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R E P O R T

ST. BERNARD COUNCIL ON AGING, INC.

JUNE 30, 1997

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 FEB 18 1998

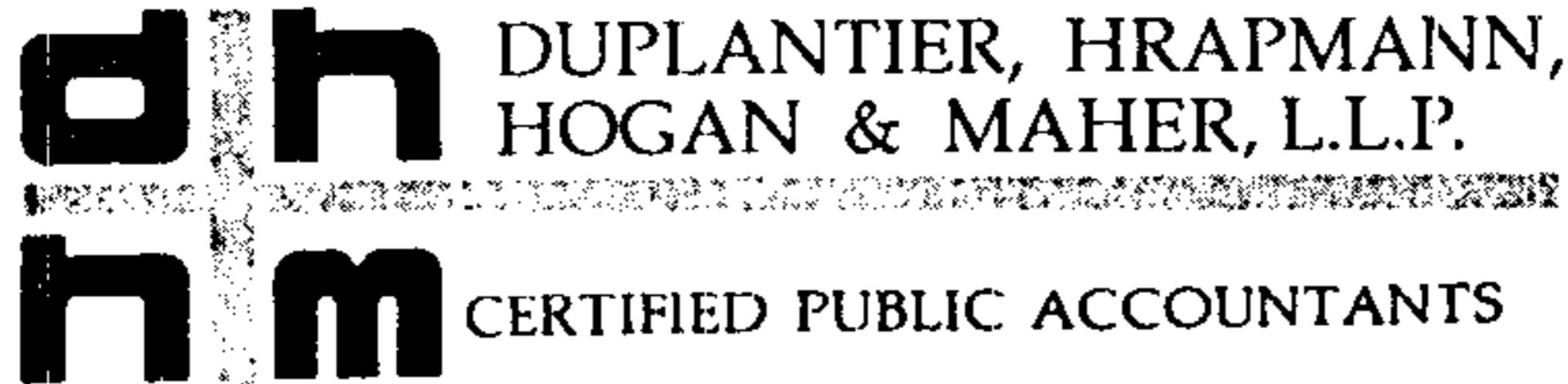
ST. BERNARD COUNCIL ON AGING, INC.

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## INDEPENDENT AUDITOR'S REPORT

November 12, 1997

Board of Directors  
St. Bernard Council on Aging, Inc.  
Arabi, Louisiana

We have audited the accompanying general purpose financial statements of the St. Bernard Council on Aging, Inc., as of and for the year ended June 30, 1997. These financial statements are the responsibility of management of the St. Bernard Council on Aging, Inc. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the St. Bernard Council on Aging, Inc., as of June 30, 1997, and the results of operations for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements. The supplementary information listed in the index to the report is presented for purposes of additional analysis and is not a required part of the financial statements of the St. Bernard Council on Aging, Inc. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 12, 1997 on our consideration of the St. Bernard Council on Aging's internal control structure and a report dated November 12, 1997 on its compliance with laws and regulations.

*Duplantier, Hrapmann, Hogan & Maher LLP*

ST. BERNARD COUNCIL ON AGING, INC.  
ALL FUND TYPES AND ACCOUNT GROUPS  
COMBINED BALANCE SHEET  
JUNE 30, 1997

	GOVERNMENTAL FUND TYPES		ACCOUNT GROUP	TOTALS	
	GENERAL FUND	SPECIAL REVENUE FUNDS	GENERAL FIXED ASSETS	MEMORANDUM ONLY	
				JUNE 30, 1997	JUNE 30, 1996
<b>ASSETS</b>					
Cash (Note 2)	\$ 58,603	\$ (34,537)	\$ --	\$ 24,066	\$ 16,416
Accounts receivable	70	--	--	70	--
Grants receivable (Note 4)	1,082	45,848	--	46,930	14,308
Deposit on van	8,063	--	--	8,063	--
Furniture & Equipment (Note 5)	--	--	101,151	101,151	79,574
<b>TOTAL ASSETS</b>	<b>\$ 67,818</b>	<b>\$ 11,311</b>	<b>\$ 101,151</b>	<b>\$ 180,280</b>	<b>\$ 110,298</b>
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES:</b>					
Accounts payable	\$ --	\$ 594	\$ --	\$ 594	\$ 1,384
Salaries payable	--	1,363	--	1,363	1,127
Payroll taxes payable	--	104	--	104	86
<b>Total liabilities</b>	<b>--</b>	<b>2,061</b>	<b>--</b>	<b>2,061</b>	<b>2,597</b>
<b>FUND EQUITY:</b>					
Investment in general fixed assets	--	--	101,151	101,151	79,574
Fund balances -					
Reserve for Title III C (Note 9)	--	7,466	--	7,466	9,105
Reserve for low income, handicapped elderly person's utility bills (Note 9)	--	1,784	--	1,784	2,386
Reserve - building furnishings (Note 9)	9,069	--	--	9,069	--
Unreserved	58,749	--	--	58,749	16,636
<b>Total fund equity</b>	<b>67,818</b>	<b>9,250</b>	<b>101,151</b>	<b>178,219</b>	<b>107,701</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 67,818</b>	<b>\$ 11,311</b>	<b>\$ 101,151</b>	<b>\$ 180,280</b>	<b>\$ 110,298</b>

See accompanying notes.



ST. BERNARD COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE  
 GOVERNMENTAL FUND TYPES  
FOR THE YEAR ENDED JUNE 30, 1997

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTALS MEMORANDUM ONLY	
			JUNE 30, 1997	JUNE 30, 1996
REVENUES: (Note 1)				
Intergovernmental	\$ 12,991	\$ 332,895	\$ 345,886	\$ 340,123
Miscellaneous	44,763	47,857	92,620	55,776
Fundraiser - building furnishings	67,450	--	67,450	--
Total revenues	<u>125,204</u>	<u>380,752</u>	<u>505,956</u>	<u>395,899</u>
EXPENDITURES: (Note 1)				
Personal services	162	150,390	150,552	148,004
Employee related benefits	12	12,200	12,212	11,854
Travel	--	7,274	7,274	6,472
Operating services	456	58,374	58,830	64,037
Operating supplies	6,967	4,303	11,270	18,742
Contractors	2,180	156,593	158,773	137,985
Capital outlay	50,318	1,846	52,164	--
Other	--	5,940	5,940	3,198
Total expenditures	<u>60,095</u>	<u>396,920</u>	<u>457,015</u>	<u>390,292</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>65,109</u>	<u>(16,168)</u>	<u>48,941</u>	<u>5,607</u>
OTHER FINANCING SOURCES (USES):				
Operating transfers in	--	13,255	13,255	7,904
Operating transfers out	(13,255)	--	(13,255)	(7,904)
Total other financing sources (uses)	<u>(13,255)</u>	<u>13,255</u>	<u>--</u>	<u>--</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	51,854	(2,913)	48,941	5,607
FUND BALANCE AT BEGINNING OF YEAR	<u>15,964</u>	<u>12,163</u>	<u>28,127</u>	<u>22,520</u>
FUND BALANCE AT END OF YEAR	\$ <u>67,818</u>	\$ <u>9,250</u>	\$ <u>77,068</u>	\$ <u>28,127</u>

See accompanying notes.

ST. BERNARD COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL -  
 SPECIAL REVENUE FUNDS  
 (EXCLUDING UTILITIES HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Intergovernmental:			
GOEA	\$ 301,962	\$ 301,368	\$ (594)
Cash-in-lieu	27,646	31,527	3,881
Miscellaneous:			
Client contribution	36,955	37,925	970
Other	1,182	411	(771)
Total revenues	<u>367,745</u>	<u>371,231</u>	<u>3,486</u>
EXPENDITURES:			
Personal services	152,184	150,390	1,794
Employee related benefits	12,099	12,200	(101)
Travel	6,390	7,274	(884)
Operating services	53,845	48,251	5,594
Operating supplies	3,050	4,303	(1,253)
Contracted services	148,434	156,593	(8,159)
Capital outlay	--	1,846	(1,846)
Other	4,700	5,940	(1,240)
Total expenditures	<u>380,702</u>	<u>386,797</u>	<u>(6,095)</u>
EXCESS EXPENDITURES OVER REVENUES	(12,957)	(15,566)	(2,609)
OTHER FINANCING SOURCES:			
Operating transfers in	<u>12,957</u>	<u>13,255</u>	<u>298</u>
EXCESS (DEFICIENCY) REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES	--	(2,311)	(2,311)
FUND BALANCES AT BEGINNING OF YEAR	<u>--</u>	<u>9,777</u>	<u>9,777</u>
FUND BALANCES AT END OF YEAR	<u>\$ --</u>	<u>\$ 7,466</u>	<u>\$ 7,466</u>

See accompanying notes.

ST. BERNARD COUNCIL ON AGING, INC.  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP BASIS) AND ACTUAL  
 PCOA (ACT 735)  
FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES:			
Intergovernmental	\$ 12,991	\$ 12,991	\$ --
EXPENDITURES	--	--	--
EXCESS OF REVENUES OVER EXPENDITURES	12,991	12,991	--
OTHER FINANCING SOURCES (USES):			
Operating transfers out	12,991	12,991	--
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	--	--	\$ --
FUND BALANCE BEGINNING OF YEAR	--	--	
FUND BALANCE AT END OF YEAR	\$ --	\$ --	

See accompanying notes.



ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The St. Bernard Council on Aging (Council) was authorized by State of Louisiana Act 456 of 1964. Their charter was issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. The Council is a nonprofit organization that must comply with the policies and regulations established by the Governor's Office of Elderly Affairs, the state agency which provides the Council with most of its revenues. The Council also receives revenues from other federal and state agencies which may impose certain restrictions upon how the Council can use the money that they have provided. The Council may be dissolved by the state with their net assets transferred to another governmental or non-profit organization. For financial statement reporting purposes the Council is considered a government organization.

The primary function of the St. Bernard Council on Aging, Inc. is 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 and nutritional education, information and referral services, and legal assistance; operating senior centers; and promoting training and skills to achieve unsubsidized employment of economically disadvantaged elderly citizens and transportation. A board of directors consisting of 15 members, who serve 3-year terms, govern the Council. Board members are elected from the general membership of the Council and receive no compensation for their services.

REPORTING ENTITY

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 governmental units as prescribed by the GASB. 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*.

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.

BASIS OF PRESENTATION

The accounts of the Council on Aging 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 comprises its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by

ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF PRESENTATION (Continued)

which spending activities are controlled. The fund categories, fund types and account groups presented in the financial statements are described as follows:

General Fund

The general operating fund of the Council accounts for all financial resources, except those required to be accounted for in the special revenue funds. Financial resources are broken down into the State of Louisiana Allocations Program and the Local or Unreserved Program, and the resources are accounted for separately under each program.

Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

General Fixed Assets Account Group

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 General Fixed Asset Account Group accounts for the fixed assets (capital outlays) used in governmental fund type operations of St. Bernard Council on Aging, Inc. The fixed assets are recorded as expenditures in the governmental fund types when purchased.

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.

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.

ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BUDGETARY PRACTICES

The proposed budget for the year ending June 30, 1997, was submitted to and approved by the board of directors on March 29, 1996 and a revised budget was approved on June 11, 1997. The budget, which included proposed expenditures and the means of financing them for all the special revenue funds, except for the Utilities Help Fund, was also submitted to the Louisiana Governor's Office of Elderly Affairs. The Utilities Help Fund is not required to submit a budget because funding is received in the form of individual donations. Consequently, the amount of funding is uncertain from year to year.

Unobligated grant funds at year end that were received through the Louisiana Governor's Office of Elderly Affairs must be returned to the office. Revenues earned or donated to the Council may be carried into the ensuing year. The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparing budgeted and actual revenues and expenditures. Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device. The Council does not recognize or record encumbrances in its budget practices. All budgetary appropriations lapse at the end of each fiscal year (June 30).

Generally, the Council may transfer funds between line items as often as required without prior approval from the Governor's Office of Elderly Affairs. However, the Council must obtain prior approval to increase capital outlay. The Council is allowed only a one-time transfer of amounts from one program to another and is never permitted to transfer amounts from services to administration.

Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments for all programs that require budgeting.

FIXED ASSETS

Fixed assets of the governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets.

The account group is not a fund. It is concerned only with the measurement of financial position, not with measurement of results of operations.

FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific use.



ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

COMPENSATED ABSENCES

Employees of the Council earn from 10 to 24 days of noncumulative vacation leave each year, depending on their length of service and employee status (full-time or part-time). Employees earn up to 15 days of sick leave each year. Sick leave may be accumulated to a maximum of 30 days; however, unused sick leave is forfeited upon termination of employment. At June 30, 1997, the Council has no accumulated benefits relating to leave privileges that require disclosure to conform with generally accepted accounting principles.

FUNDING POLICIES AND SOURCES OF FUNDS

The Council receives its monies through various methods of funding. Most of the funds are received on a grant basis. Under this method, funds are received on a monthly allocation of the total budget (grant). Any funds not used by year end are due back to the granting agency. The following programs are handled in this manner: Title III-B Supportive Services, Title III-B Administrative Services, Title III-C-1 Congregate Meals, Title III-C-2 Home Delivered Meals, Title III-D Frail Elderly, Title III-F Elder Assistance, Senior Center, Audit, the State of Louisiana Allocations Program (Act 735 of 1979) and Miscellaneous Grant.

The Council received reimbursements for USDA Cash-In-Lieu of Commodities expenditures based upon a per unit of service provided method.

The Council encourages and receives contributions from clients and private entities to help offset the costs of programs. In addition, various fundraisers were held during the year. A special fundraiser was held to furnish the new building. The proceeds from this fundraiser was \$67,450.

COMPARATIVE DATA

Comparative data for the prior year has been presented in the accompanying financial statements to provide an understanding of changes in the Council's financial position and operations. However, 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 COMBINED STATEMENTS

The total columns on the combined statements are captioned Memorandum Only (overview) to indicate that they are presented only to facilitate 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.

ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS

GENERAL FUND:

Local (Unreserved) Program

The Local (Unreserved) Program is a general operating program of the Council. The funds are received from local sources, such as the parish government.

PCOA (Act 735)

The PCOA Program is a general operating program of the Council and accounts for funds received from the State of Louisiana. The funds are appropriated to the Governor's Office of Elderly Affairs by the Louisiana Legislature for remittance to the parish council. The Council may use these "Act 735" funds at its discretion.

SPECIAL REVENUE FUNDS:

Title III-B Supportive Services Fund

The Title III-B Supportive Services Fund accounts for the administration of the Special Programs for Aging. Title III-B funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for access services, in-home services, community services, transportation and legal assistance for the elderly.

Title III-B Administrative Services Fund

The Title III-B Administrative Services Fund accounts for the administration of the Special Programs for the Aging. Title III-B funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to fund administrative costs associated with the Title III and Senior Center programs.

Title III-C-1 Congregate Meals Fund

The Title III-C-1 Congregate Meals Fund accounts for the administration of the Special Programs for the Aging. Title III-C-1 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to provide nutritional congregate meals to the elderly in strategically located centers.

Title III-C-2 Home Delivered Meals Fund

The Title III-C-2 Home Delivered Meals Fund accounts for the administration of the Special Programs for the Aging. Title III-C-2 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to provide nutritional meals to home-bound older persons.

ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS (Continued)

SPECIAL REVENUE FUNDS: (Continued)

Title III-D Frail Elderly Fund

The Title III-D Frail Elderly Fund accounts for the administration of the Special Programs for the Aging. Title III-D funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for in-home services for the frail elderly.

Cash-In-Lieu-Of Commodities Fund

The Cash-in-Lieu-of Commodities Fund accounts for funds received from the United States Department of Agriculture through the Louisiana Governor's Office of Elderly Affairs for the Cash-in-Lieu-of Commodities Program. The funds are allocated to the Title III-C-1 and Title III-C-2 Funds, as needed, to purchase meals for these programs. The grantor agency has directed that the funds received under the Cash-in-Lieu-of Commodities Program be reported separately in the financial statements.

Senior Center Fund

The Senior Center Fund accounts for the administration of Senior Center Program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs for distribution to the parish councils on aging. This program provides community service centers at which older persons receive supportive services and participate in activities that foster their independence, enhance their dignity, and encourage their involvement in and with the community.

Audit Fund

The Audit Fund accounts for funds that are appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs for distribution to the parish councils on aging. These funds are used to obtain independent audits of annual financial statements.

Miscellaneous Grants Fund

The Miscellaneous Grants Fund accounts for funds that are received from the state for discretionary purposes. The funds are used throughout each program.

Utilities Help Fund

The Utilities Help Fund accounts for the administration of the Utilities Help Program that is sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on aging to provide assistance to the elderly for the payment of utilities.



ST. BERNARD COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS (Continued)

SPECIAL REVENUE FUNDS: (Continued)

Title III-F Elder Assistance

The Title III-F Elder Assistance Fund accounts for the administration of the Special Programs for the Aging. Title III-F funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for disease prevention and health promotion activities for the elderly.

2. CASH:

At June 30, 1997, the Council has cash in an interest bearing account (book balances) totaling \$24,006. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At June 30, 1997, the Council has \$52,920 in deposits (collected bank balances). These deposits are fully secured through federal deposit insurance.

3. RECONCILIATION - ACTUAL AND BUDGET:

The following reconciles the excess of revenues and other sources over expenditures shown on the Statement of Budget and Actual with the amount on the Statement of Revenues, Expenditures and Changes in Fund Balance for the special revenue funds.

Excess of revenues and other sources over expenditures and other uses (budget and actual statement)	\$(2,311)
To adjust for the Utilities Help Fund	<u>(602)</u>
Excess of revenues and other sources over expenditures and other uses (statement of revenue and expenditures)	<u>\$(2,913)</u>

4. GRANTS RECEIVABLE:

Grants receivable of \$46,930 at June 30, 1997, consist of \$8,876 of reimbursements for expenditures incurred under the USDA Cash-In-Lieu of Commodities program, \$19,862 from Title III-B, \$1,457 from AAA, \$4,166 from Title III-C-1, \$6,512 from Title III-C-2, \$162 from Title III-D, \$4,112 from Senior Center, \$375 from Miscellaneous Grant, \$326 from Title III-F, and \$1,082 from PCOA (ACT 735).

ST. BERNARD COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

5. 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. A special fundraiser was held to furnish the new building. The proceeds from this fundraiser was \$67,450 of which \$58,381 was used. The remaining \$9,069 is set up as a reserve for building furnishings.

	<u>BALANCE</u> <u>6/30/96</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE</u> <u>6/30/97</u>
Nutrition equipment	\$14,146	\$21,468	\$11,058	\$ 24,556
Office furniture and equipment	42,506	30,696	19,529	53,673
Recreation equipment	1,826	--	--	1,826
Cans	<u>21,096</u>	<u>--</u>	<u>--</u>	<u>21,096</u>
	<u>\$79,574</u>	<u>\$52,164</u>	<u>\$30,587</u>	<u>\$101,151</u>

6. IN-KIND CONTRIBUTIONS:

The St. Bernard Council on Aging, Inc., receives in-kind contributions from the parish government and volunteers in the parish. In-kind contributions are as follows:

Cost- estimated cost - fair market value as determined by the grantor:	
Insurance	\$ 6,904
Utilities	2,655
Vehicle fuel and maintenance	4,134
Taxes and license - auto	30
Professional services	259
Repairs and maintenance - building and equipment	3,107
Senior Community Service Project labor and related expenses	15,559
Volunteer labor	4,467
Supplies	<u>847</u>
Total	<u>\$37,962</u>

The St. Bernard Parish Government owns the building in which the Council operates. The Council uses this building rent free.

The value of in-kind contributions is not recorded in the financial statements.

ST. BERNARD COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

7. INCOME TAX STATUS:

The St. Bernard Council on Aging, a nonprofit corporation, is exempt from federal income taxes under Section 501(C)(3) of the Internal Revenue Code.

8. 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.

9. FUND BALANCE RESERVES:

Reserve for Title III-C

This reserve is established for obligations under Title III-C Congregate Meals and Title III-C Home Delivered Meals.

A summary of the change in reserve fund balance follows:

	<u>Special Revenue</u>
Reserves - June 30, 1996	\$ 9,105
Payments - June 30, 1997	(33,166)
Collections - June 30, 1997	<u>31,527</u>
Reserves - June 30, 1997	<u>\$ 7,466</u>

Reserve for Low Income, Handicapped, Elderly Persons' Utility Bills

This reserve is established for obligations outstanding for low income, handicapped, elderly persons' utility bills.

A summary of the change in reserve fund balance follows:

	<u>Special Revenue</u>
Reserve - June 30, 1996	\$ 2,386
Payments - June 30, 1997	(10,123)
Collections - June 30, 1997	<u>9,521</u>
Reserve - June 30, 1997	<u>\$ 1,784</u>

ST. BERNARD COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1997

9. FUND BALANCE RESERVES: (Continued)

Reserve for Building Furnishings

This reserve is established as a result of a fund raiser specifically held to assist in furnishing the new building.

A summary of the change in reserve fund balance follows:

	<u>General Fund</u>
Reserve - June 30, 1996	\$ --
Collections - June 30, 1997	67,450)
Payments - June 30, 1997	<u>(58,381)</u>
Reserve - June 30, 1997	<u>\$ 9,069</u>

10. USE OF ESTIMATES:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

GENERAL FUNDS

The general operating funds account for all financial resources, except for those required to be accounted for in the special revenue funds.

ST. BERNARD COUNCIL ON AGING, INC.  
 GENERAL FUNDS  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
 FOR THE YEAR ENDED JUNE 30, 1997

	GENERAL FUND		
	LOCAL PROGRAM	PCOA (ACT 735)	TOTAL
<b>REVENUES:</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ --	\$ 12,991	\$ 12,991
Miscellaneous:			
Interest	540	--	540
Client contribution	44,223	--	44,223
Fund raiser	67,450	--	67,450
Total revenues	<u>112,213</u>	<u>12,991</u>	<u>125,204</u>
<b>EXPENDITURES:</b>			
Personal services	162	--	162
Employee related benefits	12	--	12
Operating services	456	--	456
Operating supplies	6,967	--	6,967
Contractors	2,180	--	2,180
Capital outlay	50,318	--	50,318
Total expenditures	<u>60,095</u>	<u>--</u>	<u>60,095</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>52,118</u>	<u>12,991</u>	<u>65,109</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers in			
Operating transfers out	(264)	(12,991)	(13,255)
Total other financing sources (uses)	<u>(264)</u>	<u>(12,991)</u>	<u>(13,255)</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	51,854	--	51,854
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<u>15,964</u>	<u>--</u>	<u>15,964</u>
<b>FUND BALANCES AT END OF YEAR</b>	<u>\$ 67,818</u>	<u>\$ --</u>	<u>\$ 67,818</u>

See accompanying notes.



SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds that are legally restricted to expenditures for specific purposes.

ST. BERNARD COUNCIL ON AGING, INC.  
SPECIAL REVENUE FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 1997

	<u>TITLE III-B SUPPORTIVE SERVICES</u>	<u>TITLE III-B ADMINISTRATIVE SERVICES</u>	<u>TITLE III-C-1 CONGREGATE MEALS</u>	<u>TITLE III-C-2 HOME DELIVERED MEALS</u>
<u>ASSETS</u>				
Cash	\$ (19,369)	\$ (1,360)	\$ (3,718)	\$ (6,088)
Accounts receivable	<u>19,862</u>	<u>1,457</u>	<u>4,166</u>	<u>6,512</u>
TOTAL ASSETS	<u>\$ 493</u>	<u>\$ 97</u>	<u>\$ 448</u>	<u>\$ 424</u>
<u>LIABILITIES AND FUND EQUITY</u>				
<u>LIABILITIES:</u>				
Accounts payable	\$ --	\$ --	\$ --	\$ --
Salaries payable	458	90	416	394
FICA payable	35	7	32	30
Total liabilities	<u>493</u>	<u>97</u>	<u>448</u>	<u>424</u>
<u>FUND EQUITY:</u>				
Reserve for Title III-B	--	--	--	--
Reserve for Title III-C	--	--	--	--
Reserve for Title III-D	--	--	--	--
Reserve for low income, handicapped elderly person's utility bills	--	--	--	--
Unreserved	--	--	--	--
Total fund equity	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 493</u>	<u>\$ 97</u>	<u>\$ 448</u>	<u>\$ 424</u>

<u>CASH</u> <u>IN-LIEU-OF</u> <u>COMMODITIES</u>	<u>TITLE III-D</u> <u>FRAIL</u> <u>ELDERLY</u>	<u>SENIOR</u> <u>CENTER</u>	<u>AUDIT</u>	<u>MISCELLANEOUS</u> <u>GRANT</u>	<u>UTILITIES</u> <u>GRANT</u>	<u>TITLE III-F</u> <u>ELDER</u> <u>ASSISTANCE</u>	<u>TOTAL</u>
\$ (1,410)	\$ (162)	\$ (4,112)	\$ --	\$ (375)	\$ 1,784	\$ 273	\$ (34,537)
<u>8,876</u>	<u>162</u>	<u>4,112</u>	<u>--</u>	<u>375</u>	<u>--</u>	<u>326</u>	<u>45,848</u>
<u>\$ 7,466</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 1,784</u>	<u>\$ 599</u>	<u>\$ 11,311</u>
\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 594	\$ 594
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>5</u>	<u>1,363</u>
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>104</u>
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>599</u>	<u>2,061</u>
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
<u>7,466</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>7,466</u>
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>
<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>1,784</u>	<u>--</u>	<u>1,784</u>
<u>7,466</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>1,784</u>	<u>--</u>	<u>9,250</u>
<u>\$ 7,466</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 1,784</u>	<u>\$ 599</u>	<u>\$ 11,311</u>

ST. BERNARD COUNCIL ON AGING, INC.  
SPECIAL REVENUE FUNDS  
COMBINING STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 1997

	TITLE III-B SUPPORTIVE SERVICES	TITLE III-B ADMINISTRATIVE SERVICES	TITLE III-C-1 CONGREGATE MEALS	TITLE III-C-2 HOME DELIVERED MEALS
<b>REVENUES:</b>				
Intergovernmental:				
USDA -- Cash-in-lieu	\$     --	\$     --	\$     --	\$     --
GOEA:				
Federal	50,778	13,118	45,791	19,836
State	44,561	4,373	4,209	58,309
Miscellaneous:				
Client contribution	1,197	--	8,603	28,125
Other	--	--	--	411
Total revenues	<u>96,536</u>	<u>17,491</u>	<u>58,603</u>	<u>106,681</u>
<b>EXPENDITURES:</b>				
Personal services	57,965	11,478	35,103	45,449
Employee related benefits	4,655	892	2,773	3,849
Travel	373	183	381	6,301
Operating services	30,772	4,912	6,349	6,026
Operating supplies	1,680	486	603	1,039
Contracted services	42,312	--	16,985	93,041
Capital outlay	--	--	--	1,846
Other	1,412	394	1,294	1,643
Total expenditures	<u>139,169</u>	<u>18,345</u>	<u>63,488</u>	<u>159,194</u>
Transfer in (out)	<u>42,633</u>	<u>854</u>	<u>4,213</u>	<u>52,513</u>
Excess (deficiency) after transfer	--	--	(672)	--
BEGINNING FUND BALANCES	<u>  --</u>	<u>  --</u>	<u>  672</u>	<u>  --</u>
ENDING FUND BALANCES	<u>\$    --</u>	<u>\$    --</u>	<u>\$    --</u>	<u>\$    --</u>

<u>CASH</u> <u>IN-LIEU-OF</u> <u>COMMODITIES</u>	<u>TITLE III-D</u> <u>FRAIL</u> <u>ELDERLY</u>	<u>SENIOR</u> <u>CENTER</u>	<u>AUDIT</u>	<u>MISCELLANEOUS</u> <u>GRANT</u>	<u>UTILITIES</u> <u>GRANT</u>	<u>TITLE III-F</u> <u>ELDER</u> <u>ASSISTANCE</u>	<u>TOTAL</u>
\$ 31,527	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 31,527
--	1,660	--	--	--	--	2,346	133,529
--	293	49,355	2,239	4,500	--	--	167,839
--	--	--	--	--	--	--	37,925
--	--	--	--	--	9,521	--	9,932
<u>31,527</u>	<u>1,953</u>	<u>49,355</u>	<u>2,239</u>	<u>4,500</u>	<u>9,521</u>	<u>2,346</u>	<u>380,752</u>
--	--	--	--	--	--	395	150,390
--	--	--	--	--	--	31	12,200
--	--	--	--	--	--	36	7,274
--	--	--	--	--	10,123	192	58,374
--	--	--	--	--	--	495	4,303
--	2,016	--	2,239	--	--	--	156,593
--	--	--	--	--	--	--	1,846
--	--	--	--	--	--	1,197	5,940
<u>--</u>	<u>2,016</u>	<u>--</u>	<u>2,239</u>	<u>--</u>	<u>10,123</u>	<u>2,346</u>	<u>396,920</u>
<u>(33,166)</u>	<u>63</u>	<u>(49,355)</u>	<u>--</u>	<u>(4,500)</u>	<u>--</u>	<u>--</u>	<u>13,255</u>
(1,639)	--	--	--	--	(602)	--	(2,913)
<u>9,105</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>--</u>	<u>2,386</u>	<u>--</u>	<u>12,163</u>
<u>\$ 7,466</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 1,784</u>	<u>\$ --</u>	<u>\$ 9,250</u>

ST. BERNARD COUNCIL ON AGING, INC.  
 STATEMENT OF EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING UTILITIES HELP FUND)  
 FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>PCOA (ACT 735)</u>			
Personal services	\$ ---	\$ ---	\$ ---
Employee related benefits	---	---	---
Travel	---	---	---
Operating services	---	---	---
Operating supplies	---	---	---
Contracted services	---	---	---
Capital outlay	---	---	---
Other	---	---	---
Transfer to other funds:	---	---	---
Title III C-2	12,991	12,991	---
TOTAL	<u>\$ 12,991</u>	<u>\$ 12,991</u>	<u>\$ ---</u>
 <u>TITLE III - B - SUPPORTIVE SERVICES</u>			
Personal services	\$ 59,342	\$ 57,965	\$ 1,377
Employee related benefits	4,720	4,655	65
Travel	382	373	9
Operating services	32,669	30,772	1,897
Operating supplies	1,261	1,680	(419)
Contracted services	43,982	42,312	1,670
Capital outlay	---	---	---
Other	1,164	1,412	(248)
TOTAL	<u>\$ 143,520</u>	<u>\$ 139,169</u>	<u>\$ 4,351</u>
 <u>TITLE III - B - ADMINISTRATIVE SERVICES</u>			
Personal services	\$ 11,256	\$ 11,478	\$ (222)
Employee related benefits	896	892	4
Travel	203	183	20
Operating services	4,589	4,912	(323)
Operating supplies	325	486	(161)
Contracted services	---	---	---
Capital outlay	---	---	---
Other	220	394	(174)
TOTAL	<u>\$ 17,489</u>	<u>\$ 18,345</u>	<u>\$ (856)</u>



ST. BERNARD COUNCIL ON AGING, INC.  
 STATEMENT OF EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING UTILITIES HELP FUND)  
 FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>TITLE III - C-1 - CONGREGATE MEALS</u>			
Personal services	\$ 33,758	\$ 35,103	\$ (1,345)
Employee related benefits	2,683	2,773	(90)
Travel	370	381	(11)
Operating services	7,242	6,349	893
Operating supplies	514	603	(89)
Contracted services	17,425	16,985	440
Capital outlay	--	--	--
Other	949	1,294	(345)
TOTAL	<u>\$ 62,941</u>	<u>\$ 63,488</u>	<u>\$ (547)</u>
 <u>TITLE III - C-2 - HOME DELIVERED MEALS</u>			
Personal services	\$ 47,210	\$ 45,449	\$ 1,761
Employee related benefits	3,752	3,849	(97)
Travel	5,374	6,301	(927)
Operating services	5,892	6,026	(134)
Operating supplies	633	1,039	(406)
Contracted services	85,075	93,041	(7,966)
Capital outlay	--	1,846	(1,846)
Other	754	1,643	(889)
TOTAL	<u>\$ 148,690</u>	<u>\$ 159,194</u>	<u>\$ (10,504)</u>
 <u>TITLE III - D - FRAIL ELDERLY</u>			
Personal services	\$ --	\$ --	\$ --
Employee related benefits	--	--	--
Travel	--	--	--
Operating services	--	--	--
Operating supplies	--	--	--
Contracted services	1,953	2,016	(63)
Capital outlay	--	--	--
Other	--	--	--
TOTAL	<u>\$ 1,953</u>	<u>\$ 2,016</u>	<u>\$ (63)</u>

ST. BERNARD COUNCIL ON AGING, INC.  
 STATEMENT OF EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING UTILITIES HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>USDA - CASH IN LIEU</u>			
Personal services	\$ ---	\$ ---	\$ ---
Employee related benefits	---	---	---
Travel	---	---	---
Operating services	---	---	---
Operating supplies	---	---	---
Contracted services	---	---	---
Capital outlay	---	---	---
Other	---	---	---
Transfers to other funds:	---	---	---
Title III C-1	5,086	4,885	201
Title III C-2	22,560	28,281	(5,721)
TOTAL	<u>\$ 27,646</u>	<u>\$ 33,166</u>	<u>\$ (5,520)</u>
<u>SENIOR CENTER</u>			
Personal services	\$ ---	\$ ---	\$ ---
Employee related benefits	---	---	---
Travel	---	---	---
Operating services	---	---	---
Operating supplies	---	---	---
Contracted services	---	---	---
Capital outlay	---	---	---
Other	---	---	---
Transfers to other funds:	---	---	---
Title III B - Supportive Services	47,081	42,633	4,448
Title III C-2 - Home Delivered Meals	2,274	6,722	(4,448)
TOTAL	<u>\$ 49,355</u>	<u>\$ 49,355</u>	<u>\$ ---</u>
<u>AUDIT FUND</u>			
Personal services	\$ ---	\$ ---	\$ ---
Employee related benefits	---	---	---
Travel	---	---	---
Operating services	---	---	---
Operating supplies	---	---	---
Contracted services	3,200	2,239	961
Capital outlay	---	---	---
Other	---	---	---
TOTAL	<u>\$ 3,200</u>	<u>\$ 2,239</u>	<u>\$ 961</u>

ST. BERNARD COUNCIL ON AGING, INC.  
 STATEMENT OF EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING UTILITIES HELP FUND)  
 FOR THE YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<u>MISCELLANEOUS GRANTS</u>			
Personal services	\$ ---	\$ ---	\$ ---
Employee related benefits	---	---	---
Travel	---	---	---
Operating services	---	---	---
Operating supplies	---	---	---
Contracted services	---	---	---
Capital outlay	---	---	---
Other	---	---	---
Transfer to other funds:			
Title III C-2 - Home Delivered Meals	4,500	4,500	---
TOTAL	<u>\$ 4,500</u>	<u>\$ 4,500</u>	<u>\$ ---</u>
 <u>TITLE III - F - ELDER ASSISTANCE</u>			
Personal services	\$ 618	\$ 395	\$ 223
Employee related benefits	49	31	18
Travel	61	36	25
Operating services	252	192	60
Operating supplies	318	495	(177)
Contracted services	---	---	---
Capital outlay	---	---	---
Other	1,612	1,197	415
TOTAL	<u>\$ 2,910</u>	<u>\$ 2,346</u>	<u>\$ 564</u>

ST. BERNARD COUNCIL ON AGING, INC.  
 COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS AND  
 CHANGES IN GENERAL FIXED ASSETS  
 FOR THE YEAR ENDED JUNE 30, 1997

	<u>BALANCE</u> <u>6/30/96</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE</u> <u>6/30/97</u>
<b>GENERAL FIXED ASSETS, AT COST:</b>				
Nutrition equipment	\$ 14,146	\$ 21,468	\$ 11,058	\$ 24,556
Office furniture and equipment	42,506	30,696	19,529	53,673
Recreation equipment	1,826	--	--	1,826
Vans	21,096	--	--	21,096
Total general fixed assets	<u>\$ 79,574</u>	<u>\$ 52,164</u>	<u>\$ 30,587</u>	<u>\$ 101,151</u>
<b>INVESTMENT IN GENERAL FIXED ASSETS:</b>				
Property acquired prior to 7/1/86 *	\$ 29,891	\$ --	\$ 20,000	\$ 9,891
Property acquired after 7/1/86 with funds from:				
UMTA	16,876	--	--	16,876
Title III C-1	545	--	--	545
Title III C-2	1,280	1,846	500	2,626
Senior Center	5,618	--	4,755	863
PCOA	6,691	--	1,610	5,081
Special	10,423	--	1,791	8,632
Title III G	662	--	414	248
Title III B	774	--	--	774
Title III B Admin.	162	--	--	162
Donations	6,652	--	1,517	5,135
General	--	50,318	--	50,318
Total investments in general fixed assets	<u>\$ 79,574</u>	<u>\$ 52,164</u>	<u>\$ 30,587</u>	<u>\$ 101,151</u>

\* Records reflecting sources from which assets were acquired were not maintained prior to 7/1/86.

ST. BERNARD COUNCIL ON AGING, INC.  
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS  
FOR THE YEAR ENDED JUNE 30, 1997

November 12, 1997

St. Bernard Council on Aging, Inc.  
Arabi, Louisiana

We have audited the general-purpose financial statements of the St. Bernard Council on Aging, Inc., as of and for the year ended June 30, 1997, and have issued our report thereon dated November 12, 1997.

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

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

In planning and performing our audit of the general-purpose financial statements of St. Bernard Council on Aging, Inc., for the year ended June 30, 1997, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.



Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors and irregularities in amounts that would be material in relation to the general-purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operations that we consider to be material weaknesses as defined above.

This report is intended for the information of the Board of Directors, management, and the Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

*Duplaster, Hapmann, Hogan & Maher LLP*



ST. BERNARD COUNCIL ON AGING, INC.  
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS  
FOR THE YEAR ENDED JUNE 30, 1997

November 12, 1997

St. Bernard Council on Aging, Inc.  
Arabi, Louisiana

We have audited the general-purpose financial statements of the St. Bernard Council on Aging, Inc., as of and for the year ended June 30, 1997, and have issued our report thereon dated November 12, 1997.

We conducted our audit in accordance with generally accepted auditing standards, and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under *Government Auditing Standards*.

This report is intended for the information of the Board of Directors, management and the Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

*Duplantier, Hapman, Hogan & Mahu LLP*

ST. BERNARD COUNCIL ON AGING, INC.  
EXIT CONFERENCE  
JUNE 30, 1997

The exit conference was held December 29, 1997. Those in attendance were Michelle Cunningham, CPA, Audrey Maestri, Financial Officer and Charles Doize, Accountant.

We reported to them that we did not discover any material weaknesses in internal control nor any instances of material noncompliance with federal and state laws.

We have not issued a management letter.