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BOSSIER COUNCIL ON AGING, INC.

Bossier City, Louisiana

FINANCIAL STATEMENTS

June 30, 1997

These financials of state law, the
report is a public document. A
copy of the report has been submi-
ted to the auditor, or assigned,
entity and other appropriate public
officials. The report is available for
public inspection at the State
House office of the Legislative Audi-
tor and, where appropriate, at the
office of the parish clerk of court.

Release Date NOV 12 1997

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BOSSER COUNCIL ON AGING, INC.

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SMITH PUGH RABINOWITZ L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

810 NORTHERN AVENUE SUITE 800 - SUITE 800 - JOHNSON - FLOOR 8000 - CHICAGO, ILL 60611-3000 (312) 597-1444 (312) 464-4700
801 NORTHERN AVENUE SUITE 150 - SUITE 1500 - CHICAGO, ILL 60611 - TELEPHONE (312) 597-4000 FAX (312) 597-2666

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Honor Council on Aging, Inc.
Honor City, Indiana

We have audited the accompanying general purpose financial statements of the Honor Council on Aging, Inc., as of and for the year ended June 30, 1997. These general purpose financial statements are the responsibility of the Council's management. My responsibility is to express an opinion on these general purpose financial statements based on 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. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

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

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

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

Smith Pugh Rabinowitz LLP
Certified Public Accountants

September 12, 1997

ROBBIER CORPORAION AGING, INC.

Combined Balance Sheet - All Fund Types and Account Groups
June 30, 1997

	Fund Type		Account Group		Total (Memorandum Only)
	General	Special Services	General Fund Assets	General Long-Term Debt	
ASSETS					
Cash	\$ 34,119	\$ -	\$ -	\$ -	\$ 34,117
Accounts receivable	-	40,759	-	-	40,759
Accounts receivable - other funds	2,879	21,099	-	-	23,978
Prepaid expenses	480	-	-	-	480
Fund assets	-	-	200,000	-	200,000
Amounts to be provided for retirement of general long-term debt	-	-	-	11,128	11,128
Deposits	200	-	-	-	200
TOTAL ASSETS	<u>\$ 38,598</u>	<u>\$ 62,858</u>	<u>\$ 200,000</u>	<u>\$ 11,128</u>	<u>\$ 312,584</u>
LIABILITIES					
Accounts payable - other funds	\$ 26,628	\$ 9,947	\$ -	\$ -	\$ 36,575
Deferred revenues	972	-	-	-	972
Long-term debt	-	-	-	11,128	11,128
Accumulated unpaid vacation	1,241	-	-	-	1,241
Notes payable	28,626	2,882	-	-	31,508
Tuition liabilities	-	-	-	-	-
FUND EQUITY					
Fund balances	21,970	21,979	-	-	43,949
Reserves in general fund assets	-	-	200,000	-	200,000
Total fund equity	<u>21,970</u>	<u>21,979</u>	<u>200,000</u>	<u>-</u>	<u>243,949</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 38,598</u>	<u>\$ 62,858</u>	<u>\$ 200,000</u>	<u>\$ 11,128</u>	<u>\$ 312,584</u>

BOSSIER COUNCIL ON AGING, INC.

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
All Government Fund Types
June 30, 2007

	General	Special Revenues	Total (Millions Dollars)
REVENUES			
Intergovernmental	\$ 406,876	\$ 397,058	\$ 803,934
Interest income	2,821	-	2,821
Participant and program income	-	61,365	61,365
Other miscellaneous	87,881	31,074	118,955
Total revenues	<u>497,578</u>	<u>489,497</u>	<u>987,075</u>
EXPENDITURES			
Salaries	-	302,353	302,353
Fringe benefits	-	29,823	29,823
Travel	5,984	8,797	14,781
Operating services	55,439	61,621	117,060
Operating supplies	26,861	31,585	58,446
Meals: Fire foods	-	63,399	63,399
Newsclippings	-	49,240	49,240
Capital outlay	230	11,587	11,817
Total expenditures	<u>88,184</u>	<u>500,082</u>	<u>588,266</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>409,394</u>	<u>(120,585)</u>	<u>288,809</u>
Other Financing Sources (Uses)			
Operating transfers in	-	166,553	166,553
Operating transfers out	(170,895)	(46,553)	(217,448)
Total other financing sources (uses)	<u>(170,895)</u>	<u>120,000</u>	<u>(50,895)</u>
Deficiency of Revenues and Other Sources Over Expenditures and Other Uses	(26,491)	(2,585)	(29,076)
FUND BALANCES			
Beginning of year	33,000	44,154	77,154
Adjustments	-	-	-
End of year	<u>\$ 6,509</u>	<u>\$ 41,569</u>	<u>\$ 48,078</u>

ROBERTSON-COUNCIL ON AGING, INC.

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances
Budget (UNAP Basis) and Actual - Special Revenue Fund Type
June 30, 1997

	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local governmental	\$ 394,000	\$ 397,008	\$ 3,008
Participant and program income	46,480	41,380	(5,100)
Miscellaneous	-	32,074	32,074
Total revenues	<u>440,480</u>	<u>470,462</u>	<u>29,982</u>
EXPENDITURES			
Salaries	280,463	302,353	(21,890)
Fringe benefits	34,881	39,825	(4,944)
Taxes	10,997	8,737	2,260
Operating services	85,883	81,421	4,462
Operating supplies	16,821	33,585	(16,764)
Misc.	63,799	63,799	-
Other costs	58,745	49,240	9,505
Capital outlay	8,882	11,292	(2,410)
Total expenditures	<u>478,871</u>	<u>559,852</u>	<u>(80,981)</u>
Deficiency of Revenues Over Expenditures	<u>(38,391)</u>	<u>(89,390)</u>	<u>50,999</u>
Other Financing Sources (Uses)			
Operating transfers in	118,457	166,535	48,078
Operating transfers out	<u>(152,459)</u>	<u>(145,459)</u>	<u>(7,000)</u>
Total other financing sources (uses)	<u>73,998</u>	<u>121,076</u>	<u>47,118</u>
Deficiency of Revenues and Other Sources Over Expenditures and Other Uses	<u>-</u>	<u>(68,314)</u>	<u>(68,314)</u>
FUND BALANCES			
Beginning of year	44,154	44,154	-
Adjustments	<u>-</u>	<u>-</u>	<u>-</u>
End of year	<u>\$ 44,154</u>	<u>\$ 75,478</u>	<u>\$ 31,324</u>

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1977

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity:

In 1964, the State of Louisiana passed Act 458 which authorized the charter of voluntary councils on aging for the welfare of the aging people in their representative parishes. Chararters are issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. The Bossier Council on Aging, Inc. is a non-profit corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs, the state agency which provides the Council with most of its revenues. The Council also receives revenues from other federal, state, and local government agencies which may impose certain restrictions upon how the Council can use the money that they have provided.

The 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.

The primary function of the Bossier 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 monitor and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and referrals services, legal assistance, transportation services, operating senior centers, and tax preparation. A Board of Directors, consisting of 12 voluntary members who serve three-year terms, governs the Council.

B. Presentation of Statements:

In April of 1958, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) as preeminent generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local government entities. In November of 1969, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

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

C. Fund Accounting:

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

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1999

8. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

4. Fund accounting (Continued)

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 accounted for in another fund. These discretionary funds are accounted for and reported according to the source (direct, state, or grant) from which they are derived. The following types of programs comprise the Council's General Fund:

Local

Local funds are received from various local sources; such funds not being restricted to any special use.

PCOA (Act 705)

PCOA (Act 705) funds are appropriated for the Governor's Office of Elderly Affairs by the Louisiana Legislature for assistance to the Council on Aging. The Council may use these "Act 705" funds at its discretion.

- **Special Revenue Funds** - The 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.

The following are the funds which comprise the Council's Special Revenue Funds:

Title III-B Administration Fund

The Title III-B Administration Fund is used to account for the administration of Special Programs for the Aging. Title III-B administrative funds are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to pay for administrative costs associated with the Title III and Senior Center programs.

Title III-B Supportive Services Fund

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

Title III-C-1 Community Meals Fund

The Title III-C-1 Fund is used to account for funds which are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. These funds are used to provide nutritional meals to home-bound older persons.

Title III-C-2 Delivered Meals Fund

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

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fund Accounting (Continued)

Title III-D Fund

The Title III-D Fund is used to account for funds which are used to provide in-home services to frail older individuals, including in-home supportive services for older individuals who are victims of Alzheimer's disease and related disorders with neurological and cognitive brain dysfunction, and to the families of such victims. Title III-D funds are provided by the United States Department of Health and Human Services to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council.

Title III-E Fund

The Title III-E Fund is used to account for funds used for disease prevention and health promotion activities including: (1) equipment and materials (such as weight people, educational materials, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, (5) nutrition (assessment/counseling, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need." Title III-E funds are provided by the U.S. Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council.

Miscellaneous Grant Fund

The Miscellaneous Grant Fund is funded by the Governor's Office of Elderly Affairs. This special purpose grant was made to fund additional program expenses related to Senior Center operations.

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.

FEMA Fund

The FEMA Fund is used to account for the administration of a Disaster Assistance Program, the purpose of which is to supplement food and shelter assistance to individuals who might or might not currently be receiving assistance. FEMA funds are provided by the Federal Emergency Management Agency to the United Way which "passes through" the funds to the Council.

USDA Fund

The USDA Fund is used to account for the administration of the Food Distribution Program funds provided by the United States Department of Agriculture to the Louisiana Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This program subsidizes the service provided on a per unit basis for each congregate and home-delivered meal served to an eligible participant.

Audit Fund

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

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1987

II. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Fund Accounting (Continued)

Helping Hands (Medical Welfare) Fund

The Helping Hands (Medical Welfare) Fund is used to account for income derived from the processing of applications under the Title XIX Medicaid Program and the Personal Care Assistance Program.

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 account groups are not "funds".

General Fixed Assets

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

General Long-Term Debt

Long-term liabilities reported to be financed from governmental funds are also reported in the General Long-Term Debt Account Group. The General Long-Term Debt Account Group shows only the 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 expenditures of these funds present insurance premiums and other financing sources and decreases (depreciation and other) are not reported items.

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

F. Transfers and Interfund Loans

Advances between funds which are not reported to be repaid are accounted for as transfers. In those cases where repayment is reported, 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.

BUSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Budget Policy

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

1. The Governor's Office of Elderly Affairs "OECA" notifies the Council each year as to the funding levels for each program's grant award.
2. The Executive Director prepares a proposed budget based on the funding levels provided by OECA and then submits the budget to the Board of Directors for approval.
3. The Board of Directors reviews and adopts the budget before June 30 of the current year for the next year.
4. The adopted budget is forwarded to the Governor's Office of Elderly Affairs for final approval.
5. All budgetary appropriations lapse at the end of each fiscal year (June 30).
6. The budget is prepared on a modified accrual basis, consistent with the basis of accounting, the responsibility of budgeted and actual revenues and expenditures.
7. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and any subsequent amendments.
8. Actual amounts are compared to budgeted amounts periodically during the fiscal year at a management control level.
9. 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 the state agency.
10. Expenditures cannot legally exceed appropriations on an individual fund level.

H. Total Columns of Combined Statements - Overview

Total columns on the combined statements --overviews are captioned "management 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, 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

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

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1. Fixed Assets (Continued)

	Balance 6/30/97
Building and improvements	\$ 915
Vehicles	117,335
Furniture and equipment	88,615
Total	<u>\$ 127,000</u>

Deprecial assets represent \$2,965 of the above total.

2. Comparative Data

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

2. REVENUE RECOGNITION - INTERGOVERNMENTAL GRANTS, PUBLIC SUPPORT AND MISCELLANEOUS REVENUES

Intergovernmental Grants

Intergovernmental grant revenues are recorded as receivable and fundable revenues in the accounting period when they become receivable in accord, that is, measurable and available (modified accrual basis).

Senior Center, State Allocation (Act 755), Title III B, C-1, C-2, and D funds are received as a monthly allocation of the total grant in advance of the actual expenditures, but are not receivable in actual as revenue until the actual expenditures are made. Such funds are recognized as revenue when the related costs have been incurred, and the grant reimbursement is receivable and available. U.S.D.A. program funds are earned and become receivable in accord 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 citizens to help offset the costs of the Title III-B, C-1, C-2 and D programs. In addition, the Bossier Police Jury and the City of Bossier also provide funds to the Council. The timing and amounts of the receipts of public support and miscellaneous revenues are difficult to predict. Therefore, they are not receivable in actual and are recorded as revenue in the period received.

3. CASH ON HAND

At June 30, 1997, the carrying amount of the Council's deposit was as follows:

Cash on hand	\$ 508
FDICIA account	2,720
Payroll - checking	187
Operating - checking	26,079
Certificates of deposit	26,606
	<u>\$ 54,100</u>

BOSSIER COUNCIL ON AGING, INC.

State of Missouri, Missouri

June 30, 1997

3. CASH IN BANK (Continued)

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. These securities are held in the name of the pledging fiscal agent bank in a holding or collateral bank that is mutually acceptable to both parties.

The carrying amount of the Council's deposits with financial institutions is \$23,763 and the collected bank balance is \$58,618, at June 30, 1997. The bank balance is categorized as follows:

Amount insured by federal deposit insurance (Category 1)	\$	58,618
Amount uncollateralized (guaranteed fully by securities held by the pledging financial institution or agent but not in the name of the Bossier Council on Aging, Inc. (Category III))		<u> </u>
Total bank balance	\$	<u>58,618</u>

Even though the pledged securities are uncollateralized (Category III) under the provisions of G.S.M. Missouri, Title 1, Chapter Revised Statute 30.020 imposes a statutory requirement on the collateral bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent has failed to pay deposited funds upon demand.

4. GRANTS RECEIVABLE

Grants receivable at June 30, 1997, consists of reimbursements for expenses incurred under the following program:

Tate Hill Transportation USA	\$	696
Helping Hands (Medicaid waiver)		<u>5,211</u>
	\$	<u>5,907</u>

5. IN-KIND CONTRIBUTIONS

The Council received various in-kind contributions during the year. Senior center/meal-site facilities were loaned to the Council without charge for rent under utility use. Other in-kind contributions consisted of the time donated by volunteer members of senior centers and vital sites, as well as food contributions to recreational and entertainment events provided by various businesses and individuals in the parish. Although these contributions have not been reported as revenues, the resulting expenses have not been incurred thereby producing no effect on the financial statements.

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-pocket travel expenses incurred in accordance with the Council's regular personnel policy.

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

7. INCOME TAX STATUS

The Council, a non-profit corporation, is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

8. JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

There is no litigation pending against the Council as June 30, 1997. Furthermore, the Council's management believes that any potential lawsuits would be adequately covered by insurance. The Council receives revenue from various Federal and State grant programs which are subject to final review and approval as to affordability of expenditures by the respective grantor agencies. Any terminations or expenses arising out of a final review are recognized in the period in which agreed upon by the agency and the Council. Also, it is management's opinion that any action by the grantor agencies would not produce detrimental program costs and liabilities in such an extent that they would materially affect the Council's financial position.

9. FEDERALLY ASSISTED PROGRAMS

The Council participates in a number of federally assisted programs. These programs are certified in accordance with the Government Auditing Standards. Audits of prior years have not resulted in any disallowed costs; however, grant agencies may provide for further disallowances. Based on prior experience, the Council's management believes that further disallowances would not result in any significant disallowed costs.

10. 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 there is 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.

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

11. TRANSFERS

Operating transfers in and out are based by fund for the year ended June 30, 1997:

	<u>Operating Transfers In</u>	<u>Operating Transfers Out</u>
Local	\$ -	\$ 107,330
Act-TIS	-	12,879
Total General Funds	-	120,209
Title III H Services	88,484	-
Title III H Administration	2,368	-
Title III C-1	6,372	966
Title III C-2	58,839	-
Title III D	4,462	-
Title III F	719	-
Miscellaneous Grant	-	4,900
Senior Center	7,626	5,262
U.S.D.A.	-	84,446
Adult Allowment	-	2,856
Helping Hands	279	-
Total Special Revenue Funds	156,710	98,479
Total All Funds	<u>\$ 156,710</u>	<u>\$ 158,515</u>

12. INTERFUND LOANS

Because the Council operates most of its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. A summary of these loans is set forth at June 30, 1996, is as follows:

	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>
General Fund	\$ 1,879	\$ 78,626
Special Revenue Funds:		
U.S.D.A.	4,711	-
Title III F	-	1,368
Helping Hands	18,264	-
FLMIA	2,731	-
Title III B	-	1,879
Total Special Revenue Funds	26,406	3,247
Total All Funds	<u>\$ 28,285</u>	<u>\$ 81,873</u>

BOSSIER COUNCIL ON AGING, INC.

Notes to Financial Statements
June 30, 1997

13. NOTE PAYABLE

Note payable to Citizens National Bank of Bossier City, Louisiana, dated March 3, 1996, interest at 8.75%, monthly payments of \$127.83

1,341

14. OPERATING LEASES

At June 30, 1997, the Council was obligated under month to month operating leases for office space and equipment. The Council leases its office space for \$300 per month, storage facility for \$60 per month, and a oil copy machine for \$175 per month. Total rent expense for operating leases was \$5,055 for the year ending June 30, 1997.

SUPPLEMENTARY FINANCIAL INFORMATION

BOSSIER COUNCIL ON AGING, INC.

Statement of Program Revenues, Expenditures,
and Changes in Fund Balances - General Fund
Year Ended June 30, 1997

	Local (Unrestricted)	PCCA AG 205	Total
REVENUES			
From governmental:			
Office of Elderly Affairs	\$ -	\$ 12,876	\$ 12,876
Local governments	96,000	-	96,000
Other:			
Interest	2,021	-	2,021
Miscellaneous	87,293	-	87,293
Total revenues	185,314	12,876	198,190
EXPENDITURES			
Rent	-	-	-
Telephone	-	-	-
Taxes	3,384	-	3,384
Operating services	55,418	-	55,418
Operating supplies	26,861	-	26,861
Capital outlay	230	-	230
Total expenditures	85,893	-	85,893
EXCESS OF REVENUES OVER EXPENDITURES	99,421	12,876	112,297
OTHER FINANCING USES			
Operating transfers out	(102,226)	(12,876)	(115,102)
Total other financing uses	(102,226)	(12,876)	(115,102)
DEFICIENCY OF REVENUES OVER EXPENDITURES AND OTHER USES	(3,205)	-	(3,205)
FUND BALANCES			
Beginning of year	37,893	-	37,893
End of year	34,688	-	34,688

BOSSIER COUNCIL ON AGING, INC.

Combining Statement of Program Revenues and Expenditures
Special Revenue Funds
Year Ended June 30, 1999

	Title III - B				
	Administrative	Services	Title III.C.1	Title III.C.2	Title III.C.3
REVENUES					
Unincorporated:					
Developer's Office of Elderly Affairs	\$ 22,215	\$ 83,448	\$ 75,181	\$ 81,694	\$ 2,401
Participant and program income	-	11,900	9,778	34,872	-
Other revenues	-	1,448	121	-	-
Total revenues	22,215	96,806	85,080	116,566	2,401
EXPENDITURES					
Salaries	13,817	326,005	41,230	35,717	5,829
Fringe benefits	3,773	13,384	6,846	3,568	524
Travel	-	1,480	189	6,258	0
Operating services	4,714	28,784	8,228	14,449	501
Operating supplies	175	10,658	371	6,898	21
Meals: Banquet	-	-	32,880	41,384	-
Non-adult	-	-	14,665	34,573	-
Capital outlay	-	2,204	-	-	-
Total expenditures	24,589	388,526	89,864	100,827	6,355
DIFFERENCE OF REVENUES OVER EXPENDITURES	(2,374)	(191,720)	(4,784)	(14,261)	(3,954)
OTHER FINANCING SOURCES (USES)					
Operating transfers in	2,384	88,481	6,270	56,899	4,400
Operating transfers out	-	-	(1,000)	-	-
Total other financing sources (uses)	2,384	88,481	5,270	56,899	4,400
INSUFFICIENCY OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER RESOURCES (USES)	-	(1,239)	-	-	-
FUND BALANCES					
Beginning of year	-	-	-	-	-
Adjustments	-	-	-	-	-
End of year	<u>-</u>	<u>(1,239)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Line 101E	Senior Center	FOIA	U.S.I.S.A.	Arch	Helping Hands	Miscellaneous Grant	Trust
\$ 2,993	\$ 48,000	\$ -	\$ 34,000	\$ 2,000	\$ -	\$ 4,500	\$ 107,000
-	-	-	-	-	14,712	-	60,365
-	-	30,000	-	-	-	-	12,000
2,993	48,000	30,000	34,000	2,000	14,712	4,500	183,265
-	30,000	-	-	-	10,000	-	30,000
-	5,000	-	-	-	1,700	-	30,000
-	-	-	-	-	800	-	8,700
1,200	7,500	-	-	-	-	-	61,400
3,470	40	12,500	-	-	-	-	31,500
-	-	-	-	-	-	-	63,500
-	-	-	-	-	-	-	40,000
1,600	-	3,000	-	-	-	-	13,500
6,170	50,100	33,500	-	-	14,500	-	158,600
(3,500)	(2,500)	(4,000)	34,000	2,000	350	(4,500)	(128,700)
200	7,000	-	-	-	200	-	30,000
-	(3,200)	-	(25,000)	(2,000)	-	(2,500)	(96,000)
300	7,500	-	(20,000)	(2,000)	-	(2,500)	(30,000)
(2,000)	-	(4,000)	(500)	-	500	-	(8,000)
3,000	-	7,000	3,700	-	10,000	-	44,000
-	-	-	-	-	-	-	-
\$ (1,200)	\$ -	\$ 3,700	\$ 33,500	\$ -	\$ 10,000	\$ -	\$ 35,000

ROSSIER COUNCIL ON AGING, INC.

Statement of Expenditures - Budget and Actual
Year Ended June 30, 1997

	Budgeted Expenditures	Actual Expenditures	Variance (Unfavorable)
LOCAL FUNDS			
Travel	\$ 600	\$ 5,984	\$(5,384)
Operating services	BUDGET	35,400	(35,400)
Operating supplies	ADOPTED	26,861	(26,861)
Capital outlay		200	(200)
Transfers out		187,208	(187,208)
Totals		191,269	(191,269)
STATE OF LA-ACT 202			
Transfers out	12,678	12,678	-
Totals			
TITLE III-B, AREA AGENCY ADMINISTRATION			
Salaries	16,888	17,917	(1,029)
Fringe benefits	4,077	3,715	362
Travel	784	-	784
Operating services	3,170	4,714	(1,544)
Operating supplies	78	218	(140)
Other costs	280	-	280
Totals	31,367	26,564	(4,803)
TITLE III-B, SUPPORTIVE SERVICES			
Salaries	126,670	126,680	(10)
Fringe benefits	8,336	17,886	(9,550)
Travel	2,114	1,481	633
Operating services	26,917	24,794	2,123
Operating supplies	6,423	80,888	(1,465)
Other costs	367	-	367
Capital outlay	3,554	3,554	-
Totals	174,411	186,289	(11,878)

RUSSIAN COUNCIL ON AGING, INC.

Statement of Expenditures - Budget and Actual
Year Ended June 30, 1997

	Budgeted Expenditures	Actual Expenditures	Variance (Performance) Variance
TITLE III-C: COORDINATE MEALS			
Salaries	\$ 37,458	\$ 41,080	\$ (4,772)
Fringe benefits	3,660	4,046	(382)
Travel	602	189	473
Operating services	2,084	6,228	(2,244)
Operating supplies	289	152	97
Meal costs	37,341	36,793	578
Other costs	184	-	184
Transfers out	-	123	(123)
Totals	<u>82,598</u>	<u>91,622</u>	<u>(8,828)</u>
TITLE III-D: MEALS DELIVERED MEALS			
Salaries	33,637	33,717	128
Fringe benefits	6,025	5,809	1,256
Travel	7,258	6,258	993
Operating services	14,388	14,149	94
Operating supplies	6,858	6,856	(2)
Meal costs	75,600	75,876	(274)
Other costs	372	-	372
Totals	<u>166,836</u>	<u>168,625</u>	<u>(2,428)</u>
TITLE III-E: IN-HOME SERVICES			
Salaries	9,473	5,837	3,680
Fringe benefits	951	573	380
Travel	989	7	982
Operating services	389	531	(738)
Operating supplies	34	27	31
Other costs	24	-	24
Totals	<u>20,852</u>	<u>13,025</u>	<u>7,827</u>
TITLE III-F			
Operating services	1,208	1,208	-
Operating supplies	1,384	3,476	(2,172)
Capital outlay	1,328	3,600	(2,272)
Totals	<u>3,852</u>	<u>6,126</u>	<u>(2,448)</u>

BOSSIER COUNCIL ON AGING, INC.

Statement of Expenditures - Budget and Actual
Year Ended June 30, 2002

	Budget Expenditures	Actual Expenditures	Favorable (Unfavorable) Variance
SENIOR CENTER			
Salaries	\$ 12,754	\$ 29,682	\$ (26,928)
Fringe benefits	1,728	3,026	(2,298)
Operating services	2,907	7,799	(5,892)
Operating supplies	15	48	(33)
Transfers - Title III-F	<u>30,029</u>	<u>3,282</u>	<u>27,747</u>
Total	<u>48,883</u>	<u>70,641</u>	<u>(21,758)</u>
FEMA			
Operating supplies	NO BUDGET	12,795	(12,795)
Capital outlay	ADOPTED	3,150	(3,331)
Total	<u>-</u>	<u>15,945</u>	<u>(15,945)</u>
U.S. D.A.			
Transfer to effect new fixed costs	<u>34,700</u>	<u>35,446</u>	<u>266</u>
ALBANY			
Operating services	<u>2,008</u>	<u>2,856</u>	<u>-</u>
HILLVIEW HOMES (MEDICARE WAIVERS)			
Salaries	540	12,987	(12,547)
Fringe benefits	BUDGET	1,076	(1,178)
Taxes	ADOPTED	882	(882)
Total	<u>-</u>	<u>14,945</u>	<u>(14,945)</u>
MISCELLANEOUS GRANT			
Transfer out	<u>4,200</u>	<u>4,200</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 266,892</u>	<u>\$ 334,232</u>	<u>\$ (67,340)</u>

BOSSIER COUNCIL ON AGING, INC.

Compensation to Board Members
Year Ended June 30, 1997

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.

BOSSIER COUNCIL ON AGING, INC.

Price Audit Findings
Year Ended June 30, 1997

The June 30, 1998 audit report disclosed 2 items of questioned cost or findings. The Council has taken the following steps to address these findings:

FINDING 1: Prior year expense was charged to 1996 program.

CORRECTIVE ACTION: All unencumbered amounts all either paid or accrued at year end.

FINDING 2: The Council includes some non-fee-for-service (travel trips, etc.) which have historically been reported in the Special Revenue program but was included in the General Fund for the year ended June 30, 1998.

CORRECTIVE ACTION: Indirect expenditures (salaries, fringe, rent, utilities, etc.) are now being charged to Local Funds.

ROSSIER COUNCIL ON AGING, INC.

Exit Conference
Year Ended June 30, 1977

A preliminary exit conference was held September 12, 1977, to discuss the findings of this report. Those in attendance included:

Clara Neely
Dorothy Hinesgarra
Kathleen Lamb
Tom Cooper
Mike J. Koblencza, CPA

President
Executive Director
Bookkeeper
Bookkeeper
Auditor

ROSSIER COUNCIL ON AGING, INC.

Comparative Statement of General Fixed Assets
Year Ended June 30, 1997

	Balance June 30, 1995	Additions	Deletions	Balance June 30, 1997
General fixed assets at cost:				
Buildings & improvements	\$ 515	\$ -	\$ -	\$ 515
Vehicles	178,992	7,554	18,990	177,556
Furniture and equipment	41,809	7,802	8,309	39,802
Total	<u>\$ 226,316</u>	<u>\$ 15,356</u>	<u>\$ 27,299</u>	<u>\$ 214,373</u>

Investments in general fixed assets:

Property acquired from:

Title III B - A/A	\$ 3,000	\$ -	\$ 1,871	\$ 1,129
Title III B - B	1,200	7,554	1,284	8,110
Title III C-1	3,175	-	965	412
Title III C-2	3,788	-	1,228	2,560
Title III D	38	-	24	14
Title III G	2,760	-	-	2,760
Senior Center	8,817	-	380	8,437
Title III I	1,860	2,230	-	4,090
Other	5,184	1,883	-	7,067
Lease	345,285	-	72,245	273,040
Total	<u>\$ 415,602</u>	<u>\$ 11,667</u>	<u>\$ 77,283</u>	<u>\$ 349,986</u>

OTHER REPORT SECTION



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROLS, STRUCTURE
BASED ON AN AUDIT OF GENERAL PURPOSE FINANCIAL STATEMENTS
PREPARED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors,
Bovick Council on Aging, Inc.,
Bossier City, Louisiana:

We have audited the general purpose financial statements of the Bovick Council on Aging, Inc., Bossier City, Louisiana as of and for the year ended June 30, 1993, and have issued our report thereon dated September 12, 1993.

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 general purpose financial statements are free of material misstatement.

The management of Bovick Council on Aging, Inc., Bossier City, Louisiana is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the reported 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 misappropriation and that transactions are recorded in accordance with management's authorizations 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, perception of any evaluation of the structure in 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 the Bovick Council on Aging, Inc. for the year ended June 30, 1993, 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 general purpose 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 operation that we consider to be material weaknesses as defined above.

However, we noted certain areas involving internal control structure and its operation that we have reported to the management of the Board of Control on Aging, Inc., Denham City, Louisiana, in a separate letter dated September 12, 1993.

This report is intended for the information of the audit committee, management, the Louisiana Governor's Office of Elderly Affairs, and the Legislative Auditor of the State of Louisiana. This communication is not intended to limit the distribution of this report, which is a matter of public record.

Smith, Bugh, Robinson & LLP
Certified Public Accountants

September 12, 1993



SMITH PUGH RABINOWITZ S. L. P. CERTIFIED PUBLIC ACCOUNTANTS

8 CHANDLER STREET • SUITE 800 • MONROE, LOUISIANA • 70131-0000 • TELEPHONE 337-333-7474 • FAX 337-334-4708
 801 PEARL BOULEVARD SUITE 112 • MONROE, LOUISIANA 70111 • TELEPHONE 337-342-4800 • FAX 337-342-4800

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
 LAWS AND REGULATIONS BASED ON AN AUDIT OF GENERAL PURPOSE
 FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
 GOVERNMENT AUDITING STANDARDS**

Board of Directors
 Bonita Council on Aging, Inc.
 Bossier City, Louisiana

We have audited the general purpose financial statements of Bonita Council on Aging, Inc., as of and for the year ended June 30, 1997, and have issued our report thereon dated September 11, 1997.

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.

In compliance with laws, regulations, contracts, and grants applicable to Bonita Council on Aging, Inc., in the responsibility of the Council's financial statements for free of material misstatement, we performed tests of the grants. However, the objective of our tests of the 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 non-compliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of the audit committee, management, Louisiana Governor's Office of Intergovernmental Affairs, and the Legislative Auditor of the State of Louisiana. This notification is not intended to limit the distribution of this report, which is a matter of public record.

Smith Pugh Rabinowitz SLP
 Certified Public Accountants

September 12, 1997



SMITH PLUCH RADNÓWITZ S. L. P. CERTIFIED PUBLIC ACCOUNTANTS

6000 West 13th St. Suite 2000 Dallas, Texas 75244 • Tel: 972-382-1111 • Fax: 972-382-1111
 6000 West 13th St. Suite 2000 Dallas, Texas 75244 • Tel: 972-382-1111 • Fax: 972-382-1111

September 12, 1997

To The Board of Directors
 Greater Council on Aging, Inc.
 Bossier City, Louisiana

In planning and performing our audit of the general purpose financial statements of the Greater Council on Aging, Inc. for the year ended June 30, 1997, we considered the Council's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of a matter that is an opportunity for strengthening internal controls and operating efficiency. This matter does not affect our reports dated September 12, 1997, on the general purpose financial statements of the Greater Council on Aging, Inc.

Allocating Expenses

During our audit we noted three different expense items that were not allocated to the appropriate funds in accordance with the budget.

We recommend that management review the budget allocations each quarter as a minimum and ensure the accounting department is aware of how appropriate fund expenses should be allocated.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Council officials, and we will be pleased to discuss them in further detail at your convenience.

Sincerely,

Smith Pluch Radnowitz SLP

Certified Public Accountants