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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

ANNUAL FINANCIAL REPORT

JUNE 30, 1998

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.

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MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana

We have audited the accompanying general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc., as of and for the year ended June 30, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the Claiborne Voluntary Council on Aging, Inc., 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 *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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

In accordance with *Government Auditing Standards*, we have also issued a report dated October 29, 1998, on our consideration of the Claiborne 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.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining and individual fund and account group financial

statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc. The accompanying schedule of priority services and schedule of expenditures of federal awards are presented for purposes of additional analysis and are not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

Jamieson, Wise & Martin

Minden, Louisiana  
October 29, 1998

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## REPORT 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  
Claiborne Voluntary Council on Aging, Inc.  
Homer, Louisiana

We have audited the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc., as of and for the year ended June 30, 1998, and have issued our report thereon dated October 29, 1998. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether Claiborne Voluntary Council on Aging, Inc.'s general purpose 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

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

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

Jamieson, Wise & Martin

Minden, Louisiana  
October 29, 1998

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)**



CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

June 30, 1998

With Comparative Totals for June 30, 1997

	Governmental Fund Types		Account Groups			Total (Memorandum Only)	
	General	Special Revenue	General Fixed Assets	Long-term Debt	1998	1997	
<b>ASSETS</b>							
Cash in banks	\$ 1,847	7,643	-	-	9,490	8,640	
Accounts receivable	309	6,516	-	-	6,825	6,144	
Prepaid expenditures	-	1,900	-	-	1,900	1,899	
Due from other funds	-	1,266	-	-	1,266	2,631	
Fixed assets	-	-	90,271	-	90,271	89,702	
Amount to be provided for retirement of general long-term debt	-	-	-	12,016	12,016	18,741	
Total assets	\$ 2,156	17,325	90,271	12,016	121,768	127,757	
<b>LIABILITIES, FUND EQUITY, AND OTHER CREDITS</b>							
<b>Liabilities</b>							
Accounts payable	\$ 151	7,547	-	-	7,698	239	
Due to funding agency	-	1,114	-	-	1,114	1,283	
Due to other funds	-	1,266	-	-	1,266	2,631	
Notes payable	-	-	-	11,030	11,030	16,680	
Obligation under capital lease agreement	-	-	-	986	986	2,061	
Total liabilities	151	9,927	-	12,016	22,094	22,894	
<b>Fund equity and other credits</b>							
Fund balances - unreserved	2,005	7,398	-	-	9,403	15,161	
Investment in general fixed assets	-	-	90,271	-	90,271	89,702	
Total fund equity	2,005	7,398	90,271	-	99,674	104,863	
Total liabilities, fund equity, and other credits	\$ 2,156	17,325	90,271	12,016	121,768	127,757	

Exhibit A

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 ALL GOVERNMENTAL FUND TYPES  
 Year Ended June 30, 1998  
 With Comparative Totals for the Year Ended June 30, 1997

	General	Special Revenue	Totals (Memorandum Only)	
			1998	1997
<b>REVENUES</b>				
Intergovernmental	\$ 12,979	201,384	214,363	204,525
Public support	1,168	21,403	22,571	21,971
Interest	509	-	509	747
Contract services	-	25,281	25,281	29,957
Miscellaneous	4,817	1,272	6,089	6,519
Total revenue	<u>19,473</u>	<u>249,340</u>	<u>268,813</u>	<u>263,719</u>
<b>EXPENDITURES</b>				
Current				
Salaries	-	123,623	123,623	114,583
Fringe	-	11,082	11,082	9,407
Travel	-	8,059	8,059	6,149
Operating services	-	46,040	46,040	44,600
Operating supplies	-	14,648	14,648	15,694
Caterer - meals	-	53,088	53,088	53,310
Other costs	4,728	5,882	10,610	18,075
Debt service - principal	5,650	-	5,650	5,194
Debt service - interest	1,202	-	1,202	1,658
Capital outlay	569	-	569	12,596
Total expenditures	<u>12,149</u>	<u>262,422</u>	<u>274,571</u>	<u>281,266</u>
Excess (deficiency) of revenues over expenditures	7,324	(13,082)	(5,758)	(17,547)
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	4,973	42,310	47,283	44,320
Operating transfers out	(11,342)	(35,941)	(47,283)	(44,320)
Proceeds of general long-term debt	-	-	-	-
Total other financing sources (uses)	<u>(6,369)</u>	<u>6,369</u>	<u>-</u>	<u>-</u>
Excess of revenues and other sources over expenditures and other uses	955	(6,713)	(5,758)	(17,547)
<b>FUND BALANCES</b>				
Beginning of year	<u>1,050</u>	<u>14,111</u>	<u>15,161</u>	<u>32,708</u>
End of year	<u>\$ 2,005</u>	<u>7,398</u>	<u>9,403</u>	<u>15,161</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP BASIS) AND ACTUAL  
 STATE OF LOUISIANA ACT 735  
 Year Ended June 30, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Intergovernmental	\$ 10,710	11,779	1,069
Total revenues	10,710	11,779	1,069
 <b>EXPENDITURES</b>			
Discretionary expenditures -	-	-	-
Current costs	-	-	-
Capital outlay	-	569	(569)
Total expenditures	-	569	(569)
 Excess of revenues over expenditures	10,710	11,210	500
 <b>OTHER FINANCING USES</b>			
Operating transfers out	(10,710)	(11,210)	(500)
Total other financing uses	(10,710)	(11,210)	(500)
 Excess of revenues over expenditures and other uses	-	-	-
 <b>FUND BALANCE</b>			
Beginning of year	-	-	-
End of year	\$ -	-	-

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP BASIS) AND ACTUAL - SPECIAL REVENUE FUND TYPES  
 Year Ended June 30, 1998

	Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Intergovernmental	\$ 210,841	201,384	(9,457)
Public support	21,453	21,403	(50)
Contract services	23,008	25,281	2,273
Miscellaneous	-	1,272	1,272
Total revenues	255,302	249,340	(5,962)
<b>EXPENDITURES</b>			
Salaries	128,139	123,623	4,516
Fringe	10,872	11,082	(210)
Travel	8,313	8,059	254
Operating services	45,017	46,040	(1,023)
Operating supplies	14,644	14,648	(4)
Caterer	51,848	53,088	(1,240)
Other costs	6,859	5,882	977
Capital outlay	-	-	-
Total expenditures	265,692	262,422	3,270
Excess (deficiency) of revenues over expenditures	(10,390)	(13,082)	(2,692)
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	41,408	42,310	902
Operating transfers out	(30,698)	(35,941)	(5,243)
Total other financing sources (uses)	10,710	6,369	(4,341)
Excess of revenues and other sources over expenditures and other uses	320	(6,713)	(7,033)
<b>FUND BALANCE</b>			
Beginning of year	14,111	14,111	-
End of year	\$ 14,431	7,398	(7,033)

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 -Summary of Significant Accounting Policies*

**a. Reporting Entity:**

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

The primary function of the Claiborne Voluntary Council on Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 11 voluntary members, governs the Council.

For financial reporting purposes, in conformance with Statement No. 14 of the Governmental Accounting Standards Board, the Council includes all funds, account groups, activities, et cetera, that are within the oversight responsibility of the Council as a separate special purpose government. The Council is not a component unit of another primary government nor does it have any component units which are related to it. Therefore, the Council has presented its financial statements as a separate special-purpose government.

**b. Statement Presentation:**

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also incorporated any applicable requirements set forth by Audits of State and Local Government Units, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection VI - Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contractors; and, the Louisiana Governmental Audit Guide.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 - Summary of Significant Accounting Policies (continued)*

**c. Fund Accounting:**

The accounts of the Council are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds presented in the financial statements in this report are grouped as follows:

**Governmental Fund Types**

Governmental funds are those through which most governmental functions of the Council are financed. The acquisition, use, and balances of the Council's expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the Council's governmental fund types:

General Funds - The General Funds are the general operating funds of the Council. They are used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments and major capital projects) that are legally restricted to expenditures for specified purposes.

**d. Account Groups:**

An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that do not directly affect the financial resources available in any fund and are not reported therein.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 - Summary of Significant Accounting Policies (continued)*

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

General Fixed Assets - Fixed assets used in governmental fund type operations are accounted for (capitalized) in the General Fixed Assets Account Group and are recorded as expenditures in the governmental fund types when purchased.

General Long-Term Debt - Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group. The General Long-Term Debt Account Group shows only the measurement of financial position and is not involved with measurement of results of operations.

**e. Basis of Accounting:**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds, including the General and Special Revenue Funds, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets.

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

**f. Transfers:**

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.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 - Summary of Significant Accounting Policies (continued)*

**g. Budgets and Budgetary Accounting:**

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

- a) The Director prepares a proposed budget for each program and submits same to the Board of Directors prior to the beginning of each year.
- b) Upon adoption of the various program budgets by the Board of Directors, the budgets are forwarded to the State of Louisiana, Office of Elderly Affairs for approval.
- c) If changes to the various program budgets are recommended by the Office of Elderly Affairs, the budgets are revised accordingly and a final budget is adopted by the Board of Directors.
- d) All budgetary appropriations lapse at the end of each fiscal year. Any grant revenue generated in excess of expenditures incurred during a fiscal year is returned to the Office of Elderly Affairs in accordance with the provisions of various contracts entered into with that office.
- e) Budgets for the General and Special Revenue funds are adopted on a basis consistent with generally accepted accounting principles.
- f) The budgets presented in the accompanying financial statements have been amended under the above method.

**h. Total Columns of Combined Statements - Overview:**

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



CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 - Summary of Significant Accounting Policies (continued)*

**i. Fixed Assets**

All fixed assets are stated at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. No depreciation has been provided on general fixed assets.

**j. Comparative data**

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

**k. Annual and Sick Leave**

The Council's annual and sick leave policy does not provide for the vesting of annual and sick leave.

**l. Prepaid Expenditures**

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 expenditures consist primarily of insurance premiums paid in May, 1998, for Board of Director Liability Insurance on a policy for the year ended June 30, 1998. The General Fund paid these insurance premiums in the amount of \$1,900. The prepaid expenditures were recorded in the funds for which the expenditures are to be allocated, with an offsetting "Due to" General Fund to be repaid in the year ended June 30, 1998 when cost reimbursement is received under grant agreements.

**m. Encumbrance accounting**

The Council does not use encumbrance accounting.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 1 - Summary of Significant Accounting Policies (continued)*

**n. Long-term liabilities**

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt account group. Principal and interest payments on long-term liabilities are accounted for in the general fund because the Council intends to use general fund revenues to pay them.

**o. Related Party Transactions**

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

**p. Management's Use of Estimates**

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

*Note 2 - 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. Under this method, funds are received as needed or on a monthly or quarterly allocation of the total budget (grant) in advance of the actual expenditure. The following programs are handled in this manner: Title III B, Title III C-1 and C-2, Title D, Title III F, Senior Center, State Allocation Funds (Act 735), and Ombudsman. The U.S.D.A. cash-in-lieu of commodities program is funded under the units of service method. The Personal Care Attendant fund is a contract for services provided program through the Department of Health and Hospitals.

The Council encourages and receives contributions from clients to help offset program costs. The Town of Homer provides funds to the Council. Utility assistance funds are also provided by the Louisiana Association of Councils on Aging under the Helping Hands program.

*Note 3 - General Fund Budget*

The Council is not required to and did not prepare a budget for the General Fund. The combined statement of revenues, expenditures and changes in fund balance budget (GAAP

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

basis) and actual - general fund types has therefore been omitted.

*Note 4 - Accounts Receivable*

Included in accounts receivable of \$6,825 at June 30, 1998, are reimbursements of expenses incurred in the following programs and amounts:

USDA	\$ 2,528
Personal Care Attendant	1,729

*Note 5 - In-Kind Contributions*

The Council received in-kind contributions during the year, primarily in the form of facilities and labor. These contributions have not been reported and the offsetting expenses have not been reported in the financial statements. In-kind contributions amounted to \$6,468 for the year ended June 30, 1998.

*Note 6 - 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.

*Note 7 - Lease Commitments*

During the year ended June 30, 1995, the Claiborne Voluntary Council on Aging, Inc., entered into a lease-purchase agreement with AT&T for a telephone system. The lease terms require monthly payments of \$90 to be made for a period of 48 months. The first payment was made June 28, 1995. At the end of the lease, the Council has the option to purchase the system for \$1.

The lease of the telephone system is considered to be a capital lease. The leased asset is accounted for in the General Fixed Asset Account Group for the cost of the capital asset in the amount of \$4,300. The capital lease obligation is accounted for in the General Long Term Debt Account Group for the balance due as of June 30, 1998, in the amount of \$986. The future minimum lease payments under a capital lease as of June 30, 1998 are as follows:

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 1998

Year ending <u>June 30</u>	General Long-Term Debt <u>Account Group</u>
1999	<u>986</u>
Total minimum lease payments	\$ <u>986</u>

The Claiborne Voluntary Council on Aging, Inc. has a ten (10) year lease agreement with the Claiborne Parish Police Jury, for the building housing the Claiborne Senior Center and Central Kitchen, which expires June 9, 2001. The annual rental payment required by the lease is \$1.00.

The Claiborne Voluntary Council on Aging, Inc. also has a twenty-four (24) year lease with the Village of Athens, for the building housing the Athens Senior Center, which expires December 31, 2004. The annual rental payment is \$1.00.

The Claiborne Voluntary Council on Aging, Inc. has a three-year lease with Third Century Leasing for the use of a copy machine. The lease expires on May 31, 1999. The lease contains a purchase option for fair market value at the end of the lease term. The monthly rental payment is \$170.

The future minimum payments under these operating leases consist of the following:

Year ended <u>June 30,</u>	<u>Amount</u>
1999	\$ 1,872
2001	2
2002	1
2003	1
2004	1
Thereafter	<u>1</u>
Total	\$ <u>1,878</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 8 - Changes in General Fixed Assets*

A summary of changes in general fixed assets is presented below:

	<u>Balance</u> <u>July 1, 1997</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>June 30, 1998</u>
Real estate	\$ 3,500	-	-	3,500
Leasehold improvements	6,897	-	-	6,897
Furniture and equipment	38,647	569	-	39,216
Computer and peripheral equipment	8,265	-	-	8,265
Automobiles	<u>32,393</u>	<u>-</u>	<u>-</u>	<u>32,393</u>
Total general fixed assets	<u>\$89,702</u>	<u>569</u>	<u>-</u>	<u>90,271</u>

*Note 9 - Cash and Cash Equivalents*

Cash and cash equivalents include demand deposits and interest-bearing demand deposits. Under state law, the Council may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At June 30, 1998, the Council's total cash and cash equivalents (book balance) was \$9,490. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 1998, the Council had \$16,429 in deposits (collected bank balances). These deposits are fully secured from risk by federal deposit insurance.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 1998

*Note 10- Board of Directors*

The Board of Directors of the Claiborne Voluntary Council on Aging, Inc. is a voluntary board. The board members receive no per diem or other compensation for their services.

The present board is composed of the following members:

Arquilla Shepherd	Chairperson	Lillian Couch	Director
Dealie Speer	Vice-Chairperson	Calvin Morgan	Director
Addie Wafer	Secretary - Treasurer	Joe Richardson	Director
Rose Newell	Director	Dorsey Champ	Director
Miriam Hollenshead	Director	Arthur Drummer	Director
Tunis Gaston	Director		

*Note 11 - Due to Funding Agency*

This account represents funds received from the Governor's Office of Elderly Affairs that have not been spent and will be returned. The gross revenues for the following funds have been presented net of these advances. The composition of this account at June 30, 1998, is as follows:

Title III B - Supportive Services	\$ 1,027
Ombudsman	<u>87</u>
Total	\$ <u>1,114</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 1998

*Note 12 - Interfund Transfers*

Operating transfers in and out are listed by fund for the year ended June 30, 1998:

	Operating Transfers <u>In</u>	Operating Transfers <u>Out</u>
<b>General Funds:</b>		
General Fund	\$ 4,973	\$ 132
Act 735	<u>-</u>	<u>11,210</u>
Total general funds	<u>4,973</u>	<u>11,342</u>
<b>Special Revenue Funds:</b>		
Title III B-SS	8,874	-
Title III C-1	-	2,920
Title III C-2	33,300	-
Title III F	136	-
Senior Center	-	4,723
USDA	-	18,825
Personal care attendant	-	4,973
OEA Miscellaneous Grant	<u>-</u>	<u>4,500</u>
Total special revenue funds	<u>42,310</u>	<u>35,941</u>
Total all funds	<u>\$ 47,283</u>	<u>\$47,283</u>

*Note 13 - Interfund Loans*

Because the Council operates most of its programs under cost reimbursement type grants, it has to pay for costs using its Personal Care Attendant money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. A summary of these interfund loans at June 30, 1998, were as follows:

	Due From <u>Other Funds</u>	Due to <u>Other Funds</u>
Personal Care Attendant	\$ <u>1,266</u>	<u>-</u>
<b>Special Revenue Funds:</b>		
Title III C-1 - AAA	-	1,253
Title III D	-	4
Title III F	<u>-</u>	<u>9</u>
Total special revenue funds	<u>-</u>	<u>1,266</u>
Total all funds	<u>\$ 1,266</u>	<u>1,266</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 1998

*Note 14 - Litigation*

As of June 30, 1998, the Council was not involved in litigation. Furthermore, the Council's management believes that any potential lawsuits would be adequately covered by insurance.

*Note 15 - Changes in General Long-Term Debt*

The following is a summary of transactions relating to the Council's general long-term debt for the year ended June 30, 1998:

	<u>Note Payable</u>	<u>Capital lease obligations</u>	<u>Total</u>
Balance at July 1, 1997	\$ 16,680	2,061	18,741
Additions	-	-	-
Payments	<u>(5,650)</u>	<u>(1,075)</u>	<u>(6,725)</u>
Balance at June 30, 1998	\$ <u>11,030</u>	<u>986</u>	<u>12,016</u>

On March 14, 1996, the Claiborne Voluntary Council on Aging, Inc. borrowed \$23,102 at a rate of 8.5%. The first payment was due April 15, 1996 with all subsequent payments due on the same day of each month following. The final payment is due on March 15, 2000. This note is secured by the two 1996 Ford Aerostar Vans purchased with the proceeds of the note.

The annual requirements to amortize the debt outstanding as of June 30, 1998 including interest payments of \$ 874 are as follows:

<u>Year ended June 30,</u>	<u>Amount</u>
1999	6,852
2000	<u>5,052</u>
Total	\$ <u>11,904</u>

During the year ended June 30, 1995, the Claiborne Voluntary Council on Aging, Inc., entered into a lease-purchase agreement with AT&T for a telephone system. The lease terms require monthly payments of \$90 to be made for a period of 48 months. The first payment was made June 28, 1995. At the end of the lease, the Council has the option to purchase the system for \$1. See *Note 7* for additional disclosure for capital leases.



CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 1998

*Note 16 - Economic Dependency*

The Council receives the majority of its revenue from fund provided through grants administered by the 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 received in the next fiscal year.

*Note 17 - Prior Period Adjustment*

The accounts receivable and revenues of the Title III F fund for the prior year ended June 30, 1997, were overstated in the amount of \$ 132. A prior period adjustment has been made to correct the overstatement. Accordingly, the beginning fund balance of the Title III Fund has been restated to a balance of \$ (132). The deficit was cleared during the current year by a transfer in from the General Fund.

**FINANCIAL STATEMENTS OF INDIVIDUAL FUNDS  
AND ACCOUNT GROUP**

## GENERAL FUNDS

### GENERAL FUND

Fund used to account for revenues generated and expenditures incurred in supplementing various meal preparation activities and services provided by the Council. Additionally, this fund is used to account for various recreational activities, primarily trips, which are paid for by the participants.

### STATE OF LOUISIANA ACT 735

Fund used to account for grant awards under contract with the State of Louisiana Office of Elderly Affairs and expenditures incurred to enhance any and all programs operated by the Council.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 GENERAL FUNDS  
 COMBINING BALANCE SHEET  
 June 30, 1998

	<u>General Fund</u>	<u>State of Louisiana Act 735</u>	<u>Totals</u>
<b>ASSETS</b>			
Cash in bank	\$ 1,847	-	1,847
Accounts receivable	<u>309</u>	<u>-</u>	<u>309</u>
Total assets	<u>\$ 2,156</u>	<u>-</u>	<u>2,156</u>
<b>LIABILITIES AND FUND EQUITY</b>			
Liabilities -			
Accounts payable	\$ <u>151</u>	<u>-</u>	<u>151</u>
Total liabilities	<u>151</u>	<u>-</u>	<u>151</u>
Fund balances -			
Unreserved	<u>2,005</u>	<u>-</u>	<u>2,005</u>
Total liabilities and fund equity	<u>\$ 2,156</u>	<u>-</u>	<u>2,156</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 GENERAL FUNDS  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE  
 For the Year Ended June 30, 1998

	<u>General Fund</u>	<u>State of Louisiana Act 735</u>	<u>Totals</u>
<b>REVENUES</b>			
Intergovernmental:			
Office of Elderly Affairs	\$ -	11,779	11,779
Town of Homer	1,200	-	1,200
Public support	1,168	-	1,168
Interest income	509	-	509
Other	<u>4,817</u>	<u>-</u>	<u>4,817</u>
 Total revenues	 <u>7,694</u>	 <u>11,779</u>	 <u>19,473</u>
 <b>EXPENDITURES</b>			
Current costs	4,728	-	4,728
Debt service - principal	5,650	-	5,650
Debt service - interest	1,202	-	1,202
Capital outlay	<u>-</u>	<u>569</u>	<u>569</u>
 Total expenditures	 <u>11,580</u>	 <u>569</u>	 <u>12,149</u>
 Excess (deficiency) of revenues over expenditures	 (3,886)	 11,210	 7,324
 <b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	4,973	-	4,973
Operating transfers out	<u>(132)</u>	<u>(11,210)</u>	<u>(11,342)</u>
Total other financing sources (uses)	<u>4,841</u>	<u>(11,210)</u>	<u>(6,369)</u>
 Excess (deficiency) of revenues and other sources over expenditures and other uses	 955	 -	 955
 <b>FUND BALANCES</b>			
Beginning of year	<u>1,050</u>	<u>-</u>	<u>1,050</u>
 End of year	 <u>\$ 2,005</u>	 <u>-</u>	 <u>2,005</u>

The accompanying notes are an integral part of this statement.

## **SPECIAL REVENUE FUNDS**

### **TITLE III B FUNDS**

Funds used to account for grant awards received under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing various social services to the elderly of Claiborne Parish, Louisiana.

### **TITLE III C-1 FUND**

Fund used to account for grant awards received under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing congregate meals to the elderly of Claiborne Parish, Louisiana.

### **TITLE III C-2 FUND**

Fund used to account for grant awards under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing home-delivered meals to the elderly in Claiborne Parish, Louisiana.

### **TITLE III D FUND**

Fund used to account for grant awards under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing in-home services to the elderly in Claiborne Parish, Louisiana.

### **TITLE III F FUND**

Funds used to account for grant awards under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing disease prevention and health promotion services to the elderly in Claiborne Parish, Louisiana.

### **USDA FUND**

Fund used to account for USDA cash-in-lieu-of-commodities funds received under contract with the State of Louisiana Office of Elderly Affairs for the provision of meals to eligible participants.

## SPECIAL REVENUE FUNDS (Continued)

### AUDIT FUND

Fund used to account for allotments received from the State of Louisiana Office of Elderly Affairs and designated for the provision of a financial audit.

### SENIOR CENTER FUND

Fund used to account for grant awards under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing recreational and educational services for the benefit of the elderly located throughout Claiborne Parish, Louisiana.

### OMBUDSMAN

Fund used to account for grant awards received under contract with the State of Louisiana Office of Elderly Affairs, program income generated and expenditures incurred in providing an advocate of residents of long-term care facilities.

### HELPING HANDS FUND

Fund used to account for revenues received from Louisiana Power and Light Company through the Louisiana Association of Councils on Aging and expenditures incurred to aid senior citizens in the payment of energy bills.

### MEDICAID WAIVER PERSONAL CARE ATTENDANT

Funds used to account for medicaid re-imburement and expenditures incurred in providing in-home personal care to the elderly/handicapped in Claiborne Parish, Louisiana.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SPECIAL REVENUE FUNDS  
COMBINING BALANCE SHEET  
June 30, 1998

	Title III C-1 Area Agency Administration	Title III B Supportive Services	Title III C-1	Title III C-2	Title III D
<b>ASSETS</b>					
Cash in bank	\$ -	323	1,802	3,242	-
Accounts receivable	1,080	646	149	384	-
Prepaid expenditures	437	485	235	704	16
Due from other funds	-	-	-	-	-
<b>Total assets</b>	<b><u>\$ 1,517</u></b>	<b><u>1,454</u></b>	<b><u>2,186</u></b>	<b><u>4,330</u></b>	<b><u>16</u></b>
<b>LIABILITIES:</b>					
Accounts payable	\$ 264	427	2,186	4,330	12
Due to Office of Elderly affairs	-	1,027	-	-	-
Due to other funds	1,253	-	-	-	4
<b>Total liabilities</b>	<b><u>1,517</u></b>	<b><u>1,454</u></b>	<b><u>2,186</u></b>	<b><u>4,330</u></b>	<b><u>16</u></b>
Fund balance - Unreserved	-	-	-	-	-
<b>Total liabilities and fund equity</b>	<b><u>\$ 1,517</u></b>	<b><u>1,454</u></b>	<b><u>2,186</u></b>	<b><u>4,330</u></b>	<b><u>16</u></b>

The accompanying notes are an integral part of this statement.



<u>Personal Care Attendant</u>	<u>Title III F</u>	<u>USDA</u>	<u>Senior Center</u>	<u>Ombudsman</u>	<u>Helping Hands</u>	<u>Total</u>
376	-	907	150	206	637	7,643
1,729	-	2,528	-	-	-	6,516
-	23	-	-	-	-	1,900
<u>1,266</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,266</u>
<u>3,371</u>	<u>23</u>	<u>3,435</u>	<u>150</u>	<u>206</u>	<u>637</u>	<u>17,325</u>
45	14	-	150	119	-	7,547
-	-	-	-	87	-	1,114
<u>-</u>	<u>9</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,266</u>
<u>45</u>	<u>23</u>	<u>-</u>	<u>150</u>	<u>206</u>	<u>-</u>	<u>9,927</u>
<u>3,326</u>	<u>-</u>	<u>3,435</u>	<u>-</u>	<u>-</u>	<u>637</u>	<u>7,398</u>
<u>3,371</u>	<u>23</u>	<u>3,435</u>	<u>150</u>	<u>206</u>	<u>637</u>	<u>17,325</u>

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SPECIAL REVENUE FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
Year Ended June 30, 1998

	Title III C-1 Area Agency Administration	Title III B Supportive Service	Title III C-1	Title III C-2	Title III D
<b>REVENUES</b>					
Intergovernmental -					
Office of Elderly Affairs	\$ 16,029	47,581	31,005	57,512	2,360
Miscellaneous:					
LA Councils on Aging	-	-	-	-	-
Client contributions	-	7,412	4,474	9,517	-
Interest income	-	-	-	-	-
Contract services - Dept. of Health and Hospitals	-	-	-	-	-
Total revenues	<u>16,029</u>	<u>54,993</u>	<u>35,479</u>	<u>67,029</u>	<u>2,360</u>
<b>EXPENDITURES</b>					
Salaries	8,181	37,764	10,765	32,235	1,760
Fringe	751	3,413	954	2,894	163
Travel	1,056	3,502	621	2,021	48
Operating services	4,441	14,135	5,932	15,229	316
Operating supplies	1,069	3,632	629	7,228	49
Caterer	-	-	13,346	39,742	-
Legal	-	1,423	-	-	-
Nutrition consultant	531	634	312	980	24
Ombudsman coordinator	-	-	-	-	-
Other costs	-	-	-	-	-
Capital outlay	-	-	-	-	-
Total expenditures	<u>16,029</u>	<u>64,503</u>	<u>32,559</u>	<u>100,329</u>	<u>2,360</u>
Excess (deficiency) of revenues over expenditures	-	(9,510)	2,920	(33,300)	-
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating transfers in	-	8,874	-	33,300	-
Operating transfers out	-	-	(2,920)	-	-
Total other financing sources (uses)	<u>-</u>	<u>8,874</u>	<u>(2,920)</u>	<u>33,300</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	(636)	-	-	-
<b>FUND BALANCES</b>					
Beginning of year	<u>-</u>	<u>636</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

The accompanying notes are an integral part of this statement.

Title III F	USDA	Audit	Senior Center	Ombudsman	Helping Hands	Personal Care Attendant	Miscellaneous Grant	Total
2,894	13,918	937	22,115	2,533	-	-	4,500	201,384
-	-	-	-	-	1,272	-	-	1,272
-	-	-	-	-	-	-	-	21,403
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	25,281	-	25,281
<u>2,894</u>	<u>13,918</u>	<u>937</u>	<u>22,115</u>	<u>2,533</u>	<u>1,272</u>	<u>25,281</u>	<u>4,500</u>	<u>249,340</u>
1,836	-	-	11,492	-	-	19,590	-	123,623
167	-	-	1,001	-	-	1,739	-	11,082
-	-	-	-	583	-	228	-	8,059
297	-	937	3,521	-	927	305	-	46,040
570	-	-	1,378	-	-	93	-	14,648
-	-	-	-	-	-	-	-	53,088
-	-	-	-	-	-	-	-	1,423
28	-	-	-	-	-	-	-	2,509
-	-	-	-	1,950	-	-	-	1,950
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
<u>2,898</u>	<u>-</u>	<u>937</u>	<u>17,392</u>	<u>2,533</u>	<u>927</u>	<u>21,955</u>	<u>-</u>	<u>262,422</u>
(4)	13,918	-	4,723	-	345	3,326	4,500	(13,082)
136	-	-	-	-	-	-	-	42,310
-	(18,825)	-	(4,723)	-	-	(4,973)	(4,500)	(35,941)
<u>136</u>	<u>(18,825)</u>	<u>-</u>	<u>(4,723)</u>	<u>-</u>	<u>-</u>	<u>(4,973)</u>	<u>(4,500)</u>	<u>6,369</u>
132	(4,907)	-	-	-	345	(1,647)	-	(6,713)
(132)	8,342	-	-	-	292	4,973	-	14,111
-	3,435	-	-	-	637	3,326	-	7,398

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES -  
 BUDGET AND ACTUAL  
 Year Ended June 30, 1998

	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Budgeted Over (Under) Actual Expenditures</u>
<b>GENERAL FUND</b>			
Current costs	\$ No	4,728	(4,728)
Debt services - principal	Budget	5,650	(5,650)
Debt service - interest	Adopted	1,202	(1,202)
Capital outlay		-	-
Total		<u>11,580</u>	<u>(11,580)</u>
<b>STATE OF LOUISIANA - ACT 735</b>			
PCOA Discretionary Expenditures-	\$ -	-	-
Discretionary current costs	-	-	-
Discretionary capital outlay	-	569	(569)
Transfer to Title IIIC-1 AAA	1	-	1
Transfer to Title IIIC-2	7,859	11,206	(3,347)
Transfer to Title IIID	114	-	114
Transfer to Title IIIF	32	4	28
Transfer to Title IIIB - Supportive	2,704	-	2,704
Total	<u>\$ 10,710</u>	<u>11,779</u>	<u>(1,069)</u>
<b>TITLE IIIC-1 AREA AGENCY ADMINISTRATION</b>			
Salaries	\$ 8,710	8,181	529
Fringe	748	751	(3)
Travel	1,047	1,056	(9)
Operating services	4,304	4,441	(137)
Operating supplies	968	1,069	(101)
Nutrition consultant	531	531	-
Total	<u>\$ 16,308</u>	<u>16,029</u>	<u>279</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES -  
 BUDGET AND ACTUAL  
 Year Ended June 30, 1998

	<u>Budgeted</u> <u>Expenditures</u>	<u>Actual</u> <u>Expenditures</u>	Budgeted Over (Under) Actual <u>Expenditures</u>
<b>TITLE IIIB - SUPPORTIVE SERVICES</b>			
Salaries	\$ 39,271	37,764	1,507
Fringe	3,399	3,413	(14)
Travel	3,785	3,502	283
Operating services	14,173	14,135	38
Operating supplies	3,707	3,632	75
Legal	2,450	1,423	1,027
Nutrition consultant	634	634	-
Total	<u>\$ 67,419</u>	<u>64,503</u>	<u>2,916</u>
<b>TITLE IIIC-1</b>			
Salaries	\$ 10,995	10,765	230
Fringe	950	954	(4)
Travel	615	621	(6)
Operating services	6,302	5,932	370
Operating supplies	569	629	(60)
Caterer			
Raw food	7,185	7,789	(604)
Non-edibles	5,060	5,557	(497)
Nutrition consultant	312	312	-
Transfer to Title IIIC-2	-	2,920	(2,920)
Total	<u>\$ 31,988</u>	<u>35,479</u>	<u>(3,491)</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES -  
 BUDGET AND ACTUAL  
 Year Ended June 30, 1998

	<u>Budgeted</u> <u>Expenditures</u>	<u>Actual</u> <u>Expenditures</u>	Budgeted Over (Under) Actual <u>Expenditures</u>
<b>TITLE IIC-2</b>			
Salaries	\$ 33,381	32,235	1,146
Fringe	2,881	2,894	(13)
Travel	2,032	2,021	11
Operating services	14,568	15,229	(661)
Operating supplies	6,987	7,228	(241)
Caterer			
Raw food	22,473	22,555	(82)
Non-edibles	17,130	17,187	(57)
Nutrition consultant	980	980	-
Total	<u>\$ 100,432</u>	<u>100,329</u>	<u>103</u>
<b>SENIOR CENTER</b>			
Salaries	\$ 11,491	11,492	(1)
Fringe	998	1,001	(3)
Operating services	3,668	3,521	147
Operating supplies	1,743	1,378	365
Transfer to Title III C-2	-	349	(349)
Transfer to Title IIIB Support	4,215	4,374	(159)
Total	<u>\$ 22,115</u>	<u>22,115</u>	<u>-</u>
<b>HELPING HANDS</b>			
Operating services	\$ No Budget Adopted	<u>927</u>	<u>(927)</u>
<b>USDA</b>			
Transfers to Title IIC-2	<u>\$ 21,983</u>	<u>18,825</u>	<u>3,158</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES -  
 BUDGET AND ACTUAL  
 Year Ended June 30, 1998

	<u>Budgeted</u>	<u>Actual</u>	<u>Budgeted Over (Under) Actual</u>
<b>AUDIT</b>			
Operating services - audit	\$ 937	937	-
<b>PERSONAL CARE ATTENDANT</b>			
Salaries	\$ 20,500	19,590	910
Fringe	1,568	1,739	(171)
Travel	200	228	(28)
Operating services	320	305	15
Operating supplies	100	93	7
Other	-	-	-
Capital outlay	-	-	-
Transfer to General Fund	-	4,973	(4,973)
Total	<u>\$ 22,688</u>	<u>26,928</u>	<u>(4,240)</u>
<b>TITLE IIID</b>			
Salaries	\$ 1,871	1,760	111
Fringe	162	163	(1)
Travel	48	48	-
Operating services	325	316	9
Operating supplies	44	49	(5)
Nutrition consultant	24	24	-
Total	<u>\$ 2,474</u>	<u>2,360</u>	<u>114</u>
<b>OEA MISCELLANEOUS GRANT</b>			
Transfer to Title IIIB Support	\$ 4,500	4,500	-
Transfer to Title IIIC-2	-	-	-
Total	<u>\$ 4,500</u>	<u>4,500</u>	<u>-</u>

The accompanying notes are an integral part of this statement.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES  
 BUDGET AND ACTUAL  
 Year Ended June 30, 1998

	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Budgeted Over (Under) Actual Expenditures</u>
<b>OMBUDSMAN</b>			
Travel	\$ 530	583	(53)
Operating services	190	-	190
Ombudsman coordinator	<u>1,900</u>	<u>1,950</u>	<u>(50)</u>
 Total	 <u>\$ 2,620</u>	 <u>2,533</u>	 <u>87</u>
 <b>TITLE III F</b>			
Salaries	\$ 1,920	1,836	84
Fringe	166	167	(1)
Travel	56	-	56
Operating services	230	297	(67)
Operating supplies	526	570	(44)
Nutrition consultant	<u>28</u>	<u>28</u>	<u>-</u>
	 <u>\$ 2,926</u>	 <u>2,898</u>	 <u>28</u>

The accompanying notes are an integral part of this statement.



**GENERAL FIXED ASSETS ACCOUNT GROUP**

**To account for fixed assets not used in proprietary fund operations.**

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
STATEMENT OF CHANGES IN GENERAL FIXED ASSETS  
Year Ended June 30, 1998

	July 1, 1997	Additions	Deletions	June 30, 1998
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
General fixed assets, at cost:				
Real property	\$ 3,500	-	-	3,500
Leasehold improvements	6,897	-	-	6,897
Furniture and equipment	38,647	569	-	39,216
Computer and peripheral equipment	8,265	-	-	8,265
Automobiles	<u>32,393</u>	<u>-</u>	<u>-</u>	<u>32,393</u>
Total general fixed assets	<u>\$ 89,702</u>	<u>569</u>	<u>-</u>	<u>90,271</u>
Investment in general fixed assets:				
Title IIC-1 AAA	\$ 1,412	-	-	1,412
Title IIB SS	1,953	-	-	1,953
Title IIB Ombudsman	34	-	-	34
Title IIC-1	4,567	-	-	4,567
Title IIC-2	1,903	-	-	1,903
Senior Center	18,465	-	-	18,465
Discretionary Fund	11,469	569	-	12,038
Title VII	4,391	-	-	4,391
State Special Funds	303	-	-	303
CCOA Special Funds	43,679	-	-	43,679
Title IID	25	-	-	25
Title IIG	2	-	-	2
Title IIF	<u>1,499</u>	<u>-</u>	<u>-</u>	<u>1,499</u>
Total investment in general fixed assets	<u>\$ 89,702</u>	<u>569</u>	<u>-</u>	<u>90,271</u>

The accompanying notes are an integral part of this statement.

## GENERAL LONG-TERM DEBT ACCOUNT GROUP

To account for unmatured principal amounts on general long-term debt expected to be financed from governmental type funds.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
STATEMENT OF GENERAL LONG-TERM DEBT

June 30, 1998

AMOUNTS AVAILABLE AND TO BE PROVIDED FOR PAYMENT OF GENERAL LONG-TERM DEBT	Note Payable	Obligation under capital lease	Total
Amount to be provided from:			
General fund	\$ 11,030	-	11,030
Special revenue fund - Senior Center	<u>          -</u>	<u>          986</u>	<u>          986</u>
Total available and to be provided	<u>\$ 11,030</u>	<u>          986</u>	<u>12,016</u>
 <b>GENERAL LONG-TERM DEBT PAYABLE</b>			
Note payable	\$ 11,030	-	11,030
Obligation under capital lease	<u>          -</u>	<u>          986</u>	<u>          986</u>
Total general long-term debt payable	<u>\$ 11,030</u>	<u>          986</u>	<u>12,016</u>

The accompanying notes are an integral part of this statement.

**OTHER SUPPLEMENTARY INFORMATION**

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF PRIORITY SERVICES-  
 TITLE III, PART B - GRANT FOR SUPPORTIVE SERVICES  
 For the Year Ended June 30, 1998

			<u>% of GOEA Grant</u>
Access (30%):	Transportation	\$ 12,399	
	Information & assistance	10,575	
	Outreach	<u>7,467</u>	
	Total access expenses	30,441	<u>62.63%</u>
In-Home (15%):	Homemaker	<u>14,413</u>	
	Total in-home expenses	14,413	<u>29.65%</u>
Legal (5%):	Legal assistance	1,423	<u>2.93%</u>
Non-priority services		<u>18,225</u>	
Total Title IIIB - Supportive services expenditures		64,502	
Less:	Participant contributions	(8,047)	
	Transfers in	(8,874)	
Add:	Excess legal funds due to Office of Elderly Affairs	<u>1,027</u>	
Title IIIB - Supportive services grant - Original grant award		<u>48,608</u>	

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 For the Year Ended June 30, 1998

Federal Grantor/Pass Through Grantors/Program Title	Federal CFDA Number	Program Or Award Amount	Revenue Recognized	Expenditures
<b>U.S. Department of Health and Human Services</b>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Special Programs for the Aging:				
Title III - Ombudsman	93.044	\$ 2,620	2,533	2,533
Title IIIB - Supportive Services	93.044	41,317	40,444	40,444
Subtotal CFDA #93.044		43,937	42,977	42,977
<b>U.S. Department of Agriculture</b>				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
USDA - Cash-in-lieu-of-commodities				
	10.570	20,000	13,918	18,825
<b>Total federal grants</b>		<b>\$ 144,919</b>	<b>137,669</b>	<b>142,576</b>

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

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
COMPENSATION TO BOARD MEMBERS  
Year Ended June 30, 1998

Board members serve without compensation.



CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 1998

During the audit of the general purpose financial statements for the year ended June 30, 1998, there were no findings or questioned costs noted which were required to be reported.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
CORRECTIVE ACTION PLAN  
June 30, 1998

During the audit of the general purpose financial statements for the year ended June 30, 1998, there were no findings, recommendations, and corrective actions noted which were required to be reported.

CLAIBORNE VOLUNTARY COUNCIL ON AGING, INC.  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
June 30, 1998

There were no audit findings reported in the audit of the general purpose financial statements of the Claiborne Voluntary Council on Aging, Inc. as of and for the prior year ended June 30, 1997.