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BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Annual Financial Report

For the Year Ended 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 1-19-2000

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

For the Year Ended June 30, 1999

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**TOM MILJOAN**  
Certified Public Accountant

Member:  
American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants

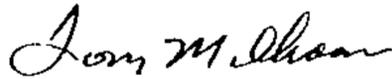
109 North Eleventh Street  
Oakdale, Louisiana 71463  
(318)335-0495

Board of Directors  
Beauregard Council on Aging, Inc.  
DeRidder, Louisiana

I have compiled the accompanying general purpose financial statements of the Beauregard Council on Aging, Inc., as of and for the year ended June 30, 1999, and the accompanying supplementary information contained in Schedules 1 through 7, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management of the Beauregard Council on Aging, Inc. I have not audited or reviewed the accompanying general purpose financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report, dated November 23, 1999, on the results of our agreed-upon procedures.



Oakdale, Louisiana  
November 23, 1999

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana  
Combined Balance Sheet - All Fund Types and Account Group  
June 30, 1999  
(With comparative totals for June 30, 1998)

	Governmental Fund Types		Account Groups		Totals (Memorandum Only)	
	General	Special Revenue	General Fixed Assets	General Long-Term Debt	1999	1998
<u>ASSETS</u>						
Cash	\$ 20,714	\$ 43,233	\$ -	\$ -	\$ 63,947	\$ 63,820
Restricted Assets:						
Cash restricted for utility assistance payments	-	446	-	-	446	370
Fixed Assets	-	-	42,033	-	42,033	42,088
Other Debits:						
Amount to be provided to retire long-term debt	-	-	-	5,667	5,667	3,310
Total Assets	<u>\$ 20,714</u>	<u>\$ 43,679</u>	<u>\$ 42,033</u>	<u>\$ 5,667</u>	<u>\$112,093</u>	<u>\$109,588</u>
<u>LIABILITIES, FUND EQUITY, AND OTHER CREDITS</u>						
Liabilities:						
Accumulated Unpaid Vacation	\$ -	\$ -	\$ -	\$ 5,667	\$ 5,667	\$ 3,310
Total Liabilities	-	-	-	5,667	5,667	3,310
Fund Equity and Other Credits:						
Investment in General Fixed Assets	\$ -	\$ -	\$ 42,033	\$ -	\$ 42,033	\$ 42,088
Fund Balances:						
Reserved	-	43,679	-	-	43,679	41,061
Unreserved - Undesignated	<u>20,714</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,714</u>	<u>23,129</u>
Total Fund Equity and Other Credits	<u>20,714</u>	<u>43,679</u>	<u>42,033</u>	<u>-</u>	<u>106,426</u>	<u>106,278</u>
Total Liabilities, Fund Equity, and Other Credits	<u>\$ 20,714</u>	<u>\$ 43,679</u>	<u>\$ 42,033</u>	<u>\$ 5,667</u>	<u>\$112,093</u>	<u>\$109,588</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Combined Statement of Revenues, Expenditures, and Changes in  
Fund Balances - All Governmental Fund Types  
For the Year Ended June 30, 1999  
(With comparative totals for the year ended June 30, 1998)

	<u>General</u>	<u>Special Revenue</u>	<u>Totals (Memorandum Only)</u>	
			<u>1999</u>	<u>1998</u>
<u>REVENUES</u>				
Intergovernmental	\$ 21,779	\$261,131	\$282,910	\$266,995
Public Support	3,747	14,857	18,604	20,957
Interest Income	266	-	266	312
In-kind Contributions	-	14,319	14,319	14,319
Miscellaneous	-	1,063	1,063	534
	<u>25,792</u>	<u>291,370</u>	<u>317,162</u>	<u>303,117</u>
<u>EXPENDITURES</u>				
Current:				
Salaries	-	101,998	101,998	105,074
Fringe	-	7,518	7,518	8,153
Travel	-	983	983	800
Operating services	6,210	28,168	34,378	30,999
Operating supplies	108	4,923	5,031	6,079
Other costs	-	21,263	21,263	2,201
Meals	-	131,359	131,359	119,927
In-kind expenses	-	14,319	14,319	14,319
Capital Outlay	110	-	110	10,614
	<u>6,428</u>	<u>310,531</u>	<u>316,959</u>	<u>298,166</u>
Excess (deficiency) of revenues over (under) expenditures	<u>19,364</u>	<u>(19,161)</u>	<u>203</u>	<u>4,951</u>
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers in	-	64,629	64,629	37,991
Operating transfers out	(21,779)	(42,850)	(64,629)	(37,991)
Proceeds on Sale of Assets	-	-	-	1,500
Excess (deficiency) of revenues and other sources over expenditures and other uses	<u>(2,415)</u>	<u>2,618</u>	<u>203</u>	<u>6,451</u>
<u>FUND BALANCES</u>				
Beginning of year	<u>23,129</u>	<u>41,061</u>	<u>64,190</u>	<u>57,739</u>
End of year	<u>\$ 20,714</u>	<u>\$ 43,679</u>	<u>\$ 64,393</u>	<u>\$ 64,190</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance  
Budget (GAAP Basis) and Actual - General Fund

For the Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
<u>REVENUES</u>			
Intergovernmental	\$21,779	\$ 21,779	\$ -
Public Support	-	3,747	3,747
Interest Income	-	266	266
	<u>21,779</u>	<u>25,792</u>	<u>4,013</u>
<u>EXPENDITURES</u>			
Current:			
Operating services	5,782	6,320	(428)
Operating supplies	102	108	(6)
Capital Outlay	110	110	-
	<u>5,994</u>	<u>6,428</u>	<u>(434)</u>
Excess (deficiency) of revenues over (under) expenditures	15,785	19,364	3,579
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	-	-	-
Operating transfers out	<u>(21,779)</u>	<u>(21,779)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(5,994)	(2,415)	3,579
<u>FUND BALANCES</u>			
Beginning of year	<u>23,129</u>	<u>23,129</u>	<u>-</u>
End of year	<u>\$17,135</u>	<u>\$ 20,714</u>	<u>\$ 3,579</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance  
Budget (GAAP Basis) and Actual - Special Revenue Funds

For the Year Ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>REVENUES</u>			
Intergovernmental	\$ 261,131	\$ 261,131	\$ -
Public Support	14,000	14,857	857
In-kind Contributions	14,319	14,319	-
Miscellaneous	<u>-</u>	<u>1,063</u>	<u>1,063</u>
Total Revenues	<u>289,450</u>	<u>291,370</u>	<u>1,920</u>
<u>EXPENDITURES</u>			
Current:			
Salaries	103,265	101,998	1,267
Fringe	7,972	7,518	454
Travel	960	983	(23)
Operating services	27,404	28,168	(764)
Operating supplies	5,299	4,923	376
Other costs	18,464	21,263	(2,799)
Meals	129,895	131,359	(1,464)
In-kind expenses	<u>14,319</u>	<u>14,319</u>	<u>-</u>
Total Expenditures	<u>307,578</u>	<u>310,531</u>	<u>(2,953)</u>
Excess (deficiency) of revenues over (under) expenditures	(18,128)	(19,161)	(1,033)
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	64,629	64,629	-
Operating transfers out	<u>(42,850)</u>	<u>(42,850)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	3,651	2,618	(1,033)
<u>FUND BALANCES</u>			
Beginning of year	<u>41,061</u>	<u>41,061</u>	<u>-</u>
End of year	<u>\$ 44,712</u>	<u>\$ 43,679</u>	<u>\$ (1,033)</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended 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 Beauregard Council on Aging, Inc. is a non-profit, quasi-public 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. Other entities that provide the Council with federal, state, or local funds may impose some additional requirements.

The primary function of the Beauregard 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 congregate and home delivered meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 14 voluntary members who serve three-year terms, governs the Council.

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 - PRESENTATION OF STATEMENTS**

In April of 1984, the Financial Accounting Foundation established 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. The codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

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

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

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 the financial statements in this report, into two generic fund types and two broad fund categories (account groups).

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, income from various fund raisers, program service revenue from renting Medic Alert units and providing Medicaid services, and interest income, have been recorded in the local program of the general fund. Expenses incurred which are not chargeable to specific programs are recorded as local program expenditures. Also, expenses incurred to produce related program service fees and fund raising income are charged as local program expenditures. Local funds are also used as transfers to special revenue funds to supplement those programs. In addition, fixed asset additions are generally paid with local funds.

PCOA (Act 735)

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

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

• Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments and major capital projects) that are legally restricted to expenditures for specified purposes. Most of the Council's special revenue funds are provided by GOEA. The Title III funds are provided by the United States Department of Health and Human Services - Administration on Aging through the Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council.

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

Title III-C Area Agency Administration (AAA) Fund

The Title III-C Area Agency Administration Fund is used to account for some of the administrative costs associated with operating the Special Programs for the Aging.

Title III-B Supportive Services Fund

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

Title III-F Fund

The Title III-F Fund is used to account for funds used for disease prevention and health promotion activities or services, such as: (1) equipment and materials (scales to weigh people, educational material, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, and (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically under served and in which there are a large number of older individuals who have the greatest economic and social need."

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 "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. The Council operates one senior center in Beauregard Parish, Louisiana.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

Title III C-1 Congregate Meals Fund

The Title III C-1 Fund is used to account for funds which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year July 1, 1998 to June 30, 1999, the Council served about 10,000 congregate meals.

Title III C-2 Home Delivered Meals Fund

Title III C-2 Fund is used to account for funds which are used to provide nutritional, home delivered meals to homebound older persons. During the fiscal year July 1, 1998 to June 30, 1999, the Council served about 23,750 home delivered meals.

Title III D Fund

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

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 Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program reimburses the service provider about forty cents for each congregate and home-delivered meal served to an eligible participant so that United States food and commodities may be purchased to supplement these programs.

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 or compilation of the Council's financial statements.

United Way - Homemaker/Sitter

Homemaker assistance is a program designed to help maintain normal household functioning when the family's life is threatened with disruptions by long or short term illness, disability, social maladjustment, or other problems which require assistance in the home to sustain independent living. Under this program, trained homemakers working under agency supervision and the supervision of social workers go into homes as substitute homemakers and assume responsibility for routine household activities such as menu planning, budgeting shopping, child care, meal preparation, and general household management, including some light housekeeping.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

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 employees and remit the funds directly to the Council or to the Louisiana Association of Councils on Aging (LACOA), which in turn remits funds relating to Beauregard Parish to the Council. These funds are used to provide financial assistance to the elderly for the payment of their utility bills.

**D - ACCOUNT GROUPS**

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

General Fixed Assets

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

General Long-Term Debt

Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long-Term Debt Account Group. 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.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

**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.

**G - BUDGET POLICY**

The Council used the following procedures to derive in the budgetary data which has been presented 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.
- The Council may also obtain grants from agencies other than GOEA and the Council considers the potential revenues to be earned under those grants.
- Projections are made of revenues from other sources based on past trends and data available to form expectations of future revenues.
- The Executive Director prepares a proposed budget based on the expected funding levels 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 next year.
- The adopted budget is forwarded to the Governor's Office of Elderly Affairs for final approval.
- All budgetary appropriations lapse at the end of each fiscal year (June 30). 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 statement include the original adopted amounts and all subsequent amendments. There was only one amendment during the year which was effective July 1, 1998.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

*Notes to the Financial Statements*  
For the Year Ended June, 30, 1999

- The Council may transfer funds between line items as often as required but must obtain prior approval from the Governor's Office of Elderly Affairs for funds received under grants from this state agency. As a part of this grant awards, GOEA requires the Council to amend its budget in cases where actual costs for a particular cost category exceeded 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.
- The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some General Fund activities are not budgeted, particularly if they are deemed to be immaterial by management.
- Amounts were not budgeted for revenues and expenses for the Utility Assistance Fund because they were not legally required and the amount of revenue to be received under this program could not be determined.

**H - 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 has 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 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.

**I - FIXED ASSETS**

Generally, assets which cost at least \$250 and which have an estimated useful life of greater than one year are capitalized as fixed assets. All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available. 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 - RELATED PARTY TRANSACTIONS**

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

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

**K - 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. The liability has been determined using the number of vested vacation hours for each employee multiplied by the employee's current wage rate at the end of the year. An amount is added to this total for social security and Medicare taxes. Accrued vacation benefits will be paid from future years' resources and 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 for any unused portion.

**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.

**N - 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 its grant agreements. The fund balances in the governmental fund types have been reserved for any prepaid expenses recorded in these funds to reflect the amount of fund balance not currently available for expenditure. At year end, there were not any prepaid expenses.

**O - MANAGEMENT'S USE OF ESTIMATES**

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

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

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

Intergovernmental

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.

Senior Center, State Allocation (Act 735), Titles IIB and D funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not susceptible to accrual as revenue until the actual expenditures are made. Audit funds are also recognized as revenue once the related cost has been incurred, and the grant reimbursement is measurable and available.

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

Public Support and Miscellaneous Revenues

The Council encourages and receives contributions from clients to help offset the costs of the Title III-B, C1, C2, and D programs. In addition, various fund raisers are held during the year to obtain funds to offset costs of general operations and senior center activities. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict; therefore, they are not susceptible to accrual and are recorded as revenue in the period received.

**NOTE 3 - CASH IN BANK**

At June 30, 1999, the respective book balances in the Council's bank accounts was as follows:

Local - checking	\$ 11,354
Operating - checking	49,646
Payroll - checking	70
United Way - checking	2,877
Energy Assistance	<u>446</u>
Total	<u>\$ 64,393</u>

The combined bank balance for the above five accounts was \$75,625. All of the deposits were covered by federal depository insurance. GASB Statement 3 categorizes the credit risk of these deposits as Category 1 because they are fully insured.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

**NOTE 4 - CHANGES IN GENERAL FIXED ASSETS**

	Balances 7/1/98	Additions	Adjustments and Deletions	Balances 6/30/99
Vehicles	\$ 14,975	\$ -	\$ -	\$ 14,975
Furniture & Equipment	<u>27,113</u>	<u>110</u>	<u>(165)</u>	<u>27,058</u>
	<u>\$ 42,088</u>	<u>\$ 110</u>	<u>\$ (165)</u>	<u>\$ 42,033</u>

**NOTE 5 - IN-KIND DONATIONS**

The Council received \$14,319 in various in-kind contributions during the year which have been valued at their estimated fair market value and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on net income.

The in-kind contributions consisted of free rent and utilities for the senior center/meal site facilities and health screening sites. The Council received additional support through services contributed by volunteers that does not meet the criteria for recognition under generally accepted accounting principles because the Council would not hire additional paid employees to perform these services if volunteers were not available.

**NOTE 6 - 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 7 - INCOME TAX STATUS**

The Council, a non-profit corporation, is exempt from federal income taxation under Section 501 (c)(4) 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.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

**NOTE 8 - CHANGES IN GENERAL LONG-TERM DEBT**

Long-term liabilities that will be financed from governmental funds are accounted for in the general long-term debt group of accounts. The following is a summary of changes in the general long-term debt account group.

	Balance 7/1/98	Additions	Reductions	Balance 6/30/99
Accumulated unpaid vacation	\$ 3,310	\$ 2,357	\$ -	\$ 5,667
Total long-term debt	<u>\$ 3,310</u>	<u>\$ 2,357</u>	<u>\$ -</u>	<u>\$ 5,667</u>

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

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

**NOTE 10 - FEDERAL AWARD PROGRAMS**

The Council receives revenues from various federal and state grant programs which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. These programs are audited in accordance with the *Single Audit Act Amendments of 1996*. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.

**NOTE 11 - 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 the funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next fiscal year.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Notes to the Financial Statements  
For the Year Ended June, 30, 1999

**NOTE 12 - INTERFUND TRANSFERS**

Operating Transfers in and out are listed by fund for the fiscal year ended June 30, 1999:

	Operating Transfers In	Operating Transfers Out
<u>Special Revenue Funds:</u>		
Title III C-1	\$ 13,025	\$ -
Senior Center	-	(13,365)
Title III C-2	36,393	-
Title III F	656	-
Title III B	11,579	-
Title III D	2,428	-
United Way	-	(10,000)
Audit Fund	548	-
U.S.D.A.	-	(14,985)
Miscellaneous Grant	-	(4,500)
	<u>\$ 64,629</u>	<u>\$ (42,850)</u>
<u>General Funds:</u>		
PCOA - Act 735	-	(21,779)
	<u>-</u>	<u>(21,779)</u>
Total All Funds	<u>\$ 64,629</u>	<u>\$ (64,629)</u>

**NOTE 13 - RETIREMENT COMMITMENTS**

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

**NOTE 14 - FUND BALANCE - RESERVED**

The balance in reserved fund balance in the special revenue fund represents balances designated for future expenditures under programs which allow carryforward to future periods for specified services.

**NOTE 15 - RISK MANAGEMENT**

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

SUPPLEMENTARY FINANCIAL INFORMATION

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Program Revenues, Expenditures,  
and Changes in Fund Balance - General Fund

For the year ended June 30, 1999

	Programs of the General Fund		
	Local Unreserved	PCOA Act 735	Totals
<u>REVENUES</u>			
Intergovernmental	\$ -	\$ 21,779	\$21,779
Public Support	3,747	-	3,747
Interest Income	<u>266</u>	<u>-</u>	<u>266</u>
Total Revenues	<u>4,013</u>	<u>21,779</u>	<u>25,792</u>
<u>EXPENDITURES</u>			
Current:			
Operating Services	6,210	-	6,320
Operating Supplies	108	-	108
Capital Outlay	<u>110</u>	<u>-</u>	<u>110</u>
Total Expenditures	<u>6,428</u>	<u>-</u>	<u>6,428</u>
Excess (deficiency) of revenues over (under) expenditures	(2,415)	21,779	19,364
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	-	-	-
Operating transfers out	<u>-</u>	<u>(21,779)</u>	<u>(21,779)</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(2,415)	-	(2,415)
<u>FUND BALANCES</u>			
Beginning of year	<u>23,129</u>	<u>-</u>	<u>23,129</u>
End of year	<u>\$ 20,714</u>	<u>\$ -</u>	<u>\$ 20,714</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.

DeRidder, Louisiana

Schedule of Program Revenues, Expenditures,  
and Changes in Fund Balance - Special Revenue Funds

For the year ended June 30, 1999

	Title III C-1	Senior Center	Title III C-2	Audit Fund	Title III-F	Misc. Grant	Title III C-1 Admin.	Title III B Support Services	Title III D	USDA Cash-in- lieu-of Comm.	Helping Hands Energy Fund	United Way	Totals
<b>REVENUES</b>													
Intergovernmental	\$ 37,940	\$ 24,588	\$ 51,895	\$ 952	\$ 3,652	\$ 4,500	\$ 20,592	\$ 73,199	\$ 2,292	\$ 18,271	\$ -	\$ 23,250	\$ 261,131
Public Support													
Program Income	902	-	13,955	-	-	-	-	-	-	-	-	-	14,857
In-kind Contributions	193	3,859	-	-	-	-	1,129	8,631	507	-	-	-	14,319
Miscellaneous	-	-	-	-	-	-	-	-	-	-	1,063	-	1,063
Total Revenues	<u>39,035</u>	<u>28,447</u>	<u>65,850</u>	<u>952</u>	<u>3,652</u>	<u>4,500</u>	<u>21,721</u>	<u>81,830</u>	<u>2,799</u>	<u>18,271</u>	<u>1,063</u>	<u>23,250</u>	<u>291,370</u>
<b>EXPENDITURES</b>													
Current:													
Salaries	4,643	10,417	4,660	-	3,562	-	15,007	59,829	3,880	-	-	-	101,998
Fringe	356	806	343	-	279	-	1,172	4,224	338	-	-	-	7,518
Travel	27	-	35	-	30	-	302	559	30	-	-	-	983
Operating services	436	-	409	1,500	341	-	3,151	6,998	352	-	987	13,994	28,168
Operating supplies	101	-	90	-	67	-	680	3,897	88	-	-	-	4,923
Other Costs	-	-	11,651	-	29	-	280	9,271	32	-	-	-	21,263
Meals	46,304	-	85,055	-	-	-	-	-	-	-	-	-	131,359
In-kind expenses	193	3,859	-	-	-	-	1,129	8,631	507	-	-	-	14,319
Total Expenditures	<u>52,060</u>	<u>15,082</u>	<u>102,243</u>	<u>1,500</u>	<u>4,308</u>	<u>-</u>	<u>21,721</u>	<u>93,409</u>	<u>5,227</u>	<u>-</u>	<u>987</u>	<u>13,994</u>	<u>310,531</u>
Excess (deficiency) of revenues over (under) expenditures	(13,025)	13,365	(36,393)	(548)	(656)	4,500	-	(11,579)	(2,428)	18,271	76	9,256	(19,161)
<b>OTHER FINANCING SOURCES (USES)</b>													
Operating transfers in	13,025	-	36,393	548	656	-	-	11,579	2,428	-	-	-	64,629
Operating transfers out	-	(13,365)	-	-	-	(4,500)	-	-	-	(14,985)	-	(10,000)	(42,850)
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	-	-	-	-	-	-	-	-	3,286	76	(744)	2,618
<b>FUND BALANCES</b>													
Beginning of year	-	-	-	-	-	-	-	-	-	36,821	370	3,870	41,061
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,107</u>	<u>\$ 446</u>	<u>\$ 3,126</u>	<u>\$ 43,679</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Expenditures - Budget vs. Actual - Contracts  
and Grants Provided Through the Louisiana Governor's Office  
of Elderly Affairs (GOEA)

For the year ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	<u>Variance - Favorable (Unfavorable)</u>
<u>PCOA - ACT 735</u>			
Transfers out to:			
Title III C1	\$ 6,739	\$ 6,739	\$ -
Title III C2	11,408	11,408	
Title III D	2,428	2,428	-
Title III F	656	656	-
Audit	<u>548</u>	<u>548</u>	<u>-</u>
 Totals	 <u>\$ 21,779</u>	 <u>\$ 21,779</u>	 <u>\$ -</u>
 <u>TITLE III B SUPPORTIVE SERVICES</u>			
Salaries	\$ 60,504	\$ 59,829	\$ 675
Fringe	4,670	4,224	446
Travel	554	559	(5)
Operating Services	7,050	6,998	52
Operating Supplies	4,263	3,897	366
Other Costs	10,188	9,271	917
In-kind Expenses	<u>8,631</u>	<u>8,631</u>	<u>-</u>
 Totals	 <u>\$ 95,860</u>	 <u>\$ 93,409</u>	 <u>\$ 2,451</u>
 <u>TITLE III C - AREA AGENCY ADMINISTRATION</u>			
Salaries	\$ 15,007	\$ 15,007	\$ -
Fringe	1,158	1,172	(14)
Travel	268	302	(34)
Operating Services	3,208	3,151	57
Operating Supplies	683	680	3
Other Costs	268	280	(12)
In-kind Expenses	<u>1,129</u>	<u>1,129</u>	<u>-</u>
 Totals	 <u>\$ 21,721</u>	 <u>\$ 21,721</u>	 <u>\$ -</u>

The accompanying notes are an integral part of this statement.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Expenditures - Budget vs. Actual - Contracts  
and Grants Provided Through the Louisiana Governor's Office  
of Elderly Affairs (GOEA)

For the year ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable <u>(Unfavorable)</u>
<u>TITLE III C-1 - Congregate Meals</u>			
Salaries	\$ 5,020	\$ 4,643	\$ 377
Fringe	387	356	31
Travel	40	27	13
Operating Services	479	436	43
Operating Supplies	102	101	1
Meals: Raw Food	44,840	46,304	(1,464)
In-kind Expenses	<u>193</u>	<u>193</u>	<u>-</u>
Totals	<u>\$ 51,061</u>	<u>\$ 52,060</u>	<u>\$ (999)</u>
<u>TITLE III C-2 - Home Delivered Meals</u>			
Salaries	\$ 4,660	\$ 4,660	\$ -
Fringe	360	343	17
Travel	37	35	2
Operating Services	444	409	35
Operating Supplies	95	90	5
Other Costs	7,947	11,651	(3,704)
Meals: Raw Food	<u>85,055</u>	<u>85,055</u>	<u>-</u>
Totals	<u>\$ 98,598</u>	<u>\$102,243</u>	<u>\$ (3,645)</u>
<u>TITLE III D - In Home Services</u>			
Salaries	\$ 4,054	\$ 3,880	\$ 174
Fringe	313	338	(25)
Travel	32	30	2
Operating Services	386	352	34
Operating Supplies	83	88	(5)
Other Costs	32	32	-
In-kind Expenses	<u>507</u>	<u>507</u>	<u>-</u>
Totals	<u>\$ 5,407</u>	<u>\$ 5,227</u>	<u>\$ 180</u>

The accompanying notes are an integral part of this statement.

(continued)

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Expenditures - Budget vs. Actual - Contracts  
and Grants Provided Through the Louisiana Governor's Office  
of Elderly Affairs (GOEA)

For the year ended June 30, 1999

	<u>Budget</u>	<u>Actual</u>	Variance - Favorable (Unfavorable)
<u>TITLE III F - Preventive Health</u>			
Salaries	\$ 3,603	\$ 3,562	\$ 41
Fringe	278	279	(1)
Travel	29	30	(1)
Operating Services	343	341	2
Operating Supplies	73	67	6
Other Costs	<u>29</u>	<u>29</u>	<u>-</u>
Totals	<u>\$ 4,355</u>	<u>\$ 4,308</u>	<u>\$ 47</u>
<u>SENIOR CENTER</u>			
Salaries	\$ 10,417	\$ 10,417	\$ -
Fringe	806	806	-
In-kind Expenses	3,859	3,859	-
Transfers to Title III B	11,579	11,579	-
Transfers to Title III C1	<u>1,786</u>	<u>1,786</u>	<u>-</u>
Totals	<u>\$ 28,447</u>	<u>\$ 28,447</u>	<u>\$ -</u>
<u>U.S.D.A.</u>			
Transfer to Title III C 2	<u>\$ 14,985</u>	<u>\$ 14,985</u>	<u>\$ -</u>
<u>AUDIT FUND</u>			
Operating Services	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>
<u>UNITED WAY - HOMEMAKER/SITTER</u>			
Operating Services	\$ 13,994	\$ 13,994	\$ -
Transfer to Title III C 2	<u>10,000</u>	<u>10,000</u>	<u>-</u>
Totals	<u>\$ 23,994</u>	<u>\$ 23,994</u>	<u>\$ -</u>
<u>MISCELLANEOUS GRANT</u>			
Transfer to Title III C 1	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ -</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Priority Services -  
Title III, Part B - Grant for Supportive Services

For the year ended June 30, 1999

			<u>% of GOEA Grant</u>
Access (30%):	Assisted Transportation	\$ 1,314	
	Case Management	4,502	
	Transportation	56,891	
	Information & assistance	6,261	
	Outreach	<u>4,286</u>	
		73,254	115%
In-Home (15%):	Telephoning	6,263	
	Visiting	2,892	
	Adult/daycare/health	<u>7,866</u>	
		17,021	27%
Legal (5%):	Legal assistance	<u>3,134</u>	5%
Total Title III B - Supportive services expenditures		93,409	
Less: Transfers In		(11,579)	
Other Public Support		<u>(8,631)</u>	
Title III B - Supportive services grant		73,199	
Less: State transportation		<u>(9,571)</u>	
Original grant award net of additional state transportation funds		<u>\$63,628</u>	

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Comparative Schedule of General Fixed Assets  
and Changes in General Fixed Assets

For the year ended June 30, 1999

	Balances 7/1/98	Additions	Adjustments and Deletions	Balances 6/30/99
General fixed assets:				
Vehicles	\$ 14,975	\$ -	\$ -	\$ 14,975
Furniture & Equipment	<u>27,113</u>	<u>110</u>	<u>(165)</u>	<u>27,058</u>
	<u>\$ 42,088</u>	<u>\$ 110</u>	<u>\$ (165)</u>	<u>\$ 42,033</u>
Investment in general fixed assets:				
Property acquired with funds from:				
United Way	\$ 1,300	\$ -	\$ -	\$ 1,300
State funds Act 735	19,261	-	-	19,261
Senior Center	4,418	-	-	4,418
Title III B SS	2,730	-	-	2,730
Title III C 1	6,371	-	-	6,371
Title III C 2	332	-	-	332
Local Funds	<u>7,676</u>	<u>110</u>	<u>(165)</u>	<u>7,621</u>
Total investment in general fixed assets	<u>\$ 42,088</u>	<u>\$ 110</u>	<u>\$ (165)</u>	<u>\$ 42,033</u>

The accompanying notes are an integral part of this statement.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Year 2000 Issue

For the Year Ended June 30, 1999

The Beauregard Council on Aging, Inc. is preparing for the millennium change as it relates to the technology used by the organization. The Council is aware of the fact that date sensitive functions in computer hardware/software and in imbedded systems may fail to accurately process dates before, during and after the Year 2000. The Council will manage the transition into the Year 2000 with the goal to avoid any disruption of services before, during and after the Year 2000.

The Beauregard Council on Aging, Inc. acquires known technology for its information business systems, rather than developing its own technology. The Council will contact suppliers of their critical business systems to determine Year 2000 compliancy. Critical systems include financial accounting and other desktop systems.

Prior to Year 2000, the Council anticipates replacing, repairing or retiring non-compliant systems.

To date, the Beauregard Council on Aging, Inc. has not spent any funds on the Year 2000 project. The Council does not anticipate that the costs will have a material impact on financial or operating results. However, due to factors over which the Council has no control which may affect its readiness efforts, it remains uncertain as to what extent, if any, it may be affected.

In addition, I do not provide assurance that the Beauregard Council on Aging, Inc. is or will become Year 2000 compliant, that The Allen Council on Aging Inc. Year 2000 remediation efforts will be successful in whole or in part, or that parties with which The Allen Council on Aging, Inc. does business are or will become Year 2000 compliant.

BEAUREGARD COUNCIL ON AGING, INC.  
DeRidder, Louisiana

Schedule of Prior Year Findings

For the Year Ended June 30, 1999

<b>SECTION I - INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS</b>
There were no prior year findings relating to internal control and compliance material to the financial statements.
<b>SECTION II - INTERNAL CONTROL AND COMPLIANCE MATERIAL FEDERAL AWARDS</b>
There were no prior year findings relating to internal control and compliance material to federal awards.
<b>SECTION III - MANAGEMENT LETTER</b>
There was no management letter with the prior year audit report.

The accompanying notes are an integral part of this statement.

**TOM MILHOAN**  
Certified Public Accountant

Member:  
American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants

109 North Eleventh Street  
Oakdale, Louisiana 71463  
(318)335-0495

*Independent Accountant's Report  
on Applying Agreed-Upon Procedures*

Board of Directors  
Beauregard Council on Aging, Inc.  
DeRidder, Louisiana

I have performed procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Beauregard Council on Aging, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agencies solely to assist the users in evaluating management's assertions about Beauregard Council on Aging, Inc. compliance with certain laws and regulations during the year ended June 30, 1999, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Federal, State, and Local Awards**

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Beauregard Council on Aging, Inc. Federal award expenditures for all Federal programs for the fiscal year follow:

Federal Grant Name	Grant Year	CFDA No.	Amount
Title III C1 Congregate Meals	June 30, 1999	93.045	\$ 37,179
Title III C2 Home Delivered Meals	June 30, 1999	93.045	33,139
Title III C Area Agency Administration	June 30, 1999	93.045	15,444
Title III B Supportive Services	June 30, 1999	93.044	63,628
Title III D In Home Services	June 30, 1999	93.046	1,948
Title III F Preventive Health	June 30, 1999	93.043	3,104
Total			\$154,442

2. For each Federal, state, and local award, I randomly selected six disbursements from each award administered during the period under examination, provided that no more than thirty disbursements would be selected.
3. For the items selected in procedure 2, I traced the selected disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, I determined if the selected disbursements were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the selected disbursements received approval from proper authorities.

Inspection of documentation supporting each of the selected disbursements indicated approval from the executive director.

6. For the items selected in procedure 2: For federal awards, I determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the *Compliance Supplement*, (or contained in the grant agreement, if the program is not included in the *Compliance Supplement*) and for state and local awards, I determined whether the disbursements complied with the grant agreement relating to:

Activities allowed or unallowed:

I reviewed the previously listed disbursements for types of services allowed or not allowed. All of the selected disbursements complied with the allowability requirements.

Eligibility

I reviewed the previously listed disbursements for eligibility requirements. All of the selected disbursements complied with the eligibility requirements.

Reporting

I reviewed the previously listed disbursements for reporting requirements. All of the selected disbursements complied with the reporting requirements.

7. For the programs selected for testing in item 2 that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

The disbursements selected did not include any Federal programs that were closed out during the period of my review.

#### Meetings

8. I examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by I.SA-RS 42:1 through 42:12 (the open meetings law).

Beauregard Council on Aging, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of the Council's office building. Although management has asserted that such documents were properly posted, evidence supporting this assertion is limited to a copy of the applicable notices.

### **Comprehensive Budget**

9. For all grants exceeding five thousand dollars, I determined that each applicable federal, state, or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Beauregard Council on Aging, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

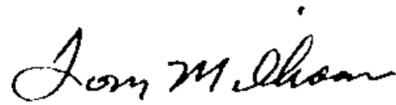
### **Prior Comments and Recommendations**

10. I reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no prior year suggestions, recommendations, or comments.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Beauregard Council on Aging, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Oakdale, Louisiana  
November 23, 1999

## LOUISIANA ATTESTATION QUESTIONNAIRE

Date 7-29-99

Tom Milhoan, CPA  
109 North 11<sup>th</sup> Street  
Oakdale, LA 71463

In connection with your compilation of our financial statements as of June 30, 1999, and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of June 30, 1999.

### Federal, State, and Local Awards

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes [] No [ ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes [] No [ ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [] No [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [] No [ ]

### Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes [] No [ ]

### Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [] No [ ]

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

Loyce Woodard Secretary/Treasurer 7-15-99 Date  
Louise McHurland President 7-15-99 Date