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CALCULATED EXPENSE
MEMORANDUM COUNCIL OF ARMS, INC.
LAKE CHARLES, LOUISIANA

ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 1988

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewed, entity and other appropriate public officials. The report is available for public inspection at the State Comptroller of Public Accounts and, where appropriate, at the office of the parish clerk of court.

Release Date: SEP 1 2 1988



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INDEPENDENT AUDITORS' REPORT

Board of Directors
Calcasieu Parish Voluntary Council on Aging, Inc.
Lake Charles, Louisiana

We have audited the accompanying general purpose financial statements of the Calcasieu Parish Voluntary Council on Aging, Inc., as of and for the year ended June 30, 1988, as listed in the table of contents. These general purpose financial statements are the responsibility of the Calcasieu Parish Voluntary Council on Aging, Inc.'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 and the standards applicable to financial audits contained in Environmental Accounting Standards, issued by the Comptroller General of the United States. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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. We believe that our audit provides a reasonable basis for our opinion.

Governmental Accounting Standards Board Technical Bulletin 88-1, Significant Items Year 2000 Issues, requires disclosure of certain matters regarding the Year 2000 issue in order for financial statements to be prepared in conformity with generally accepted accounting principles. Such required disclosures include: (1) any significant amount of resources committed to make computer systems and other electronic equipment Year 2000 compliant, (2) a general description of the Year 2000 issue, including a description of the stages of work in process or completed as of the end of the reporting period to make computer systems and other electronic equipment critical to construction operations Year 2000 compliant, and (3) the additional stages of work necessary for making the computer systems and other electronic equipment Year 2000 compliant.

The Calcasieu Voluntary Council on Aging has omitted such disclosures. We do not provide assurance that the Council in so doing has Year 2000 ready, that the Council's Year 2000 remediation efforts will be successful in whole or in part, or that parties with which the council does business will be Year 2000 ready.

In our opinion, except for the omission of the information discussed in the preceding paragraph, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the California Voluntary Council on Aging, as of June 30, 1999, and the results of its operations and the cash flows of its proprietary fund type 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 January 27, 1999 on our consideration of the California Pacific Voluntary Council on Aging, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

The Supplementary Information listed in the Table of Contents as Schedules I through V are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the California Pacific Voluntary Council on Aging. The accompanying schedule of expenditures of federal awards (Schedule H) is presented for purposes of additional analysis as required by the U. S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and non-profit organizations, and is also not a required part of the general purpose financial statements of the California Pacific Voluntary Council on Aging. 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 stated in all material respects. In relation to the general purpose financial statements taken as a whole.

Aus Schramb Co Ltd

January 27, 1999

CALCATED FINANCIAL VOLUNTARY COBAS, ON AGRIO, INC.
COMBINED BALANCE SHEET - ALL FUNDS
TRUSTEES ACCOUNT GROUPS
 As of June 30, 2023

Exhibit 5

	Commercial		Priority		Industry Fund		Account Group		Total
	Asset Type	Fund Type	Trust	Fund	Agency	Special	Language	(Memorandum)	
	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance	Balance
ASSETS AND OTHER DEBITS									
OTHERS:									
Cash (Note 2)	6,294	46,577	0	11,209	0	0	0	0	64,080
Reinvested investments (1)	13,678	0	0	0	0	0	0	0	13,678
Short-term investments (Notes 6)	19,059	0	0	0	0	0	0	0	19,059
State investments (Notes 6)	9,110	473	0	0	0	0	0	0	9,583
Manufacturers' receivables (Note 6)	0	0	64,326	0	0	0	0	0	64,326
Manufacturers' receivable paid (Notes 6)	0	4,597	0	0	0	0	0	0	4,597
Due from other funds (Note 7)	4,288	0	0	0	0	0	0	0	4,288
Prepaid expenses (Note 7)	0	0	0	0	0	0	0	0	0
Inventory (Note 7)	0	0	0	0	0	0	0	0	0
Manufacturers' receivable	9,548	0	0	0	0	0	0	0	9,548
Fixed assets (Note 8), net of accumulated depreciation (Note 8)	0	11,279	0	273	3,879,174	0	0	0	1,211,526
OTHER DEBITS									
Accounts to be provided for investment of general fund (page 66)	0	0	0	0	0	0	604,255	0	604,255
Total Assets and Other Debits	62,179	106,176	64,326	11,482	3,923,174	0	604,255	0	1,091,231

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

CHUCKIEE HARBOR VOLUNTARY COUNCIL, ORANGE, INC.
COMBINED BALANCE SHEET - ALL FUNDS
TRUST AND ACCOUNT GROUPS
April-June 30, 1998

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	Governmental Fund Types		Proprietary Fund Types		Fiduciary Fund Types		Account Groups		Total Memorandum Debit
	General	Special	Enterprise	Internal Service	Agency Fund	Trust Fund	General Fund	Liabilities	
LIABILITIES, EQUITY AND OTHER CREDITS									
LIABILITIES									
Accounts payable	\$ 8,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,185
Unearned revenue	19,228	-	-	-	-	-	-	-	19,228
Accrued interest on long-term debt	3,492	-	-	-	-	-	-	-	3,492
Due to other funds (page 7)	-	-	-	-	800	-	-	-	800
Due to other independent funds	-	-	-	-	17,285	-	-	-	17,285
Trust payable (Note 1g)	-	-	-	-	-	-	-	-	-
Liabilities (Notes 10(a), 11)	-	-	-	-	-	-	-	-	-
Notes payable (Note 12)	-	-	-	-	-	-	18,754	-	18,754
Long-term debt (Notes 13)	-	-	-	-	-	-	84,072	-	84,072
Major fund liability (Note 14)	-	-	-	-	-	-	202,208	-	202,208
Contingent liability (Note 15)	-	-	-	-	-	-	48,588	-	48,588
Total Liabilities	30,905	-	-	-	17,795	-	253,522	-	300,222
EQUITY AND OTHER CREDITS									
Reserve in general fund assets	-	-	-	-	-	-	1,028,173	-	1,028,173
Restricted fund assets	-	-	-	-	-	-	-	-	-
Fund balances	(79,726)	-	-	-	-	-	-	-	(79,726)
Reserve (Note 11)	3,000	-	-	-	-	-	-	-	3,000
Total Equity and Other Credits	(76,726)	-	-	-	-	-	1,028,173	-	951,447
Total Liabilities, Equity and Other Credits	54,179	-	54,228	-	17,795	-	253,522	54,228	1,951,669

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

CHICAGO PARK DISTRICT VOLUNTARY COLLEGE, CHICAGO, ILL.

Exhibit 2

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -

GENERAL FUND (GOVERNMENTAL FUND TYPE) AND CREDITABLE TRUST FUND

For the year ended June 30, 1998

	Governmental Fund Type	Fiduciary Fund Type - Private Trust Fund	Total (Governmental Only)
	General		
REVENUES (Note 2)			
Intergovernmental	\$ 508,007	\$ -	\$ 508,007
Employer contributions	-	8,007	8,007
Local grants	50,000	-	50,000
Participants contributions	40,000	-	40,000
Interest and other income	-	95,481	95,481
Local cost reimbursement	71,270	-	71,270
Total Revenues	769,277	103,488	872,765
EXPENDITURES			
Current:			
Salaries	450,200	-	450,200
Fringe	70,200	-	70,200
Tuition	20,000	-	20,000
Operating services	240,240	200	240,440
Operating supplies	50,000	-	50,000
Other costs	150,500	-	150,500
Benefits Fund	-	4,000	4,000
Debt service - principal and interest	124,870	-	124,870
Capital outlay	88,000	-	88,000
Total Expenditures	1,274,010	4,200	1,278,210
Excess (Deficiency) of Revenues over Expenditures	(504,733)	10,700	(494,033)
OTHER FINANCING SOURCES (USES)			
Proceeds from bonds and other debt financing (Note 12)	140,000	-	140,000
Operating transfers in (Note 7)	917,700	-	917,700
Operating transfers out (Note 7)	(500,340)	-	(500,340)
Total Other Financing Sources (Uses)	556,360	-	556,360
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other (Uses)	(78,373)	10,700	(67,673)
FUND BALANCES			
Beginning of year	18,300	28,000	46,300
Prior period adjustment (Note 2)	400	-	400
Beginning of year - restated	18,700	28,000	46,700
End of year	\$ (58,673)	\$ 38,700	\$ (19,973)

*The notes to the financial statements are an integral part of the statements.



CALCASIEU PARISH VOLUNTARY COUNCIL ON AGING, INC. **EXHIBIT B**
COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES - BUDGET (2004) FUNDS AND ACTUAL
GENERAL FUND (GOVERNMENTAL FUND TYPE)
For the year ended June 30, 2004

	General Fund		Variance Favorable (Adverse)
	Budget	Actual	
REVENUES			
Intergovernmental	\$ 568,668	\$ 568,027	\$ 641
Local grants	75,000	58,000	(17,000)
Participant contributions	26,800	43,668	17,188
Total Revenues	670,468	669,697	771
EXPENDITURES			
Current:			
Salaries	424,888	458,238	33,350
Fringe	185,188	75,375	(109,813)
Traavel	27,000	28,600	1,600
Operating contracts	280,000	188,388	(91,612)
Operating supplies	70,000	53,100	(16,900)
Other costs	287,200	232,408	(54,792)
Debt service (principal and interest)	42,682	68,300	(25,618)
Total Expenditures	1,320,188	1,086,367	233,821
Excess (Deficiency) of Revenues over Expenditures	(649,720)	(416,670)	233,050
OTHER FINANCING SOURCES (USES)			
Operating transfers in	(28,200)	608,340	(366,540)
Operating transfers out	(184,688)	(172,668)	(12,020)
Total Other Financing Sources (Uses)	(212,888)	435,672	(248,216)
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	-	-	-
FUND BALANCES			
Beginning of year	-	-	-
End of Year	\$ -	\$ -	\$ -

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



CALCASIEU PARISH VOLUNTARY COUNCIL ON AGING, INC.
COMBINED STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS
ALL PROPRIETARY FUND TYPES
For the year ended June 30, 1998

Exhibit A

	Proprietary Fund Types
	<u>Enterprise</u>
Operating revenue	
Charges for sales and services	\$ 1,345,827
Rental income	300,100
Miscellaneous income	15,821
Total Operating Revenues	<u>1,661,748</u>
Operating expenses	
Cost of sales and services	858,714
Salaries	237,888
Fringe	22,982
Operating services	88,188
Operating supplies	144,240
Interest	17,875
Depreciation	79,878
Tax expense	14,700
Loss on disposal of equipment	330
Total Operating Expenses	<u>1,558,905</u>
Operating Income (Loss)	102,843
Transfer (to) other funds	
General Fund	<u>(217,355)</u>
Net Income (Loss)	<u>(214,512)</u>
Retained Earnings, July 1	149,858
Prior Period Adjustment (Note 22)	<u>(16,541)</u>
Retained Earnings, July 1, Adjusted	<u>133,317</u>
Retained Earnings, June 30	<u>\$ 108,805</u>

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



CHALGHELI PARSIA VOLUNTARY COUNCIL ON AGRIC. INC.
COMBINED STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUNDS TYPES
For the year ended June 30, 1998

Exhibit 5

		Proprietary Fund Types
		<u>Enterprise</u>
Cash flows from Operating Activities:		
Operating income (loss)	\$	280,478
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used For) Operating Activities:		
Depreciation		18,818
Loss on disposal of equipment		308
Post period adjustments		(22,588)
Increases (decreases) in:		
Inventory		900
Miscellaneous receivable		2,420
Accounts payable		11,604
Other liabilities		68,028
Total Adjustments		<u>52,178</u>
Net Cash Provided by (Used For) Operating Activities		332,656
Cash Flows from Investing Activities:		
Equipment Purchases		<u>(98,000)</u>
Net Cash Provided by (Used For) Investing Activities		(98,000)
Cash Flows from Financing Activities:		
Interfund transfers		<u>(207,302)</u>
Net Cash Provided by (Used For) Financing Activities		<u>(207,302)</u>
Net Increase (Decrease) in Cash and Cash Equivalents		(72,778)
Cash and Cash Equivalents at Beginning of Year		<u>68,504</u>
Cash and Cash Equivalents at End of Year	\$	<u>95,726</u>

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



LOUISIANA PARISH VOLUNTARY COUNCIL ON AGING, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1968

Note 1: Organizational Information and Summary of Significant Accounting Policies

Organizational Information:

The local councils on the aging were created under Act No. 486 of 1964 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. Each council is a non-profit corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs and any other entity that provides the Council with Federal or state funds.

The Calcasieu Parish voluntary council on aging, Inc. (Council) was incorporated in May, 1965. The stated purposes of the organization are as follows:

- A. To afford an avenue for working out a more complete understanding of the problems, interests and desires of the elderly people of Calcasieu Parish. For this purpose, anyone who has attained the age of sixty (60) years shall be considered elderly.
- B. To develop plans for counseling the elderly about the problems of aging and to implement such plans.
- C. To develop and implement plans and programs of education whereby people who need to supplement their retirement income or those who wish to do so will be able to earn an income by their own efforts.
- D. To develop and implement plans and programs of education for the improvement of health, mental and recreational welfare of elderly people.
- E. To collect facts and statistics and make special studies of conditions pertaining to employment, health, financial status, recreation, social adjustment and other conditions affecting the welfare of the elderly of Calcasieu Parish and to interpret such findings and make recommendations for improvement to the Governor's Office of Elderly Affairs.



CALIFORNIA SENATE VOLUNTARY COUNCIL ON GOV. INC.
MOVED TO FINANCIAL STATEMENTS
JUNE 30, 1988

NOTE 1: DETAILS OF THE BUSINESS AND SUMMARY OF GOVERNMENT ACCOUNTING
POLICIES (Continued)

Government Accounting Policies:

Reporting Entity:

As required by generally accepted accounting principles, these financial statements include all funds which are controlled by the Council.

The Council is also not a member of another reporting entity since the Council is not controlled by or dependent on another entity not financially accountable to another entity. Financial accountability includes the appointment of a voting majority of an entity's governing body and the ability of the primary government to impose its will on the component unit organization or if there is a financial benefit/burden relationship. In addition, an organization that is financially dependent on the primary government should be included in its reporting entity.

Based on the foregoing criteria, it was determined that no other agency is required to be included in this entity's financial reports.

Statement of Presentation:

In April of 1988, 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 June of 1988, 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 of Government Accounting Standards issued by the United States



LOUISIANA STATE UNIVERSITY SYSTEM VOLUNTARY COUNCIL ON AGENCIES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 2: Details of the Business and Summary of Significant Accounting Policies (Continued)

Comptroller General; Louisiana Revised Statute 25115 and the provisions of the Louisiana GOVERNMENTAL FUND GUIDE; GUIDE OF STATE AND LOCAL GOVERNMENTAL FIN. The industry GAAP guide issued by the American Institute of Certified Public Accountants; and the Louisiana Statewide's Office of Elderly Affairs policy manual Subsection VI.

Fund Accounting Measurement Focus, Basis of Accounting:

The accounts of the Council are organized on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in these funds.

The Council has the following fund types and account groups:

Governmental Fund Types

Governmental funds are used to account for the Council's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when measurable to accrual (i.e. when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unamortized interest on general long-term debt which is recognized when due, and certain compensated absences and claims



LOUISIANA SENIOR VOLUNTEER COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

NOTE 3: FAITH OF THE BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Grant reimbursements, service-oriented trainings and support accounts are receivable in arrears. Other receipts become receivable and available when cash is received by the Council and are recognized as revenue at that time. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

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 (state or local) from which they are derived.

The following types of funds comprise the Council's General Fund:

Local - Local funds are received from various local sources. These funds are not restricted to any special use.

RCOA Act 7151 - RCOA (Act 7151) funds are appropriated for the Governor's Office of Elderly Affairs by the Louisiana Legislature for assistance to the Council on Aging. The Council may use these "Act 7151" funds at its discretion.

- * 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.

* However, since the Council has maintained one general ledger for all of the listed General and Special Revenue Funds, they have all been reported in the one fund for financial statement purposes (General Fund).



LOUISIANA STATE BOARD OF HEALTH
CALCULATED BUDGET VOLUNTARY COUNCIL ON AGING, 1967
ANNEX TO FINANCIAL STATEMENTS
JUNE 30, 1968

NOTE 2: Details of the Budget and Summary of Significant Accounting Policies (Continued)

The following are the funds which comprise the Council's special revenue funds:

Title III-B Supportive Services Fund reports Title III-B funds that are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. This program provides across services, in-home services, community services, legal assistance, and transportation for the elderly.

Title III-C-1 Geriatrics Meals Fund reports amounts that are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to provide nutritional/comgregate meals to the elderly in strategically located centers.

Title III-C-2 Home Delivered Meals Fund reports amounts that are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to provide nutritional meals to home-bound older persons.

Title III-D In-Home 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. Title III-D 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.

Title III-E Promoting Health Fund is used to account for funds used for disease prevention and health promotion activities including (1) equipment and materials (such as weigh people, educational materials, and exercise equipment), (2) home injury control, (3) medicines management, (4) mental health, (5) nutrition assessment/teaching.



CRACKBERRY PARISH VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1: Notes of the business and Summary of Significant Accounting Policies (Continued)

counseling, and education. The law directs the state agency administering this program to "give priority to areas of the state which are medically under served 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.

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 "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.

Substance Fund is used to account for funds which are used to provide consultations between the Ombudsman Coordinator and long-term care facilities to the Ombudsman State office through the Louisiana Governor's Office of Elderly Affairs. The Ombudsman duties are public education of the long-term facilities, problem solving of long-term care residents and any other complaints of the long-term care facilities' residents. The Ombudsman visits the facilities on a regular basis, usually once a week.

Health 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.

Food Cash In Lieu of Commodities Fund is used to account for the administration of the Food Distribution Program funds provided by the U.S. Department of Agriculture through the Louisiana



LOUISIANA SENIOR VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1988

Note 1: Nature of the Business and Summary of Significant Accounting Policies (continued)

Revenue's Office of Elderly Affairs, which "passes through" the funds to the Council. This program reimburses the service provider on a per unit basis for each congregate and home-delivered meal served to an eligible participant in that United States food and commodities may be purchased to supplement these programs.

Energy Assistance Fund is used to account for the administration of programs that are sponsored by local utility companies. Contributions are received from the various utility companies for assistance payments for the qualified elderly. Funds received from energy may be used for payments of any utility company bill, however, monies received from Rates and Class are restricted to their bills only. Payments are made directly to the utility companies by the Council on behalf of qualified elderly participants. Each qualified participant is limited to two assistance payments per year.

Miscellaneous Grant Fund accounts for additional miscellaneous grants provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council.

Proprietary Funds

Proprietary Funds are accounted for on the basis of economic resources measurement form and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded as the liabilities are incurred. The Council applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1986, unless those pronouncements conflict with or contradict GASB pronouncements. The Council has not elected to apply those FASB pronouncements issued after November 30, 1986 for its proprietary activities. Proprietary Funds include the following fund types:



CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1988

NOTE 2: Types of the Business and Summary of Significant Accounting Policies (Continued)

Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business or where management has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The following enterprise funds are outlined by the Council:

Bingoans Club Fund accounts for the operation of the concession area during the various bingo sessions.

Bingo Fund accounts for the income and expense associated with the bingo sessions held at the Council's main location.

Electronic Video Bingo (EVB) Fund accounts for the income and expense associated with the operation of the video bingo machines located in the Council's bingo hall.

FIDUCIARY FUNDS

Fiduciary Funds account for assets held by the Council in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Council under the terms of a formal trust agreement. The following funds are fiduciary funds:

Agency Fund is established in nature and does not present results of operations or have a measurement focus. The Council maintains two Agency Funds. The Special Projects account is maintained for use in coordinating special events for senior citizens while the Progressive Jackpot account is used in account for amounts deposited from each bingo session which accumulates and are disbursed when a bingo participant wins the black out bingo game. The latter funds are the property of each session sponsor and not the Council.



GOVERNMENT OF SASKATCHEWAN
SALARIED EMPLOYEES' PENSION BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1: Balance of the Pension and Summary of Significant Accounting Policies (Continued)

Defined Benefit Fund is accounted for in essentially the same manner as the proprietary funds, using the same measurement focus and basis of accounting. The fund accounts for the assets of the Council's employees' pension plan.

Account Groups are financial reporting devices 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 Account Group accounts for fixed assets (capital outlays) used in governmental fund type operations of the Council. The outlays are also recorded as expenditures in the governmental fund types when purchased.

General Long Term Debt Account Group accounts for long-term liabilities expected to be financed from governmental funds. This account group shows only the measurement of financial position and is not involved with measurement of results of operations.

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 accounted for through the various due from and due to accounts.

Budgets and Budgetary Information:

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

1. The Governor's Office of Elderly Affairs "SEA" - State of Louisiana notifies the Council each year as to the funding levels for each program grant.

LOUISIANA PARISH VOLUNTARY COUNCIL OF AGING, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2022

Note 1: History of the Business and Summary of Significant Accounting Policies (CONTINUED)

2. The Executive Director prepares a proposed budget based on the funding levels provided by DHS and then submits the budget to the Board of Directors for approval.
3. The Board of Directors reviews and adopts the budget prior to June 30 each year.
4. The adopted budget is forwarded to the Governor's office of Elderly Affairs for final approval.
5. All budgetary appropriations lapse at the end of each fiscal year.
6. Budgets for the Special Revenue Funds (combined with General Fund for reporting purposes) are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgetary amounts are as originally adopted. No amendments were adopted by the Board of Directors of the Council.
7. Expenditures cannot legally exceed appropriations on an individual fund level.
8. Budgets were not adopted for Fund revenues not received by the Louisiana Governor's Office of Elderly Affairs. The state budget law requires budgets for each general and special revenue fund and that amendments be prepared for more than an enforceable business. This was not completely adhered to by the Council during the fiscal year primarily for interfund transfers.
9. Budgets were not adopted for the Local or Energy Assistance Funds and thus actual amounts for these two funds are not presented for budgetary to actual comparisons. Actual expenditures exceeded appropriations on the following funds:

	Budgeted	Actual
	Expenditures	
DHS Fund	\$48,000	\$51,700

CRACKBERRY HARBOR VOLUNTARY COMBINED OR ASSUMED, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1999

NOTE 2) Nature of the Business and Summary of Significant Accounting Policies (Continued)

	<u>Revenue</u>	<u>Expenditures</u>	<u>Other Financing Sources</u>
Total - Exhibit 2	\$738,823	\$1,278,134	\$448,258
Less Unbudgeted Funds:			
Local Funds	(18,262)	(148,209)	(13,880)
Emergency Assistance	(12,424)	(15,414)	-----
Total Budgeted - Exhibit 2	<u>\$698,137</u>	<u>\$1,099,307</u>	<u>\$427,158</u>

Fixed Assets:

For governmental fund types, all items of property, plant and equipment are recorded as expenditures when purchased and are accounted for in the General Fixed Assets ACCOUNT GROUP. Such assets are maintained on a basis of original cost or estimated original cost if original cost is not available and no depreciation is computed or recorded thereon. Donated fixed assets are stated at their estimated fair market value on the date donated.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not included in the general fixed assets account group or capitalized in the proprietary funds.

Property, plant and equipment are depreciated in the proprietary funds of the government using the straight line method over the following estimated useful lives:

Office Equipment	:	12 years
Furniture	:	12 years



CHICAGO FIRE FIGHTERS COUNCIL OF BOIMS, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 1: Status of the Business and Summary of Significant Accounting Policies (Continued)

Annual and Sick Leave:

It is the Council's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated sick leave under the sick leave policy does not provide for the vesting of sick leave. Vacation pay is accrued when incurred in proprietary funds and reported as a fund liability. Vacation pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts.

Annual leave is based on the number of years of service and is earned as follows:

First Year	5 Days
Two Years to Four Years	10 Days
Five to Nine Years	15 Days
Ten Years or More	20 Days

No more than five days of vacation leave may be carried over at the end of a fiscal year.

Long-Term Obligations

The Council reports long-term debt of governmental funds at face value in the general long-term debt account group. Certain other governmental fund obligations not expected to be financed with current available financial resources are also reported in the general long-term debt account group. Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate funds. Principal and interest on long-term liabilities are accounted for in the general fund because the Council intends to use general fund revenues to pay them.



LOUISIANA PUBLIC VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

NOTE 1: NAIPE OF THE BUSINESS AND NATURE OF Louisiana Association
Politen (Continued)

Cash Equivalents

There were no reverse transactions required to be reported. Interest paid during the year was \$23,478. For purposes of the statement of cash flows, the Council considers all cash and highly liquid debt instruments, purchased with a maturity of three months or less, to be cash and cash equivalents.

Prepaid Items

The Council has elected not to expense amounts paid for future services until those services are consumed to comply with the cost reimbursement terms of its grant agreements. Prepaid expenses consist of one-half of the payment for June and July health insurance premium (\$2,378) which was paid in June, insurance on the directors and officers for the next fiscal year (\$2,000) paid in June, one-half of the annual charitable gaming control bond premium (\$750) for Louisiana State Police for November 1997 to November 1998 paid in November 1997 and one-half of the payment for June and July cancer and accident insurance premium (\$448) paid in June 1998.

Also, included on the financial statements is a deposit of \$9,500 on a vehicle to be obtained through a HOME grant. The deposit represents local match required by the grant. The vehicle was received in August 1998.

The fund balances on the governmental fund types have been reserved for the prepaid expenses recorded in these funds to reflect the amount of fund balance not currently available for expenditure.



COMMONWEALTH SENIORS VOLUNTARY COUNCIL ON AGING, INC.
NOTICE TO FINANCIAL STATEMENTS
JUNE 30, 1988

NOTE 1: Notes of the Business and Summary of Significant Accounting Policies (CONTINUED)

Inventory

For proprietary funds, inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund type inventories are recorded as expenditures when purchased rather than when consumed, whereas proprietary funds record them when consumed.

Fund Equity

Reservations of fund balance represent amounts that are not appropriable or are legally restricted for a specific purpose.

Memorandum Only - Total Columns:

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, results of operations, or cash flows 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.

NOTE 2: Funding Policies and Sources of Funds

The Council receives its monies through various methods of funding. Most of the funds are received on a grant basis from the Governor's Office of Elderly Affairs. Under this method, funds are received on a monthly allotment of the total budget (grant) in advance of the actual expenditures. The following programs are handled in this manner: Title III-B, Title III-C-1 and Title III-C-2, Senior Center, State Allocation Funds (not TANF), Title III-E In-Home Services, Entitlement, Title III-F Progressive Health, and Elderly Protective Services.



CHALMERS SENIOR VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1999

Note 2: REVENUE POLICIES AND SOURCES OF FUNDS (Continued)

DESA and Energy Assistance funds are earned and become available to several based upon the number of units of service provided to program participants and are recorded as revenues at that time.

The Council also receives proceeds from charitable gaming. The Council encourages and receives contributions from clients to help offset the costs of programs.

Revenues in the general fund type include the following:

Intergovernmental Revenues:

Office of Elderly Affairs	\$58,897
Fort Polk Combined Federal Campaign	____22
Total	\$58,919

Participants' Contributions Revenues:

Dinner contributions	\$ 40,000
Transportation contributions	1,897
Housekeeping contributions	1,851
Total	\$ 43,748

Local and Miscellaneous Revenues:

Local Grants:

United Way Grant	\$ 40,000
City of Sulphur - Senior Center	
Director Salary Reimbursement	20,000
Total	\$ 60,000

CALCIFIED FINANCIAL STATEMENT COUNCIL ON AGING, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1988

Note 2: Funding Policies and Sources of Funds (Continued)

Local and Miscellaneous:

Gift Team Allocations	\$	\$1
Fund Source Contributions		25,275
Energy Assistance		22,404
Other Income		3,580
Project Case Income		1,155
Interest Income		651
Medical Transportation		7,212
Medical Application reimbursement		1,478
Sale of Commodities/Products		288
Total		<u>631,322</u>

Note 3: Deposits

At year end, the carrying amount of the Council's deposits was \$83,803 and the bank balance was \$154,285. Of the bank balance, \$124,803 was covered by Federal depositary insurance. These amounts were comprised of the following:

	Bank Balance	Bank Balance
Wells Fargo	\$ 854	\$83,283
Widemia National Bank		
General Operating/ payroll	81,418	8,784
Payroll Account	8,488	8,488
United Way	2,444	2,444
MHA	104	288
Energy Assistance	10,243	8,880
Progressive Careport Agency/	4,318	4,318
Special Project Agency/	9,278	9,284
Wingsaw Cafe (Proprietary)	14,975	24,722
Wingo Jewman (Proprietary)	14,788	8,783
Video Wingo (Proprietary)	10,582	8,788
First National Bank		
General Operating	1,424	1,424
Progressive Careport Agency/	488	488
Special Project Agency/	3,292	3,292
Wingsaw Cafe (Proprietary)	1,873	1,873
Video Wingo (Proprietary)	288	288
Totals	<u>\$154,285</u>	<u>\$83,803</u>



CALCADOUS PARISH VOLUNTARY COUNCIL ON AGING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 3: Deposits (Continued)

As noted above only \$174,808 of the \$174,185 bank balances at year end were insured by federal depository insurance and \$10,185 was uninsured. There were no securities pledged as collateral by the financial institution as required by state statute. Collateral securities were pledged in July, 1998 but, as of the financial statement date, a pledged security agreement had not been executed. The balances at March 31, 1998 in one of the financial institutions exceeded the federal depository insurance by \$20,583.

Note 4: Restricted Assets

The balance in restricted cash at June 30, 1998 consisted of the following:

United Way Fund	\$ 2,448
OSHA Fund	1,514
Emergency Assistance Fund	2,608
Total	<u>\$ 6,570</u>

Note 5: In-Kind Contributions

The Calcasieu Parish Voluntary Council on Aging, Inc. received various in-kind contributions during the period under audit. However, due to the lack of supporting documentation, these amounts have not been reported as revenue and expense.

Note 6: Due From Other Governments/Other Receivables

The following amounts were recorded as grants receivable at June 30, 1998:

Governor's Office of Elderly Affairs:	
OSHA Cash-in-Kind of Commodities	407,290
PCOB	108,474
Total	<u>\$ 515,764</u>

The following amounts were recorded as receivables at June 30, 1998:

<u>Miscellaneous Receivables-</u>	
<u>Governmental Fund</u>	
Director's compensation audit	\$ 2,251
Senior center salary reimbursement	400
Medicaid reimbursement	298
Insurance recovery	248
Donation	200
OSHA insurance premium	373
Overpayment on vendor invoice	408



UNIVERSITY SYSTEM VOLUNTARY COUNCIL ON AIDS, INC.
 STATE TO FINANCIAL STATEMENTS
 JUNE 30, 1998

Note 6: Due From Other Governmental/Other Organizations (Amounts in \$)

Miscellaneous	_____
TOTAL	<u>\$ 6,162</u>

Proprietary Fund:

Video Bingo commission to Bingo	<u>\$ 1,872</u>
---------------------------------	-----------------

Note 7: RELATED ACTIVITIES

These amounts represent intended transfers between funds to supplement current year programs:

Fund	Transferred to	Transferred to
	In	Out
General		
Proprietary	\$127,272	\$ -
Title C-1	-	35,217
Title C-2	-	47,027
Subsidies	-	14,814
Title III-F	-	3,224
Title III-B Support Services	-	224,242
Proprietary		
General	-	227,332
Title III-B Supportive Services		
Senior Center	195,492	-
General	224,242	-
PCOA Loan	18,211	-
Miscellaneous Grant Fund	4,500	-
Title C-3		
General	35,217	-
MSU	14,424	-
Title C-2		
General	47,027	-
MSU	14,327	-
Subsidies		
General	14,224	-
Title III-F		
General	3,224	-
MSU		
Title C-1	-	14,224
Title C-2	-	28,227
Senior Center		
Title III-B Support Services	-	195,492
Miscellaneous Grant Fund		
Title III-B Support Services	-	4,500
PCOA Loan		
Title III-B Support Services	_____	<u>18,211</u>
TOTAL	<u>\$222,211</u>	<u>\$217,312</u>

CAUCASIAN BRASS FOUNDATION COUNCIL OF AMERICA, INC.
 MOVIE TO PROGRAM. STATEMENTS
 JUNE 30, 1968

Note 7: Impaired Activity (Continued)

The following amounts were reported as Impaired Loans:

	Imp. From	Imp. To
General		
Special Projects	\$ 500	\$ -
Kingston Café		
Video Rings	1,818	1,125
Rings		
Video Rings	2,800	-
Kingston Café	1,283	-
Video Rings		
Kingston Café	-	1,000
Rings	-	1,000
Special Projects		
General	-----	-----
Total	\$4,401	\$3,125

Note 8: Reliefed Commitments

Employees of the Council are participants in the social security system and retirement benefits are provided by that system.

Additional retirement benefits are provided by a non-profit organization, Mutual of America, through a Defined contribution plan, Mutual of America Defined Contribution Prototype Plan adopted by Caucasian Council of America, Inc. The Council contributes five percent of salaries for eligible employees. An employee is eligible to participate after reaching age 21 and having been employed for one year (1,000 hours of service). Contributions made are 100% vested after 5 years of service. For June 30, 1968, the Council contributed \$4,997. Five percent of the covered payroll of \$99,936. Total payroll for all employees was approximately \$200,000. The assets of the plan are presented at amounts confirmed by Mutual of America, which approximates Fair Value. The plan may be amended through a resolution of the Board of Directors.

Note 9: Annual Leave and Sick Pay

At June 30, 1968, there was \$4,014 liability estimate for payroll based accrued in annual leave payable for all of the Council employees. \$4,164 was recorded in the General Long Term Debt Account Group and \$150 was recorded in the Proprietary Funds.

CHICAGO FIRE DEPARTMENT VOLUNTARY COUNCIL ON BEING, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1968

Note 10: Charges to Fixed Assets

General Fixed Assets Account Group:

A summary of charges in general fixed assets follows:

	Balance July 1, 1967	Additions	Deletions	Balance June 30, 1968**
land & building	\$ 718,487	\$15,115	0-0-	\$ 744,122
Vehicles	132,983	0-	0-	132,983
Furniture & Equipment	161,452	41,267	4,883	197,836
total:	\$1,012,922	\$56,382**	4,883	\$1,074,124

** These amounts include leased assets to the amount of \$18,790. These assets are recorded in the general fund; therefore, no depreciation expense has been recorded.

††This amount includes assets purchased in a previous year, but not recorded on the financial statements with a cost of \$18,120.

Proprietary Fund Fixed Assets:

The following is a summary of proprietary fund type fixed assets for the Council as June 30, 1968:

	Chicago Fund	Chicago Fund	Video Chicago Fund
Building Improvements	\$ 0-	\$16,134	\$ 0-
Furniture, Fixtures and Equipment	58,268	58,852	342,873
Less: Accumulated Depreciation	(4,228)	(28,212)	(168,208)
total **	\$53,940	\$46,774	174,665
Depreciation Expense	4,228	4,228	4,228

** The ending balances include assets that were previously acquired in prior years or recorded in other funds but not reflected on the financial statements as of June 30, 1967 and before. Prior period adjustments have been reflected in the financial statements.

MEMORANDUM FOR THE VOLUNTARY BOARD OF TRUSTEES, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 10: Changes in Reserves or Designation of Fund Balances

The following schedule indicates changes in reserves or designation of fund balances for the year ended June 30, 1998:

Parson Trust Fund	\$58,108
Energy Assistance Fund	3,496
United Way Fund	3,488
DEDA Fund	3,128
Prepaid Expenses	4,188
Total	<u>\$72,308</u>

Note 11: General Long-Term Obligations

The following is a summary of transactions relating to the District's long-term debt during the fiscal year ended June 30, 1998:

	Balance July 1, <u>1997</u>	<u>Principal</u>		Balance June 30, <u>1998</u>
		Additions	Deletions	
Mortgage				
Payable	\$188,480	\$ 0-	\$ 22,487	\$165,993
State Payable **	84,819	117,408	76,408	125,919
Capital Lease				
Payable **	0-	28,827	7,712	21,115
Compensated				
Payable	12,121	0-	7,267	4,854
Contingent Liab-				
ility	48,682	4,668	0-	53,350
Total	<u>\$334,002</u>	<u>\$142,093</u>	<u>\$113,872</u>	<u>\$362,223</u>

** Proceeds from the issuance of lease financing and other debt obligations total \$282,986.

Long-term debt consists of the following:

Mortgage payable - due in monthly installments of \$8,548, including interest at 8.25% - secured by land and building
Maturity April 15, 2008 \$165,993

State payable - due in monthly installments of \$1,803, including interest at 8.50% - secured by land and building
Maturity March 31, 2003 \$125,919

Capital lease - due in monthly installments of \$419, including interest at 13.28% - secured by capital
Maturity May, 2008 \$21,115

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 12: General Long-Term Obligations (Continued)

Capital lease - due in monthly installments of \$50, including interest at 11.84% - secured by copier Matures May, 2000	1,427
Capital lease - due in monthly installments of \$120, including interest at 11.73% - secured by copier Matures April 15, 2000	1,390
Capital lease - due in monthly installments of \$110, including interest at 11.14% - secured by copier Matures July 15, 1999	1,778
Capital lease - due in monthly installments of \$600, including interest at 10.68% - secured by copier Matures September 1, 1999	1,931
Compensated Absences (See Note 8)	4,783
Contingent legal liability (See Note 15)	44,000
Total long-term debt	<u>\$54,309</u>

The annual principal requirements to amortize all debt outstanding follows:

Fiscal Year Ended	Principal Amount
<u>-----JUNE 30-----</u>	
1999	\$110,000
2000	63,000
2001	58,000
2002	64,000
2003	64,778
2004	63,700
2005	58,438
2006	58,438
Totals	<u>\$654,354</u>

The liabilities for compensated absences and contingent legal liability have been reflected in the 1998 "principal amount" column even though management is unsure as to the eventual payment date or if in fact the liability will be paid.

CRACKBURY RACING HOLDINGS COUNCIL ON ARIZONA, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1988

Note 12: Board of Directors' Compensation

The Board of Directors is a voluntary board, therefore, no compensation has been paid to any member. However, some board members were reimbursed for expenses incurred in conducting Council related activities.

Note 13: 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.

While the Council is exempt from federal income taxes, it is still subject to tax on unrelated business taxable income (UBTI) that is generated. It is reasonably possible that the Council will be liable for UBTI that was generated from instant bingo games (i.e. pull tabs), double wheel, video bingo commissions, a portion of bingo session fees, video bingo operations, and the operation of the Ringoaux Café. The Council is currently undergoing an audit by the Internal Revenue Service for years ended June 30, 1986 and June 30, 1987. As of the financial statement date, the audit was not complete; therefore, the final exact determination of the above potential liability had not been determined. Management has estimated the liability for Ringoaux Café to be approximately \$2,704, including \$1,100 for prior years. The estimate of taxes with respect to the instant bingo income, double wheel, video bingo commissions and session fees is \$38,353, including \$24,431 for prior years. An estimate for prior year taxes related to the electronic video bingo activity is \$4,418. These liabilities are included in the financial statements with the amounts for prior years reflected as prior period adjustments.

Note 14: Litigation, Claims, and Similar Contingencies

The Council does have litigation pending against it as of June 30, 1988. Management's legal counsel has stated that the Council is a defendant in three lawsuits. There is a possibility that one new additional claim may be asserted whereby the Council would be the plaintiff. Legal counsel has estimated that the Council has a liability exposure of approximately \$45,000 related to the above actions. Management has reflected this amount in the financial statements even though the eventual outcome is really unknown. The liability reflects an estimate of losses, interest and attorney fees for the plaintiff(s).

The Council receives revenues from various federal and state grant programs which are subject to final review and approval as to



COUNCIL ON ENVIRONMENTAL QUALITY VOLUNTARY COUNCIL ON RISING, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1998

Note 15: Judgments, Claims, and Similar Contingencies (Continued)

allowability of expenditures by the respective grantor agencies. Any settlements or expense arising out of a final review are recognized in the period in which 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.

There is a remote possibility, as with any other organization, that the council may be subject to certain federal, state and local regulations relating to environmental compliance issues. There is a risk that the Council could be found to be in noncompliance with these regulations. Should this occur, it may be subject to fines and mandatory remedial actions which may be material to the financial statements. Management has no knowledge of any compliance problems as of the date of the combined balance sheet.

The Council has evaluated its need to upgrade its computer system. Management estimates the cost of hardware upgrade to be in the range of \$18,000 to \$14,000 and the cost of software upgrade to be approximately \$2,000.

In connection with its grant with DOTD to acquire vans for its transportation, the Council has acquired two unsecured letters of credit issued in favor of the DOTD as follows:

1. Letter of credit dated July 9, 1997 in the amount of \$2,000. The beneficiary requested on May 12, 1998 for the letter of credit to be canceled.
2. Letter of credit dated June 17, 1998 in the amount of \$2,000. The letter of credit is scheduled to expire June 30, 1998.

There were no outstanding draws on either letters of credit at June 30, 1998.

See Note 14 for an additional discussion of a potential tax liability.

Note 16: Federally Assisted Programs

The Council participated in a number of Federally assisted programs. These programs are audited in accordance with the Single Audit Act of 1984. Audits/reviews of prior years have not resulted in any

CALCIFIED EARTH VOLUNTARY COUNCIL OF AGENCIES, INC.
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 1998

Note 18: Federally-Assisted Programs (Continued)

disallowed costs; however, greater 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.

Note 19: Revenue Dependency

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

While the funds presented as Proprietary Funds will serve to reduce the dependency by the Council on Federal and state grants, the Council is still deemed to be primarily dependent on the above grants to provide the basic operating funds.

Note 20: Expanded Information - Enterprise Funds

The Council maintains three enterprise funds. Selected segment information for the year ended June 30, 1998 is as follows:

	Café <u>Fund</u>	Single <u>Fund</u>	Video Enterprise <u>Fund</u>
Operating Revenues	227,729	209,884	228,285
Depreciation	1,788	3,223	11,858
Operating Income (Loss)	8,478	203,651	(14,897)
Operating Grants	-0-	-0-	-0-
Operating Transfers	(25,376)	(268,074)**	4,081 **
Net Income (Loss)	(16,904)	(43,423)	128,720
Current Capital Contribution	-0-	-0-	-0-
Fixed Asset Additions	22,222	22,485	-0-
Net Working Capital	22,222	18,941	18,425
Total Assets	51,096	20,488	20,228
Receivables Payable	-0-	-0-	-0-
Total Equity	27,421	2,028	28,228

** Transfers were made between these two funds.

CHRONICLE PUBLISHING COMPANY (INCORPORATED), INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1988

Note 10: Risk Management - Insurance Coverage

The Council purchases commercial insurance for its various liability risks. General liability, property and bond insurance policy has the following policy limits: \$200,000 per occurrence, \$1,000,000 in the aggregate and \$20,000 for bond coverage. This policy runs from July 1, 1987 to June 30, 1988. The Council also has a separate directors and officers insurance policy which is effective for the same period. The council's automobile policy has a \$200,000 limit and also runs from July 1, 1987 to June 30, 1988. These coverages are not materially different from coverages in the prior year and there have not been any payments for liabilities in excess of coverage for the year ended June 30, 1988.

Note 10: Lease Information

The council leases its phone equipment at \$80 per month; papers at \$28 per month, and cellular phones at \$12 to \$24 per month (plus air time). There was \$1,400 in lease payments for the current fiscal year. These leases did not meet the criteria established for capitalized lease reporting, therefore the leases were reflected as operating leases.

Note 11: Estimates

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

Note 12: Inter-Period Adjustments

During the current year, the Council recorded the following prior period adjustments in the respective funds:

General Fund

Local Fund 11 To record petty cash not reflected on the financial statements as of June 30, 1987 and before. Beginning fund balance and cash was increased by \$100.

Proprietary Fund

Proprietary Fund- 31 To record petty cash not reflected on the financial statements as of June 30, 1987 and before. Beginning retained earnings and cash was increased by \$200; 3) To record



CHICAGO PARKLAND FOUNDATION COUNCIL ON BINGO, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 1988

Note 22: Prior Period Adjustments (Continued)

equipment not reflected on the financial statements as of June 30, 1987 and before. Beginning retained earnings was increased by \$782; fixed assets was increased by \$893; accumulated depreciation was increased by \$85; 3) To accrue an estimated liability for income tax on unrelated business taxable income. Beginning retained earnings decreased and taxes payable increased by \$1,100. The liability was not determinable in the prior years.

Bingo Fund: 3) To record petty cash not reflected on the financial statements as of June 30, 1987 or before. Beginning retained earnings and cash increased by \$1,808; 3) To adjust commission income received from Electronic Video Bingo. This amount should have been a receivable at June 30, 1987 since an accounts payable was recorded for the Video Bingo account at June 30, 1987.

Beginning retained earnings increased and commission income decreased by \$493; 3) To record a transfer of equipment from Bingo account to Electronic Video Bingo account. Beginning retained earnings was decreased by \$1,412; fixed assets was decreased by \$2,328; accumulated depreciation was decreased by \$788. These assets were reflected in the prior year's financial statements in the Bingo account. 4) To accrue an estimated liability for income tax on unrelated business taxable income. Beginning retained earnings decreased and taxes payable increased by \$2,881. The liability was not determinable in the prior years.

Electronic Video Bingo: 3) To record petty cash not reflected on the financial statements as of June 30, 1987 or before. Beginning retained earnings and cash increased by \$1,108; 3) To record a transfer of equipment from the Bingo account to the Electronic Video Bingo account. Beginning retained earnings was increased by \$1,612; fixed assets was increased by \$3,389; accumulated depreciation was increased by \$799. These assets were reflected in the prior year's financial statements in the Bingo account. 3) To record equipment in the Video Bingo account not reflected on the financial statements as of June 30, 1987 and before. Beginning retained earnings was increased by \$6,503; fixed assets was increased by \$6,181; accumulated depreciation was increased by \$3,428; 4) To accrue an estimated liability for income tax on unrelated business taxable income. Beginning retained earnings decreased and taxes payable increased by \$4,418. The liability was not determinable in the prior years.

CALDWELL PARKER VOLUNTARY COUNCIL, CHARITABLE, INC.
 CONTINUING FULFILLMENT OF MISCELLANEOUS EXPENDITURES
 AND CHARGES IN FUND 0400010 - (GENERAL FUND)
 For the Year Ended June 30, 2022

REVENUE 1

	Local FUND	INCOA Local FUND	The Bill Donohoe Foundation FUND	The Bill Donohoe Foundation FUND	The Bill Donohoe Foundation FUND	The Bill Donohoe Foundation FUND
REVENUES						
Interorganizational	\$ -	\$ 50,211	\$ 79,884	\$ 84,493	\$ 88,888	\$ 1,022,111
State grants	-	-	10,000	-	-	-
Private contributions	-	-	2,000	78,728	22,200	-
Local contributions	58,542	-	-	-	-	-
Total Revenues	58,542	50,211	91,884	84,493	111,088	1,022,111
EXPENDITURES						
Current:						
Salaries	-	-	28,248	21,214	28,241	2,000
Fringe	-	-	10,562	2,228	1,232	1,422
Travel	-	-	2,871	7,188	1,414	1,422
Operating services	22,240	-	28,370	2,288	11,288	271
Operating materials	2,078	-	-	2,028	-	441
Other costs	8	-	10,202	2,028	2,378	271
Debt service	-	-	78	8,878	104,172	11
Capital outlay	22,240	-	81,555	1,288	1,184	289
Total Expenditures	44,488	-	140,736	33,536	147,398	2,004
Excess (Deficiency) of Revenues over Expenditures	14,054	50,211	(48,852)	50,957	(36,310)	(1,983)
OTHER FINANCING SOURCES (USES)						
Proceeds from Sale and other asset financing	50,000	-	48,147	47,641	85,674	2,221
Quantity discounts to Operating materials and	107,373	-	-	-	-	-
Transportation	487,282	(252,211)	-	-	-	-
Total Other Financing Sources (Uses)	644,655	(252,211)	48,147	47,641	85,674	2,221
Excess (Deficiency) of Revenues and Other Financing Over Expenditures and Other Sources	630,601	(201,990)	(30,684)	98,604	(51,980)	(1,762)
FUND BALANCES						
Beginning of year	6,421	-	-	-	-	-
Plus prior adjustments	440	-	-	-	-	-
Beginning of year-adjusted	6,861	-	-	-	-	-
End of year	6,861	-	-	98,604	(51,980)	(1,762)

The Independent Auditor's Report

GAOCHIES MEMORIAL HOSPITALITY CENTER, (IN ALBANY, NY)
 CONSOLIDATED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES - OPERATING FUND
 For the Year Ended June 30, 2009

Sheet 1

	Event Center Fund	Contributions Fund	Food Fund	2009 Cafeteria Line of Contributions Fund	Hotel Year Fund	Energy Auxiliary Fund	Manufacturing Fund	Special Fund
REVENUES								
Management	150,487	24,828	3,813	22,791	-	-	4,000	88,187
Lease/rent	-	-	-	-	46,000	-	-	50,382
Applicant contributions	-	-	-	-	-	23,484	-	42,888
Local and non-local	-	-	-	-	-	20,428	-	21,123
Total Revenues	150,487	24,828	3,813	22,791	46,000	43,912	4,000	102,580
EXPENDITURES								
Contract	-	52,529	-	-	24,899	-	-	456,228
Utilities	-	5,200	-	-	4,700	-	-	12,270
Printing	-	3,137	-	-	-	-	-	20,624
Travel	-	4,450	3,813	-	-	-	-	293,145
Operating services	-	-	-	-	-	55,014	-	90,393
Operating supplies	-	441	-	-	-	-	-	22,213
Other costs	-	30	-	-	18,409	-	-	131,418
Salaries/wages	-	2,288	-	-	-	-	-	44,000
Depreciation	-	-	-	-	-	-	-	21,000
Transfer payments	-	17,700	2,013	-	40,000	30,011	-	1,797,720
Excess (Deficiency) of Revenues over Expenditures	150,487	(18,914)	-	22,791	-	13,180	4,000	(558,287)
CHANGES IN FUND BALANCES								
Transfers from other funds and other 2009 financing	-	15,874	-	(22,791)	-	-	-	180,288
Operating transfers in	-	-	-	-	-	-	-	87,173
Operating transfers out	-	-	-	-	-	-	-	(50,542)
Total Other Financing Sources (Uses)	(18,487)	15,874	-	(22,791)	-	-	14,850	147,919
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other (Uses)	-	-	-	(2,700)	-	13,180	-	400,000
FUND BALANCES								
Beginning of year	-	-	-	-	-	(1,162)	-	(18,248)
For prior adjustment	-	-	-	-	-	11,071	-	9,289
Beginning of year-adjusted	-	-	-	-	-	9,909	-	(8,959)
End of year	-	-	-	-	-	3,209	-	291,041

Total independent business support



CHICAGO'S PARISH VOLUNTARY COLLEGE, ON BEHALF, INC.
COMBINED BALANCE SHEET -
PROFITS/LARY ENTERPRISE FUND
As of June 30, 1998

Schedule 2

	Business Club	Stage Account	FVO/Veter- Stage	Total
ASSETS				
Cash	\$ 17,482	\$ 12,748	\$ 98,428	\$ 128,658
Miscellaneous receivable	-	873	-	873
Due from other funds	1,048	3,523	-	4,571
Inventory	3,053	-	-	3,053
Equipment and improvements	25,098	88,285	142,897	356,180
Less: Accumulated depreciation	<u>14,525</u>	<u>(80,732)</u>	<u>(88,000)</u>	<u>(183,257)</u>
Total Assets	\$ 31,056	\$ 33,424	\$ 253,325	\$ 317,805
LIABILITIES AND EQUITY				
LIABILITIES				
Accounts payable	\$ 18,028	\$ 2,480	\$ 5,218	\$ 25,726
Stages payable	4,000	2,848	-	6,848
Accrued payroll and related benefits payable	1,388	270	212	1,870
Taxes payable	2,724	88,502	4,411	95,637
Due to other funds	<u>1,122</u>	<u>-</u>	<u>3,012</u>	<u>4,134</u>
Total Liabilities	28,642	94,100	12,853	135,595
EQUITY				
Retained earnings (Unreserved)	<u>27,452</u>	<u>2,824</u>	<u>78,238</u>	<u>108,514</u>
Total Equity	\$ 27,452	\$ 2,824	\$ 78,238	\$ 108,514
Total Liabilities and Equity	\$ 56,094	\$ 96,924	\$ 201,091	\$ 254,119

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CALCIFIED PARISH VOLUNTARY COUNCIL, ON BEHALF, INC.
PROPRIETARY SAFETYPASS FUND
COMBINED STATEMENT OF REVENUES, EXPENSES
AND CHANGES IN NET ASSETS
For the year ended June 30, 1999

Schedule J

	Organic Code	Bingo Account	1000-Value Bingo	Totals
Operating Revenues				
Charges for sales and services	\$ 317,758	\$ 688,804	\$ 339,305	\$ 1,345,867
Rentals income	-	302,709	-	302,709
Miscellaneous income	300	19,219	75	13,600
Total Operating Revenues	<u>318,058</u>	<u>1,010,732</u>	<u>339,380</u>	<u>1,668,170</u>
Operating Expenses				
Cost of sales and services	113,283	470,371	270,481	854,135
Salaries	123,489	19,735	16,481	159,705
Fringe	11,855	6,810	3,871	22,536
Operating services	28,580	17,280	13,528	59,388
Operating supplies	17,507	182,718	18,899	144,540
Interest	2,388	13,776	8,889	25,053
Depreciation	1,716	1,233	11,898	14,847
Tax expense	1,002	15,791	-	16,793
Loss on disposal of equipment	308	-	-	308
Total Operating Expenses	<u>362,403</u>	<u>792,502</u>	<u>344,344</u>	<u>1,499,249</u>
Operating Income (Loss)	<u>5,655</u>	<u>218,230</u>	<u>(4,964)</u>	<u>218,921</u>
Transfer (to/from other funds)	<u>(28,279)</u>	<u>(282,074)</u>	<u>4,661</u>	<u>(305,692)</u>
Net Income (Loss)	<u>(22,624)</u>	<u>(63,844)</u>	<u>19,700</u>	<u>(66,768)</u>
RETAINED EARNINGS:				
Beginning of year	47,282	28,388	83,200	149,050
Prior period adjustment	(7,322)	(27,271)	8,880	(25,713)
Beginning of year - restated	<u>40,000</u>	<u>1,117</u>	<u>92,080</u>	<u>123,207</u>
End of year	<u>\$ 17,376</u>	<u>\$ 2,961</u>	<u>\$ 78,320</u>	<u>\$ 93,657</u>

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CHALGROVE PARISH VOLUNTARY COUNCIL, OR AGED, BY
TRUST AND AGENCY FUNDS
COMBINED BALANCE SHEET
As at June 30, 1995

Schedule 4

ASSETS	Agency			Totals
	Pension Fund	Special Projects	Progressive Jeopardy	
Cash	\$ -	\$ 18,000	\$ 0,700	\$ 18,700
Investments	58,228	-	-	58,228
Equipment	-	373	-	373
Total Assets	\$ <u>58,228</u>	\$ <u>18,373</u>	\$ <u>0,700</u>	\$ <u>77,301</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Due to other funds		\$ 000	\$ -	\$ 000
Due to other entities	\$ -	18,400	0,700	19,100
Total Liabilities	-	18,400	0,700	19,100
FUNDS BALANCES				
Reserved for retirement benefits	58,228	-	-	58,228
Total Fund Balances	58,228	-	-	58,228
Total Liabilities And Fund Balances	\$ <u>58,228</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>77,301</u>

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CALGARY FINISH VOLUNTEER COUNCIL, ON BEING, INC. **Subsidiary 2**
CONSOLIDATED STATEMENT OF CASH FLOWS –
ALL PRESENTATIVE FUND TYPES
For the year ended June 30, 2008

	Proprietary Fund Types			Memorandum Data
	Singular Club	Sings Account	FVS/Other Sings	
Cash Flows from Operating Activities:				
Operating Income (Loss)	\$ 5,076	\$ 201,071	\$ (14,807)	\$ 191,270
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used For) Operating Activities:				
Depreciation	1,795	3,233	11,818	16,846
Loss on disposal of equipment	308	-	-	308
Prior period adjustment	(902)	(20,558)	(1,904)	(23,364)
Increase (decrease) in:				
Inventory	992	-	-	992
Miscellaneous receivable	-	(872)	3,108	2,236
Accounts payable	5,876	8,488	(2,801)	11,563
Other liabilities	(1,071)	41,348	4,874	45,051
Total Adjustments	11,027	21,721	14,862	57,710
Net Cash Provided by (Used For) Operating Activities	16,103	222,792	66	248,961
Cash Flows from Investing Activities:				
Equipment purchases	(25,571)	(25,482)	-	(51,053)
Net Cash Provided by (Used For) Investing Activities	(25,571)	(25,482)	-	(51,053)
Cash Flows from Financing Activities:				
Interfund transfers	(18,208)	(208,787)	8,091	(218,904)
Net Cash Provided by (Used For) Financing Activities	(18,208)	(208,787)	8,091	(218,904)
Net Increase (Decrease) in Cash and Cash Equivalents	(27,676)	8,523	8,158	(10,995)
Cash and Cash Equivalents at Beginning of Year	42,816	8,885	18,218	69,919
Cash and Cash Equivalents at End of Year	\$ 15,140	\$ 17,408	\$ 26,376	\$ 58,924

"See Independent Auditor's Report"

SALASHEU PARISH VOLUNTARY COUNCIL, ORANGE, MO.
SCHEDULE OF EXPENDITURES - BUDGET VS ACTUAL
 For the year ended June 30, 1999

Schedule B

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
PCOA (Act 356)			
Transfers to other funds:			
Title III-B - Supportive services	\$ 30,211	\$ 30,211	\$ -
Totals	\$ 30,211	\$ 30,211	\$ -
TITLE III-B SUPPORTIVE SERVICES			
Salaries	\$ 307,008	\$ 300,688	\$ 6,320
Fringe	74,000	64,182	9,818
Travel	10,482	12,571	(2,089)
Operating supplies	247,741	188,003	59,738
Operating supplies	88,588	49,723	38,865
Other costs	25,754	718	25,036
Debt service	21,882	83,159	(61,277)
Totals	\$ 824,753	\$ 682,074	\$ 142,679
TITLE III-C-1			
Salaries	\$ 25,000	\$ 21,574	\$ 3,426
Fringe	5,840	3,528	2,312
Travel	2,120	1,108	1,012
Operating supplies	12,882	7,508	5,374
Operating supplies	4,378	3,028	1,350
Other costs	100,589	81,079	19,510
Debt service	1,828	3,288	(1,460)
Totals	\$ 183,547	\$ 138,548	\$ 44,999
TITLE III-C-2			
Salaries	\$ 41,884	\$ 38,787	\$ 3,097
Fringe	8,008	8,002	6
Travel	3,140	1,614	1,526
Operating supplies	20,182	21,008	(826)
Operating supplies	5,480	3,578	1,902
Other costs	108,885	124,172	(15,287)
Debt service	3,288	8,181	(4,893)
Totals	\$ 181,217	\$ 185,280	\$ 4,063

** Budgeted expenditures of \$62,000 are reflected in the United Way Fund

** Budgeted expenditures of \$20,000 are reflected in the United Way Fund

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CALCASIEU PARISH VOLUNTARY COUNCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES - BUDGET VS ACTUAL
 For the year ended June 30, 1988

Schedule B

	Budget	Actual	Variance Favorable (Unfavorable)
TITLE III-D			
Salaries	\$ 4,480	\$ 3,808	\$ 672
Fringe	587	604	(\$17)
Travel	278	318	(\$40)
Operating services	1,089	1,361	(\$272)
Operating supplies	678	448	\$230
Other costs	280	7	\$273
Debt service	521	500	\$21
Totals	\$ 8,093	\$ 7,636	\$ 457
TITLE III-F			
Salaries	\$ 9,004	\$ 9,000	\$ 4
Fringe	1,058	1,402	(\$344)
Travel	177	308	(\$131)
Operating services	658	377	\$281
Operating supplies	378	378	\$0
Other costs	382	11	\$371
Debt service	473	700	(\$227)
Totals	\$ 13,524	\$ 11,836	\$ 1,688
SENIOR CENTER			
Transfers to Title III-B Support Services	\$ 100,487	\$ 100,487	\$ -
Totals	\$ 100,487	\$ 100,487	\$ -
DEBLOOMMAN			
Salaries	\$ 58,310	\$ 52,628	\$ 5,682
Fringe	7,338	8,281	(\$943)
Travel	8,817	5,987	\$2,830
Operating services	8,000	4,000	\$4,000
Operating supplies	815	488	\$327
Other costs	1,779	90	\$1,689
Debt service	3,200	3,280	(\$80)
Totals	\$ 82,000	\$ 74,746	\$ 7,254
AUDIT FUND			
Operating services	\$ 3,813	\$ 3,813	\$ -
Totals	\$ 3,813	\$ 3,813	\$ -

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DALLAS/DEKALB PARISH HOUSING COUNCIL, INC.
SCHEDULE OF EXPENDITURES - BUDGET VS. ACTUAL
 For the year ended June 30, 1998

Schedule B

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance Favorable (unfavorable)</u>
M.E.D.A.			
Transfers to Title III C-1	\$ 13,300	\$ 14,424	\$ (1,124)
Transfers to Title III C-2	<u>18,800</u>	<u>19,327</u>	<u>(1,527)</u>
Totals	\$ <u>32,100</u>	\$ <u>33,751</u>	\$ <u>(1,651)</u>
UNITED WAY FUND			
Salaries	\$ 48,700	\$ 29,348	\$ 19,352
Fringe	7,300	4,123	3,177
Other costs	<u>29,800</u>	<u>19,499</u>	<u>10,301</u>
Totals	\$ <u>85,800</u>	\$ <u>52,970</u>	\$ <u>32,830</u>
MISCELLANEOUS GRANT FUND			
Transfer to Title III-B	\$ 4,500	\$ 4,500	\$ -
Totals	\$ <u>4,500</u>	\$ <u>4,500</u>	\$ <u>-</u>

The above schedule does not include a budget presentation for the Local Fund or the County Assistance Fund since no budgets were adopted for these funds.

"See Independent Auditor's Report"

CALCASIEU PARISH VOLUNTARY COUNCIL ON BOARD, INC.
STATEMENT OF GENERAL AND PROPRIETARY FUNDS
FIXED ASSETS AND CHANGES IN FIXED ASSETS
For the year ended June 30, 1998

Schedule F

	Balance July 1, 1997	Additions	Deletions	Balance June 30, 1998
General fund assets, at cost				
Land and building	\$ 732,007	\$ 13,115	-	\$ 745,122
Vehicles	171,562	-	-	171,562
Furniture and equipment	<u>127,000</u>	<u>41,157</u>	<u>4,887</u>	<u>163,270</u> **
Totals	\$ 1,030,569	\$ 54,272	\$ 4,887	\$ 1,079,954

** This amount includes leased assets in the amount of \$20,782.

Proprietary Fund Fixed Assets:

	Cato Funds	Stingo Fund	Veto Stingo Fund
Furniture, fixtures, and equipment	\$ 25,098	\$ 59,855	\$ 142,811
Less: accumulated depreciation	<u>(4,328)</u>	<u>(25,112)</u>	<u>(58,808)</u>
Totals	\$ 20,770	\$ 34,743	\$ 84,003

** This amount includes equipment in the amount of \$4,521 that is held in storage pending sale.

"See Independent Auditor's Report"

CALCATED COMMITTEE ON AGING, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDING JUNE 30, 1998

1. Listed below is a summary of the data for grants awarded and received during the period covered by our audit:

Federal Grantor/ Pass-Through Grantor Program Title	Federal FPGA Number	Pass Through GRANTOR'S NUMBER	EXPENDITURE
E.E. Department of Health & Human Services:			
Passed through the Louisiana Division's Office of Elderly Affairs:			
Title 112-C-1	91-045	CRM 8122028/112814	\$ 83,071
Title 112-C-2	91-045	CRM 8122028/112814	38,832
Title 112-D	91-044	CRM 8122028/112814	146,598
Title 112-D-Infom	91-044	CRM 8122028/112814	5,788
Title 112-F	91-043	CRM 8122028/112814	7,128
CRM	10-558	Not Available	32,782
Title 112-D Contractor	91-044	CRM 8122028/112814	18,167
Totals			418,046

2. Scope of Audit: Pursuant to the Single Audit Act of 1996 and OMB Circular A-133.
3. Summary of Significant Accounting Policies:

The above statement of grant data has been prepared on the modified accrual basis of accounting.

4. Amount of Insurance in Effect:

The Council purchases commercial insurance for its various liability risks. General liability, property and bond insurance coverage has the following policy limits: \$100,000 per occurrence, \$1,000,000 in the aggregate and \$50,000 for bond coverage. This policy runs from July 1, 1997 to June 30, 1998. The Council also has a separate directors and officers insurance policy which is effective for the same period. The Council's automobile policy has a \$500,000 limit and also runs from July 1, 1997 to June 30, 1998.

5. There were no federal awards expended in the form of non-cash assistance.

CHICAGO COUNCIL ON AGING, INC.
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 SUMMARY OF AUDITOR RESULTS
 FOR THE FISCAL YEAR ENDED JUNE 30, 1988

1. Type of Auditor's Report on Financial Statements
 Qualified opinion on the general purpose financial statements due to an omission of the Year 1988 disclosures that are required by Governmental Accounting Standards Board Technical Bulletin 88-2, Disclosures About Year 1988 Leases.
2. Reportable conditions and material weaknesses in audit of financial statements
 Schedule 2a-Section I, Items 100-24-1 to 100-24-3 lists reportable conditions noted, which were all considered to be material weaknesses.
3. Noncompliance material to the financial statements
 Schedule 2a-Section II, Items 200-24-1 to 200-24-5 identifies compliance findings related to the financial statements audit.
4. Reportable conditions and material weaknesses from Major Programs
 Schedule 2a-Section I, Items 100-24-1 to 100-24-3 lists reportable conditions noted, which were all considered to be material weaknesses.
5. Type of Auditor's Report on Compliance for Major Programs
 Qualified opinion.
6. Identification of Major Programs

Title 121-B Grant for Supportive Services and Senior Centers	\$1,044
Title 121-B Outpatient	\$0,048

All major program funds were received from the Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs.
7. Dollar threshold used to distinguish Major Programs
 The threshold for distinguishing Types A and B programs was \$100,000.
8. Findings and Compliance Costs for Federal Awards
 See Item 4 above and Schedule 2a - Section 12, Item 200-24-1 for a reportable compliance finding. There were no questioned costs identified in the reports.
9. Low Risk Auditing
 The entity was not considered a low risk auditor.

COMMONWEALTH COUNCIL ON BEING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING
FOR THE FISCAL YEAR ENDED JUNE 30, 2008

1. INTERNAL CONTROL FINANCIAL - GOVERNMENTAL ACTIVITIES SIMILARS (IGG)

11C3-09-12 Accounting Records Adequacy

Finding: During our current and prior years' fieldwork testing, the following items were noted:

- 415 The Council's current accounting reporting package system does not segregate the General Account by fund/grant. This combination of funds results in the inability to identify expenditures and/or net assets by grant activity without various assumptions being made.

In addition to the 0004 General Account, there are five other separate computer general ledgers and are as follows: 1a) Ringierak Cafe Account, 2b) Rings Account, 1c) RM - Rings Account, 1d) Utility Assistance Account and 1e) Special Projects Account. The latter accounts are adequate for reporting purposes. However, the general account needs to be segregated by fund type. There should be a local operating fund, and a separate fund for each federal and state grant. This will facilitate the proper reporting of revenue and expenditures by grant as well as segregating the net assets of each grant.

The Council has also not been able to effectively assess the financial status without the preparation of current accounting detail by fund and for all of the accounts during the year. The council was not able to prepare a current combined financial report for all activities.

Evidence: The Council's grantee requires certain monthly reports of financial information by grant/fund. In addition, there is not a current allocation of expenditures that benefit more than one fund/grant. Therefore, beneficial grant information is not easily attainable. In addition, management should be able to assess the financial condition on an interim basis in order to make informed decisions about the operation of the council.

Impact: Management has not been able to devote enough attention to resolving the computer reporting problems. There has been a turnover of accounting personnel which has hindered the resolution of the above finding.

1. INTERNAL CONTROL DEFICIENCIES - GOVERNMENTAL AUDITING STANDARDS (ICG)
(Continued)

Finding: The Council was able to generate the general ledger to audit but unfortunately was unable to accumulate the financial information by grant or to provide for interim combined financial reporting for management. As a result, assumptions were made regarding the allocation of the General Account activity between the various grant funds.

Recommendation: We strongly recommend that priority be given to restructuring the general ledger in order to accumulate the needed information as the disbursements are processed. Attempting to restructure after the fact is very time consuming. As in the prior year, we do commend the Council on their efforts to at least generate some type of general ledger in order for the audit to occur.

Management's Response: We concur with the above finding and have elaborated in further detail our planned corrective actions to be taken in our current year's corrective action plan.

ICG-98-20

Lack of Segregation of Duties

Finding: There appears to be some lack of segregation of duties with respect to the accounting function of the Council. The accountant and chief financial officer are both involved in the cash receipt and disbursement functions yet, at times, during the fiscal year they both prepared the monthly bank reconciliations. The Council had hired a separate individual to perform this function but she was not always assigned the task. These reconciliations were not completed on a timely basis for one of the accounts. There was also no documentation of a review of the reconciliations by the Executive Director or other board member.

The Council has a policy of having someone independent of the cash disbursement function mail/deliver the checks both regular and payroll checks. However, we noted in the current and prior year that the checks are sometimes sent back to the accountant or chief financial officer. These checks should always be mailed by someone independent of the disbursement process and that individual should be aware of the addresses that are being utilized.

Criteria: Proper internal controls require segregation of key accounting functions in order to safeguard the assets of the Council.

2. INTERNAL CONTROL FUNCTIONS - GOVERNMENTAL ACCOUNTING STANDARDS (GAS)
(Cash Award)

Cause: Due to time constraints and work load requirements, it appears that the above functions were performed by the first available qualified employee.

Effect: There is not segregation of duties with respect to the above functions.

Recommendation: We recommend that the Council utilize the accountant hired and who is independent of the cash receipt or disbursement function to prepare the monthly bank reconciliations on a timely basis even if assistance is provided to her in the reconciliation process. This person should receive the bank statement unopened and review the endorsements and signatures present on a random basis. Checks that have been processed should not be returned to employees with any preparation or approval responsibility. This accountant should also put her initials on prepared work of the bank reconciliations and then date it when completed. Any reviewer should also initial and date the reconciliations. All reconciliations should be prepared on a monthly basis.

Management's Response: The Council has hired a new chief financial officer whose goal is to delegate bank reconciliation preparation and mail control of completed checks. In addition, the bank reconciliation preparer and chief financial officer will initial and date every bank reconciliation. The executive director or board treasurer will review the reconciliations at least on a quarterly basis.

C109-98-10

Controls over Fixed Assets

Finding: At year end, the Council did not have an updated current list of fixed assets. The grantor requires a listing of fixed assets, which was also not provided before year end. There appears to be a lack of internal control over fixed assets in that the listing is not updated on an interim basis and some assets are being purchased but not listed on the fixed asset listing (i.e. postings to repairs and maintenance).

Criteria: In addition to specific grant requirements to account for fixed assets and report balances periodically, proper internal controls require that not only a fixed asset listing be maintained but monitored to prevent the unlawful use of the Council's assets. Any dispositions of the fixed assets must be properly reviewed to ensure compliance with Council policies as well as the more restrictive grant requirements.

1. INTERNAL CONTROL FINANCES - GOVERNMENTAL ACCOUNTING STANDARDS (ICG)
(continued)

Issue: Time constraints limited action taken to update the fixed asset inventory. However, it is noted that the fixed asset listing was updated prior to the issuance of this report.

Notes: Reporting for fixed assets is not as extensive as it should be.

Recommendation: We recommend that the fixed asset listing be updated periodically during the year for additions and deletions and that an actual inventory be taken periodically to prevent the possible misuse of these assets. In addition, the quarter should be provided a listing on an annual basis. Accounting personnel should also assist in this monitoring process during the processing of disbursements for not only new assets but improvements which traditionally are treated as repairs.

Management Response: Subsequent to year end, we were able to update the fixed asset listing and take an actual inventory. This schedule will be forwarded to the grantor by February 15, 1989. This list will also be updated before the start of next year's audit fieldwork.

11. COMPLIANCE FINANCE - GOVERNMENTAL ACCOUNTING STANDARDS (CG)

100-99-1) Budget Adoption

Findings: The Council did not adopt a budget for all general and special revenue funds as required by state law. In addition, the budget was not published in the Council's official journal. We do note that the Office of Elderly Affairs' funds were budgeted as required by the grant document but not on a timely basis. Due to the status of the Agency's financial records, a comparison of budgeted amounts to actual amounts was not performed in order to determine if an amendment of the budget was needed in order to be in compliance with the state law regarding budget amendments.

Criteria: Louisiana Revised Statutes 48:1500-1509 contains provisions for the adoption and amendment procedures for the Council's budget. Basically, these statutes require that (1) a budget be adopted for the general fund and all special revenue funds, (2) the budget be made available for public inspection and advertised in the official journal, and (3) the budget be amended, if during the year, the actual revenue or expenditures plus projected revenue or expenditures exceed the budgeted revenue or expenditures by more than five percent.

10. COMPLIANCE FINDINGS - GOVERNMENTAL ACCOUNTING STANDARDS (GAS) (Continued)

Issue: The Council did not devote substantial resources to accomplish the adoption of budgets for all funds, including local funds and due to accounting reporting limitations they did not accomplish the monitoring of the budget amendment process for those funds with legally adopted budgets.

Effect: The Council is not in compliance with the referenced revised statutes with respect to the budget documents.

Recommendation: The Council should review its procedures for the adoption of the budget to ensure that all aspects of the state law are complied with. The Council should also devote its efforts to restructuring the accounting system in such a manner as to facilitate the monitoring of the budget to actual revenue and expenditure comparisons.

Management's Response: Beginning in January, 1995, the Council has adopted a budget for all funds and will attempt to monitor this budget for any necessary amendments. A six month budget for July, 1997 to December, 1997 for grant funds was prepared and submitted to the grantor. The advertising of the budget will have to be implemented with the next fiscal year's budget adoption process.

100-99-21 Bid Process/Procurement Process

Findings: The Council operates a concession business for the large sessions held during the year. The purchases of food for the Ringneck Café were made without a formal solicitation (i.e., formal advertisement) of bid proposals. Price lists were obtained from several vendors. The Council also purchased on a lease purchase arrangement several computers. This lease purchase was purchased utilizing the bid process but no formal advertisement for bids was performed. We do note that the grantor has more restrictive bid process requirements which were not completely followed for the purchase of the Council's fuel requirements. We do note that quotes were received for the fuel but that the advertisement for those quotes was not completed.

Criteria: State law H.S. 38-2113 requires that written bids be obtained for purchases of materials and supplies in excess of \$15,000. The Council has also stated that they follow the bid requirements of the Office of Higher Affairs which requires competitive bids for purchases in excess of \$5,000 (to include the proper advertisement for the bids).

Issue: Management has not devoted substantial attention to this requirement.

11. COMPLIANCE FINDINGS - GOVERNMENTAL FINANCIAL STATEMENTS (101) (Continued)

Findings: The Council is not in full compliance with the state public bid law or the grantor's requirements with respect to the Singapore Café purchases and the purchase of computers and fuel requirements.

Recommendation: The Council should modify their purchase procedures in the Café to include the formal solicitation of bid proposals for their annual food purchases. The modification should not only address the Café purchases but should reiterate the requirements for other Council purchases to include the more restricted purchase requirements of the office of Mayor Affairs.

Management's Response: The Council will begin to solicit bids for food purchases for the café. This will also include the reviewing of the bid process for all other purchase requirements of the office of Mayor Affairs to include the requirement to advertise for these bids.

100-98-7) Internal Revenue Service Filing Requirements for Non-Profit Organizations

Findings: While the Council is exempt from income tax under Internal Revenue Code Section 501(c)(3), they are still required to file Form 990 - Return of Organization Exempt From Income Tax each year. In addition, the Internal Revenue Service assesses a tax on unrelated business taxable income, which is defined as "gross income derived from any trade or business regularly carried on by the organization that isn't substantially related to the exercise or performance of its exempt purpose or function". Based on our review of the tax code, the council will be subject to tax on the income related to the instant bingo games (including electronic video bingo revenue, pull-tab revenue and donor sales), a portion of the bingo session receipts, and the Singapore Café operations. A tax return for this income has not been filed for the previous two years pending the completion of the Internal Revenue Service's audit of the years ended June 30, 1994 and 1997. The current tax return is on extension. An estimate of the potential liability has been reflected in these financial statements.

Criteria: The Internal Revenue Service has established reporting for the above circumstances.

Comments: The Internal Revenue Service is in the process of auditing the fiscal year June 30, 1994 and has indicated that they would make an assessment for that year as well as the succeeding year (June 30, 1997). They have also recommended continuing the extension period for the current year.

21. COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STRUCTURE 1991 (Continued)

Effect: The Council will see the additional tax estimated to be approximately \$48,000 for the three year period ended June 30, 1988. The Internal Revenue Service has indicated that any penalties will be waived.

Recommendation: We recommend that the Council continue to work with the Internal Revenue Service and the auditors on resolving this issue.

Management's Response: We have compiled the necessary information for the Internal Revenue Service to complete their review and will expedite the payment of the back taxes. A deposit of a portion of the tax for the current year has already been made.

100-20-41 Timeliness of Audit Report

Findings: State law requires that the audit report for quasi-public entities be completed within six months of the year end. This audit report was not issued within the prescribed time frame.

Criteria: State law establishes the above six month time frame.

Cause: Due to time limitations and the requirement to compile various information for the Internal Revenue Service, the grantor, and the attorney with respect to various litigations, the Council did not have enough accounting personnel time to perform the above duties and pull information required for the external financial audit.

Effect: The Council was not in compliance with the above state requirement.

Recommendation: We recommend that the Council continue their efforts in the area of financial reporting to include compliance with the state audit requirements. The auditor should be engaged before the fiscal year ends.

Management's Response: The Council has had a change in their accounting personnel and will be focusing their efforts on streamlining their day to day operations in an effort to ensure needed information were easily. We will also attempt to delegate certain accounting functions in order to operate in a more efficient manner and be able to address all of the external reporting requirements.

21. COMPLIANCE FINDINGS - GOVERNMENTAL ACCOUNTING STANDARDS ACT (Continued)

100-98-13 Electronic Video Bingo Activities

finding: It was noted that subsequent to our prior year's fieldwork testing, we were notified by Management that a possible misappropriation of electronic video bingo funds may have occurred. This was reported as a prior year internal control finding regarding the lack of reporting on the financial reports of the funds that had occurred at June 30, 1997 (which subsequently may have been misappropriated). During the current year, this matter was investigated by local law enforcement agencies and has been referred to the local district attorney's office. Criminal proceedings against the employee responsible for these funds has been initiated.

Criteria: Governmental Accounting Standards require certain reporting of possible illegal acts to external parties. Management has properly notified local law enforcement agencies and the local district attorney's office. This finding will also serve to ensure that proper reporting is done in accordance with the above standards.

Cause: It appears that a lack of good internal controls and review procedures may have contributed to the alleged misappropriation of funds but it is not determinable whether it could have been prevented.

Effect: The exact amount of cash that was allegedly misappropriated has not been determined by either the Council or the investigating law enforcement agencies. The financial statements have been adjusted to reflect the prior and current year accounts of cash on hand previously not reported.

Recommendation: Our prior year recommendation was to institute better internal controls over accounting and financial reporting of these funds and this has been addressed by management. Management has also submitted this case for law enforcement action.

Management's Response: We concur with the above finding.

COLLEGE COUNCIL ON AIDS, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
COMPLIANCE AND INTERNAL CONTROL IN ACCORDANCE
WITH ONE CIRCULAR A-113
FOR THE FISCAL YEAR ENDED JUNE 30, 1988

2. INTERNAL CONTROL FINDINGS - ONE CIRCULAR A-113 1988

Note: All of the following internal control findings relate to all of the federal programs listed in Schedule B - Schedule of Expenditures of Federal Funds. The Department of Health & Human Services is the only discharging Federal agency.

HCC 98-1) Accounting Records Adequate (Duplicate of ICE-98-1)

Finding: During our current and prior years' fieldwork testing, the following items were noted:

The Council's current accounting reporting package system does not segregate the General Account by fund/grant. This combination of funds results in the inability to identify expenditures and/or net assets by grant activity without various assumptions being made.

In addition to the OGA General Account, there are five other separate computer general ledgers and are as follows: (a) Birgeaux Café Account, (b) Birge Account, (c) OGA - Birge Account, (d) Utility Assistance Account and (e) Special Programs Account. The latter accounts are adequate for reporting purposes. However, the general account needs to be segregated by fund type. There should be a fund operating fund, and a separate fund for each federal and state grant. This will facilitate the proper reporting of revenue and expenditures by grant as well as segregating the net assets of each grant.

The Council has also not been able to effectively assess its financial status without the preparation of current accounting detail by fund and for all of the accounts. During the year, the Council was not able to prepare a current combined financial report for all activities.

Because the general ledger does not facilitate the recording of expenditures by grant, budgetary to actual comparisons for these budgets adopted by the Council (federal and state funds) were not being performed.

1. INTERNAL CONTROL DEFICIENCY - OMB CIRCULAR A-133 (ICD) (Continued)

Criteria: The Council's process requires certain monthly reports of financial information by grant/fund. In addition, there is not a current allocation of expenditures that benefit more than one fund/grant. Therefore, beneficial grant information is not easily obtainable. In addition, management should be able to assess its financial condition on an interim basis in order to make informed decisions about the operations of the Council. An internal control procedure over federal funds is the periodic monitoring of actual expenditures to approved budget line items. Most grants require approval if budget line items are exceeded by more than a minimal percentage.

Findings: Management has not been able to devote enough attention to resolving the computer reporting problems. There has been a turnover of accounting personnel which has hindered the resolution of the above finding.

Effect: The Council was able to generate the general ledger in audit but unfortunately was unable to accumulate the financial information by grant or to provide for interim combined financial reporting for management. As a result, assumptions were made regarding the allocation of the General Account activity between the various grant funds.

Recommendations: We strongly recommend that priority be given to restructuring the general ledger in order to accumulate the needed information as the disbursements are processed. Attempting to reconstruct after the fact is very time consuming. As in the prior year, we do commend the Council on their efforts to at least generate some type of general ledger in order for the audit to occur.

Management's Response: We concur with the above finding and have elaborated in further detail our planned corrective actions to be taken in our current year's corrective action plan.

(100-98-2) Lack of Documentation of Billing (Duplicate of 100-98-2)

Findings: There appears to be some lack of segregation of duties with respect to the accounting function of the Council. The accounting and chief financial officer are both involved in the cash receipt and disbursement functions yet, at times, during the fiscal year they both prepared the monthly bank reconciliations. The Council had hired a separate individual to perform this function but she was not always assigned the task. These reconciliations were not completed on a timely basis for use of the accounts. There was also no documentation of a review of the reconciliations by the Executive Director or other board member.

1. INTERNAL CONTROL FINDINGS - THE CIRCULAR A-113-1980 (continued)

The Council has a policy of having someone independent of the cash disbursement function mail/deliver the checks, bank register and payroll checks. However, we noted in the current and prior years that the checks are sometimes sent back to the accountant or chief financial officer. These checks should always be mailed by someone independent of the disbursement process and that individual should be aware of the addresses that are being utilized.

Criteria: Proper internal controls require segregation of key accounting functions in order to safeguard the assets of the Council.

Cause: Due to time constraints and work load requirements, it appears that the above functions were performed by the first available qualified employee.

Effect: There is not segregation of duties with respect to the above functions.

Recommendation: We recommend that the Council utilize the accountant hired and who is independent of the cash receipt or disbursement function to prepare the monthly bank reconciliations on a timely basis even if assistance is provided to her in the reconciliation process. This person should receive the bank statement unopened and review the endorsements and signatures present on a random basis. Checks that have been processed should not be returned to employees with any preparation or approval responsibilities. This accountant should also put her initials as preparer on each of the bank reconciliations and then date it when completed. Key reviewer should also initial and date the reconciliations. All reconciliations should be prepared on a monthly basis.

Management's Response: The Council has hired a new chief financial officer whose goal is to delegate bank reconciliation preparations and mail control of completed checks. In addition, the bank reconciliation preparer and chief financial officer will initial and date every bank reconciliation. The executive director or board treasurer will review the reconciliations at least on a quarterly basis.

3. INTERNAL CONTROL FINDINGS - (SEE CHAPTER 8, (12) (10)) (Continued)

1100-98-2) Controls over Fixed Assets (Duplicate of 100-98-3)

Findings: At year end, the Council did not have an updated current list of fixed assets. The grantor requires a listing of fixed assets, which was also not provided before year end. There appears to be a lack of internal control over fixed assets in that the listing is not updated on an interim basis and some assets are being purchased but not listed on the fixed asset listing (i.e. postings to repairs and maintenance).

Criteria: In addition to specific grant requirements to account for fixed assets and report balances periodically, proper internal controls requires that not only a fixed asset listing be maintained but monitored to prevent the unauthorized use of the Council's assets. Any dispositions of the fixed assets must be properly reviewed to ensure compliance with Council policies as well as the more restrictive grant requirements.

Causes: Time constraints limited action taken to update the fixed asset inventory. However, it is noted that the fixed asset listing was updated prior to the issuance of this report.

Effect: Reporting for fixed assets is not as accurate as it should be.

Recommendation: We recommend that the fixed asset listing be updated periodically during the year for additions and deletions and that an annual inventory be taken periodically to prevent the possible misage of these assets. In addition, the grantor should be provided a listing on an annual basis. Accounting personnel should also assist in this monitoring process during the processing of disbursements for not only new assets but improvements which traditionally are treated as repairs.

Management's Response: Subsequent to year end, we were able to update the fixed asset listing and take an annual inventory. This schedule will be forwarded to the grantor by February 15, 2000. This list will also be updated before the start of next year's audit findings.

1. INTERNAL CONTROL FINDINGS - ONE CIRCULAR P-113 (1971) (Continued)(100-88-4) Controls over Allowable and Unallowable Costs

Federal Programs: All programs listed in Schedule B

Finding: During our current and prior year reviews of internal control policies over federal funds, we determined that there was a need for additional guidance for allowable and unallowable costs for grant purposes. While upper management appeared to be aware of which costs are allowable/unallowable, not all of the affected staff were as familiar with these requirements. The Council does not have a list of allowable and unallowable costs created which could provide not only a "quick reference" but a control over which costs are charged to federal programs. In addition, given the change in accounting personnel, it would be appropriate to provide additional training.

Exhibits: The various circulars issued by the Office of Management and Budget (OMB) define allowable and unallowable grant charges.

Cause: This type of listing has not been compiled in the past. Upper management has relied on the grant documents as well as the applicable OMB Circulars regarding "Costs Principles".

Effect: Internal control is not as complete as it could be. There is a possibility that unallowable costs would be charged to a federal program. As a note, the current general ledger system does not specifically identify to which program a disbursement is charged but this finding will be addressed separately by the Council.

Recommendation: For ease of use, we recommend that the Council develop a list of allowable and unallowable costs which can be distributed to all accounting personnel and grant specialists. This list can be created/modified from various OMB published documents and the grant documents themselves.

Management's Response: As recommended by the auditors, the Council will develop a list of allowable and unallowable costs to be used by accounting personnel and grant specialists. This list will be used as a control over costs.

11. COMMERCIAL FINANCIAL - ONE CIRCULAR B-119 1991

The following finding relates to all of the grants received from the Department of Health & Human Services which was passed through the Department's office of Elderly Affairs.

100-66-21 Required Reporting to Council

Federal Programs: All programs listed in Schedule B

finding: The Council is required to submit monthly reports of the Office of Elderly Affairs (OEI) regarding financial activity as well as service accomplishments during the month.

We noted that the monthly financial reports by month could not be reconciled to the general ledger that was the basis for the audit. The general ledger was reconstructed after year end in order to provide a starting point for the audit. Therefore, the audited general ledger was not the source for previous monthly financial reporting to the state. Management stated that these reports were pulled from "available" information but that it would not reconcile to our audited general ledger. As a result, we did not perform any additional procedures except to inquire about the existence of hard copies of these reports and supporting documentation. We were informed that the Council only had May, 1990 report and that other monthly reports transmitted as well as the supporting documentation could not be located. We did test the service reporting on the monthly reports but not the financial information.

Criteria: The Office of Management and Budget (OMB) Circular B-119 and the grant documents require the reporting of financial information.

Cause: Accounting information has been "unavailable" since the fiscal year ended June 30, 1990. Financial information postings to the old computer system were done for current monthly totals but not for year to date totals. In addition, current budget allocation percentages were not entered so any monthly report would still not be completely accurate as to fund allocations. The Council did reconstruct a new general ledger as of June 30, 1990 on another computer system. To generate this ledger, they reconstructed the entire yearly information available. Since the ledger used for audit purposes was constructed after the fact, the lesser reports were prepared utilizing other information; therefore management stated initially that the two would not reconcile. In addition, as stated previously, the new general ledger does not report the funds by grant.

10. COMPLIANCE FINDINGS - ONE CIRCULAR A-119 1979 (Continued)

Finding: The Council is not in compliance with the specific guidelines of the Office of Elderly Affairs and One Circular A-119.

Recommendation: With respect to the monthly financial information, it is imperative that the Council implement a financial reporting system (general ledger) that will facilitate the reporting of financial information on a grant by grant basis. The monthly state reporting would then be based on information which will be used to compile the financial statements which will, in turn, be the subject of the annual audit. The monthly general ledgers need to generate the reports should be maintained along with the copies of the state reports for future reference. A reconstitutions of the year to date general ledger activity to the year to date monthly state reports should be performed periodically to ensure that the two are in agreement before the audit begins.

Management Response: After the completion of this audit, we will be working with the auditor as a consultant to advise on locating and implementing a new computer system which will meet the reporting needs of the grantor and the Council. Until the software is implemented the Council will enter new budget allocation percentages for the six month budget beginning in January, 1980 and will prepare the monthly grantor reports from a printed general ledger. Adjustments to reflect current budget allocations for the first six months of the 89-90 fiscal year will have to be made.

COUNCIL'S FINANCIAL VOLUNTARY COUNCIL OF AGENCIES, INC.
FORMS OF 1988 MUST BE USED FOR ALL REPORTS
FOR THE YEAR ENDED 1988 OR 1989

Below you will find a summary of the findings that resulted from previous years' financial related audits of the following public voluntary councils on Aging (local). 1988 comments that were not reflected as "resolved" on the 1987 report are updated below. All 1987 comments have been listed with the corresponding status of each.

Corrective
Action/Status

Ref. No.	Issue	Participation of Council	Financial Collection Action
100-97-3 10-2	4/10/88 4/10/88	<u>INTERNAL CONTROLS - ENVIRONMENTAL SERVICES</u> Accounting records adequate (The Council failed to maintain proper accounting records.)	After employing a couple of accountants who have since left, the Council hired a CPA as their Chief Financial Officer who will work with the auditors to obtain a reference program that will facilitate the type of fund accounting as they wish progress and funding sources can be identified and accounted for in terms of revenues and expenditures. The current goal is to implement the new software by April, 1989 and perhaps run it parallel with the old software until the new fiscal year begins. In the meantime, new budget allocations have been entered into the current software to provide interim fund allocations. This was done in January, 1989. Other comments from the last report have been addressed.
100-97-3 10-4	4/10/88 4/10/88	The Council did not maintain controls over revenue. Controls of Cash, Preparing the Council did not maintain adequate controls over disbursements.	Not Applicable The Council will reiterate that no revenues are paid without prior approval from the Director. Policy cash disbursements are made only from cash receipts submitted and approved for payment. No money is to be disbursed for a bill until he made after covering are attached to it, received with purchase orders, and submitted for review first to the Board President Officer and then to the Director. Other comments from the last report have been addressed.

File #	Requester	Subject	Response Date	Response	Disposition
100-87-3	6/10/97	GOVERNMENT ADDITIVE STRENGTHS LACK OF REGISTRATION OF SUCRES The Council did not maintain adequate registration of sucres over disbursements.	6/10/97	THIS PROCESS IS NOT AS COMPLETE AS IT SHOULD BE AT THIS TIME, HOWEVER, THE COUNCIL HAS EMPLOYED AN INDIVIDUAL WHO USES ON A DAILY BASIS, RECOGNIZES THE BANK ACCOUNTS, WHO IS SEPARABLE FROM THE ACCOUNTANT OR CHIEF FINANCIAL OFFICER. OTHER COMMENTS FROM THE 1996 REPORT WERE ADDRESSED BY THE COUNCIL.	Completed
100-87-3	6/10/97	Council Over Budget Areas	6/10/97	THE COUNCIL WILL CONTINUE TO UPDATE ITS BUDGET SERIAL STATE. WE WILL ALSO KEEP A CLOSE WATCH THERE WHERE WE WILL PLACE A COPY OF THE INVOICE FOR ALL BUDGET ASSIST REQUESTS WITH DOCUMENTATION APPROVAL. NO ASSIST WILL BE DISBURSED WITHOUT DOCUMENTED BOARD AND GOVERNOR APPROVAL (IF APPLICABLE). A REVIEW WILL BE PERFORMED ON THE NEXT WEEK OF DECEMBER AND THE LAST WEEK OF JUNE TO CHECK IF THE INVENTORY IS CORRECT AND PROPER INVENTORY COVERAGE IS BEING HELD.	Received
100-87-3	6/10/97	Procurement Policy	6/10/97	THE COUNCIL IS CURRENTLY USING A PURCHASE ORDER SYSTEM FOR ITS SUPPLY PURCHASES.	Received
100-87-3	6/10/97	Arrell Gamella The council did not maintain adequate contracts over payroll	6/10/97	THE APPLICABLE	Received
100-87-3	6/10/97	Councils over Electronic Video tape activities	6/10/97	WE WILL HAVE TO IMPROVE ELECTRONIC OVER RECONCILIATION PROCEDURES FOR BUDGET SUCRES REPORTS WITH THE STATE POLICE REPORTING AND GOVERNOR ORDER REPORTING. WE HAVE ORDERED THE FINDING RELATED TO THE REPORTING OF ALL VIDEO EXPENSE ON THE STATE POLICE REPORTS AND IMPROVED MONITOR, OVER ACCOUNTING AND REPORTING OF ELECTRONIC VIDEO BUDGET FUNDS.	Serial

Ref. No.	Fiscal yr. Ending	Anticipation of Finding	Planned Corrective Action	Corrective Action, 1980s
88-03	6/30/79	<p>INDEMNITY CORRECT - GOVERNMENT ACCOUNTING PROCEDURES</p> <p>The Council did not adequately assess this fund.</p>	<p>Planned corrective action - GOVERNMENT ACCOUNTING PROCEDURES</p> <p>The Council did not adequately assess this fund.</p>	<p>Received</p>
88-03	6/30/79	<p>COMPLIANCE - GOVERNMENT ACCOUNTING PROCEDURES</p> <p>The Council advanced and passed funds in violation of Council policy.</p>	<p>Planned corrective action - GOVERNMENT ACCOUNTING PROCEDURES</p> <p>The Council advanced and passed funds in violation of Council policy.</p>	<p>Received</p>
88-07-1 88-8	6/30/79 6/30/79	<p>BUDGET ADOPTION</p> <p>The Council failed to adopt budgets for some funds.</p>	<p>Budget Adoption</p> <p>The Council failed to adopt budgets for some funds.</p>	<p>Received</p>
88-07-2 88-14	6/30/79 6/30/79	<p>BID PROCESS/PROCUREMENT PROCESS</p> <p>The Council did not comply with the Louisiana Public Bid Law.</p>	<p>Bid process/procurement process</p> <p>The Council did not comply with the Louisiana Public Bid Law.</p>	<p>Received</p>
88-07-3	6/30/79	<p>DEFERRED REVENUE SERVICE - FILING REQUIREMENTS FOR NON-IFER-PROFIT ORGANIZATIONS</p>	<p>Deferred Revenue Service - Filing Requirements for Non-Ifer-Profit Organizations</p>	<p>Partial</p>
88-09-4	6/30/79	<p>TIMELINESS OF AUDIT REPORT</p>	<p>Timeliness of audit report</p>	<p>Partial</p>
88-09	6/30/79	<p>THE COUNCIL FAILED TO COMPLY WITH THE OMB RELATING TO STATE PRELIMINARY SERVICES FUNDS.</p>	<p>The Audit Instructive Services Program is no longer a program of COOL. OMB is now the administering.</p>	<p>8/8</p>

Ref. No.	Final Tr. Number	Summary of Finding	Management Action	Corrective Action Taken	
CC-97-4	6/18/97	Monitoring of Article III-C Contract with Health Service Provider		No exceptions were noted in the current year contract with the vendor provider.	Resolved
CC-97-5	6/18/97	Monitoring of Article III-B Contract with Midway Center Service Provider		The Council no longer has this contract.	N/A
CC-97-6	6/18/96	The Council failed to monitor subsequent.		As of January 1, 1997, CSM does not carry an MSA contract. Therefore, this does not apply.	N/A
MANAGEMENT LETTER RECOMMENDATIONS					
MS-97-1	6/18/97	In-Kind Service and Expedited Documentation		The Council has captured some of the in-kind documentation but has not institutionalized reporting.	Partial
MS-97-2	6/18/97	Credit Risk Exposure		In July, 1996 the Council bank did judge the appropriate collateral but a pledged security agreement was not executed yet.	Partial
MS-97-3	6/18/97	6/18/96	Minutes of the Board of Directors The Council failed to maintain timely written minutes of board meetings.	Prior year recommendations were implemented.	Resolved
MS-97-4	6/18/97	Preparation of Form 1099		A system for tracking these payments has not yet been implemented but there were no correct year exceptions noted.	Partial
MS-97-5	6/18/97	Approved Notice of Disbursement		No corrections were made to the documentation over time; and payroll benefit additional policies need to be adopted regarding disbursements for emergency and payroll.	Partial
MS-97-6	6/18/97	Management of Computer Back-up files		The recommendations was implemented.	Resolved

<u>Def. No.</u>	<u>Period</u>	<u>Description of Finding</u>	<u>Planned Corrective Action</u>	<u>Corrective Action Status</u>
MS-00-1	8/13/97	stoppage cash reconciliations of sales and Sales Tax Reporting	In 1996, the Commit has addressed the issues of reconciliations of daily cash receipts to the general ledger and monthly sales tax returns.	Partial
MS-00-2	8/13/97	reconciliation of awarded Transfers	The Commit will review their procedures regarding and reporting of these fund transfers. Some of the other fund activity items addressed in 1996.	Partial
MS-00-3	8/13/97	Training for compliance with Federal Civil Rights Requirements	The previous recommendations were implemented. Required	Completed
MS-00-4	8/13/97	The Council did not fully comply with the civil rights		
MS-00-10	8/13/97	Review of telephone/inquiry usage	The previous recommendations were implemented. Required	Completed



CHICAGO CEMENT CO. ACQUIS. INC.
COMPENSATION FOR BOARD MEMBERS
FOR THE YEAR ENDED JUNE 30, 1998

During the fiscal year ended June 30, 1998, no per diem payment or other compensation payments were made to board members. However, business expenses were reimbursed on an actual basis to certain board members and the Executive Director.

COLLEGE COUNCIL ON AIDS, INC.
EXIT CONFERENCE
FOR THE FISCAL YEAR ENDED JUNE 30, 1989

A preliminary exit conference was held with Mr. Fred Caraway, Executive Director, Mr. Edith Clark, Board Treasurer, and Mr. Harold Young, Chief Financial Officer on January 27, 1989 to discuss the audit and the report drafts.



GUS SCHRAM & CO., Ltd.

A REGISTERED COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Directors
Calcasieu Parish Voluntary Council, an Aging, Inc.
Lake Charles, Louisiana

We have audited the financial statements of Calcasieu Parish Voluntary Council, an Aging, Inc. as of and for the year ended June 30, 1999, and have issued our report thereon dated January 27, 1999, which was qualified due to the omission of the Year 2000 disclosures that are required by Governmental Accounting Standards Board Technical Bulletin 99-3, Disclosures about Year 2000 Issues. We considered 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.

Compliance

As part of obtaining reasonable assurance about whether the Calcasieu Parish Voluntary Council, an Aging, Inc.'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 was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying Schedule IV as items 00-00-1 through 00-00-5. We also noted certain immaterial instances of noncompliance that we have reported to management of the Council in a separate letter dated January 27, 1999.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Calcasieu Parish Voluntary Council, an Aging, Inc.'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. However, we noted certain matters

involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the reliability of the voluntary consent on Aging, Inc.'s ability to receive, process, administer and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the Schedule No. as items ICG 99-1 to ICG 99-3.

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, could not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider all of them to be material weaknesses. We also noted other matters involving the internal control over financial reporting that we have reported to management of the Council in a separate letter dated January 27, 1999.

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

Wes Schramm, C. A. G.

JANUARY 27, 1999



**REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO MAJOR FEDERAL PROGRAMS AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH ONE CIRCULAR A-113**

To the Board of Directors
Calcasieu Parish Voluntary Council on Aging, Inc.
1646 Challice, Louisiana

COMPLIANCE

We have audited the compliance of the Calcasieu Parish Voluntary Council on Aging, Inc. with the types of compliance requirements described in the P. S. STATE OF MANAGEMENT AND BUSINESS ONE CIRCULAR A-113 Compliance Supplement set in the general department that are applicable to each of its major federal programs for the year ended June 30, 1988. The Calcasieu Parish Voluntary Council on Aging, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs immediate to. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Calcasieu Parish Voluntary Council on Aging, Inc.'s management. Our responsibility is to express an opinion on the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and ONE CIRCULAR A-113, Audits of States, Local Governments, and Non-Profit Organizations. These standards and ONE CIRCULAR A-113 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance with these requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance with these requirements.

As described in Schedule 90 to Item 99-23, the Calcasieu Parish Voluntary Council on Aging, Inc. did not comply with requirements regarding reporting requirements that are applicable to its Title III-B programs of the Department of Health and Human Resources. Compliance with such requirements is necessary, in our opinion, for the Calcasieu Parish Voluntary Council on Aging, Inc. to comply with requirements applicable to the Title III-B programs.

In our opinion, except for the noncompliance described in the preceding paragraph, the Calcasieu Parish Voluntary Council on Aging, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1988.

Internal Control Over Compliance

The management of the Calcasieu Parish Voluntary Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audits, we considered the Calcasieu Parish Voluntary Council on Aging, Inc.'s internal control over compliance with requirements that would have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular 3-333.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the Calcasieu Parish Voluntary Council on Aging, Inc.'s ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in Schedule 96 to Item 99-23-2 to 106-23-1.

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 noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all weaknesses in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider all of them to be material weaknesses.



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

Blas Schwandt Cochran

January 27, 1999



GUS SCHRAM & CO., Ltd.

certified public accountants
Certified Public Accountants

Chartered Accountants

To the Board of Directors
Calaisseau Parish Voluntary Council on Aging

In planning and performing our audit of the general purpose financial statements of Calaisseau Parish Voluntary Council on Aging for the year ended June 30, 1988, we considered the Council's internal control to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control.

However, during our audit we became aware of several opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. This letter does not affect our report dated January 27, 1988 on the general purpose financial statements of Calaisseau Parish Voluntary Council on Aging.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Council personnel, and we will be pleased to discuss in as further detail as your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendations. A copy of this letter will be provided to the Legislative Auditor.

Gus Schram & Co. Ltd.

January 27, 1988

MANAGEMENT LETTER FINDINGS AND RECOMMENDATIONS

IM-89-3 and

87-1) In-kind Revenue and Expenditures Documentation

Finding: The Office of Elderly Affairs asked the Council to record in-kind revenue or expenditures on their financial statements in order to properly reflect values assigned to volunteer services received, facility space used at no charge, or various supplies, etc. donated free of charge. This information is also reported during the budget phase of executing new grant documents. Currently, the Council does not have a system in place to record the receipt of the above items and the assignment of a value to each item.

Recommendation: We recommended that Council assign this function to one employee and properly train that employee as to the documents that will be required in order to reflect this activity not only on the grant documents but on the year end annual financial statements.

Current Status: Centralization of this reporting process has not yet taken place, therefore our recommendation above is still applicable.

IM-89-2 and

87-2) Credit Risk Exposure

Finding: The Council had a credit risk exposure related to the bank balances. The credit risk exposure is a result of the bank balances for the period in question exceeding the FDIC limit of \$100,000. FDIC will pay each depositor \$100,000 for all of its accounts if any accounts are separated if (or for some reason the bank is unable to remain operational). In December, 1989, the Council's bank balance in five accounts maintained with this financial institution were \$218,764. This created a potential loss of \$118,764.

Recommendation: We recommended that the Council either: (i) transfer funds to another financial institution in order to keep the total deposits with any one financial institution below the FDIC coverage or (ii) correspond with the financial institution regarding executing the necessary documentation to have the accounts collateralized with pledged securities. These securities would be placed with a third party for "interdepositing." They would be pledged to the Council for deposits in excess of the FDIC limit so that in the event the financial institution is no longer operating, then the pledged securities could be a source of payment for the excess deposits. State law requires all public funds to be fully insured with FDIC coverage or have securities pledged for those excess amounts.

Management Letter Findings and Recommendations (Continued)

Current Status: There was credit risk exposure for the months of March, 1998 and June, 1998. The financial institution in question did pledge collateral in July, 1998 but a written security agreement for that pledge was to be executed in January, 1999. We recommend that the Council verify that this agreement is executed and that proper monitoring be performed on a monthly basis.

DL 98-3 and

97-4) Preparation of Internal Revenue Service Form 1099-Miscellaneous Income

Finding: During our various expenditure testing, we noted that two individuals should have received Form 1099s for 1997. The penalty for failure to file Form 1099 is \$50 per statement. This amount can be increased to \$100 if there is intentional disregard of the above requirements.

Recommendation: We recommended that the Council develop a system for tracking payments to "unincorporated entities" to ensure that any cumulative yearly amount in excess of \$500 is properly reported to both the recipient and the Internal Revenue Service and that gambling winnings are also appropriately reported and reported consistently.

Current Status: While we did not note any specific instance of failure to file Form 1099 for the current year, we do note that the 1997 Form 1099s could not be located and there is no control system for tracking these payments during the year. We continue to recommend that a monitoring system be established.

DL 98-4 and

97-5) Improved Review of Disbursements

Finding: During our testing of 1997 disbursements, we noted that a meal allowance of \$12 was given to an employee who returned home before 5:00 p.m. The Council's current travel policy states that a dinner allowance will be provided if the employee does not return until after 5:00 p.m. We also noted that payroll in the amount of \$97.50 was paid out of petty cash.

Recommendation: We recommended that the Council have all employees review the respective travel policy to ensure that everyone is informed about the allowable costs. With respect to the comment regarding payroll, the Council should instruct all applicable employees that no payroll should be processed outside the normal disbursement routine and that all "extra work performed" be scrutinized for both allowability and reasonableness.

Management Letter Findings and Recommendations (Continued)

Current Status: During the current year, we noted that there was one disbursement to an employee approved by the board of directors which was not recorded on the payroll system. The payroll reports were amended to reflect this disbursement. In addition, there were two payments for consulting services (of a very minor amount) to an employee that were properly approved. We remind the Council that all payroll should be entered on the payroll system with no exceptions. As to consulting payments to employees, we recommend that the Council continue to clearly specify and document these payments, even possibly adopting a policy prohibiting this practice.

PL-88-8 and

87-7) **Business Cafe Reconciliation of Sales and Sales Tax Reporting**

Findings: The Business Cafe has cash registers that print out receipts daily which are used in the reconciliation of cash on hand to cash register receipts. The Cafe Manager is responsible for the reconciliation. The deposit is then made based on this reconciliation. The sales tax reports are prepared from the bank deposit information. We noted that the bank reconciliation sheet has a deduction for miscellaneous items paid with cash on hand. Since the sales tax reports are prepared from the deposits (after deduction for miscellaneous expenses), it appears that the sales were understated on the returns.

Recommendation: We recommended that (1) the Business Cafe Manager sign the reconciliation as the responsible employee, (2) that any cash payments be limited (for emergency situations only) (check disbursements should be used when possible) and (3) the procedure for the calculation of sales tax needs to be modified to correctly reflect the gross sales before any deductions.

Current Status: We noted during the current year that cash payments were limited. However, we were not able to reconcile with complete accuracy the reported sales per the tax returns from the daily cash receipts. It still appears that the cash payments are not excluded from gross sales and therefore the sales are understated. We also recommend that documentation be maintained for sales reported on the monthly sales tax returns to provide for easier reconciliation.

PL-88-8 and

87-8) **Reconciliation of Interfund Transfers**

Findings: It was noted during the prior year testing that the interfund transfers and the unfund accounts did not balance. The Council's accountant was able to review the accounting records and reconcile the above subsegment to year end.

Management Letter Findings and Recommendations (Continued)

Recommendation: We recommended that a reconciliation of all transfers be completed on a monthly basis to ensure proper reporting of fund activity.

Current Status: The deferred accounts were still not in balance. We have discussed the following recommendations with the Council: (1) All transfers should be made via check disbursement with proper explanation attached for approval. (2) The Council should consider a monthly transfer from the Ringo Fund to the General Fund in order to provide cash needs and still reduce record keeping requirements. (3) ADDITIONAL review is required to ensure that DIRECT deposits of the three business units (Ringo, Electronic Video Ringo and Cash) are paid out of the respective fund. Reimbursement should be made monthly if corrections are needed. (4) An allocation of indirect costs should be made on a monthly basis until new software is purchased which will account for all activities. (An allocation for the fiscal year ended June 30, 2008 was made.) (5) Payroll transfers should be made at the time of the payroll and for the amount of the payroll.

IME-08-03 CONTROL OVER ELECTRONIC VIDEO RINGO ACTIVITIES

Finding: During our current and prior year testing of electronic video Ringo revenues we attempted to reconcile reports printed from the video Ringo machines (which are used to prepare reports sent to the State Police) to the revenues recorded in the general ledger. We could not reconcile this by an immaterial amount. We noted that there were no reconciliations of this nature being performed. We do note that management has instituted better internal controls to ensure that the money received from the machines are properly controlled. However, the above reconciliation on a monthly basis would enable an individual to better assess the reporting of this income.

Recommendation: We recommend that the Council assign this reconciliation responsibility to one individual who will compare the revenues per the general ledger to the amounts reported to the state police.

IME 08-07 Procurement Policy (Purchase Orders)

Finding: As reflected in our compliance finding IME 08-01 this process, the Council did not comply with the state law regarding the purchase of materials and supplies pursuant to a advertised, written bid opening. In addition to this finding, we noted that the Council has a policy requiring the use of purchase orders for materials and supplies purchased on a non-routine basis and in the prior year no purchase orders were located. We noted in the

Management Letter Findings and Recommendations Continued

current year audit that purchase orders were being utilized and the Council is to be commended for this improvement. However, we did note at least five of the initial sample of sixty disbursements probably should have had a purchase order but one was not located.

Recommendation: We recommend that the Council continue remaining on the alert for the internal requirement to use purchase orders.

(PL 88-9) **Controls of Disbursement Processing**

Finding: We note that improvements in this area have been made over the prior year. However, the following items were still noted during our fieldwork testing for disbursements:

- (I) The Council could not locate supporting documentation (vendor invoices, etc.) for 7 of 128 disbursements selected for testing. Four of these seven were for fringe benefits required to be paid during each fringe session sponsored by the Council. Disbursements for fringe benefits should be documented in some type of format that reflects the actual performance of the service. We note that this process was implemented in July, 1989. There were also 17 of 128 disbursements for which we could not locate evidence of approval, even though we do recognize that the Executive Director does sign the majority of the check disbursements. We do note that those accounts were not material to the financial statements.
- (II) There were several instances whereby the Council was paying from vendor statements as opposed to vendor invoices. This resulted in the duplication of payments for several invoices. It appears that more attention to the filing of invoices daily would be beneficial in order to assess the payment status on vendor statements (to prevent the duplicate payment of invoices) as well as preventing any misplacement of the invoices. Continuing the practice of canceling the invoices when paid (i.e. stamping the invoice "paid") will provide additional audit reference. We do note that the majority of disbursements reviewed were marked "paid." The amounts noted above were not material to the financial statements.

Management Letter Findings and Recommendations (Continued)

- (13) Disbursements for hotel accommodations should be supported by the actual hotel bill. Other supporting documentation can be added such as the brochure, etc. but should not take the place of the vendor bill.
- (14) When executing the lease agreements for the new computers it was noted that sales tax was used in the computation of the monthly lease amount. The Council is exempt from sales tax and therefore should not be paying any sales tax.

Proper internal controls require that certain procedures be in place to ensure that expenditures are allowable. These procedures include obtaining the proper supporting documentation and requiring that the documentation be properly approved, canceled and filed to prevent duplicate payments.

Recommendation: As in the prior year, we recommend that the Council require all disbursements to have proper, sufficient documentation for each portion of the total disbursement and that approval signatures be placed on the face of the documentation. Disbursements should not be processed or signed without this documentation. To prevent duplicate payments, the Council should establish a policy that statements should be accompanied by invoices, even if the vendor has to fax over the respective invoice that supports the statement. Statements do not always identify the service or product received. Approval can not be given if the service or product received is not apparent. Filing of this supporting documentation should be done as quickly as possible after disbursement so that future referrals may be made.



Calcasieu Parish Voluntary Council on the Aging, Inc.

Toni Conway, Executive Director

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Lake Charles, Louisiana 70601

(504) 474-0200 • (504) 474-0070 • Fax: (504) 474-0202



CALCASIEU PARISH VOLUNTARY COUNCIL ON AGING CORRECTIVE ACTION PLAN FOR THE YEAR ENDED JUNE 30, 1998

The following corrective actions will be taken with respect to the findings and recommendations made in the audit report for the year ended June 30, 1998.

INTERNAL CONTROL - GOVERNMENT AUDITING STANDARDS

ICC-98-1 Accounting Records Adequacy

The Council has hired a CPA as their Chief Financial Officer in January, 1999. He will work with the auditors, who together will advise the Council as to a new software package that will facilitate the type of fixed accounting required. With the new software, each program funding source should be easily identifiable and accounted for in terms of both resources and expenditures. The current goal is to implement the new software by April, 1999 and perhaps run it parallel with the old software until the new fiscal year begins. In the meantime, new budget allocations have been entered into the current software package to provide interim fund allocations. This was done in January, 1999.

ICC-98-2 Lack of Segregation of Duties

As stated above, the Council has hired a new Chief Financial Officer and her goal, as already demonstrated by her, will be to delegate accounting tasks to other accountants. One of these tasks will be the preparation of the bank reconciliations. These reconciliations will be initiated by both the preparer and reviewer (Chief Financial Officer). The Executive Director or Board Treasurer will then review these reconciliations on at least a quarterly basis. Distribution of checks after signature will be assigned to someone other than the person preparing the disbursements. These procedures will be implemented immediately.

ICC-98-3 Controls over Fixed Assets

Subsequent to year end, we were able to update the fixed asset listing and take an actual inventory. This schedule will be forwarded to the grantor by February 15, 1999. The Council will also continue to update its fixed assets by keeping a separate fixed asset folder where a copy of any invoice for fixed asset purchases will be placed by future reference when updating the inventory. A review will be performed on the last week of December and last week of June to check if the inventory is correct and proper insurance coverage is being held.

Continuation of Corrective Action Plan

COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STANDARDS

CG-88-1 Budget Adoption

Beginning in January, 1999, the Council has adopted a budget for all funds of the Council (including legal and proprietary funds) and will attempt to monitor the budget for any amendments. This monitoring, however, will be dependent on the corrective action discussed in CG-88-1 above. (A six month budget for July, 1999 to December, 1997 for grant funds was prepared and submitted to the grantor.) The advertising of the budget will have to be implemented with the next fiscal year's budget adoption.

CG-88-2 Bid Process

During the year the Council has obtained either quotes or bids on the various purchases. However, we do note that the advertisements for the bids were not complete. We will review the applicable statutes again and attempt to correct this situation on future bids. The purchase of Café food was done based on vendor price lists received but we will attempt to formalize this process during our next bid process.

CG-88-3 Internal Revenue Service Filing Requirements for Not-for-Profit Corporations

We are still working with the auditors and the Internal Revenue Service agent on the issue of unrelated business taxable income. We have already compiled the majority of the information requested by the agent to complete her review and we will expedite the payment of these taxes upon completion of the audit. We have already made a portion of the deposits required for taxes related to the fiscal year ended June 30, 1998. We hope that this issue will be resolved by the end of June 30, 1999 but recognize that it is somewhat dependent on the Internal Revenue Service agent.

CG-88-4 Timeliness of Audit Report

Every effort is being made by the Council to comply with the requirement that the annual audit be completed within six months after the year end closing. We also hope that the hiring of the new Chief Financial Officer will enable the accounting department to streamline its various functions/services to enable them to more efficiently handle outside sources of requests for information. We also anticipate that having current financial information posted by the end of this fiscal year will also reduce the time requirements that we spend in preparing for the audit and thus enable the auditors to begin their work sooner.

(Continuation of Corrective Action Plan)

CG-98-5 Electronic Video Rings Activities.

We have already taken the necessary steps with respect to notifying the local law enforcement agencies and the district attorney's office regarding the possible misappropriation of funds. We have reviewed the internal controls over this area and instituted better review and reporting of this activity.

INTERNAL CONTROL FINDINGS - OMB CIRCULAR A-133

ICC-98-1 Accounting Records Adequacy

See our response to ICG-98-1 above.

ICC-98-2 Lack of Segregation of Duties

See our response to ICG-98-2 above.

ICC-98-3 Controls over Fixed Assets

See our response to ICG-98-3 above.

ICC-98-4 Controls over Allowable and Unallowable Costs

We will attempt to develop a list of allowable and unallowable costs to be used by both the accounting department during the disbursement approval and posting process as well as by the grant specialists when initially determining whether a particular cost should be incurred. The Chief Financial Officer will work with the grant specialists to draft this list and hopefully will be completed by June 30, 1999.

Continuation of Corrective Action Plans

COMPLIANCE FINDINGS - OMB CIRCULAR A-133

CC-98-1 Required Reporting to Grantor

As discussed above, we will be working with the auditors as a consultant to advise us on locating and implementing a new computer system which will meet the reporting needs of both the grantor and the Council. As an temporary solution until the new software is implemented, we have already entered the majority of the new budget allocation percentages for the six month budget beginning in January, 1999. We anticipate using the revised general ledger system for reporting to the grantor for January, 1999 activity. A copy of the general ledger used will be maintained with the copy of the report transmitted to the grantor for use with the next audit. Adjustments to reflect the budget allocations for the six month period ended December 31, 1998 will have to be made. We anticipate having these adjustments calculated before the end of the current fiscal year.

MANAGEMENT LETTER RECOMMENDATIONS

ML-98-1 In-Kind Revenue and Expenditure Documentation

The Public Relations Specialist has been assigned the responsibility of gathering monthly information related to in-kind revenue and expenditures for her department as well as the coordinators at our four union centers effective in January, 1999. The Chief Financial Officer will then make monthly entries into the general ledger system to properly reflect the value of in-kind expenditures.

ML-98-2 Credit Risk Exposure

The Chief Financial Officer will correspond with the financial institution regarding the execution of a written pledged security agreement by February 15, 1999. Another accountant will also begin preparing a monthly analysis of the adequacy of the pledged collateral beginning in January, 1999. The Council started receiving the monthly pledge securities report from the financial institution in July, 1998.

(Continuation of Corrective Action Plan)

- MI-98-3 Preparation of Internal Revenue Service Forms 1099-Miscellaneous Income
- We have decided that beginning in February, 1999, the reporting related to bingo activities will be prepared and issued at the time that the winnings are disbursed. This reporting will be done by the Bingo Hall Manager. In addition, we will create a new filing system to capture individual payments for services paid that will be subject to 1099 reporting. This filing system will be implemented beginning in March, 1999.
- MI-98-4 Improved Review of Disbursements
- We will adopt a policy prohibiting the payment of additional compensation to existing employees at the February, 1999 board meeting. This policy will then be distributed to all current employees. In addition, the accounting department has been reminded that all disbursements to employees for payroll related services must go through the payroll system.
- MI-98-5 Bingo Hall Cash Reconciliations of Sales and Sales Tax Reporting
- We have already prepared a reconciliation of the daily cash receipts to the monthly sales tax return for the January, 1999 reporting period. Sales were reported at gross amounts and cash payments were reported correctly on that return. This wrap will be used to verify the general ledger posting as well as being attached to the actual sales tax return.
- MI-98-6 Reconciliation of Interfund Transfers
- We have already implemented a policy of requiring all transfers to be executed with a check beginning on January 1, 1999. In addition, indirect costs are already being adjusted on the January, 1999 financial information and the Chief Financial Officer will review the propriety of disbursements by fund type. Monthly budget allocations of Bingo transfers will begin no later than March, 1999 and the reporting of transfers for payroll amounts will be reviewed and procedures adopted accordingly.
- MI-98-7 Controls over Electronic Video Bingo Activities
- The Chief Financial Officer is currently reviewing the procedures over the reporting of this activity to (1) obtain an understanding of the process and (2) to develop a procedure to reconcile the gross income to the general ledger. We have already reviewed the controls over this activity and made the needed changes.

(Continuation of Corrective Action Plan)

411-98-8 Procurement Policy (Purchase Orders)

The accounting department will attempt to review all disbursements for the need to have a purchase order attached to the disbursement information. This review is expected to be implemented in February, 1968. We will also remind the staff of the internal requirement to obtain a purchase order before an expenditure is incurred.

411-98-9 Control of Disbursement Processing

We will reiterate that no invoices are to be paid without prior approval from the Director. We will also implement an accounts payable procedure whereby the disbursement for a bill will be made after invoices are received, verified with the purchase orders, and submitted for review to the Chief Financial Officer then the Director. This procedure and review should effectively eliminate the majority of recommendations noted.

Sincerely,


Mr. Joseph Lawrence, Executive Director