,428	\$ -0-
Totals	<u>\$ 2,428</u>	<u>\$ 2,428</u>	<u>\$ -0-</u>
<b><u>SENIOR CENTER</u></b>			
Transfers to:			
Title III B	\$ 14,855	\$ 14,855	\$ -0-
Totals	<u>\$ 14,855</u>	<u>\$ 14,855</u>	<u>\$ -0-</u>
<b><u>SUPPLEMENTAL SENIOR CENTER</u></b>			
Transfers to:			
Title III B	\$ 336	\$ 646	\$ (310)
Title III C-1	607	870	(263)
Title III C-2	2,882	2,309	573
Totals	<u>\$ 3,825</u>	<u>\$ 3,825</u>	<u>\$ -0-</u>
<b><u>Title III-E</u></b>			
Salaries	\$ 9,300	\$ 7,036	\$ 2,264
Fringe	1,129	770	359
Travel	2,847	1,657	1,190
Operating services	1,617	1,257	360
Operating supplies	461	224	237
Other costs	59	547	(488)
Transfers out		3,182	(3,182)
Totals	<u>\$ 15,413</u>	<u>\$ 14,673</u>	<u>\$ 740</u>

The accompanying notes are an integral part of this statement.

CATAHOULA COUNCIL ON AGING, INC.  
Sicily Island, Louisiana

COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS  
AND CHANGES IN GENERAL FIXED ASSETS  
For the Year Ended June 30, 2003

	Balance June 30, 2002	Additions	Deletions	Balance June 30, 2003
<b>GENERAL FIXED ASSETS, AT COST</b>				
Vehicles	\$ 22,500			\$ 22,500
Furniture	1,559			1,559
Land	5,000			5,000
<b>Total General Fixed Assets</b>	<u>\$ 29,059</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 29,059</u>
<b>INVESTMENT IN GENERAL FIXED ASSETS</b>				
Title III-B	\$ 1,559			\$ 1,559
General	27,500			27,500
<b>Total Investment in General Fixed Assets</b>	<u>\$ 29,059</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ 29,059</u>

The accompanying notes are an integral part of this statement.



**OTHER REPORT REQUIRED BY  
*GOVERNMENT AUDITING STANDARDS***



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## DAUZAT, BEALL & DEBEVEC, CPAs

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A PROFESSIONAL CORPORATION

### REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors  
Catahoula Council on Aging, Inc.

We have audited the general purpose financial statements of Catahoula Council on Aging, Inc. (a non-profit organization) as of and for the year ended June 30, 2003, and have issued our report thereon dated November 13, 2003. We conducted our audit in accordance with generally accepted auditing standards in the U. S. and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### **Compliance**

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 grants, 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 is not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no material instances of noncompliance that are required to be reported under *Government Auditing Standards*.

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

In planning and performing our audit, we considered the **Council's** internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operations that we consider to be material weaknesses.

This report is intended for the information of the Board of Directors, management and federal awarding agencies, and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



Certified Public Accountants  
November 13, 2003

**CATAHOULA COUNCIL ON AGING, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**For the Year Ended June 30, 2003**

We have audited the financial statements of Catahoula Council on Aging, Inc. as of and for the year ended June 30, 2003, and have issued our report thereon dated November 13, 2003. We conducted our audit in accordance with generally accepted auditing standards 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, 2003 resulted in an unqualified opinion.

**Section 1 Summary of Auditor's Reports**

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

Internal control

Material Weaknesses  Yes  No      Reportable Conditions  Yes  No

Compliance

Non Compliance Material to Financial Statements  Yes  No

**Section II Financial Statement Findings**

There were no Financial Statement findings or questioned costs.

**CATAHOULA COUNCIL ON AGING, INC.**  
**SCHEDULE OF PRIOR YEAR FINDINGS**  
**For the Year Ended June 30, 2002**

**SECTION 1 INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE  
FINANCIAL STATEMENTS**

There were no Internal Control or Compliance findings.