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

June 30, 1999

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

Release Date DEC 01 1999

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Hahnville, Louisiana

June 30, 1999

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## INDEPENDENT AUDITOR'S REPORT

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

I have audited the accompanying general purpose financial statements of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of and for the year ended June 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Council's management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, I have also issued a report dated September 21, 1999, on my consideration of the St. Charles Council on Aging, Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

My audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying schedules 1 through 5, listed in the table of contents as supplementary information, are presented for purposes of additional analysis as required by the Governor's Office of Elderly Affairs and are not a required part of the general purpose financial statements. The information in Schedules 1 through 5 has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in my opinion, is fairly stated in all material respects, in relation to the general purpose financial statements taken as a whole. The disclosure about the Year 2000 issue in Schedule 6 of the supplementary information is not a required part of the general purpose financial statements but is supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information in Schedule 6. However, I did not audit the information and express no opinion on it. In addition, I do not provide assurance that the St. Charles Council on Aging, Inc. is or will become year 2000 compliant, that the St. Charles Council on Aging, Inc.'s year 2000 remediation efforts will be successful in whole or in part, or that parties with which St. Charles Council on Aging, Inc. does business are or will become year 2000 compliant.

*Neil B. Ferrari, CPA*

Baton Rouge, Louisiana,  
September 21, 1999.

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

I have audited the general purpose financial statements of the St. Charles Council on Aging, Inc., Hahnville, Louisiana, as of and for the year ended June 30, 1999, and have issued my report thereon dated September 21, 1999. I conducted my 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 St. Charles Council on Aging, Inc.'s general purpose financial statements are free of material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my 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 my audit, I considered the St. Charles Council on Aging, Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. My 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 general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended solely for the information and use of the Council's board of directors, management, federal awarding agencies and pass-through entities, and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.

*Neil G. Fenari, CPA*

Baton Rouge, Louisiana,  
September 21, 1999.

## COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

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

June 30, 1999

With Comparative Totals for the Year Ended June 30, 1998

	Governmental Fund Types		Account Groups		Totals (Memorandum Only)	
	General	Special Revenue	General Fixed Assets	General Long-Term Debt	1999	1998
<b>ASSETS AND OTHER DEBITS</b>						
<b>Assets:</b>						
Cash and investments	\$ 713,676	\$ 24,317	\$ 0	\$ 0	\$ 737,993	\$ 660,808
Property tax receivable	12,118	0	0	0	12,118	12,848
Interest receivable	3,286	0	0	0	3,286	1,644
Government grants receivable	0	2,456	0	0	2,456	4,950
Accounts receivable	9,338	0	0	0	9,338	23,666
Due from employees	0	0	0	0	0	16
Prepaid expenses	6,552	0	0	0	6,552	7,007
Due from Special Revenue funds	2,456	0	0	0	2,456	4,309
<b>Restricted assets:</b>						
Cash	0	1,986	0	0	1,986	1,777
Van purchase deposits	0	0	0	0	0	17,670
Fixed assets	0	0	406,673	0	406,673	289,734
<b>Other debts:</b>						
Amount to be provided to retire long-term debt	0	0	0	21,659	21,659	25,664
<b>Total assets and other debits</b>	<b>\$ 747,426</b>	<b>\$ 28,759</b>	<b>\$ 406,673</b>	<b>\$ 21,659</b>	<b>\$ 1,204,517</b>	<b>\$ 1,050,093</b>
<b>LIABILITIES, FUND EQUITY, AND OTHER CREDITS</b>						
<b>Liabilities:</b>						
Accounts payable	\$ 1,460	\$ 8,579	\$ 0	\$ 0	\$ 10,039	\$ 14,016
Accrued salaries	211	13,897	0	0	14,108	14,299
Unremitted employee payroll deductions	411	0	0	0	411	172
Accrued payroll tax	29	1,252	0	0	1,281	1,244
State income tax withheld	1,814	0	0	0	1,814	1,575
Due to General Fund	0	2,456	0	0	2,456	4,309
Unearned grant revenue due to GOEA	0	589	0	0	589	0
<b>Long-term debt:</b>						
Capital lease obligation	0	0	0	12,356	12,356	17,143
Accumulated, unpaid vacation	0	0	0	9,303	9,303	8,521
<b>Total liabilities</b>	<b>3,925</b>	<b>26,773</b>	<b>0</b>	<b>21,659</b>	<b>52,357</b>	<b>61,279</b>
<b>Fund Equity and Other Credits:</b>						
<b>Fund balances:</b>						
<b>Reserved for:</b>						
Utility assistance	0	1,986	0	0	1,986	1,777
Prepaid expenses	6,552	0	0	0	6,552	7,007
Vehicle purchases	29,000	0	0	0	29,000	27,670
<b>Unreserved:</b>						
Designated for emergency medical assistance	810	0	0	0	810	890
Undesignated	707,139	0	0	0	707,139	661,736
Investment in general fixed assets	0	0	406,673	0	406,673	289,734
<b>Total fund equity and other credits</b>	<b>743,501</b>	<b>1,986</b>	<b>406,673</b>	<b>0</b>	<b>1,152,160</b>	<b>988,814</b>
<b>Total liabilities, fund equity and other credits</b>	<b>\$ 747,426</b>	<b>\$ 28,759</b>	<b>\$ 406,673</b>	<b>\$ 21,659</b>	<b>\$ 1,204,517</b>	<b>\$ 1,050,093</b>

The accompanying notes are an integral part of this statement.



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

## ALL GOVERNMENTAL FUND TYPES

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

For the Year Ended June 30, 1999

With Comparative Totals for the Year Ended June 30, 1998

	General	Special Revenue	Totals (Memorandum Only)	
			1999	1998
<b>REVENUES</b>				
Property Taxes	\$ 602,961	\$ 0	\$ 602,961	\$ 610,663
Intergovernmental	21,779	291,445	313,224	241,389
Public Support	21,679	41,785	63,464	59,751
Investment Income	33,011	0	33,011	30,814
Program Service Fees	99,733	0	99,733	76,219
Miscellaneous	395	53	448	1,749
Total revenues	<u>779,558</u>	<u>333,283</u>	<u>1,112,841</u>	<u>1,020,585</u>
<b>EXPENDITURES</b>				
Current:				
Personnel	54,694	337,859	392,553	349,274
Fringe	4,291	27,298	31,589	29,535
Travel	54	3,324	3,378	4,225
Operating Services	38,196	169,166	207,362	193,634
Operating Supplies	11,617	44,282	55,899	53,565
Other Costs	24,839	23,637	48,476	36,285
Full Service Contracts	0	78,910	78,910	35,607
Meals	0	120,563	120,563	110,895
Capital Outlay	28,628	88,311	116,939	86,685
Utility Assistance	0	4,810	4,810	3,855
Debt Service:				
Principal Retirement	4,787	0	4,787	4,591
Interest Expense	1,168	0	1,168	1,102
Total expenditures	<u>168,274</u>	<u>898,160</u>	<u>1,066,434</u>	<u>909,253</u>
Excess of revenues over(under) expenditures	611,284	(564,877)	46,407	111,332
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating transfers in	5,193	599,486	604,679	511,133
Operating transfers out	(569,638)	(35,041)	(604,679)	(511,133)
Proceeds from capital lease obligation	0	0	0	19,746
Excess of revenues and other sources over (under) expenditures and other uses	46,839	(432)	46,407	131,078
<b>FUND BALANCES</b>				
Beginning of year	<u>696,662</u>	<u>2,418</u>	<u>699,080</u>	<u>568,002</u>
End of year	<u>\$ 743,501</u>	<u>\$ 1,986</u>	<u>\$ 745,487</u>	<u>\$ 699,080</u>

The accompanying notes are an integral part of this statement.

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

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

**For the year ended June 30, 1999**

	Budget	Actual	Variance- Favorable (Unfavorable)
<b>REVENUES</b>			
Property Taxes	\$ 598,820	\$ 602,961	\$ 4,141
Intergovernmental	21,779	21,779	0
Public Support	20,000	21,679	1,679
Investment Income	25,000	33,011	8,011
Program Service Fees	94,800	99,733	4,933
Miscellaneous	0	395	395
	760,399	779,558	19,159
<b>EXPENDITURES</b>			
Current:			
Personnel	54,085	54,694	(609)
Fringe	4,368	4,291	77
Travel	233	54	179
Operating Services	33,000	38,196	(5,196)
Operating Supplies	7,929	11,617	(3,688)
Other Costs	22,640	24,839	(2,199)
Capital Outlay	1,750	28,628	(26,878)
Debt Service:			
Principal Retirement	4,260	4,787	(527)
Interest Expense	1,080	1,168	(88)
	129,345	168,274	(38,929)
Excess of revenues over(under) expenditures	631,054	611,284	(19,770)
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	7,605	5,193	(2,412)
Operating transfers out	(553,817)	(569,638)	(15,821)
	84,842	46,839	\$ (38,003)
<b>FUND BALANCE</b>			
Beginning of year	696,662	696,662	
End of year	\$ 781,504	\$ 743,501	

The accompanying notes are an integral part of this statement.

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

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

**For the year ended June 30, 1999**

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Intergovernmental	\$ 289,410	\$ 291,445	\$ 2,035
Public Support	40,750	41,785	1,035
Miscellaneous	0	53	53
	<hr/>	<hr/>	<hr/>
Total revenues	330,160	333,283	3,123
<b>EXPENDITURES</b>			
Current:			
Personnel	329,909	337,859	(7,950)
Fringe	27,167	27,298	(131)
Travel	1,962	3,324	(1,362)
Operating Services	159,547	169,166	(9,619)
Operating Supplies	43,271	44,282	(1,011)
Other Costs	17,310	23,637	(6,327)
Full Service Contracts	79,345	78,910	435
Meals	124,550	120,563	3,987
Capital Outlay	88,311	88,311	0
Utility Assistance	5,000	4,810	190
	<hr/>	<hr/>	<hr/>
Total expenditures	876,372	898,160	(21,788)
Excess of revenues over(under) expenditures	(546,212)	(564,877)	(18,665)
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	580,010	599,486	19,476
Operating transfers out	(33,798)	(35,041)	(1,243)
	<hr/>	<hr/>	<hr/>
Excess of revenues and other sources over(under) expenditures and other uses	0	(432)	\$ (432)
<b>FUND BALANCES</b>			
Beginning of year	2,418	2,418	
	<hr/>	<hr/>	
End of year	\$ 2,418	\$ 1,986	

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

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

June 30, 1999

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

The primary function of the St. Charles Council on Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and assistance services, legal assistance, homemaker services, case management, outreach, in-home services, operating senior centers, and transportation. A Board of Directors, consisting of 13 voluntary members who serve three-year terms, governs the Council.

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

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

b. Presentation of Statements:

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

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

c. Fund Accounting:

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

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

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

c. Fund Accounting: - (continued)

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

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

◆ General Fund

The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. These discretionary funds are accounted for and reported according to the source (federal, state or local) from which they are derived. In addition, the servicing of general long-term debt is accounted for in the General Fund because unrestricted resources are used to pay for the liabilities incurred by this fund and there are no legal mandates to use a debt service fund.

The following programs comprise the Council's General Fund:

Local

Revenues, such as; donations from the general public, allocations from the United Way, proceeds from a property tax assessment by St. Charles Parish, interest income earned on unrestricted fund balances, and net proceeds from the sale of fixed assets, have been recorded in the local program of the General Fund. Money contributed that has been restricted by the donors for use in paying for the costs of participating in the Senior Olympics program is also accounted for in this fund. Finally, the Council's management has

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

c. Fund Accounting: - (continued)

◆ General Fund - (continued)

Local - (continued)

designated certain funds that are received to pay for expenses associated with emergency medical assistance needs of program participants, and transactions relating to this service are accounted for in the local program.

Expenses which are not chargeable to specific programs because of budget limitations, or because of their nature, are recorded as local program expenditures.

Local funds are also provided as transfers to other programs in cases where costs exceed revenues. In addition, capital outlay expenditures are usually paid for with local funds.

PCOA

PCOA funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion provided the program is benefitting people who are at least 60 years old. In fiscal year 1999, the Council transferred the PCOA funds to the Title III B fund to provide additional funds to pay for program costs.

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

c. Fund Accounting: - (continued)

◆ General Fund - (continued)

Local Transportation

The Local Transportation program of the General Fund accounts for revenues earned from providing local transportation services and the expenses incurred to produce those revenues. The transportation services provided in this program differ from those provided in the Title III B Program in that participants in this program do not have to be at least 60 years old which is required of Title III B participants. Except for providing transportation services to the local United Way and to Title IIIB participants, the Council's management decided to discontinue providing local transportation services as of June 30, 1999.

Case Management

The Case Management program of the General Fund accounts for revenues paid by the Department of Health and Hospitals for Medicaid case management services and for the expenses incurred to produce these revenues. Case management services were provided for only part of the year and the Council's management has decided to discontinue providing this service.

Safe Harbor

The Safe Harbor program was started by the Council in fiscal year 1998. It is a program funded by the local United Way. The purpose is to provide funding to pay for repairs to homes occupied by elderly people who do not have the financial and manpower resources to make repairs to their homes. Presently, the Council is paying for the materials to make these repairs and coordinating volunteers to perform the repair work. The Council has set a \$2,000 per household limit for how much it will pay towards each repair. During the year the Council funded



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

c. Fund Accounting: (continued)

◆ General Fund - (continued)

Safe Harbor - (continued)

\$1,734 of home repairs. Because this type of service is one which is allowable as a Title IIIB supportive service, that program paid for the costs and was reimbursed via interfund transfer from the General Fund's Safe Harbor program.

◆ 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. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging through the Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council.

The following funds comprise the Council's Special Revenue funds:

Title III B Supportive Services Fund

The Title III B Supportive Services Fund is used to account for funds which are to provide a variety of supportive services, such as; information and assistance, homemaker services, outreach services, personal care, legal services, case management, and transportation for people age 60 or older.

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

c. Fund Accounting: (continued)

◆ Special Revenue Funds - (continued)

Title III B Ombudsman Fund

The Title III B Ombudsman Fund is used to account for funds used to provide people age 60 and older residing in long-term care facilities a representative to ensure that such residents' rights are upheld, to resolve complaints by residents with the management of the long-term care facility, and to promote quality care at the facility.

Title III C Area Agency Administration Fund

The Title III C Area Agency Administration Fund is used to account for some of the costs of administrating the Special Programs for the Aging.

Title III C-1 Fund

The Title III C-1 Fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the year the Council served 19,415 meals to people eligible to participate in this program.

Title III C-2 Fund

Title III C-2 Fund is used to account for funds which are used to provide nutritional meals to home-bound older persons. Using Title III C-2 funds the Council served 32,218 meals during the year to people eligible to participate in this program.

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

c. Fund Accounting: (continued)

◆ Special Revenue Funds - (continued)

Title III D Fund

The Title III D Fund is used to account for funds which are used to provide in-home services to the frail and elderly person who is home-bound, including in-home supportive services for older individuals who are victims of Alzheimer's disease and related disorders with neurological and organic brain dysfunction, and to the families of such victims. During the fiscal year, the Council used its Title III D funds to provide Medic Alert units to eligible participants.

Title III F Fund

The Title III F Fund is used to account for funds used for disease prevention and health promotion activities. The law directs the state agency administering this program to "give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need."

U.S.D.A. Fund

The U.S.D.A. Fund is used to account for the administration of Nutrition Program for the Elderly funds provided by the United States Department of Agriculture through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program reimburses the service provider on a per unit basis (about 56 cents/meal) for each congregate and home-delivered meal served to an eligible participant so that United States food and commodities may be purchased to supplement these nutrition programs.

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

c. Fund Accounting: (continued)

◆ Special Revenue Funds - (continued)

Senior Center Fund

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community.

Audit Fund

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

Utility Assistance Fund

The Utility Assistance Fund is used to account for the administration of programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the Louisiana Association of Councils on Aging (LACO) which in turn remits funds relating to St. Charles Parish to the Council so that it can provide assistance to the elderly for the payment of their utility bills.

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

c. Fund Accounting: (continued)

◆ Special Revenue Funds - (continued)

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various councils on aging throughout the state to be used to supplement the primary state grant for senior centers. St. Charles Council on Aging, Inc. was one of the parish councils to receive a supplemental grant. These funds are "passed through" the Governor's Office of Elderly Affairs. The Council used these funds to supplement Title III B supportive services.

FTA Fund

The FTA Fund is used to account for the acquisition of vehicles purchased in part with federal funds under various capital assistance programs. The Louisiana Department of Transportation and Development coordinates the receipt and disbursement of the FTA funds and the required matching funds from the Council. The Council acquired three vehicles under this program during the fiscal year. The Council has entered into contracts with the Louisiana DOTD to acquire two new vans in fiscal year 2000.

d. Account Groups:

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

General Fixed Assets

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

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

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. Principal and interest payments on long-term liabilities (capital lease obligations) are accounted for in the General Fund because the Council intends to use unrestricted resources to pay them and no legal mandate exists to establish a debt service fund.

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, except for the following: (1) principal and interest on long-term debt are recorded when due, and (2) claims and judgements and compensated absences are recorded as expenditures when paid with expendable available financial resources.

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

f. Transfers and Interfund Loans:

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

g. Budget Policy:

The Council follows these procedures in establishing the budgetary data reflected in Exhibits C and D of these financial statements.

- ◆ The Governor's Office of Elderly Affairs "GOEA" notifies the Council each year as to the funding levels for each program's grant award.
- ◆ Revenue projections are also made based on grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- ◆ Projections are made of property tax revenues based on past trends and data available to form expectations of future revenues.
- ◆ The Council's executive director prepares a proposed budget based on the funding levels provided by GOEA and other agencies, as well as expected revenues from property tax revenues and public support, and then submits the budget to the Board of Directors for approval.
- ◆ The Board of Directors reviews and adopts the budget before May 31 of the current year for the next year.
- ◆ The adopted budget is forwarded to the Governor's Office of Elderly Affairs for final approval.

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

g. Budget Policy: - (continued)

- ◆ Most budgetary appropriations, particularly those involving funds received from GOEA, lapse at the end of each fiscal year (June 30). Occasionally, the Council will receive a special project grant which may operate on a period different from the Council's normal fiscal year, and therefore, have a specified date where the budgetary appropriations will lapse.
- ◆ The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.
- ◆ Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments. There was one amendment during the fiscal year, which was effective May 14, 1999. The budget amendments were approved by the Council's board of directors and by GOEA using a similar procedure as the approval of the original budget.
- ◆ Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- ◆ The Council may transfer funds between line items as often as required but must obtain prior approval from the Governor's Office of Elderly Affairs (GOEA) for funds received under grants from this state agency. As part of its grant awards, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%. Otherwise, the excess costs could be labeled as unauthorized expenditures.
- ◆ Expenditures cannot legally exceed appropriations on an individual fund level.



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

g. Budget Policy: - (continued)

The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities may not be budgeted, particularly if they are deemed to be immaterial by management.

h. Cash:

Cash is reported at carrying amount which equals its fair value.

i. Investments:

Investments in certificates of deposit are reported at cost. However, investments which include securities traded on a national or international exchange are valued based on their last reported sales price (fair value). Investments that do not have an established market are reported at estimated fair value.

j. Prepaid Expenses:

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

k. Fixed Assets:

Assets which cost at least \$250 and which have an estimated useful life of at least 1 year are capitalized as fixed assets. All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. No depreciation has been provided on general fixed assets.

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

k. Fixed Assets: - (continued)

Capital leases are recorded at the inception of the lease as capital outlay expenditures and other financing sources in governmental fund types and as assets and liabilities in the General Fixed Asset and General Long-term Debt accounts groups, respectively, at the present value of the minimum lease payments, using the interest rates stated in the leases. Lease payments are recorded as expenditures on the due date; the portion of the payments applicable to principal, determined by using interest rates implicit in the lease, is reported as a reduction of the capitalized lease obligation in the General Long-term Debt account group.

l. Restricted Assets:

Restricted assets represent assets which have been primarily acquired through donations whereby the donor has placed a restriction on how the donation can be used by the Council (i.e., utility assistance funds). Restricted assets are offset by a corresponding reservation of the Council's fund balance.

m. Reservation and Designations of Fund Balances:

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

Designated allocations of fund balances result when the Council's management intends to expend certain resources in a designated manner. Designations of fund balances can be changed at the discretion of the Council's board of directors.

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

n. Compensated Absences:

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

o. Comparative Data:

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

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

p. Related Party Transactions:

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

q. Management's Use of Estimates:

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

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

Intergovernmental revenues are recorded in governmental funds as revenues in the accounting period when they become susceptible to accrual, that is, measurable and available (modified accrual basis). Intergovernmental grants do not allow the Council to recognize revenue under the grant award until actual costs are incurred or units of service are provided.

Program service fees are recognized when the Council provides the service that entitles the Council to charge the recipient for the services received.

Interest income is recorded when it becomes measurable and available in accordance with the modified accrual basis of accounting.

The Council encourages and receives contributions from clients to help offset the costs of the Title IIIB, C-1, and C-2 programs. Utility assistance funds are provided from public donations via utility company programs. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict; therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

Note 3 - Revenue Recognition - Property Tax

The Council on Aging receives funds from a property tax which was adopted by the voters of St. Charles Parish for the purpose of operating and maintaining programs for the elderly in the parish. The property tax was initially passed in 1989 and was renewed again in fiscal year 1998. The tax will be assessed through the year 2007. The property tax, a .98 mill assessment, is levied each year by the St. Charles Parish Council on November 15 based upon the assessed value (approximately \$623 million after homestead exemption) on the previous January 1 of all real property owned within the Parish. The tax becomes due on November 15 and is considered delinquent if not paid by December 31. Most of the property tax revenues are collected during the months of December, January, and February. The St. Charles Parish Council acts as the collection agent for these taxes.

Note 3 - Revenue Recognition - Property Tax - (continued)

After considering tax exemptions, the net amount of tax payable to the Council on Aging was \$610,354. However, the Council on Aging does not ultimately receive all of this money. Some taxes are not paid and the Parish Council withholds some of the collected amounts to pay for certain expenses that are attributable to the Council on Aging. The net proceeds are forwarded to the Council on Aging for its use and are recorded as revenue by it upon receipt. The Council on Aging has also accrued as current year revenues any amounts collected but not remitted by the St. Charles Parish Council as of June 30. The reason the Council on Aging has accrued these amounts is because it has immediate access to the funds if it desires to ask for the money. At June 30, 1999, the St. Charles Parish Council had not remitted \$12,118 of collected property taxes.

Note 4 - Cash and Investments

At June 30, 1999, the Council's cash and investments consisted of the following:

Cash:	
Petty cash	\$      200
Checking accounts	23,147
Money market account	<u>2,805</u>
Total cash	<u>26,152</u> *
Investments:	
Certificates of deposit	614,858
U.S. Treasury note	<u>98,969</u>
Total investments	<u>713,827</u>
Total cash and investments	\$739,979 =====

(\*) Includes \$1,986 of cash restricted for the Utility Assistance program.

Note 4 - Cash and Investments - (continued)

One of the Council's two checking accounts serves as a consolidated bank account. The consolidated bank account serves as a means for paying all of the bills and depositing most of the money collected by the Council. This account is available for use by all funds. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash balances to temporarily cover any negative cash balances in other funds. The other checking account is used for payroll.

At June 30, 1999, the carrying amount of the Council's checking accounts and money market account was \$25,952 whereas the related bank balances were \$77,881. The difference in the carrying amount and bank balances relate primarily to deposits made and checks written which did not clear the bank accounts by June 30, 1999. All of these bank balances were covered by federal depository insurance. Accordingly, these balances are classified as "Category 1" balances in accordance with GASB Statement 3.

State statutes authorize the Council to invest temporarily idle monies in the following:

1. United States Treasury Bonds,
2. United States Treasury Notes,
3. United States Treasury Bills,
4. Obligations of U.S. Government Agencies, including such instruments as Federal Home Loan Bank bonds, variety of "Federal Farm Credit" bonds,
5. Fully collateralized certificates of deposit issued by qualified commercial banks and savings and loan associations located within the State of Louisiana,
6. Fully collateralized repurchase agreements,
7. Fully collateralized interest-bearing checking accounts, and
8. Mutual of Trust Fund institutions which are registered with the Securities and Exchange Commission under the Security Act of 1933 and the Investment Act of 1940, and which have underlying investments consisting solely of and limited to securities of the United States Government or its agencies.

Note 4 - Cash and Investments - (continued)

9. Any other investment allowed by state statute for local governments.
10. Louisiana Asset Management Pool (LAMP).

The Council's primary purpose for investing is to earn interest income on money that has been determined to be in excess of immediate cash needs.

At June 30, 1999, the Council held the following certificates of deposit, listed by financial institution:

	<u>Amount</u>	<u>Interest Rate</u>	<u>Maturity</u>
FNB of St. Charles:	40,000	4.95%	07/28/99
	10,000	4.40%	11/29/99
	13,394	4.00%	01/30/00
	<u>36,000</u>	4.60%	08/02/01
Total FNB of St. Charles	<u>99,394</u>		
Bank One:	30,000	5.25%	07/21/99
	<u>60,000</u>	5.50%	07/18/01
Total Bank One	<u>90,000</u>		
Hibernia National Bank:	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	40,000	4.32%	02/11/00
	<u>55,464</u>	4.70%	03/07/00
Total Hibernia National Bank	<u>335,464</u>		
Mutual Savings and Loan:	45,000	5.97%	01/21/00
	<u>45,000</u>	5.97%	01/21/00
Total Mutual Savings and Loan	<u>90,000</u>		
Total certificates of deposit	\$614,858		
	=====		

Note 4 - Cash and Investments - (continued)

These certificates of deposit represent nonparticipating interest-earning investment contracts as described in GASB 31. Accordingly, they have been reported at cost in these financial statements.

At June 30, 1999, \$302,119 of the certificates of deposit were covered by federal depository insurance (Category 1) but the remaining \$312,739 was not. Although FNB of St. Charles and Hibernia National Bank have pledged securities to cover the uninsured funds in these banks, GASB Statement 3 categorizes the \$312,739 as uncollateralized because the pledged securities are held by the bank's agent and are not registered in the Council's name.

The Council also had invested in the following U.S. Treasury note at June 30, 1999:

<u>Face Value</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Interest Rate</u>	<u>Maturity</u>
\$100,000	\$100,728	\$ 98,969	5.00%	02/28/01
=====	=====	=====		

U.S. Treasury notes are classified as "Category 1" type investments in accordance with GASB Statement 3.

The cumulative net unrealized loss on the Council's investments as of June 30, 1999 was \$1,759. Changes in the fair value of the U.S. Treasury noted from year end to year end are recognized as revenue, or as a decrease in revenue, in the Statement of Revenues, Expenditures, and changes in Fund Balances - Governmental Fund Types under the caption "investment income".



Note 5 - Government Grants Receivable

Government grants receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year end. Government grants receivable at June 30, 1999, consisted of the following:

<u>Program</u>	<u>Provider</u>	<u>Fund</u>	<u>Amount</u>
U.S.D.A.	GOEA	Special Revenue	\$2,456 =====

Note 6 - Accounts Receivable

Accounts receivable at June 30, 1999 for General Fund programs consisted of the following:

<u>Program</u>	<u>Amount</u>
Local Transportation	\$9,338 =====

Note 7 - Changes in Fixed Assets

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

<u>Asset Category</u>	<u>Balance June 30, 1998</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 1999</u>
Vehicle	\$226,743	\$115,195	\$ -	\$341,938
Office furniture and equipment	24,066	1,744	-	25,810
Nutrition equipment	4,520	-	-	4,520
Recreation equipment	1,961	-	-	1,961
Buildings	12,698	-	-	12,698
Property acquired under capital lease:				
Office equipment	<u>19,746</u>	<u>-</u>	<u>-</u>	<u>19,746</u>
 Total general fixed assets	 \$289,734 =====	 \$116,939 =====	 \$ - =====	 \$406,673 =====

Donated assets represent \$4,000 of the June 30, 1999, total for fixed assets.

Note 8 - Prepaid Expenses

At June 30, 1999, prepaid expenses consisted of the following:

Insurance premiums	\$6,552 =====
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Note 9 - Unearned Grant Revenue Due to GOEA

The Council received grant revenue for the year ended June 30, 1999 that was not spent and will be returned to GOEA as follows:

<u>Program</u>	<u>Amount</u>
Title IIIB - Supportive Services	\$ 11 *
Title IIIF	<u>578</u>
	\$ 589 =====

(\* ) Amount is due back to GOEA because the Council failed to meet the required spending amount for legal assistance.

Note 10 - Board of Directors' Compensation

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

Note 11 - In-Kind Contributions

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

Note 12 - Income Tax Status

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

The Council does not file a Form 990 because it has been determined to be an "affiliate of a governmental unit" within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 C.B. 418.

Note 13 - Changes in Long-Term Debt

The following is a summary of transactions relating to the Council's long-term debt during fiscal year 1999:

	<u>Balance</u> <u>07-01-98</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>06-30-99</u>
Accumulated, unpaid vacation	\$ 8,521	\$ 782	\$ -	\$ 9,303
Capital lease obligations	<u>17,143</u>	<u>-</u>	<u>(4,787)</u>	<u>12,356</u>
Total long-term debt	\$25,664 =====	\$ 782 =====	\$(4,787) =====	\$21,659 =====

Note 14 - Lease Commitments

The Council leases from the St. Charles Parish School Board a building that houses the Council's main office and a cafeteria which is used as a senior center at 626 Pine, Hahnville, Louisiana, and a meal site known as the Norco Adult Learning Center in Norco, Louisiana. The terms of this lease required monthly payments of \$1,140 per month. The Council is responsible for cleaning the facilities but the St. Charles Parish School Board (the lessor) pays for repairs, utilities, and liability insurance. The Council and the School Board have not yet signed another written lease to extend the term of the lease which expired June 30, 1998. Accordingly, until a new lease is negotiated, the Council is leasing these facilities under the same terms as the expired lease on a month to month basis. Management expects a new lease will be negotiated with the School Board for essentially the same terms as the expired lease.

Note 14 - Lease Commitments - (continued)

During the fiscal year the Council also leased its senior center/meal site at Des Allemands, Louisiana, from the St. Andrews Episcopal Church. This lease is for \$250 per month plus the cost of utilities and can be terminated with a thirty (30) day written notice from either party. The lessor is responsible for insuring the building and making any repairs.

For fiscal year 1999 rent expense was \$16,680. Rent expense is included in the operating services category on the Statement of Revenues, Expenditures, and Changes in Fund Balance.

During fiscal year 1998 the Council entered into a lease-purchase agreement for a photocopy machine. Terms of this lease are as follows:

<u>Monthly Payment</u>	<u>Number of Months</u>	<u>Date Payments Began</u>	<u>Imputed Interest Rate</u>	<u>Purchase Option</u>
\$496.30	42	12-30-97	8.930%	\$1,900

Future minimum payments, by year and in the aggregate, under the capital lease is as follows at June 30, 1999:

Fiscal year ending:		
June 30, 2000		\$ 5,956
June 30, 2001		<u>7,358</u>
Total minimum lease payments remaining		13,314
Less imputed interest		<u>(958)</u>
Present value of net minimum lease payments		\$12,356 =====

Note 15 - Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council as of June 30, 1999. Furthermore, the Council's management believes that any potential lawsuits would be adequately covered by insurance.

Note 16 - Federal Award Programs

The Council participates in a number of federal award programs. These programs are audited in accordance with *Government Auditing Standards*. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs to such an extent as to materially affect the Council's financial position. Any costs that might be disallowed would be recognized in the period agreed upon by the agency and the Council.

Note 17 - Economic Dependency

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

Note 18 - Interfund Loans

Because the Council operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant. Such advances create short-term interfund loans. A summary of interfund loans at June 30, 1999 is as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$2,456	\$ -
Special Revenue Funds:		
USDA	<u>      -</u>	<u>2,456</u>
Total	\$2,456 =====	\$2,456 =====

Note 19 - Interfund Transfers

Operating transfers in and out are listed by fund for the year as follows:

	FUNDS TRANSFERRED FROM					TOTAL
	GENERAL FUND		SPECIAL REVENUE FUNDS			
	LOCAL	PCOA	USDA	AUDIT	SUPPLE. SENIOR CENTER	
<b>Funds Transferred To:</b>						
<b>General Fund:</b>						
Transportation	\$ 5,046	\$ -	\$ -	\$ 147	\$ -	\$ 5,193
<b>Total General Fund</b>	<b>5,046</b>	<b>-</b>	<b>-</b>	<b>147</b>	<b>-</b>	<b>5,193</b>
<b>Special Revenue Funds:</b>						
IIIB Services	282,910	21,779	-	549	4,500	309,738
IIIB Ombudsman	351	-	-	5	-	356
Title C-1	89,470	-	10,827	267	-	100,564
Title C-2	152,346	-	18,459	287	-	171,092
Title III D	3,186	-	-	-	-	3,186
Senior Center	14,550	-	-	-	-	14,550
<b>Total Special Revenue Fund</b>	<b>542,813</b>	<b>21,779</b>	<b>29,286</b>	<b>1,108</b>	<b>4,500</b>	<b>599,486</b>
<b>Total All Funds</b>	<b>\$547,859</b>	<b>\$21,779</b>	<b>\$29,286</b>	<b>\$1,255</b>	<b>\$ 4,500</b>	<b>\$604,679</b>

Note 20 - Risk Management

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

Note 21 - Purchase Commitments

The Council has entered into an agreement with the Louisiana Department of Transportation and Development (DOTD) to purchase two new vans. The Council is responsible for matching a portion of the purchase price of each van. \$29,000 of the General Fund's fund balance has been reserved for the expected cost of the local match. The vans are expected to be delivered in fiscal year 2000.

**SUPPLEMENTARY FINANCIAL INFORMATION**



## SCHEDULE OF PROGRAM REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

## GENERAL FUND

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

For the year ended June 30, 1999

Programs of the General Fund

	Local	PCOA	Local Transportation	Case Management	Safe Harbor	Total
<b>REVENUES</b>						
Property tax	\$ 602,961	\$ 0	\$ 0	\$ 0	\$ 0	\$ 602,961
Intergovernmental:						
Office of Elderly Affairs	0	21,779	0	0	0	21,779
Public Support:						
United Way	10,000	0	0	0	10,000	20,000
Restricted for Senior Olympics	1,649	0	0	0	0	1,649
General public - unrestricted	30	0	0	0	0	30
Investment Income	33,011	0	0	0	0	33,011
Program Service Fees:						
Dept. of Health & Hospitals	0	0	0	2,921	0	2,921
Office of Family Support	0	0	75,000	0	0	75,000
ARC	0	0	11,796	0	0	11,796
Vouchers	0	0	3,567	0	0	3,567
United Way	0	0	3,312	0	0	3,312
Other Local Agencies	0	0	3,137	0	0	3,137
Miscellaneous	395	0	0	0	0	395
<b>Total revenues</b>	<b>648,046</b>	<b>21,779</b>	<b>96,812</b>	<b>2,921</b>	<b>10,000</b>	<b>779,558</b>
<b>EXPENDITURES</b>						
Current:						
Personnel	0	0	53,557	1,137	0	54,694
Fringe	0	0	4,203	88	0	4,291
Travel	0	0	0	54	0	54
Operating Services	4,035	0	33,998	163	0	38,196
Operating Supplies	3,554	0	8,015	48	0	11,617
Other Costs:						
Expenses Allocated by the Parish:						
Sheriff's Retirement	19,714	0	0	0	0	19,714
Other Allocated Costs	2,777	0	0	0	0	2,777
Other Costs Paid Directly by the Council	0	0	2,232	116	0	2,348
Capital Outlay	28,628	0	0	0	0	28,628
Debt Service:						
Principal Retirement	4,787	0	0	0	0	4,787
Income Expense	1,168	0	0	0	0	1,168
<b>Total expenditures</b>	<b>64,663</b>	<b>0</b>	<b>102,005</b>	<b>1,606</b>	<b>0</b>	<b>168,274</b>
<b>Excess of revenues over(under) expenditures</b>	<b>583,383</b>	<b>21,779</b>	<b>(5,193)</b>	<b>1,315</b>	<b>10,000</b>	<b>611,284</b>
<b>OTHER FINANCING SOURCES (USES)</b>						
Operating transfers in	0	0	5,193	0	0	5,193
Operating transfers out	(546,125)	(21,779)	0	0	(1,734)	(569,638)
<b>Excess of revenues and other sources over(under) expenditures and other uses</b>	<b>37,258</b>	<b>0</b>	<b>0</b>	<b>1,315</b>	<b>8,266</b>	<b>46,839</b>
<b>FUND BALANCES (DEFICIT)</b>						
Beginning of year	676,662	0	0	0	20,000	696,662
<b>End of year</b>	<b>\$ 713,920</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,315</b>	<b>28,266</b>	<b>\$ 743,501</b>

COMBINING SCHEDULE OF PROGRAM REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

SPECIAL REVENUE FUNDS

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

For the year ended June 30, 1999

	Title III B		Title III C		Title III D		Title III F		U.S.D.A.	Senior Center	Audit	Utility Assistance	Supple. Senior Center	F.T.A.	Totals
	Services	Ombudsman	Admin.	C-1	C-2	D	F								
<b>REVENUES</b>															
Intergovernmental:															
Office of Elderly Affairs	\$ 52,126	\$ 3,389	\$ 11,123	\$ 56,680	\$ 17,662	\$ 1,238	\$ 1,394	\$ 28,645	\$ 25,102	\$ 1,255	\$ 0	\$ 4,500	\$ 0	\$ 203,134	
Dept of Transportation and Development	0	0	0	0	0	0	0	0	0	0	0	0	0	88,311	
Public Support (Restricted):															
LP&L Helping Hands(via LACOA)	0	0	0	0	0	0	0	0	0	0	0	0	0	5,019	
Client contributions	3,465	0	0	12,942	20,359	0	0	0	0	0	0	0	0	36,766	
Miscellaneous:															
Guest meals	0	0	0	53	0	0	0	0	0	0	0	0	0	53	
<b>Total revenues</b>	<b>55,591</b>	<b>3,389</b>	<b>11,123</b>	<b>69,675</b>	<b>38,041</b>	<b>1,238</b>	<b>1,394</b>	<b>28,645</b>	<b>25,102</b>	<b>1,255</b>	<b>0</b>	<b>4,500</b>	<b>0</b>	<b>333,283</b>	
<b>EXPENDITURES</b>															
Current															
Personnel	156,186	2,412	10,338	87,903	81,020	0	0	0	0	0	0	0	0	337,859	
Fringe	12,545	188	785	7,137	6,643	0	0	0	0	0	0	0	0	27,298	
Travel	1,838	345	0	424	966	0	0	0	51	0	0	0	0	3,324	
Operating services	79,851	354	0	18,873	30,487	0	0	0	39,601	0	0	0	0	169,166	
Operating supplies	31,700	107	0	4,617	7,858	0	0	0	0	0	0	0	0	44,282	
Other costs	10,117	339	0	5,944	7,237	0	0	0	0	0	0	0	0	23,637	
Full service contracts	73,092	0	0	0	0	4,424	1,394	0	0	0	0	0	0	78,910	
Meals	0	0	0	45,341	75,222	0	0	0	0	0	0	0	0	120,563	
Capital outlay	0	0	0	0	0	0	0	0	0	0	0	0	0	88,311	
Utility assistance	0	0	0	0	0	0	0	0	0	0	0	4,810	0	4,810	
<b>Total expenditures</b>	<b>365,329</b>	<b>3,745</b>	<b>11,123</b>	<b>170,239</b>	<b>209,133</b>	<b>4,424</b>	<b>1,394</b>	<b>0</b>	<b>39,652</b>	<b>0</b>	<b>0</b>	<b>4,810</b>	<b>0</b>	<b>896,160</b>	
Excess of revenues over (under) expenditures	(309,738)	(356)	0	(100,564)	(171,092)	(3,186)	0	28,645	(14,550)	1,255	209	4,500	0	(564,877)	
<b>OTHER FINANCING SOURCES (USES)</b>															
Operating transfers in	309,738	356	0	100,564	171,092	3,186	0	0	14,550	0	0	0	0	599,486	
Operating transfers out	0	0	0	0	0	0	0	(29,286)	0	(1,255)	0	(4,500)	0	(35,041)	
Excess of revenues and other sources over (under) expenditures and other uses	0	0	0	0	0	0	0	(641)	0	0	0	0	0	(432)	
<b>FUND BALANCE (DEFICIT)</b>															
Beginning of year	0	0	0	0	0	0	0	641	0	0	1,777	0	0	2,418	
End of year	0	0	0	0	0	0	0	0	0	0	1,986	0	0	1,986	

**SCHEDULE OF PROGRAM EXPENDITURES - BUDGET VERSUS ACTUAL  
CONTRACTS AND GRANTS PROVIDED THROUGH THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS**

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

**For the year ended June 30, 1999**

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<b>PCOA</b>			
Transfers to Title III B	\$ 21,779	\$ 21,779	\$ 0
<b>Total</b>	<u>\$ 21,779</u>	<u>\$ 21,779</u>	<u>\$ 0</u>
<b><u>TITLE III-B SUPPORTIVE SERVICES</u></b>			
Personnel	\$ 160,075	\$ 156,186	\$ 3,889
Fringe	12,976	12,545	431
Travel	1,174	1,838	(664)
Operating Services	73,147	79,851	(6,704)
Operating Supplies	32,187	31,700	487
Other Costs	9,531	10,117	(586)
Full Service Contracts	73,073	73,092	(19)
Meals	0	0	0
Capital Outlay	0	0	0
<b>Totals</b>	<u>\$ 362,163</u>	<u>\$ 365,329</u>	<u>\$ (3,166)</u>
<b><u>TITLE III-B OMBUDSMAN</u></b>			
Personnel	\$ 3,195	\$ 2,412	\$ 783
Fringe	272	188	84
Travel	51	345	(294)
Operating Services	623	354	269
Operating Supplies	194	107	87
Other Costs	433	339	94
Full Service Contracts	0	0	0
Meals	0	0	0
Capital Outlay	0	0	0
<b>Totals</b>	<u>\$ 4,768</u>	<u>\$ 3,745</u>	<u>\$ 1,023</u>
<b><u>TITLE III C - Area Agency Administration(AAA)</u></b>			
Personnel	\$ 10,338	\$ 10,338	\$ 0
Fringe	785	785	0
Travel	0	0	0
Operating Services	0	0	0
Operating Supplies	0	0	0
Other Costs	0	0	0
Full Service Contracts	0	0	0
Capital Outlay	0	0	0
<b>Totals</b>	<u>\$ 11,123</u>	<u>\$ 11,123</u>	<u>\$ 0</u>

**SCHEDULE OF PROGRAM EXPENDITURES - BUDGET VERSUS ACTUAL  
CONTRACTS AND GRANTS PROVIDED THROUGH THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS**

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

**For the year ended June 30, 1999**

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<b>TITLE III C-1</b>			
Personnel	\$ 84,457	\$ 87,903	\$ (3,446)
Fringe	7,052	7,137	(85)
Travel	307	424	(117)
Operating Services	14,087	18,873	(4,786)
Operating Supplies	4,254	4,617	(363)
Other Costs	3,673	5,944	(2,271)
Full Service Contracts	0	0	0
Meals:			
Raw food	20,945	20,610	335
Labor and non-edibles	25,139	24,731	408
Capital Outlay	0	0	0
<b>Totals</b>	<b>\$ 159,914</b>	<b>\$ 170,239</b>	<b>\$ (10,325)</b>
<b>TITLE III C-2</b>			
Personnel	\$ 71,844	\$ 81,020	\$ (9,176)
Fringe	6,082	6,643	(561)
Travel	430	666	(236)
Operating Services	25,401	30,487	(5,086)
Operating Supplies	6,636	7,858	(1,222)
Other Costs	3,673	7,237	(3,564)
Meals:			
Raw food	35,663	34,192	1,471
Labor and non-edibles	42,803	41,030	1,773
Capital Outlay	0	0	0
<b>Totals</b>	<b>\$ 192,532</b>	<b>\$ 209,133</b>	<b>\$ (16,601)</b>
<b>TITLE III D</b>			
Full Service Contracts	\$ 4,300	\$ 4,424	\$ (124)
<b>Totals</b>	<b>\$ 4,300</b>	<b>\$ 4,424</b>	<b>\$ (124)</b>
<b>TITLE III F</b>			
Full Service Contracts	\$ 1,972	\$ 1,394	\$ 578
<b>Totals</b>	<b>\$ 1,972</b>	<b>\$ 1,394</b>	<b>\$ 578</b>

**SCHEDULE OF PROGRAM EXPENDITURES - BUDGET VERSUS ACTUAL  
CONTRACTS AND GRANTS PROVIDED THROUGH THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS**

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

**For the year ended June 30, 1999**

	<u>Budget</u>	<u>Actual</u>	<u>Variance- Favorable (Unfavorable)</u>
<b>USDA</b>			
Transfers to Title III C-1	\$ 10,607	\$ 10,827	\$ (220)
Transfers to Title III C-2	17,436	18,459	(1,023)
Totals	<u>\$ 28,043</u>	<u>\$ 29,286</u>	<u>\$ (1,243)</u>
<b>SENIOR CENTER</b>			
Travel	\$ 0	\$ 51	\$ (51)
Operating Services	46,289	39,601	6,688
Totals	<u>\$ 46,289</u>	<u>\$ 39,652</u>	<u>\$ 6,637</u>
<b>AUDIT</b>			
Transfers to:			
Title III B - Supportive Services	\$ 628	\$ 549	\$ 79
Title III B - Ombudsman	12	5	7
Title III C-1	276	267	9
Title III C-2	339	287	52
General Fund - Local Transportation Program	0	147	(147)
Totals	<u>\$ 1,255</u>	<u>\$ 1,255</u>	<u>\$ 0</u>
<b>MISCELLANEOUS GRANT</b>			
Transfers to Title III-B Supportive Services	\$ 0	\$ 4,500	\$ (4,500)
Transfers to Senior Center	4,500	0	4,500
Totals	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ 0</u>

**SCHEDULE OF PRIORITY SERVICES -  
TITLE III, PART B - CONTRACT FOR SUPPORTIVE SERVICES**

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

**For the year ended June 30, 1999**

		<u>Percent of GOEA Contract</u>
<b>Access(30%):</b>		
Assisted Transportation	\$ 0	
Case Management	13,615	
Transportation	192,895	
Information & assistance	10,977	
Outreach	28,666	
	<hr/>	
Total access expenses	246,153	730.64%
<b>In-Home(15%):</b>		
Homemaker	32,302	
Chore	0	
Telephoning	0	
Visiting	0	
Adult daycare/health	0	
Personal Care	44,123	
	<hr/>	
Total in-home expenses	76,425	226.85%
<b>Legal(5%):</b>		
Legal Assistance	1,673	4.97%
Non-priority services	<hr/> 41,078	
Total Title III B - Supportive Services Expenditures	365,329	
Less: Participant contributions	(3,465)	
Other public support	0	
Transfers in	<hr/> (309,738)	
Title III B - Supportive Services Contract	52,126	
Less: Transfers of contract allotments	0	
State homemaker	0	
State transportation	<hr/> (18,436)	
Original contract award net of additional state homemaker and transportation funds and transfers of contract allotments	<hr/> <hr/> \$ 33,690	

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

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

**For the year ended June 30, 1999**

	Balance June 30, 1998	Additions	Deletions	Balance June 30, 1999
<b><u>General fixed assets:</u></b>				
Vehicles	\$ 226,743	\$ 115,195	\$ 0	\$ 341,938
Office furniture and equipment	24,066	1,744	0	25,810
Nutrition equipment	4,520	0	0	4,520
Recreation equipment	1,961	0	0	1,961
Buildings & building improvements	12,698	0	0	12,698
Property acquired under capital lease:				
Office equipment	19,746	0	0	19,746
<b>Total general fixed assets</b>	<b>\$ 289,734</b>	<b>\$ 116,939</b>	<b>\$ 0</b>	<b>\$ 406,673</b>
<b><u>Investment in general fixed assets:</u></b>				
Property acquired with funds from -				
FTA	\$ 123,922	\$ 88,311	\$ 0	\$ 212,233
General Funds	155,763	28,628	0	184,391
Title III B Supportive Services	884	0	0	884
Title III C-1	2,144	0	0	2,144
Title III C-2	817	0	0	817
Title III G	398	0	0	398
Senior Center	1,806	0	0	1,806
In-kind contributions	4,000	0	0	4,000
<b>Total investments in general fixed assets</b>	<b>\$ 289,734</b>	<b>\$ 116,939</b>	<b>\$ 0</b>	<b>\$ 406,673</b>

DISCLOSURE ABOUT THE YEAR 2000 ISSUE

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

June 30, 1999

The Year 2000 issue arises because many computerized systems use two digits rather than four to identify a year. Date sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. The effects of the Year 2000 issue may be experienced before, on or after January 1, 2000, and, if not addressed, the impact on operations and financial reporting may range from minor errors to significant systems failure, which could affect the Council's ability to conduct normal business operations.

DESCRIPTION OF WORK COMPLETED OR TO BE COMPLETED TO MAKE  
THE COUNCIL'S COMPUTER SYSTEM AND OTHER ELECTRONIC EQUIPMENT  
CRITICAL TO CONDUCTING OPERATIONS SYSTEM 2000 COMPLIANT

The Council's management has taken action to minimize any adverse effects which might result from the year 2000 as follows:

**GENERAL OPERATIONS AND ACCOUNTING SYSTEMS**

The Council has hired Net Performance, a computer consulting firm, to insure its computers are ready for January 1, 2000. The Council's primary accounting software and the computer that runs this software have been tested and verified as Year 2000 compliant. The electronic spreadsheet programs have not yet been verified as Year 2000 compliant, but they have no date sensitive uses which could impact the Council's operations adversely.

The Client Tracking System software is presently not compliant. The Governor's Office of Elderly Affairs is purchasing software to be installed in October, 1999, that will ensure this application will be Year 2000 compliant. The computer that runs this software has been checked by Net Performance and has passed its inspection for Y2K.

The computer that runs the Smart software for the transportation program is not Year 2000 compliant. The software is not used for date sensitive material, therefore, it should not affect the Council's operations. The Council is planning to replace this computer with one that can use the Year 2000.



**PURCHASE OF GOODS AND SERVICES INTEGRAL  
TO THE COUNCIL'S OPERATIONS**

There are alternatives available whereby the Council can acquire the goods and services it needs to perform its routine functions should the year 2000 prevent the usual vendors from meeting the Council's needs.

**FINANCIAL RESOURCE COMMITMENTS**

Management expects to spend no more than \$5,000 in FY2000 to upgrade its software and hardware to be Year 2000 compliant.

**DISCLAIMER**

Despite all the efforts the Council's management can and will take to assess, remediate, and validate through testing the problems associated with the year 2000, management makes no guarantee that all systems and equipment used by the Council, its service organization, suppliers, or other third parties will be year 2000 compliant.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

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

For the Year Ended June 30, 1999

I have audited the financial statements of the St. Charles Council on Aging, Inc., Hahnville, Louisiana as of and for the year ended June 30, 1999, and have issued my report thereon dated September 21, 1999. I conducted my 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. My audit of the financial statements as of June 30, 1999 resulted in an unqualified opinion.

**Section I - Summary of Auditor's Reports**

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

Internal Control:

Material Weaknesses  Yes  No  
Reportable Conditions  Yes  No

Compliance:

Compliance Material to Financial Statements  Yes  No

- b. Federal Awards

Federal awards were less than \$300,000. This section is not applicable.

- c. Identification of Major Programs

This section is not applicable.

- d. Management Letter

The auditor issued a management letter relating to this year's audit:  Yes  No

**Section II - Financial Statement Findings**

There were no findings that are required to be reported in this section of the report.

**Section III - Federal Award Findings and Questioned Costs**

This section is not applicable.

SCHEDULE OF PRIOR YEAR FINDINGS

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

For the Year Ended June 30, 1999

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

No findings were reported in the prior year.

Section III - Internal Control and Compliance Material to Federal  
Awards

No findings were reported in the prior year.

Section III - Management Letter

Item #: 1998-1

Description: Financial institutions should collateralize the  
Council's deposits over \$100,000 with a pledge of  
securities.

Status: Resolved.

**MANAGEMENT'S CORRECTIVE ACTION PLAN**

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

For the Year Ended June 30, 1999

**SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE  
FINANCIAL STATEMENTS**

There were no findings reported in this section.

**SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL  
AWARDS**

There were no findings reported in this section.

**SECTION III - MANAGEMENT LETTER**

No management letter was issued this year by the auditor.

If you have any questions regarding this plan, please call  
Margaret Powe at (504) 783-6683.