

F 1

FINANCIAL REPORT

West Baton Rouge Council on Aging, Inc.
West Hills, Louisiana

June 30, 1987

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

I have audited the accompanying general purpose financial statements of the West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, as of and for the year ended June 30, 1987. These general purpose financial statements are the responsibility of the Council's Management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-133, "Audits of State and Local Governments." These standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, as of June 30, 1987, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, I have also issued a report dated September 10, 1987, on my consideration of West Baton Rouge Council on Aging, Inc.'s internal control structure and a report dated September 10, 1987, on its compliance with laws and regulations.

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

Michael R. Choate
Certified Public Accountant

Baton Rouge, Louisiana
September 30, 1987

TABLE OF CONTENTS

Financial Report

West Baton Rouge Council on Aging, Inc.
7001 Allen, Louisiana

June 30, 1983

	Schedule	Page
INDEPENDENT AUDITOR'S REPORT		
GENERAL PURPOSE FINANCIAL STATEMENTS		
Combined Balance Sheet - All Fund Types and Account Group	A	1
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types	B	2
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (MSAP Basis) and Actual - General Fund Type	C	4
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (MSAP Basis) and Actual - Special Revenue Fund Type	D	5
Notes to Financial Statements	E	6
	Schedule	
SUPPLEMENTARY FINANCIAL INFORMATION		
Combining Schedule of Program Revenues, Expenditures and Changes in Fund Balances - Special Revenue Funds	1	11
Schedule of Federal Financial Assistance	2	16
SEPARATE AUDITOR'S REPORTS		
Compliance - General Purpose Financial Statements		17
Compliance - General Requirements		18
Compliance - Specific Requirements		21
Internal Control (Accounting and Administrative)		22

TABLE OF CONTENTS - continued

Financial Report

West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

June 30, 1987

	Exhibit	Page
OTHER		
Findings, recommendations and corrective actions - current year		26
corrective action taken on prior year findings		27
Exit Conference		28

COMBINED BALANCE SHEET - ALL FUNDS TYPES

West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

June 30, 1997

	General	Special Revenues	Account Groups	
			General Funds Assets	Total (Memorandum) Only
ASSETS				
Cash	\$ 27,781	1328,283	\$ -	1356,064
Accounts receivable	-	54	-	54
Prepaid Expenditures	254	-	-	254
General fixed assets	-	-	138,884	138,884
Total assets	\$ 28,245	1328,386	138,884	1503,125
LIABILITIES				
Accounts payable	-	18,921	-	18,921
Total liabilities	-	18,921	-	18,921
FUND BALANCE				
Investment in general fixed assets	-	-	138,884	138,884
Fund balance	28,245	1317,365	-	1345,610
Total liabilities and fund balance	\$ 28,245	\$ 1336,386	\$ 138,884	\$ 1503,125

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES

West Baton Rouge Council on Aging, Inc.
 Port Allen, Louisiana

For the year ended June 30, 1997

	General	Special Accounts	Total (Memorandum Only)
REVENUES			
Ad valorem taxes	\$ -	\$388,678	\$388,678
Intergovernmental:			
Capital Area Agency on Aging-District II, Inc. state of Louisiana	4,800 13,779	82,188 8,284	87,688 22,063
Other:			
Contributions	-	12,182	12,182
Interest income	8,188	-	8,188
Project Care	-	2,584	2,584
Rents	546	-	546
Other	2,888	-	2,888
In Kind	4,880	-	4,880
Total revenues	___82,442	___482,224	___564,666
EXPENDITURES			
Current:			
Personnel	-	246,224	246,224
Operating services and supplies	-	88,716	88,716
Project Care	-	3,090	3,090
Capital outlay	-	38,205	38,205
Rents service	-	22,332	22,332
Other	3,291	24,724	28,015
In Kind	4,002	-	4,002
total expenditures	___11,293	___428,211	___439,504
Excess of revenues over (under) expenditures	71,149	54,013	125,162

The notes on Exhibit B are an integral part of this statement.

EXHIBIT B
Continued

	General	Special Revenue	Total (Memorandum Only)
<u>OTHER FINANCING SOURCES (USES)</u>			
Operating transfers in	-	307,308	307,308
Operating transfers out	<u>(318,828)</u>	<u>(322,483)</u>	<u>(641,311)</u>
Excess (deficiency) of revenues and other sources over expendi- tures and other uses	10,320	49,227	59,547
<u>FUND BALANCE</u>			
Beginning of year	<u>18,828</u>	<u>188,248</u>	<u>207,076</u>
End of year	<u>\$ 29,148</u>	<u>\$ 237,475</u>	<u>\$ 266,623</u>

The notes on Exhibit B are an integral part of this statement.

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

West Baton Rouge Council on Aging, Inc.
Post Allen, Louisiana

For the year ended June 30, 1997

	1997		Variance - Favorable (Unfavorable)
	Budget	Actual	
REVENUES			
Capital Area Agency-			
District II, Inc.	\$ 4,500	\$ 4,500	\$ -
Intergovernmental:			
State of Louisiana	11,779	11,779	-
Other:			
Interest Income	8,100	8,100	-
Audit	548	548	-
Other	9,389	9,389	-
In Kind	5,888	5,888	-
Total revenues	40,884	40,884	-
EXPENDITURES			
Current:			
Operating services and supplies	-	-	-
Capital outlay	-	-	-
Other	5,000	5,000	-
In Kind	8,000	8,000	-
Total expenditures	13,000	13,000	-
Excess of revenues over (under) expenditures	27,884	27,884	-
OTHER FINANCING SOURCES (USES)			
Operating transfers in	-	-	-
Operating transfers out	(18,822)	(18,822)	-
Excess (deficiency) of revenues and other sources over expendi- tures and other uses	\$ 9,062	9,062	\$ -
FUND BALANCE			
Beginning of year		18,428	
End of year		\$ 27,490	

The notes on Exhibit B are an integral part of this statement.

COMBINED STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE - BUDGET (MAY BASIS) AND ACTUAL
SPECIAL DISTRICT FUND TYPE

West Baton Rouge Council on Aging, Inc.
 West Allen, Louisiana

For the year ended June 30, 1997

	1997		
	Budget	Actual	Variance - Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$155,433	\$155,433	\$ -
Intergovernmental:			
Capital Area Agency -			
District 11, Inc.	92,130	92,130	-
State of Louisiana	5,154	5,154	-
Other:			
Contributions	12,100	12,100	-
Project Care	3,154	3,154	-
Total revenues	<u>402,728</u>	<u>402,728</u>	<u>-</u>
EXPENDITURES			
Current:			
Personnel	248,328	248,328	-
Operating services and			
supplies	16,716	16,716	-
Project Care	3,090	3,090	-
capital outlay	18,328	18,328	-
Debt service	58,552	58,552	-
Other	<u>14,728</u>	<u>14,728</u>	<u>-</u>
Total expenditures	<u>438,812</u>	<u>438,812</u>	<u>-</u>
Excess of revenues over			
(bunder) expenditures	36,916	36,916	-
OTHER FINANCING SOURCES (USES)			
operating transfers in	108,800	107,300	1,500
operating transfers out	<u>(101,883)</u>	<u>(105,483)</u>	<u>1,580</u>
Excess of (deficiency)			
of revenues and other			
sources over expendi-			
tures and other uses	<u>\$ 48,317</u>	48,317	<u>\$ -</u>
FUND BALANCE			
Beginning of year		<u>268,168</u>	
End of year		<u>317,385</u>	

The notes on Exhibit E are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

West Baton Rouge Council on Aging, Inc.
 West Baton, Louisiana

June 30, 1997

Note 1 - Summary of Significant Accounting Policiesa. Statement of Presentation:

The accompanying financial statements conform to generally accepted accounting principles for local government units as prescribed by Statement 1, Governmental Accounting and Financial Reporting Principles published by the National Council on Governmental Accounting, and Standards of State and Local Governmental Units, the industry audit guide issued by the American Institute of Certified Public Accountants.

The local councils on the aging were created under Act No. 484 of 1964 for the welfare of the aging people in their respective parish.

b. Fund Accounting:

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

Governmental Fund types

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

General Fund - The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund.

Note 1 - Summary of Significant Accounting Policies (continued)

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

Account Groups

Account Groups are used to establish accounting control and accountability for the Council's fixed assets. The following account group is applicable to the Council:

General Fixed Assets Account Group - This group of accounts represents a summary of the fixed assets of the Council. Capital expenditures are recorded, at cost, for control purposes, in the General Fixed Assets Account Group. In accordance with generally accepted accounting principles for governmental entities, depreciation is not recorded on general fixed assets.

General Long Term Debt Account Group - Long-term liabilities expected to be financed from governmental funds are accounted for in the General Long Term debt account group. Principal and interest payments on capital lease obligations are accounted for in the special revenue funds because the Council intends to use special revenue fund revenues to pay them.

c. Basis of Accounting:

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.

d. Transfers:

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are accounted for as an asset or liability through the various due from and due to accounts.

e. Budget Policy:

Budgets for the programs are prepared by the Council's Executive Director and approved by the quarters. Budgets for the General Fund are approved by the Council's Board of Directors.

8. Overview - Total Columns on Combined Statements:

Total columns on the combined statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to consolidation. Interfund eliminations, if any, have not been made in the aggregation of this data.

Note 2 - Board of Director's Compensation

The Board of Directors is a voluntary Board; therefore, no compensation has been paid to any member.

Note 3 - Financial Assistance - West Baton Rouge Parish Police Jury

The West Baton Rouge Parish Police Jury provides vehicles for use in the Council's programs and pays the related van insurance. Additionally, the Council's facilities are located on land owned by the Police Jury. No rent is charged.

Note 4 - Income Tax Status

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

Note 5 - TRANSFERS

	Transfers In	Transfers Out
SPECIAL REVENUE FUNDS		
Title III-B	\$220,341	\$ -
Title III C-1	3,949	4,430
Title III C-2	39,798	-
Title III-F	-	-
Senior Center	-	10,530
Project Independence	-	-
West Baton Rouge Millage	95,932	247,424
GENERAL FUND	-	16,820
Total	\$360,020	\$ 268,754

Note 6 - Economic Dependency

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

Note 7 - Fixed Assets

The changes in the general fixed asset account group are as follows:

	Balance 6-30-86	Additions	Retirements	Balance 6-30-87
Furniture and equipment	\$ 38,374	\$ 438	\$(18,138)	\$ 20,674
Vehicles	71,512	28,506	-	100,018
	\$109,886	\$ 28,944	\$(18,138)	\$120,692

Note 8 - Pension Plan

On September 22, 1984 the Council established a full service 401(a) defined contribution plan, effective January 1, 1985. Under this plan the Council contributes 5% of the compensation earned by eligible employees into the plan. For the year ended June 30, 1987, the Council contributed \$11,476.

Note 9 - Ad Valorem Tax/Bond Issues

On May 25, 1984, the Parish of West Baton Rouge issued a \$600,000 Certificate of Indebtedness to finance the construction of a new facility to be used by the West Baton Rouge Council on Aging. The bonds will be retired using the ad valorem tax funds dedicated to the Council on Aging. During the year ended June 30, 1987, the Council received \$155,673 in ad valorem tax and agreed to contribute an additional \$55,393 to the construction/debt service of the Parish/Council on Aging construction project.

SUPPLEMENTARY FINANCIAL INFORMATION

**COMBINED SCHEDULE OF PROGRAM REVENUES AND EXPENDITURES
SPECIAL REVENUE FUNDS**

West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

For the year ended June 30, 1997

	Title III-B (Special Services)	Title III C-1 (Congregate Meals)
REVENUES		
Ad valorem taxes	\$ -	\$ -
Intergovernmental:		
Capital Area Agency on Aging- District II, Inc.	20,224	19,504
State of Louisiana	-	-
Other:		
Contributions	1,560	4,829
Project Care	-	-
Total revenues	<u>21,784</u>	<u>24,333</u>
EXPENDITURES		
Current:		
Personnel	178,348	15,893
Operating services and supplies	48,028	1,427
Project Care	-	-
Capital outlay	497	110
Debt service	-	-
Other	<u>18,209</u>	<u>121</u>
Total expenditures	<u>244,082</u>	<u>17,551</u>
Excess of revenues over (under) expenditures	(212,298)	2,782
OTHER FINANCING SOURCES (USES)		
Operating transfers in	210,241	1,840
Operating transfers out	-	<u>(4,622)</u>
Excess (deficiency) of revenues and other sources over expendi- tures and other uses	-	-
FUND BALANCE		
Beginning of year	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>

<u>Senior</u> <u>Debt</u>	<u>Title III C-2</u> <u>(Home-</u> <u>Delivered</u> <u>Market)</u>
\$ -	\$ -
18,500	28,800
-	-
-	5,973
<u>18,500</u>	<u>34,773</u>
-	51,000
-	4,000
-	-
-	12
-	-
<u>-</u>	<u>18,330</u>
<u>-</u>	<u>79,303</u>
28,500	39,700
-	20,900
<u>28,500</u>	<u>60,600</u>
-	-
<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>

	<u>Project Care</u>	<u>Title III-B (In Home Services)</u>
REVENUES		
Ad valorem taxes	\$ -	\$ -
Intergovernmental:		
Capital Area Agency on Aging-		
District II, Inc.	-	665
State of Louisiana	-	-
Other:		
Contributions	-	-
Project Care	<u>2,524</u>	<u>-</u>
Total revenues	<u>2,524</u>	<u>665</u>
EXPENDITURES		
Current:		
Personnel	-	-
Operating services		
and supplies	-	-
Project Care	1,000	-
Capital outlay	-	-
Debt service	-	-
Other	<u>-</u>	<u>665</u>
Total expenditures	<u>1,000</u>	<u>665</u>
Excess of revenues		
over (under)	(524)	-
expenditures		
OTHER FINANCING SOURCES (USES)		
Operating transfers in	-	-
Operating transfers out	<u>-</u>	<u>-</u>
Excess (deficiency)		
of revenues and other		
sources over expendi-	(524)	-
tures and other uses		
FUND BALANCE		
Beginning of year	<u>1,508</u>	<u>-</u>
End of year	<u>2,328</u>	<u>-</u>

Project Reference	West Haven Range Billage	Title III-F	Total
8 -	\$388,473	0 -	\$388,473
-	-	704	92,330
5,254	-	-	5,254
-	-	-	12,302
<u>-</u>	<u>-</u>	<u>-</u>	<u>2,148</u>
5,254	388,473	704	492,329
279	-	-	246,024
5,875	-	784	56,716
-	-	-	3,080
-	18,888	-	18,226
-	55,313	-	55,313
<u>-</u>	<u>-</u>	<u>-</u>	<u>74,724</u>
5,258	93,819	704	435,331
-	261,785	-	32,412
-	18,301	-	107,308
<u>-</u>	<u>(247,324)</u>	<u>-</u>	<u>(228,492)</u>
-	49,763	-	49,237
<u>-</u>	<u>168,244</u>	<u>-</u>	<u>168,148</u>
\$ -	\$316,807	\$ -	\$337,788

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

For the year ended June 30, 1997

Grants Passed Through State of Louisiana and Capital Area Agency on Aging	Federal CFDA Number	Program Award Amount	Revenue Recognized	Expenditures
Capital Area Agency on Aging - District II, Inc.				
Title III Part C-1	93.048	\$ 14,199	\$ 14,199	\$ 14,199
Title III Part C-2	93.048	5,614	5,614	5,614
Title III Part B	93.048	15,129	15,129	15,129
Title III Part D	93.048	585	585	585
Title III Part F	93.048	784	784	784
Totals		\$ 38,311	\$ 38,311	\$ 38,311

SEPARATE AUDITOR'S REPORTS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
BASED ON AN ASSESSMENT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors,
West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

I have audited the general purpose financial statements of West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, as of and for the year ended June 30, 1997, and have issued my report thereon dated September 30, 1997.

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

Compliance with laws, regulations, contracts, and grants applicable to West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana is the responsibility of the Council's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Council's compliance with certain provisions of laws, regulations, contracts, and grants. However, my objective was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests disclosed no instances that are required to be reported under Government Auditing Standards.

This report is intended solely for the use of the West Baton Rouge Council on Aging, Inc., and the cognizant audit agency and other Federal audit agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the West Baton Rouge Council on Aging, Inc., is a matter of public record.

Michael R. Choate
Certified Public Accountant

Baton Rouge, Louisiana
September 10, 1997



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
WITH THE GENERAL REQUIREMENTS APPLICABLE TO
FEDERAL FINANCIAL ASSISTANCE PROGRAMS

To the Board of Directors,
West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

I have audited the general purpose financial statements of West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, as of and for the year ended June 30, 1987, and have issued my report thereon dated September 30, 1987.

I have applied procedures to test West Baton Rouge Council on Aging, Inc.'s compliance with the following requirements applicable to each of its Federal financial assistance programs, which are identified in the Schedule of Federal Financial Assistance, for the year ended June 30, 1987:

General Requirements

- o Political activity
- o Civil rights
- o Cash management
- o Federal financial reports
- o Allowable costs/cost principles
- o Administrative requirements

My procedures were limited to the applicable procedures described in the Office of Management and Budget's "Compliance Supplement for Single Audits of State and Local Governments." My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the West Baton Rouge Council on Aging, Inc.'s compliance with the requirements listed in the preceding paragraph. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested, nothing came to my attention that caused me to believe that the West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, had not complied, in all material respects, with those requirements.

This report is intended solely for the use of the West Baton Rouge Council on Aging, Inc., and the cognizant audit agency and other federal audit agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the West Baton Rouge Council on Aging, Inc., is a matter of public record.

Michael R. Choate
Certified Public Accountant

Baton Rouge, Louisiana
September 30, 1987



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
WITH SPECIFIC REQUIREMENTS APPLICABLE TO MEMBERS
FEDERAL FINANCIAL ASSISTANCE PROGRAM TRANSACTIONS**

To the Board of Directors,
West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

I have audited the general purpose financial statements of West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, as of and for the year ended June 30, 1997, and have issued my report thereon dated September 10, 1997.

In connection with my audit of the general purpose financial statements of West Baton Rouge Council on Aging, Inc., Port Allen, Louisiana, and with my consideration of the Council's internal control structure used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-110, "Audits of State and Local Governments," I selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1997. As required by OMB Circular A-110, I have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; federal financial reports and claims for advances and reimbursements; cost allocations; and voluntary contributions by participants. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Council's compliance with these requirements. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to my attention that caused me to believe that West Baton Rouge Council on Aging, Inc., West Allen, Louisiana, had not complied, in all material respects, with those requirements.

This report is intended solely for the use of the West Baton Rouge Council on Aging, Inc., and the recipient audit agency and other federal audit agencies and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by the West Baton Rouge Council on Aging, Inc., is a matter of public record.

Michael R. Choate
Certified Public Accountant

Baton Rouge, Louisiana
September 22, 1987

**INDEPENDENT AUDITOR'S REPORT
ON INTERNAL CONTROLS (ACCOUNTING AND ADMINISTRATIVE)
BASED ON A STUDY AND EVALUATION MADE AS PART OF AN AUDIT OF
THE GENERAL PURPOSE FINANCIAL STATEMENTS AND THE ADDITIONAL FACTS
REQUIRED BY THE SINGLE AUDIT ACT.**

To the Board of Directors
West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

I have audited the general purpose financial statements of the West Baton Rouge Council on Aging, Inc., for the year ended June 30, 1983, and have issued my report thereon dated September 30, 1983. As part of my audit, I made a study and evaluation of the internal control structure, including applicable internal administrative controls, used in administering federal financial assistance programs to the extent I considered necessary to evaluate the systems as required by generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular 135-A, Audits of State and Local Governments. For the purpose of this report, I have classified the significant internal accounting controls related to the general purpose financial statements and the internal accounting and administrative controls used in administering federal financial assistance programs in the following categories:

Internal Accounting Controls

- o Revenue/receipts
- o Purchases/disbursements
- o Payroll

Internal Administrative Controls

- | | |
|----------------------|-------------------|
| o Political activity | o Civil rights |
| o Davis Bacon Act | o Cash management |
| o Eligibility | o Reporting |

The management of the West Baton Rouge Council on Aging, Inc., is responsible for establishing and maintaining an internal control structure and internal control systems used in administering federal financial assistance programs. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of an internal control structure and internal control systems used in administering federal financial assistance programs are to provide management with reasonable, but not absolute, assurance that, with respect to the general purpose financial statements and federal financial assistance programs, resources are consistent with laws, regulations, and policies; resources are safeguarded against waste, loss, and misuse; and reliable data are obtained, maintained, and fairly disclosed in reports.

Because of inherent limitations in any internal control structure or system of internal accounting and administrative controls used in administering federal financial assistance programs, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

My study included all of the applicable control categories listed above. During the year ended June 30, 1983, the West Baton Rouge Council on Aging, Inc., had no major federal financial assistance programs and expended \$36,211 of its federal financial assistance under non-major federal financial assistance programs. With respect to the internal control structure and the internal control systems used

In administering all non-major federal financial assistance programs, my study and evaluation included considering the types of errors and irregularities that could occur, determining the internal control procedures that should prevent or detect such errors and irregularities, determining whether the necessary procedures are prescribed and are being followed satisfactorily, and evaluating any weaknesses.

My study and evaluation was more limited than would be necessary to express an opinion on the internal control structure or the internal control systems used in administering the federal financial assistance programs of the West Baton Rouge Council on Aging, Inc. Accordingly, I do not express an opinion on the internal control structure or the internal control systems used in administering the federal financial assistance programs of the West Baton Rouge Council on Aging, Inc.

However, my study and evaluation and my examination disclosed no condition that I believe to be a material weakness in relation to the general purpose financial statements or the federal financial assistance program of the West Baton Rouge Council on Aging, Inc.

This report is intended solely for the use of the West Baton Rouge Council on Aging, Inc., and the cognizant credit agency and other federal audit agencies and should not be used for any other purposes. This restriction is not intended to limit the distribution of this report which, upon acceptance by the West Baton Rouge Council on Aging, Inc., is a matter of public record.

Michael R. Choate
Certified Public Accountant

Baton Rouge, Louisiana
September 30, 1997

FINDINGS AND RECOMMENDATIONS

Internal Accounting and Administrative Controls and Compliance

West Baton Rouge Council on Aging, Inc.
West Allen, Louisiana

June 22, 1987

There were no material deficiencies found in compliance or in the Internal Accounting and Administrative Controls which required corrective action for the year ended June 30, 1987.

CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS

West Baton Rouge Council on Aging, Inc.
Port Allen, Louisiana

June 10, 1987

Last year I reported no findings or recommendations related to internal controls or administrative controls which required corrective action.

EXIT CONFERENCE

West Baton Rouge Council on Aging, Inc.
Park Allen, Louisiana

June 10, 1987

The exit conference was held on September 10, 1987, the last day of field work of the audit. Those in attendance were Michael N. Choate, Certified Public Accountant, and Marsha B. Turner, Executive Director of the Council. The observations and findings of the audit were discussed.