

Note 3 - Revenue Recognition - Intergovernmental Grants, Public Support, Miscellaneous Revenues, and Program Service Fees -
(Continued)

Intergovernmental Grants

U.S.D.A. program funds are earned and become susceptible to accrual based upon the number of units of service provided to program participants and are recorded as revenues at that time.

The Senior Center, POMA (Act 735), and Title III B, C, D, and F funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenue until the actual expenses are incurred. FTA, Miscellaneous Grant, and Audit program funds are recognized as revenues once the related costs have been incurred, and the grant reimbursement is measurable and available.

Public Support and Miscellaneous Revenues

The Council encourages and receives contributions from clients (program participants) to help offset the costs of the Title III B, C-1, and C-2 programs. Utility assistance funds are provided from public donations to various utility assistance programs that are remitted to the Council via the Louisiana Association of Councils on Aging, Inc. Miscellaneous revenues are recorded as revenues when the cash is received because the Council cannot predict the timing of receipt and the amount it will receive.

Program Service Fees

Program service fees result from the Council providing elderly waiver, case management services whereby the Council receives a fee for providing a unit of service to a qualified participant. Fees are paid by the Louisiana Department of Health and Hospitals. Revenues from these services are recorded at the time the services are provided.

The Council also provided local transportation services on a fee basis during the year. These revenues are recorded as revenue when the services are provided.

Schedule 3
(continued)

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
TIME III C-3			
Salaries	\$ 44,100	\$ 44,210	\$ (110)
Fringe	4,330	4,313	17
Travel	300	807	(507)
Operating services	12,911	12,853	58
Operating supplies	2,324	2,290	34
Other costs	2,973	3,034	(61)
Meals			
Raw food	20,300	22,074	(1,774)
Labor and non-edibles	27,463	27,248	215
Capital outlay	--	--	--
Total	<u>\$127,798</u>	<u>\$128,986</u>	<u>\$ (1,188)</u>
TIME III B			
Salaries	\$ --	\$ --	\$ --
Fringe	--	--	--
Travel	--	--	--
Operating services	--	--	--
Operating supplies	--	--	--
Other costs	1,207	1,261	(54)
Meals	--	--	--
Capital outlay	--	--	--
Total	<u>\$ 1,207</u>	<u>\$ 1,261</u>	<u>\$ (54)</u>
TIME III E			
Salaries	\$ 2,200	\$ 2,077	\$ 123
Fringe	202	204	(2)
Travel	7	18	(11)
Operating services	12	11	1
Operating supplies	--	--	--
Other costs	600	620	(20)
Meals	--	--	--
Capital outlay	--	--	--
Total	<u>\$ 3,028</u>	<u>\$ 2,993</u>	<u>\$ 35</u>
E.P.R.A.			
Transfer to TIME III C-3	\$ 22,810	\$ 22,290	\$ 520
Transfer to TIME III C-2	<u>18,454</u>	<u>12,554</u>	<u>5,900</u>
Total	<u>\$ 38,274</u>	<u>\$ 38,244</u>	<u>\$ 30</u>

Note 16 - 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 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 17 - Interfund Transfers

operating transfers in and out are listed by fund for 1988:

	Operating Transfers <u>In</u>	Operating Transfers <u>Out</u>
General Fund	\$ -	\$185,787
Special Revenue Funds:		
Title III B Supportive Services	139,468	-
Title III B - Counselors	6,500	-
Title III C - AAA	139,749	-
Title III C-1	42,849	-
Title III C-2	84,248	-
Title III D	379	-
Title III F	898	-
USDA	-	26,249
Senior Center	9,154	-
Audit	4,434	-
Miscellaneous Grant	-	4,560
PTA	3,122	-
Total special revenue funds	<u>489,506</u>	<u>31,809</u>
Total all funds	\$428,806	\$428,596

Note 12 - Changes in Long-Term Debt

The following is a summary of transactions relating to the Council's long-term debt during fiscal year 1994:

	Balance 12-31-93	ADDITIONS	DEDUCTIONS	Balance 06-30-94
Accumulated, unpaid interest	\$ 7,470	\$ 437	\$ -	\$ 7,907
Capital lease obligations	<u>10,889</u>	<u>-</u>	<u>(3,088)</u>	<u>7,801</u>
Total long-term debt	18,359	\$ 437	\$ (3,088)	\$ 15,707

Note 13 - Lease Commitments

The Council leases from the St. Charles Parish School Board a building that houses the Council's main office and a cafeteria which is used as a senior center at 628 Pine, Metairie, Louisiana, and a meal site known as the Norco Adult Learning Center in Norco, Louisiana. The terms of this lease required monthly payments of \$1,140 per month during fiscal year 1994. The Council is responsible for cleaning the facilities but the St. Charles Parish School Board (the lessor) pays for repairs, utilities, and liability insurance. The lease is operated on a month-to-month basis under the same terms of the previous lease before it expired on June 30, 1994. A long-term extension of this lease has not been negotiated as of the date of this report.

During the fiscal year the Council also leased its senior center/meal site at Two Allouanzas, Louisiana, from the American Legion Boudin Lodge for \$280 per month plus the cost of utilities. A long-term extension of this lease has not been negotiated as of the date of this report.

In June, 1994, the Council entered into a lease for a new telephone system. Terms of the lease required 48 monthly payments of \$150 beginning in July, 1994. The Council's management expects to upgrade the phone system when the lease expires in June, 1997.

Total rent expenses for fiscal year 1994 was \$18,434.

Note 8 - Changes in Fixed Assets

A summary of changes in general fixed assets is as follows:

	Balance June 30, 1998	Additions	Deletions	Balance June 30, 1999
Vehicles	\$154,934	\$ 38,418	\$ -	\$193,352
Office furniture and equipment	33,088	-	-	33,088
Sanitation equipment	4,828	-	-	4,828
Recreation equipment	1,981	-	-	1,981
Buildings	4,748	-	-	4,748
Property leased under capital leases				
Office equipment	12,133	-	-	12,133
Total general fixed assets	\$221,600	\$ 38,418	\$ -	\$260,018

Note 9 - In-Kind Contributions

The Council received various in-kind contributions during the year. The senior center/meal site locations in Luling and New Serry were furnished without charge for rent. However, the Council is responsible for paying the utility bill at these locations. The Council was furnished the use of Title V workers at no charge. Finally, the St. Charles Parish Council allowed the CGA to buy gas from it at wholesale prices. These contributions, the values of which were not determined, have not been reported as revenues or offsetting expenses in these financial statements.

Note 10 - Board of Directors' Compensation

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

Note 11 - 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.

Note 6 - Grants Receivable

Grants receivable represent amounts owed to the Council under a grant award or contract, such amounts being measurable and available as of year end.

Grants receivable at June 30, 1996, consisted of the following:

<u>Program</u>	<u>Total</u>	<u>Amount</u>
U.S.D.A.	Special Revenue	<u>\$ 8,351</u>
	Total grants receivable	<u>\$ 8,351</u>

Note 7 - Prepaid Expenses

The Council has elected not to expense amounts paid for future services until those services are consumed. The fund balances in the governmental fund types have been reserved for the prepaid expenses recorded in these funds to reflect the amount of fund balances not currently available for expenditures.

Prepaid expenses consisted of the following at June 30, 1996:

Insurance	\$3,833
Newspaper subscription	344
Pest control	80
Donor	<u>10</u>
Total prepaid expenses	<u>\$4,267</u>

c. Fund Accounting: (continued)

• Special Revenues Funds - (continued)

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 Louisiana Association of Councils on Aging (LACOA) which in turn remits funds relating to St. Charles Parish to the Council so that it can provide assistance to the elderly for the payment of their utility bills.

Miscellaneous Grant Fund

The Louisiana legislature appropriated some special funds for various councils on aging throughout the state for fiscal year 1986. St. Charles Council on Aging, Inc. was one of the parish councils to receive a special grant of \$4,500. The governor's office of Elderly Affairs provided these funds to the Council. The Council used these funds to supplement Title III B supportive services.

FVA Fund

The FVA Fund is used to account for the acquisition of vehicles purchased in part with federal funds under the elderly and disabled transportation program. The Louisiana Department of Transportation and Development coordinates the receipt and disbursement of the FVA funds and the required matching funds from the Council. One vehicle was acquired under this program during the fiscal year and another vehicle has been requested with an expected delivery to occur in fiscal year 1987.

Note 3 - Revenue Recognition - Property Tax

During fiscal year 1999 the Council began receiving funds from a property tax which was adopted by the voters of St. Charles Parish. The property tax (a one mill assessment) is levied each year by the St. Charles Parish Council on November 15 based upon the assessed value (\$491,832,508) on the previous January 1 of all real property owned within the Parish. The tax becomes due on November 15 and is considered delinquent if not paid by December 31. Most of the property tax revenues are collected during the months of December, January, and February. The St. Charles Parish Council acts as the collection agent for these taxes.

After considering tax exemptions, the net amount of tax payable to the Council on Aging was \$428,189. However, the Council on Aging does not ultimately receive all of this money. Some taxes are not paid and the Parish Council withholds some of the collected amounts to pay for certain expenses that are attributable to the Council on Aging. The net proceeds are forwarded to the Council on Aging for its use and are recorded as revenue by it upon receipt. Amounts withheld are not recorded as revenue by the Council on Aging because they are not available until the Parish Council has paid all related expenses and remitted the difference to the Council on Aging. At June 30, 1998, the Parish Council was withholding \$31,284 of property tax revenue collected. The Council accrued \$ 6,810 of this amount as revenue for fiscal year 1998 because this money was remitted to the Council before August 31, 1998. However, \$4,284 was not accrued by the Council as revenue during fiscal year 1998 because the Parish elected to retain this money to pay for future expenses.

Note 4 - Cash in Bank

At June 30, 1998, the deposits in the Council's two checking, one savings, and eight certificate of deposit accounts totaled \$126,408. Only \$18,617 of these deposits were covered by federal depository insurance. The remainder (\$122,779) is considered "uncollateralized" according to GAAP Statement No. 1. See Note 5 - Investments, for information about the pledged securities used by FNB of St. Charles Parish to cover the uninsured amount.

m. Restricted Assets:

Restricted assets includes cash which has been primarily acquired through donations whereby the donor has placed a restriction on how the donation can be used by the Council (i.e., utility assistance funds). In addition, the Council has set aside \$9,608 of cash by way of a letter of credit issued by the Council's bank relating to a prospective vehicle purchase under a FTA grant. Restricted assets are offset by a corresponding reservation of the Council's fund balances.

n. Reservations and Designations of Fund Balances:

The Council "reserves" portions of its fund balances that are not available for expenditure because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets which make them only available to meet future obligations.

Designated allocations of fund balances result when the Council's management intends to expend certain resources in a designated manner. At June 30, 1990, the only designated funds on hand related to amounts set aside by management to provide emergency medical assistance to elderly people who need medicine but do not have the money to buy it when they need it.

o. Management's Use of Estimates:

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

Note 2 - Revenue Recognition - Intergovernmental Grants, Public Support, Miscellaneous Revenues, and Program Service Fees

Intergovernmental grant revenues are recorded in governmental funds as revenues in the accounting period when they become susceptible to accrual, that is, measurable and available (modified accrual basis). 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 revenues in the period received. Program service fees are earned and recorded as revenues at the time the service is provided.

i. Fixed Assets:

Assets which cost at least \$200 and which have an estimated useful life of greater than one year are capitalized as fixed assets. All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available. Significant donated fixed assets are capitalized at their estimated fair market values on the date donated, provided the fair market value can be objectively determined. No depreciation has been provided on general fixed assets.

Donated assets represent \$1,000 of the June 30, 1990, total for fixed assets.

j. Comparative Data:

Comparative data for the prior year have been 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 have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

k. Annual and Sick Leave:

For governmental fund types, the council's liability for accumulated unpaid vacation has been recorded in the general long-term debt group of accounts. These amounts will be recorded as fund expenditures in the various governmental funds in the year in which they are paid or become due on demand to terminated employees. The Council's sick leave policy does not provide for the vesting of sick leave where payment would have to be made to a terminated employee.

l. Related Party Transactions:

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

g. Budget Policy: - (continued)

- 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.
- Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. There was one amendment during the fiscal year, which was effective March 14, 1986. The budget amendment was approved by the Council's Board of Directors and by COEA using a similar procedure as the approval of the original budget.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain prior approval from the Governor's Office of Elderly Affairs for funds received under grants from this state agency. As part of its grant awards, COEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%. Otherwise, the excess costs could be labeled as unauthorized expenditures.
- Expenditures cannot legally exceed appropriations on an individual fund level.

h. Total Columns of Combined Statements - Overview:

Total columns on the combined statements - overview 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 or results of operations 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.

e. 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.

f. Transfers and Interfund Loans:

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.

g. Budget Policy:

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.
- Revenue projections are also made based on grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Projections are made of property tax revenues based on past trends and data available to form expectations of future revenues.
- The Council's executive director prepares a proposed budget based on the funding levels provided by GOEA and other agencies, as well as expected revenues from property tax revenues and public support, and then submits the budget to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget before June 10 of the current year for the next year.

d. Account Groups:

An account group is a financial reporting device designed 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 two account groups are not "funds".

General Fixed Assets

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

General Long-Term Debt

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group. However, principal and interest payments on long-term liabilities (capital lease obligations) are accounted for in the General Fund because the Council intends to use General Fund revenues to pay them. The General Long-Term Debt Account Group shows only the measurement of financial position and is not involved with measurement of results of operations.

e. 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.

Note 3 - Investments

State statutes authorize the Council to invest in United States Treasury Bonds, United States Treasury Notes, United States Treasury Bills, certain obligations of U.S. Government Agencies, and fully insured or collateralized certificates of deposit issued by qualified commercial banks organized under the laws of Louisiana and national banks having their principal office in the state of Louisiana. The Council's primary purpose for investing is to earn interest income on money that has been determined to be in excess of immediate cash needs.

At June 30, 1996, investments consisted of the following:

Type of Investment	Amount	Interest Rate	Maturity
FNB of St. Charles:			
Certificate of deposit	\$ 30,000	3.10%	08/01/96
Certificate of deposit	40,000	4.80%	07/15/96
Certificate of deposit	40,000	3.10%	09/15/96
Certificate of deposit	40,000	3.10%	10/15/96
Certificate of deposit	40,000	4.65%	11/15/96
Certificate of deposit	40,000	4.65%	12/15/96
Certificate of deposit	30,000	4.75%	11/30/96
Certificate of deposit	<u>30,000</u>	5.13%	09/30/97
Total Investments	\$250,000		

The investments have been recorded at cost and the principal amounts of the investments do not change with market fluctuations. At June 30, 1996, \$108,098 of invested funds were covered by Federal Depository Insurance but \$333,777 were not covered. However, the bank had pledged securities to cover the uninsured funds. GAMB Statement 3 categorizes the \$333,777 as uncollateralized because the pledged securities are held by the bank's agent and are not registered in the Council's name. Management intends to hold all investments until their maturity. During the fiscal year, the Council's only investment activity consisted of buying short-term certificates of deposit (CD's) and holding them to maturity.

**SCHEDULE OF PROGRAM REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GENERAL FUND**

Dr. Charles Connell as Acting, Sec.
Meherville, Louisiana

For the year ended June 30, 1999

	Programs of the General Fund		Totals
	1998	1999	
REVENUES			
Property tax	1409,818	0	1409,818
Intergovernmental:			
Office of Elderly Affairs	-	11,779	11,779
Public Support:			
United Way - unrestricted	19,800	-	19,800
Donations - unrestricted	500	-	500
Donations - restricted	660	-	660
Interest income	13,663	-	13,663
Program Service Fees:			
Bayou Lake Transportation	3,983	-	3,983
Miscellaneous	3,168	-	3,168
Total revenues	1433,532	11,779	1445,311
EXPENDITURES			
Current:			
Salaries	-	-	-
Fringe	-	-	-
Travel	-	-	-
Operating services	3,874	-	3,874
Operating supplies	3,038	-	3,038
Other costs	18,348	-	18,348
Deals	-	-	-
Capital outlay	-	-	-
Debt service:			
Principal retirement	3,689	-	3,689
Interest expense	2,656	-	2,656
Total expenditures	28,507	-	28,507
Excess of revenues over (under) expenditures	1405,025	11,779	1416,804
OTHER FINANCING SOURCES (USES)			
Operating transfers in:			
operating transfers out	(188,681)	(113,781)	(302,462)
Excess of resources and other sources over (under) expenditures and other uses	1216,344	-	1216,344
FUND BALANCE			
Beginning of year	287,186	-	287,186
End of year	503,530	0	503,530

Note 13 - Lease Commitments - (continued)

During fiscal year 1995 the Council entered into a lease-purchase agreement for a photocopier machine. Terms of this lease is as follows:

Monthly Payment	Number of Months	Date Payments Began	Imputed Interest Rate	Purchase Option
\$42,310	36	01-10-95	27.85%	\$1,950

Future minimum payments, by year and in the aggregate, under the capital lease is as follows at June 30, 1994:

Fiscal year ending:		
June 30, 1997		\$9,328
June 30, 1998		3,852
Total minimum lease payments remaining		\$9,327
Less imputed interest		41,111
Present value of net minimum lease payments		\$7,400

Note 14 - Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council as of June 30, 1994. Furthermore, the Council's management believes that any potential lawsuits would be adequately covered by insurance.

Note 15 - Federally Assisted Programs

The Council participates in a number of federally assisted programs. These programs are audited in accordance with the Single Audit Act of 1984. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the council's management believes that further examinations would not result in any significant disallowed costs to such an extent as to materially affect the Council's financial position.

SCHEDULE OF PROGRAM EXPENDITURES - BUDGET VS. ACTUAL

St. Charles Council on Aging, Inc.
St. Louis, Louisiana

For the year ended June 30, 1968

	Budget	Actual	Variance- Favorable (Unfavorable)
LOCAL			
Salaries	\$ -	\$ -	\$ -
Fringe	-	-	-
Travel	-	-	-
Operating services	100	2,674	(2,574)
Operating supplies	3,000	2,000	(1,000)
Other costs, including \$14,000 of costs paid directly by St. Charles Parish before remitting property taxes	14,000	15,040	(1,040)
Media	-	-	-
Capital outlay	-	-	-
Gift service:			
Principal retirement	2,200	2,000	200
Interest	1,400	2,000	(600)
Transfers to other funds:			
Title 110-B - Supportive Services	120,000	120,300	(300)
Title 110-B - Chairman	4,000	5,000	(1,000)
Title 110-C - AAA	120,000	120,000	-
Title 110-C-1	20,000	27,000	(7,000)
Title 110-C-2	80,000	81,000	(1,000)
Title 110-D	200	200	-
Title 110-F	1,000	800	200
Senior Center	2,000	2,000	-
PFA	2,000	2,000	-
Audit	4,000	4,000	-
Totals	\$28,000	\$210,000	\$ 182,000
FOUN - AGE 110			
Transfers to other funds:			
Title 110-F - AAA	\$ 12,770	\$ 12,770	\$ -
Totals	\$ 12,770	\$ 12,770	\$ -
TITLE 110-B SUPPORTIVE SERVICES			
Salaries	\$ 84,100	\$ 86,700	\$ (2,600)
Fringe	8,100	8,340	(240)
Travel	600	1,700	(1,100)
Operating services	47,370	48,800	(1,430)
Operating supplies	15,000	12,000	3,000
Other costs	23,000	23,400	(400)
Media	-	-	-
Capital outlay	-	-	-
Totals	\$180,170	\$189,940	\$ 9,770

Schedule 3
Continued

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
TITLE III B - ORNITHARIUM			
Salaries	\$ 8,000	\$ 8,000	\$ (000)
Fringe	450	500	100
Travel	100	177	77
operating services	144	144	(00)
operating supplies	-	-	-
Other costs	120	40	70
Reserve	-	-	-
Capital outlay	-	-	-
Totals	\$ 7,920	\$ 7,860	\$ (300)
TITLE III C Area Agency Administration (RAA)			
Salaries	\$ 82,100	\$ 82,378	\$ (200)
Fringe	8,300	9,140	800
Travel	2,300	2,130	100
operating services	40,000	40,000	(000)
operating supplies	9,900	10,100	(200)
Other costs	2,100	2,000	100
Capital outlay	-	-	-
Totals	\$148,940	\$148,520	\$ (400)
TITLE III C-1			
Salaries	\$ 82,200	\$ 82,000	\$ 200
Fringe	4,800	4,800	0
Travel	300	300	0
operating services	2,201	2,100	100
operating supplies	100	100	(00)
Other costs	1,000	1,100	(200)
Reserve	-	-	-
New fund	20,200	20,000	200
Labor/force-credits	20,000	20,140	400
Capital outlay	-	-	-
Totals	\$125,000	\$125,000	\$ (000)

EXIT CONFERENCE

St. Charles Council on Aging, Inc.
Hahnville, Louisiana

June 30, 1996

The exit conference was held September 24, 1996, at the Council's administrative office in Hahnville, Louisiana. The conference was attended by Neil G. Ferrarri, C.P.A.; Margaret Fosse, Executive Director; Patty Medley, Administrative Assistant; Marvle Hipp, Finance Manager; Richard Keller, chairman of the Council's Board of Directors; Robert Dervilley, member of the Council's finance committee; board members, Mally Holdrup, Paul McHarris, and Henry Matersan; and advisory council members, Robert Lehr and James Brashey.

I reported some findings and I also offered recommendations to correct the findings as well improve the council's operations. I did not discover any material weaknesses in the Council's internal control structure. Further, I reported that more of my findings included material instances of noncompliance with laws, regulations, contracts, and grant agreements. Here below is a summary of the items that I discussed with the council's management at that meeting.

IMMATERIAL WEAKNESSES IN THE INTERNAL CONTROL STRUCTURE AND COMPLIANCE

1. Do not include utility assistance and emergency medical revenues and expenses within the Title III B Supportive Services budget and reports. Utility Assistance is a stand alone program. Emergency Medical is a service provided with designated money of the General Fund.
2. I noted computation errors in the allocation of gas expenses and drug testing costs. Gas costs should be allocated to the AA fund for the administrative vehicle first. The remaining balance would then be allocated using the ratio developed for splitting costs between Title III B and Title III C-1. Drug test costs should be allocated in the same manner in which the employees' wages are allocated. There was not any material effect on the 1996 financial statements resulting from these allocation errors.

MINOR MESSAGES IN THE INTERNAL CONTROL STRUCTURE -(continued)

Finding #7: The Council is beginning to receive money from a variety of sources. The receipt of funds that are not mainstream type funds from your normal grant programs can create additional recordkeeping requirements.

Corrective Action: The Council made adjustments to its chart of accounts to accommodate the various sources of revenue.

IMMATERIAL INSTANCES OF NONCOMPLIANCE WITH LAW,
REGULATIONS, CONTRACTS, AND GRANTS

Finding #1: There were instances noted where actual costs exceeded budgeted amounts by more than 10%, primarily in the travel expense category. The excess costs were not very significant and there was more than enough local money transferred into the grant programs to cover the excess costs.

Corrective Action: There were not any similar occurrences noted during this year's audit.

Finding #2: I noted a minor error on the USOA report that was filed as a final report for the year with OIG. There was also an error on the final Senior Center report.

Corrective Action: Adjustments had to be made to some of the final reports filed with OIG because of the adjusting entries I made as part of the audit. Otherwise, the final reports would have been completed with reasonable accuracy.

MINOR WEAKNESSES IN THE INTERNAL CONTROL STRUCTURE - (continued)

Finding #2: I noticed that several employees were not submitting expense reports monthly. Instead, they were accumulating several months worth of expenses and submitting them at one time to the Council.

Corrective Action: Management accepted my recommendation from last year and began to have employees submit their expenses monthly.

Finding #3: I made my cash disbursement sample selections from the monthly accounts payable disbursement report. There were a couple of instances where the amounts on the accounts payable disbursement report did not agree with the actual check that was written.

Corrective Action: No instances were noted during this year's audit where this occurred.

Finding #4: I noticed that two months of Loring's Title III-B participant donations were inadvertently coded to the Title III-CO program.

Corrective Action: No similar instances were noted in this year's audit.

Finding #5: I noticed a couple of instances where the supporting documentation was not found or was not received.

Corrective Action: No instances were noted during this year's audit where this occurred.

Finding #6: I noted during my "voided check" test that there were occasions where a check was listed on the accounts payable disbursement report only later to be voided. This gave me an illusion that some disbursements were being made when in fact they really were not when I investigated the report more in depth.

Corrective Action: There was one similar instance noted this year.

CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS

St. Charles Council on Aging, Inc.
Batesville, Louisiana

June 30, 1988

REPORTABLE CONDITIONS

There were two items I described in last year's audit as reportable conditions in the Council's internal control structure. A summary of these conditions is as follows:

Finding #1: The year-end procedure for paying bills needs modifying to reduce the risk of a recording error.

**Corrective
Actions:**

I noted some improvement however, the Council's year end "cut-off" procedure was not as sensitive as it could have been. I had to make a few adjusting entries to correct some errors that resulted from their "cut-off" process.

Finding #2: Automatic allocation of costs by the computer using pre-determined allocation percentages should be closely monitored to prevent incorrect allocation of certain types of expenses.

**Corrective
Actions:**

The Council has corrected its method of entering data to prevent these types of incorrect allocations from occurring.

MINOR WEAKNESSES IN THE INTERNAL CONTROL STRUCTURE

Finding #1: There were instances noted where the account coding on the disbursement vouchers did not match the way in which the disbursement was finally entered into the general ledger.

**Corrective
Action:**

In fiscal year 1988, when changes were made to the way an expense was initially coded, a revised disbursement voucher (DV) was printed and attached to the invoice. The first DV which was printed was also attached to leave a trail as to what occurred.

FINDINGS AND RECOMMENDATIONS - CURRENT YEAR

St. Charles Council on Aging, Inc.
Shreveville, Louisiana

June 22, 1996

I did not note any reportable conditions requiring a detailed explanation in this year's audit. However, I noted some immaterial weaknesses in the internal control structure and compliance that I reported to management at the exit conference. Pages 27 to be document those items that I discussed at that conference.

QUESTIONED COSTS

St. Charles Geacril on Agirey, Inc.
Monroville, Louisiana

For the year ended June 30, 1968

There were not any expenses noted during the audit that I feel need to be reported as questioned costs. Any exceptions initially noted were satisfactorily resolved.

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

[Continued]

**St. Charles Council on Aging, Inc.
Stevenville, Louisiana**

For the year ended June 30, 1986

FEDERAL AGENCY/PROG-TITNUM AGENCY/ PROGRAM TITLE	FEDERAL FUNDS	STATE FUNDS	PROGRAM OR GRANT LEADST	FEDERAL FUNDS RECOVERED	FEDERAL DEFERRED FUNDS
U.S. Department of Transportation					
Passed through the Louisiana Department of Transportation and Development					
ITA - Elderly and Disabled Transportation Program (Federal project #88-06-0011) (State project #78-99-0206)	20,500	0%	11,287	11,287	20,500
ITA - Elderly and Disabled Transportation Program (Federal project #88-06-0012) (State project #78-99-0206)	20,500	0%	11,400	-	-
Total for U.S. Department of Transportation			22,687	11,287	20,500
Total federal grants			\$ 22,687	\$ 11,287	\$ 20,500

The above programs are all unexpended. St. Charles Council on Aging, Inc. had no major programs during fiscal year 1986.

(1) There was still \$2,121 of funds earned but not spent under the 95 event. These funds were carried over to fy 87 and spent this year.

Note A - Basis of Accounting - The accompanying Schedule of Federal Financial Assistance has been prepared using the modified accrual basis of accounting as contemplated under generally accepted accounting principles and which is the same basis of accounting used for preparing the general purpose financial statements.

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

U. S. Marine Corps] on Aping, Inc.
Sanford, Louisiana

For the year ended June 30, 1994

FEDERAL FUNDS (NAME-THROUGH ORIGINATOR) PROGRAM TITLE	FEDERAL FISCAL YEAR	GRANT TERM	PROGRAM OR BUDG AMOUNT	EXPENSE RECOVER (000)	EXPENSE FUNDS
U.S. Department of Health and Human Services					
Passed through the Governor's Office of Elderly Affairs:					
Special Programs for the Aging:					
Title III B- Supportive Services	10-194	04/01/94	\$ 29,114	\$ 29,114	\$ 11,100
Title III C- Home Agency Administration	10-195	04/01/94	7,711	7,711	1,700
Title III C-1- Congregate Meals	10-195	04/01/94	11,442	20,884	11,800
Title III C-2- Home Delivered Meals	10-195	04/01/94	9,210	9,711	1,700
Subtotal CFDA [10-194]			46,567	46,514	14,500
Title III B- In-Home Services	10-196	04/01/94	741	741	261
Title III F - Disease Prevention and Health Promotion	10-193	04/01/94	1,412	1,411	1,400
Total for U.S. Department of Health and Human Services			50,137	50,487	17,861
U.S. Department of Agriculture					
Passed through the Governor's Office of Elderly Affairs:					
Nutrition Program for the Elderly					
By 50 percent	10-198	04/01/94	36,892	11,500	25,392
By 75 percent (C)	10-198	04/01/95	35,892	-	1,111
Subtotal CFDA [10-198]			72,784	11,500	26,503
Total for U.S. Department of Agriculture			72,784	11,500	26,503

[Schedule 1 Continued on Next Page]

**COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS AND CHANGES IN
GENERAL FIXED ASSETS**

St. Charles Council on Aging, Inc.
Baton Rouge, Louisiana

For the year ended June 30, 1988

	Balance June 30, <u>1987</u>	Additions	Deletions	Balance June 30, <u>1988</u>
General fixed assets:				
Vehicles	\$154,974	\$ 30,430	\$ -	\$185,404
office furniture and equipment	23,066	-	-	23,066
Substation equipment	4,828	-	-	4,828
Recreation equipment	3,950	-	-	3,950
Buildings	4,748	-	-	4,748
Property leased under capital leases:				
Office equipment	<u>12,353</u>	<u>-</u>	<u>-</u>	<u>12,353</u>
Total general fixed assets	\$208,860	\$ 30,430	\$ -	\$239,290
	*****	*****	*****	*****
Investment in general fixed assets:				
Property acquired with funds from -				
FTA	\$ 82,823	\$ 21,287	\$ -	\$104,110
General Funds	227,728	8,123	-	235,851
Title III B Supportive Services	4,284	-	-	4,284
Title III C-1	3,144	-	-	3,144
Title III C-2	817	-	-	817
Title III B	298	-	-	298
Vendor Donor	1,808	-	-	1,808
In-kind contributions	<u>2,000</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
Total Investment in general fixed assets	\$200,860	\$ 30,418	\$ -	\$231,278
	*****	*****	*****	*****

Schedule 2
Work Load

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (disadvantage)</u>
DESIGN CENTER			
Salaries	\$ -	\$ -	\$ -
Fringe	-	-	-
Travel	-	-	-
Operating services	32,891	31,894	1,000
Operating supplies	-	-	-
Other costs	500	70	430
Rents	-	-	-
Capital outlay	-	-	-
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Totals	\$ 32,891	\$ 31,894	\$ 1,000
	<u>-----</u>	<u>-----</u>	<u>-----</u>
MAIL			
Operating services	\$ 5,000	\$ 5,000	\$ -
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Totals	\$ 5,000	\$ 5,000	\$ -
	<u>-----</u>	<u>-----</u>	<u>-----</u>
UTILITY ASSISTANCE			
Utility Assistance Programs:			
MWA - Heating Help	\$ 5,100	\$ 5,000	\$ 100
MWA - Heating Needs	-	70	100
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Totals	\$ 5,100	\$ 5,100	\$ 20
	<u>-----</u>	<u>-----</u>	<u>-----</u>
MISCELLANEOUS GRANT			
Transfers to Title III B-supportive services	\$ 5,000	\$ 5,000	\$ -
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Totals	\$ 5,000	\$ 5,000	\$ -
	<u>-----</u>	<u>-----</u>	<u>-----</u>
ITS			
Capital outlay	\$ 31,000	\$ 30,410	\$ 1,500
	<u>-----</u>	<u>-----</u>	<u>-----</u>
Totals	\$ 31,000	\$ 30,410	\$ 1,500
	<u>-----</u>	<u>-----</u>	<u>-----</u>

SUPPLEMENTARY FINANCIAL INFORMATION

In accordance with Government Auditing Standards, I have also issued a report (see page 3) dated September 24, 1988, on my consideration of St. Charles Council on Aging, Inc.'s internal control structure and a report (see page 23) dated September 24, 1988, on its compliance with laws and regulations.

My audit was made for the purpose of forming an opinion on the general purpose financial statements of the St. Charles Council on Aging, Inc., Mahanville, Louisiana, taken as a whole. The accompanying financial information listed as supplementary financial information 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 St. Charles Council on Aging, Inc., Mahanville, Louisiana. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Neil A. Ferraro, CPA

Baton Rouge, Louisiana,
September 24, 1988.

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors,
St. Charles Council on Aging, Inc.
Mossburn, Louisiana.

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Mossburn, Louisiana, as of and for the year ended June 30, 1996, and have issued my report thereon dated September 26, 1996.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the St. Charles Council on Aging, Inc., Mossburn, Louisiana is the responsibility of the Council's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Council's compliance with certain provisions of laws, regulations, contracts, and grants. However, my objective was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances that are required to be reported under Governmental Auditing Standards.

I noted immaterial instances of noncompliance that I have discussed with and reported to management. See pages 17 to 19 of this report for additional discussion about these instances.

My consideration of the internal control structure policies and procedures used in administering federal financial assistance would not necessarily disclose all matters in the internal control structure that might constitute material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal financial assistance program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operations that I consider to be material weaknesses as defined above.

However, I noted certain matters involving the internal control structure and its operation that I reported to the management of the St. Charles Council on Aging, Inc., Metairie, Louisiana, during our exit conference on September 24, 1994. I have documented those matters that were discussed on pages 57 to 58 of this report.

This report is intended for the information of the Council's board of directors, management, Louisiana Governor's Office of Elderly Affairs, and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Neil H. Ferraro, CPA

Baton Rouge, Louisiana,
September 24, 1994.

- Specific requirements:
 - Type of services allowed or disallowed
 - Eligibility
 - Matching, level of effort, or earmarking and allowability of amounts claimed or used for matching
 - Federal financial reports and claims for advances and reimbursements
 - Cost allocation
 - Voluntary contributions by participants

For all of the internal control structure categories listed above, I obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and I assessed control risk.

During the year ended June 30, 1996, the St. Charles Council on Aging, Inc., Natchitoches, Louisiana, had no major federal financial assistance programs and expended 50.6% of its total federal financial assistance under the following nonmajor federal financial assistance programs:

Title III B	\$38,936
Title III C	<u>42,158</u>
Total	\$78,294

I performed tests of controls, as required by SAS Circular A-133, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that I have considered relevant to preventing or detecting material noncompliance with general requirements, specific requirements, requirements governing claims for advances and reimbursements, and amounts claimed or used for matching that are applicable to the aforementioned nonmajor programs. My procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, I do not express such an opinion.

The management of the St. Charles Council on Aging, Inc.,
Hahnville, Louisiana is responsible for establishing and
maintaining an internal control structure. In fulfilling this
responsibility, estimates and judgments by management are required
to assess the expected benefits and related costs of internal
control structure policies and procedures. The objectives of an
internal control structure are to provide management with
reasonable, but not absolute, assurance that assets are safeguarded
against loss from unauthorized use or disposition, that
transactions are executed in accordance with management's
authorization and recorded properly to permit the preparation of
general purpose financial statements in accordance with generally
accepted accounting principles, and that Federal financial
assistance programs are managed in compliance with applicable laws
and regulations. Because of inherent limitations in any internal
control structure, errors, irregularities, or instances of
noncompliance may nevertheless occur and not be detected. Also,
projection of any evaluation of the structure to future periods is
subject to the risk that procedures may become inadequate because
of changes in conditions or that the effectiveness of the design
and operation of policies and procedures may deteriorate.

For the purpose of this report, I have classified the
significant internal control structure policies and procedures used
in administering Federal financial assistance programs in the
following categories:

- Cash balances
- Investments
- Grants, public support, program service fees, other
revenues, and receivables
- Prepaid expenses
- Property and equipment
- Accounts payable
- Fund balances
- Expenditures for goods and services
- Payroll expenses and related liabilities
- Donated materials, facilities, and services
- Government financial assistance programs:
 - General requirements:
 - Political activity
 - Civil rights
 - Cash management
 - Federal financial reports
 - Allowable costs/cost principles
 - Drug-free Workplace Act
 - Administrative requirements

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PH-0001 (REV.) 07-01-1979

INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL STRUCTURE USED IN ADMINISTERING FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To the Board of Directors,
St. Charles Council on Aging, Inc.
Monroeville, Louisiana.

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Monroeville, Louisiana as of and for the year ended June 30, 1986, and have issued my report thereon dated September 24, 1986.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing my audit for the year ended June 30, 1986, I considered the internal control structure of the St. Charles Council on Aging, Inc., Monroeville, Louisiana in order to determine my auditing procedures for the purpose of expressing my opinion on the Council's general purpose financial statements and to report on the internal control structure in accordance with OMB Circular A-133. This report addresses my consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. I have addressed internal control structure policies and procedures relevant to my audit of the general purpose financial statements in a separate report dated September 24, 1986 (see page 3).

This report is intended for the information of the Council's board of Directors, management, Louisiana Governor's Office of Elderly Affairs, and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Neil B. Ferrai, CPA

Baton Rouge, Louisiana,
September 24, 1986.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
STRUCTURE BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH INTERMEDIATE AUDITING STANDARDS

To the Board of Directors,
St. Charles Council on Aging, Inc.,
Mahnville, Louisiana.

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Mahnville, Louisiana, as of and for the year ended June 30, 1988, and have issued my report thereon dated September 24, 1988.

I conducted my audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. These standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the St. Charles Council on Aging, Inc., Mahnville, Louisiana, is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions, or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
St. Charles Council on Aging, Inc.,
Hahnville, Louisiana.

I have audited the accompanying general purpose financial statements of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of and for the year ended June 30, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the Council's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards, Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-126, audits of State and Local Governments. These standards and OMB Circular A-126 require that I 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 financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of June 30, 1998, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

g. Fund Accounting: (continued)

• Special Revenue Funds - (continued)

U.S.D.A. Fund

The U.S.D.A. Fund is used to account for the administration of Nutrition Program for the Elderly funds provided by the United States Department of Agriculture through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program reimburses the service provider about 58 cents for each congregate and home-delivered meal served to an eligible participant so that United States food and commodities may be purchased to supplement these programs.

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

Audit Fund

The Audit Fund is used to account for funds received from the Governor's Office of Elderly Affairs that are restricted to use as a supplement to pay for the cost of having an annual audit of the Council's financial statements.

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Sobersville, Louisiana

June 30, 1984

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Note 18 - Interfund Loans

Because the Council operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. A summary of these interfund loans at June 30, 1996, were as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$8,551	\$ -
Special Revenue Funds:		
SEDA	-	4,551
Total special revenue Funds	-	4,551
Total all funds	\$8,551	\$ 4,551

Note 19 - Purchase Commitment

The Council has entered into an agreement with the Louisiana Department of Transportation and Development (DOTD) to purchase a new van. The Council is responsible for matching 10% of the purchase price (estimated to be \$12,000). The Council has instructed its bank to issue a letter of credit for the required matching funds (\$2,000) as of June 30, 1996.

Note 20 - Risk Management

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; 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.

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Financial Report
St. Charles Council on Aging, Inc.
Hahnville, Louisiana
June 10, 1994

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

Release Date DEC 18 1994

OTHER RECOMMENDATIONS - (continued)

4. Your facility leases are currently operating on a month-to-month basis. I recommend you meet with the lessor(s) and execute written leases.
5. Double check the raw food and labor/non-edibles cost elements in your feed contract to verify the allocation of costs on your books matches the breakdown in the contract. The 1994 feed contract indicated the raw food percentage was 48.7% but 50.9% was used to allocate costs to raw food expense on the books.
6. Delete references to Title XX from the Council's bank account name.
7. Although certain state laws do not specifically apply to OCA entities, I recommend the council comply with as many as possible, particularly those relating to the Local Budget Act. Refer to your copy of the Systems Survey Questionnaire as a guide.

All persons at the exit conference accepted my findings and recommendations favorably. Management stated that they would consider the findings and seek ways to correct the findings as soon as possible. I did not have any disagreements with the Council's management during the audit. No separate management letter was issued as a result of the audit. I have considered my oral discussions at this exit conference and the comments made throughout this report to be sufficient information for the board of directors and any party who may use this audit report.

**IMMATERIAL WEAKNESSES IN THE INTERNAL CONTROL
STRUCTURE AND COMPLIANCE - (continued)**

3. The year-end check sequence was broken at year end. There were some checks (dated July) written for July costs but these checks preceded a series of checks dated June and written for June checks. I noted a couple of minor cut-off problems at year end associated with this procedure. No check for July should be processed ahead of any check dated on or before June 30.
4. I had to accrue accounts receivable for program service fees related to Bayou Oaks and Elderly Waiver services. You need to pay close attention to unrecorded receivables at year end. These receivables relate to services provided before June 30 but for which collection did not occur until after June 30.
5. The Council received some cost reimbursements from FEMA and Lafourche COA. The reimbursements were recorded as general fund revenues but the expenses had been recorded in other funds. I reclassified the reimbursements as revenues to the funds where the related costs were recorded. The amounts involved were not significant but I recommend you be aware of the need to match revenues and related expenses when recording them.
6. I noted one instance where the check sequence printout had not been updated for a voided check. This area has improved since last year. I recommend you continue to monitor this area.

OTHER RECOMMENDATIONS

1. When preparing internal reports, I would separately account for and report activity relating to Bayou Oaks transportation; elderly waiver, and utility assistance. This can allow you to track each program's net results better.
2. Monitor insurance billings and credits more closely to ensure you are charged the premium stated on the policy and receive refunds for changes made after the policy has been issued. Sometimes vehicles are sold but the insurance agent forgets to send the refund check.
3. Consider allocating excess administrative and indirect costs in the Title III C - AAA Fund except the other program. I can provide you guidelines on how to do this.

In planning and performing my audit of the general purpose financial statements of the St. Charles Council on Aging, Inc., Natchitoches, Louisiana, for the year ended June 30, 1994, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general purpose 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. I noted no matters involving the internal control structure and its operation that I consider to be material weaknesses as defined above.

However, I noted certain matters involving the internal control structure and its operation that I reported to the management of the St. Charles Council on Aging, Inc., Natchitoches, Louisiana, during our exit conference on September 24, 1994. I have documented those matters that were discussed on pages 57 to 59 of this report.

This report is intended for the information of the board of directors, management, the Legislative Auditor of the State of Louisiana, and the Louisiana Governor's Office of Elderly Affairs. However, this report is a matter of public record and its distribution is not limited.

Neil M. Francis, CPA

Baton Rouge, Louisiana,
September 24, 1994.

Note 2 - Summary of Significant Accounting Policies - (continued)

b. Presentation of Statements:

In April of 1986, 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.

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also 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 Kidney Affairs contractors; and, the Louisiana Governmental Audit Guide.

c. Fund Accounting:

The Council uses funds and account groups to report its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities.

The accounts of the Council are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures, or expenses, as appropriate. Resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in these financial statements into two general fund types and two broad fund categories (several groups).

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE GENERAL REQUIREMENTS APPLICABLE TO FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To the Board of Directors,
St. Charles Council on Aging, Inc.
Hahnville, Louisiana.

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of and for the year ended June 30, 1998, and have issued my Report thereon dated September 24, 1998.

I have applied procedures to test the St. Charles Council on Aging, Inc.'s compliance with the following requirements applicable to each of its federal financial assistance programs, which are identified in the schedule of federal Financial Assistance, for the year ended June 30, 1998:

General Requirements

- Political activity
- Civil rights
- Cash management
- Federal financial reports
- Allowable costs/cost principles
- Drug-Free Workplace
- Administrative requirements

My procedures were limited to the applicable procedures described in the Office of Management and Budget's Compliance Supplement for Single Audits of State and Local Governments. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the St. Charles Council on Aging, Inc.'s, compliance with the requirements listed in the preceding paragraph. Accordingly, I do not express such an opinion.

c. Fund Accounting:

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

• 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 programs comprise the Council's General Funds:

Local

Local funds are received from various sources, such as: donations from the general public, allocations from the United Way, proceeds from a property tax assessment by St. Charles Parish, program service fees, and interest income on idle funds. These revenues are not restricted to any special use and may be used at the Council's discretion. Money contributed that has been restricted by the donors for use in paying for the costs of participating in the Senior Olympics program is also accounted for in this fund. Further, program participants generate funds from the sale of coffee, cakes, and cookbooks at the senior centers which are accounted for as local program revenues (miscellaneous income). Finally, the Council's management has designated certain funds that are received to pay for expenses associated with emergency medical assistance needs of program participants, and transactions relating to this service are accounted for in the local program. Expenses which are not chargeable to specific programs because of budget limitations, or because of their nature, are recorded as local program expenditures.

NOTE TO FINANCIAL STATEMENTS

St. Charles Council on Aging, Inc.
Hahnville, Louisiana

June 30, 1966

Note 1 - Summary of Significant Accounting Policies

a. Reporting Entity:

In 1964, the State of Louisiana passed Act 486 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 St. Charles Council on Aging, Inc. is a non-profit, quasi-public corporation which must comply with the policies and regulations established by the Louisiana Governor's Office of Elderly Affairs and the State of Louisiana.

The primary function of the St. Charles Council on 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 11 voluntary members who serve three-year terms, governs the Council.

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

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET (COMP BASIS) AND ACTUAL - SPECIAL REVENUE FUND**

St. Charles Council on Aging, Inc.
Metairie, Louisiana

For the year ended June 30, 1984

	Budget	Actual	Variance Favorable Unfavorable
REVENUES			
Intergovernmental	\$ 204,779	\$ 212,042	\$ (8,267)
Public support	28,482	28,262	220
Program service fees	3,820	3,820	-
Miscellaneous	741	2,098	1,357
TOTAL REVENUES	246,822	246,222	600
EXPENDITURES			
Current:			
Salaries	182,642	182,286	(356)
Fringe	28,386	28,982	596
Travel	2,875	5,782	2,907
Operating services	147,248	148,889	1,641
Operating supplies	28,438	27,882	(556)
Other costs	31,199	28,962	(2,237)
Books	188,750	182,828	(5,922)
Capital outlay	22,000	20,410	(1,590)
Utility maintenance	6,250	6,324	74
Total expenditures	682,881	682,276	605
Excess of revenues over (under) expenditures	(136,059)	(136,054)	(5)
OTHER FINANCING SOURCES (USES)			
Operating transfers in	482,420	428,518	(53,902)
Operating transfers out	(482,872)	(482,248)	(606)
Excess of revenues and other sources over (under) expenditures and other uses	1,568	(7,734)	\$ (9,166)
FUND BALANCES			
Beginning of year	3,281	3,281	
End of year	\$ 4,849	\$ 3,545	

The accompanying notes are an integral part of this statement.

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 STREET LIGHT FUND AND OTHER - GENERAL FUND**

By: Charles Council on Aging, Inc.
 Shreveville, Louisiana

For the year ended June 30, 1996

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Disadvantage)</u>
REVENUE			
Property taxes	3428,188	3428,816	628,273)
Intergovernmental	21,779	21,779	-
Public Support	29,800	29,800	000
Interest Income	8,287	23,482	8,275
Program service fees	1,200	2,950	3,427
Miscellaneous	800	1,200	182
Total revenues	<u>4088,754</u>	<u>4088,034</u>	<u>(128,287)</u>
EXPENDITURES			
Salaries	-	-	-
Fringe	-	-	-
Travel	-	-	-
Operating services	180	2,878	(2,271)
Operating supplies	2,281	2,008	(1,442)
Other costs	14,064	18,249	(1,278)
Waste	-	-	-
Capital outlay	-	-	-
Other services	-	-	-
Principal retirement	2,278	2,288	508
Interest	1,481	2,458	(228)
Total expenditures	<u>20,284</u>	<u>28,871</u>	<u>18,587</u>
Excess of revenues over (under) expenditures	448,997	432,816	(16,078)
OTHER FINANCING SOURCES (USES)			
Operating transfers in	-	-	-
Operating transfers out	(398,252)	(398,252)	3,582
Excess of revenues and other sources over (under) expenditures and other uses	48,948	37,132	8(22,214)
FUND BALANCE			
Beginning of year	<u>263,128</u>	<u>263,128</u>	
End of year	<u>312,076</u>	<u>304,287</u>	

The accompanying notes are an integral part of this statement.

**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
All Governmental Funds Total**

St. Charles Council on Aging, Inc.
Moberly, Missouri

For the year ended June 30, 1994

With Comparative Totals for the Year Ended June 30, 1993

	General	Special Revenue	Totals	
			1993	1994
REVENUES				
Property taxes	1489,810	0	8400,018	1388,887
Intergovernmental	21,779	213,543	225,223	232,689
Public support	59,850	20,263	82,223	89,281
Interest income	13,493	-	13,483	9,200
Program service fees	3,823	3,823	6,778	1,827
Miscellaneous	1,100	2,056	2,188	20,900
TOTAL REVENUES	1688,855	239,682	112,780	703,684
EXPENDITURES				
Current:				
Salaries	-	285,206	283,206	254,981
Fringe	-	28,883	29,992	23,426
Tuition	-	3,793	3,793	4,088
Operating services	3,424	164,959	147,873	143,544
Operating supplies	3,826	20,883	28,918	20,889
Other costs	20,240	24,948	44,208	51,249
Travel	-	100,993	100,993	121,500
Post service	-	-	-	3,800
Capital outlay	-	34,433	34,433	39,173
Utility assistance	-	6,124	6,124	7,273
Debt service:				
Principal payments	3,088	-	3,089	3,893
Interest expense	3,088	-	3,088	1,866
TOTAL EXPENDITURES	36,624	533,278	429,221	578,028
Excess of revenues over (under) expenditures	132,231	(293,596)	70,559	1,656
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	428,836	428,836	422,818
Operating transfers out	(1381,387)	(50,749)	(428,836)	(422,818)
Proceeds from sale of assets	-	-	-	3,212
Proceeds from capital lease obligations	-	-	-	22,293
Excess of revenues and other sources over (under) expenditures and other uses	37,131	(2,466)	34,400	18,133
FUND BALANCE				
Beginning of year	263,136	2,221	220,207	312,276
End of year	1304,387	0	1304,823	2018,389

The accompanying notes are an integral part of this statement.

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

St. Charles Council on Aging, Inc.
Moberly, Missouri

June 30, 1998

With Comparative Totals for the Year Ended June 30, 1997

	Governmental		Account Groups		Totals	
	Fund Types		General	General	Comprehension	Capital
	General	Special Revenue	Flood Assets	Long-Term Debt	1998	1997
ASSETS AND OTHER DEBITS						
Assets:						
Cash	\$ 25,844	\$ 14,121	\$ -	\$ -	\$ 40,000	\$ 32,087
Investments, at cost	100,000	-	-	-	100,000	175,049
Property tax receivable	4,500	-	-	-	4,500	7,282
Interest receivable	1,800	-	-	-	3,000	3,364
Grants receivable	-	4,551	-	-	4,551	4,428
Accounts receivable	1,376	595	-	-	2,721	-
Insurance receivable	-	1,890	-	-	3,098	5,060
Prepaid expenses	3,236	-	-	-	3,236	5,724
Due from special revenue fund	5,551	-	-	-	5,551	7,147
Restricted assets:						
Cash	9,600	555	-	-	10,155	920
Fixed assets	-	-	211,871	-	211,871	200,560
Other debits:						
Amount to be provided to retire long-term debt	-	-	-	25,582	25,582	28,120
Total assets and other debits	220,946	22,880	211,871	25,582	575,000	513,427
LIABILITIES, FUND EQUITY, AND OTHER CREDITS						
Liabilities:						
Accounts payable	\$ -	\$ 3,344	\$ -	\$ -	\$ 3,344	\$ 5,089
Accrued salaries	-	10,870	-	-	10,870	10,334
Unsettled employee payroll deductions	-	-	-	-	-	32
Accrued payroll tax	-	1,540	-	-	3,040	3,255
State income tax withheld	1,320	-	-	-	2,120	2,024
Due to general fund	-	4,551	-	-	4,551	7,147
Deferred revenue	150	-	-	-	150	475
Long-term debt:						
Capital lease obligation	-	-	-	7,600	7,600	10,600
Accumulated unpaid vacation	-	-	-	7,982	7,982	7,420
Total liabilities	1,370	19,315	-	25,582	38,000	48,000

(Combined Balance Sheet - All Fund Types and Account Groups - continued on next page)

The accompanying notes are an integral part of this statement.

e. Fund Accounting:

• Special Revenue Funds - (continued)

Title III C Area Agency Administration (AAA) Fund

The Title III C Area Agency Administration (AAA) Fund is used to account for the administration of Special Programs for the Aging. Title III C Administrative Funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. These funds are used to pay for administrative costs associated with the Title III and Senior Center programs. Indirect costs are charged to this fund because such costs benefit all programs administered by the Council.

Title III C-1 Congregate Meals Fund

The Title III C-1 Congregate Meals Fund is used to account for funds which are used to provide nutritional congregate meals to the elderly in strategically located centers. Title III C-1 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. During the year the Council served 33,784 meals to people eligible to participate in this program.

Title III C-2 Home Delivered Meals Fund

Title III C-2 Home Delivered Meals Fund is used to account for funds which are used to provide nutritional meals to home-bound older persons. Title III C-2 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. During the year the Council served 32,741 meals to people eligible to participate in this program.

e. Fund Accounting:

• Special Revenue Funds - (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 the frail and elderly person who is home-bound, 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. Title III D funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

Title III F Fund

The Title III F Fund is used to account for funds used for disease prevention and health promotion activities including (1) equipment and materials (scales to weigh people, educational materials, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need." Title III F funds are provided by the U.S. Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

This report is intended for the information of the Council's board of directors, management, Louisiana Governor's Office of Elderly Affairs, and the Legislative Auditor of the state of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Neil B. Ferrari, CIA

Baton Rouge, Louisiana,
September 24, 1978.

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO NONMAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAM TRANSACTIONS

To the Board of Directors,
St. Charles Council on Aging, Inc.,
Monroeville, Louisiana.

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Monroeville, Louisiana, as of and for the year ended June 30, 1986, and have issued my report thereon dated September 24, 1986.

In connection with my audit of the general purpose financial statements of the St. Charles Council on Aging, Inc., Monroeville, Louisiana, and with my consideration of the Council's internal control structure used to administer Federal financial assistance programs, as required by Office of Management and Budget Circular A-128, Audits of State and Local Governments, I selected certain transactions applicable to certain nonmajor Federal financial assistance programs for the year ended June 30, 1986. As required by OMB Circular A-128, I have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; matching; level of effort, or earmarking and allocability of amounts claimed or used for matching; Federal financial reports and claims for advances and reimbursements; cost allocations; and voluntary contributions by participants. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Council's compliance with these requirements. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that the St. Charles Council on Aging, Inc., Monroeville, Louisiana, had not complied, in all material respects, with those requirements. However, the results of my procedures disclosed immaterial instances of noncompliance with those requirements which are more fully discussed on pages 87 to 88 of this report.

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
 (continued)

	Governmental		Proprietary Groups		Totals	
	Fund Types		General	Special	Governmental Total	
	General	Special	Fund	Fund	1999	2000
Fund Equity and Other Credits:						
Fund balances:						
Reserved for:						
Utility assistance	-	555	-	-	555	555
Fragrant expenditures	3,236	-	-	-	3,236	3,236
Vehicle purchase	8,800	-	-	-	8,800	-
Unreserved - undesignated	289,455	-	-	-	289,455	289,455
Unreserved - designated	1,879	-	-	-	1,879	1,879
Investment in general						
fixed assets	-	-	331,871	-	331,871	331,871
Total fund equity and other credits	304,261	555	331,871	-	336,387	631,989
Total liabilities, fund equity and other credits	309,348	\$ 22,088	333,871	\$ 18,807	\$ 675,899	\$ 711,813

The accompanying notes are an integral part of this statement.

a. Fund Accounting:

• General Fund - (continued)

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.

• Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

The following funds 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 services, such as: information and referral, homemaker services, outreach services, chore services, legal services, case management, recreation, and transportation for the elderly. Title III B Supportive Services funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council.

Title III B - Ombudsman Fund

The Ombudsman Fund is used to account for funds used to provide long term care residents age 65 and older residing in long-term care facilities a representative to ensure that each residents' rights are upheld, to resolve complaints by residents with the management of the long-term care facility, and to promote quality care at the facility. Ombudsman funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

With respect to the items tested, the results of these procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to my attention that caused me to believe that the St. Charles Council on Aging, Inc., Shreveville, Louisiana, had not complied, in all material respects, with these requirements. However, the results of my procedures disclosed immaterial instances of noncompliance with these requirements which are more fully discussed on pages 57 to 59 of this report.

This report is intended for the information of the Council's board of directors, management, Louisiana Governor's Office of Elderly Affairs, and the Legislative Auditor of the State of Louisiana. However, this report is a matter of public record and its distribution is not limited.

Neil H. Ferrari, CPA

Baton Rouge, Louisiana,
September 24, 1960.