



44-1004  
 FILED OCT 7  
 1967  
 NEW ORLEANS, LOUISIANA  
 FEDERAL BUREAU OF INVESTIGATION  
 U.S. DEPARTMENT OF JUSTICE  
 44-1004-1004  
 BACK IN FILE

CHARLES PARISE  
 VOLUNTARY COUNCIL ON AGING, INC.  
 LAKE CHARLES, LOUISIANA

ANNUAL FINANCIAL REPORT  
 FOR THE FISCAL YEAR ENDING  
 JUNE 30, 1967

Under provisions of state law, this report is a public document. A copy of the report has been forwarded to the court, or governmental entity and other appropriate public officials. The report is available for public inspection at the State Department of the State of Louisiana and, where appropriate, at the office of the parish clerk of court.

Revised form MAF 0-6 1958



CALCABELL PARISH VOLUNTARY COUNCIL ON ADOPTED  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
 AND CHANGES IN FUND BALANCES - GENERAL FUND (GOVERNMENTAL FUND TYPE)**  
 For the year ended June 30, 1997

Exhibit D

		Governmental Fund Type
		General
<b>REVENUES</b>		
Intergovernmental	\$	791,600
Local grants		58,895
Fiscal income		297,700
Local and inter-colleagues		<u>58,811</u>
<b>Total Revenues</b>		<b>1,708,006</b>
<b>EXPENDITURES</b>		
Current		
Salaries	698,320	
Fringe	76,204	
Taxes	17,260	
Operating services	282,181	
Operating supplies	76,210	
Other costs	479,485	
Debt Service	88,204	
Capital outlay	<u>18,486</u>	
<b>Total Expenditures</b>		<b><u>1,801,441</u></b>
Excess (Deficiency) of Revenues Over Expenditures		(93,435)
<b>OTHER FINANCING SOURCES (USES)</b>		
Operating transfers in (Note 7)	870,000	
Operating transfers out (Note 7)	<u>(298,328)</u>	
<b>Total Other Financing Sources (Uses)</b>		<b><u>571,672</u></b>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other (Uses)		(21,763)
<b>FUND BALANCES</b>		
Beginning of Year		<u>91,000</u>
<b>End of Year</b>	\$	<b><u>69,237</u></b>

\*The notes to the financial statements are an integral part of this statement.\*

CALCULATED-PAYROLL VOLUNTARY CREDITS, ON BEHALF OF  
EMPLOYEES (BALANCE SHEET - ALL FUND  
PER-BELASD ACCOUNT GROUPS)

As of June 30, 1997

Sheet: 1

**LIABILITIES, EQUITY AND OTHER CREDITS**

	Approved Fund Type	Proprietary Fund Type	Planning Fund Types		Account Groups		Total
	General	Enterprise	Trust Fund	Agency	Field	General	Other
							(Deductions)
<b>LIABILITIES</b>							
Accounts payable	\$ 28,854	\$ 19,074	-	-	-	-	\$ 47,928
Wages payable	18,879	3,410	-	-	-	-	22,289
Accrued vacation pay and sick leave pay	8,991	3,928	-	-	-	14,514	27,433
Due to other funds (Funds 1)	-	1,018	-	-	-	-	1,018
Due to other funds (Agency 0005)	-	-	-	7,000	-	-	7,000
State payable (Funds 1-13)	-	-	-	-	-	44,949	44,949
Unemployment pay (Funds 1-13)	-	-	-	-	-	283,802	283,802
Compensated legal liability (Funds 1-13)	-	-	-	-	-	88,884	88,884
Total Liabilities	\$ 47,824	\$ 24,022	-	\$ 7,000	-	\$ 44,343	\$ 123,189
<b>EQUITY AND OTHER CREDITS</b>							
Reserve for special fund debts	-	-	-	-	1,028,179	-	1,028,179
Unfunded savings agreement	-	128,888	-	-	-	-	128,888
Fund Balances							
Unreserved - unrestricted	3,148	-	-	-	-	-	3,148
Reserved (Funds 1-13)	14,886	-	18,128	-	-	-	33,014
Total Equity and Other Credits	\$ 18,034	\$ 128,888	\$ 18,128	-	\$ 1,028,179	-	\$ 1,285,229
Total Liabilities, Equity and Other Credits	\$ 65,858	\$ 172,910	\$ 18,128	\$ 7,000	\$ 1,029,179	\$ 44,343	\$ 1,967,338

\*The asterisk in the financial statements and an integrated supplementary statement.

UNIVERSITY OF NORTH CAROLINA SYSTEM  
COMBINED BALANCE SHEET - ALL FUNDS  
TRUST AND ACCOUNT GROUPS  
As of June 30, 2007

Example 1

	Governmental Fund Types		Proprietary Fund Types	Private-Purpose Fund Types		Account Groups		Total Memorandum Value
	General	Enterprise		Trust Funds	Agency Funds	Fixed Assets	Long-Term Debt	
<b>ASSETS:</b>								
Cash (Note 2)	14,418	92,200	-	9,375	-	-	-	116,013
Receivables (Note 3)	12,677	-	-	-	-	-	-	12,677
Grant receivables (Note 4)	21,440	-	-	-	-	-	-	21,440
Investment receivables (Note 5)	650	1,750	-	-	-	-	-	2,400
Investment receivables (Note 6)	-	-	20,320	-	-	-	-	20,320
Due from other funds (Note 7)	-	1,014	-	-	-	-	-	1,014
Prepaid expenses (Note 8)	3,375	-	-	-	-	-	-	3,375
Fixed assets (net, when applicable) (Note 9)	-	4,844	-	-	-	-	-	4,844
Fixed assets (net, when applicable) (unrestricted) (Note 10)	-	161,007	-	9,791	1,005,789	-	-	1,176,587
<b>LIABILITIES:</b>								
Accounts payable (Note 11)	64,104	154,814	28,824	2,000	1,008,710	-	461,242	1,760,294
Due to other funds (Note 12)	-	-	-	-	-	-	-	-
<b>Total Assets and Other Credits</b>	<b>102,491</b>	<b>602,854</b>	<b>28,824</b>	<b>11,166</b>	<b>1,014,799</b>	<b>-</b>	<b>461,242</b>	<b>1,760,294</b>

The notes to the financial statements are an integral part of this statement.

In our opinion, the balance sheet referred to in the first paragraph presents fairly, in all material respects, the financial position of the Calcasieu Parish Voluntary Council on Aging, Inc., as of June 30, 1999, in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also tested our report dated February 13, 1999 on our consideration of the Calcasieu Parish Voluntary Council on Aging, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the Calcasieu Parish Voluntary Council on Aging, taken as a whole. The information on pages 27-85, including the Schedule of Expenditures of Federal Awards as required by the U. S. Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, accordingly, we express no opinion on it.

*Deloitte & Touche LLP*

February 13, 1999



**INDEPENDENT AUDITORS' REPORT**

**Board of Directors  
Calcasieu Parish Voluntary Council on Aging, Inc.  
Lake Charles, Louisiana**

We have audited the accompanying general purpose financial statements of the Calcasieu Parish Voluntary Council on Aging, Inc., as of and for the year ended June 30, 1997, as listed in the Table of Contents. These general purpose financial statements are the responsibility of the Calcasieu Parish Voluntary Council on Aging, Inc.'s management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

Except as explained in the following paragraphs, we conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in International 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.

The Council has not maintained adequate accounting records for the year ended June 30, 1996 and we were unable to apply procedures to determine whether the opening balances in the general purpose financial statements as of June 30, 1997 were fairly presented in conformity with generally accepted accounting principles or whether accounting principles have been consistently applied between the years ended June 30, 1996 and June 30, 1997.

Since the Council did not maintain adequate accounting records, and we were unable to satisfy ourselves about the opening balances in the financial statements as of June 30, 1997, or about the consistent application of accounting principles between June 30, 1996 and June 30, 1997, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the results of operations and cash flows for the year ended June 30, 1997, or on the consistency of application of accounting principles with the preceding year.



Schedule 3 - Combining Statement of Revenues, Expenses and Changes in Retained Earnings - Proprietary Enterprise Funds . . . . .	40
Schedule 4 - Combining Balance Sheet - Trust and Agency Funds . . . . .	41
Schedule 5 - Statement of Revenues, Expenditures and Changes in Fund Balance - Pension Trust Fund . . . . .	42
Schedule 6 - Schedule of Expenditures - Budget Versus Actual . . . . .	43 - 45
Schedule 7 - Statement of General and Proprietary Fund Fixed Assets and Changes in General Fixed Assets . . . . .	46
Schedule 8 - Schedule of Expenditures of Federal Awards . . . . .	47
Schedule 9a - Schedule of Findings and Questioned Costs - Summary of Auditor Results . . . . .	48
Schedule 9b - Schedule of Findings and Questioned Costs - Compliance and Internal Control Over Financial Reporting . . . . .	49 - 51
Schedule 9c - Schedule of Findings and Questioned Costs - Compliance and Internal Control for DHR Circular 8333 . . . . .	52 - 55
Schedule 10 - Summary Schedule of Prior Audit Findings . . . . .	56 - 61
Schedule 11 - Compensation of Board Members . . . . .	62
Schedule 12 - Exit Conference . . . . .	63

## CONTENTS

	<u>Page Numbers</u>
Independent Auditors' Report . . . . .	1 - 2
Combined Balance Sheet - All Fund Types and Account Groups (Exhibit 1) . . . . .	3 - 4
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - General Fund (Governmental Fund Type) (Exhibit 2) . . . . .	5
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual - General Fund (Governmental Fund Type) (Exhibit 3) . . . . .	6
Combined Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance - All Proprietary Fund Types and Similar Trust Funds (Exhibit 4) . . . . .	7
Combined Statement of Cash Flows - All Proprietary Fund Types (Exhibit 5) . . . . .	8
Notes to Financial Statements . . . . .	9 - 11
<b>SUPPLEMENTARY DATA</b>	
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with <u>Government Auditing Standards</u> . . . . .	12 - 13
Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with <u>OMB Circular A-133</u> . . . . .	14 - 16
Schedule 1 - Combining Statement of Revenues, Expenditures, and Changes in Fund Balances - General Fund . . . . .	17 - 18
Schedule 2 - Combining Balance Sheet - Proprietary Enterprise Funds . . . . .	19



Management Letter Findings and Recommendations (Continued)

REL-97-81 Training for Compliance with Federal Civil Rights Requirements

**Finding:** In the prior year, a finding was made with regard to noncompliance with Civil Rights Requirements. In response to that finding, the Council appointed a "Civil Rights Monitor" to implement the necessary policies in procedures. However, upon our discussion with that individual, we were notified that additional training on the requirements is still needed.

**Recommendation:** We recommend that the Council perform or obtain the additional training needed so that the responsible individual will be able to effectively perform her job duties.

REL-97-100 Review of Telephone/Pager Usage

**Finding:** The Council utilizes a long distance service, as well as, pagers and mobile phones. The Council appears to monitor the usage of the above three items but we did notice that long distance charges were not always being specifically identified.

**Recommendation:** We recommend that all long distance charges be recapped and charged to the appropriate fund. We also remind the Council to continuously monitor the usage of the pagers and mobile phones for necessity and reasonableness.

Management Letter Findings and Recommendations (Continued)

IME-97-6) Storage of Computer Back-up Files

**Finding:** The Council has implemented a procedure for backing up its computer systems. However, we noted that the storage of these files is not in a fire-proof location.

**Recommendation:** We recommend that the storage of the back up files be moved to a fire-proof location, preferably off-site, if possible.

OM-97-7) Wingsaux Cafe Reconciliations of Sales and Sales Tax Reporting

**Finding:** The Wingsaux Cafe has cash registers that print out receipts daily which are used in the reconciliation of cash on hand to cash register receipts. The Cafe Manager is responsible for the reconciliation. The deposit is then made based on this reconciliation. The sales tax reports are prepared from the bank deposit information. We noted that the cash reconciliation sheet has a deduction for miscellaneous items paid with cash on hand. Since the sales tax reports are prepared from the deposits (after deduction for miscellaneous expenses), it appears that the sales were underestimated on the returns.

**Recommendation:** We recommend that (1) the Wingsaux Cafe Manager sign the reconciliations as the responsible employee, (2) that any cash payouts be limited for emergency situations only (check disbursements should be used when possible) and (3) the procedure for the calculation of sales tax needs to be modified to correctly reflect the gross sales before any deductions.

OM-97-8) Reconciliation of Interfund Transfers

**Finding:** It was noted during the current year testing that the interfund transfers and due to/from accounts did not balance. The Council's accountant was able to review the accounting records and reconcile the above subsequent to year end.

**Recommendation:** We recommend that a reconciliation of all transfers be completed on a monthly basis to ensure proper reporting of fund activity.

### Management Letter Findings and Recommendations (Continued)

During our testing of 100 disbursements, we noted that a meal allowance of \$12 was given to an employee who returned home before 6:00 p.m. The Council's current travel policy states that a dinner allowance will be provided if the employee does not return until after 6:00 p.m. This documentation and subsequent correspondence with management indicated that this was not the case in this incident. We noted another expenditure reimbursement report that was not signed by the employee and a second one that was prepared and signed by the supervisor.

We also noted that payroll in the amount of \$87.88 was paid out of petty cash. Management stated that these were employees of the Singaux Cafe who did extra work outside of their normal job duties. All payments to employees should be processed through the normal payroll cycle. Another question arises as to the work performed which was outside their normal job duties.

There were disbursements for flowers, gifts, etc. which were recorded in the Council's General Account. Because of the general ledger structure, we was not determine if these were paid from federal or local funds. Management states that they are paid with local funds, which are sufficient to cover this disbursement. The grantor is not concerned with this type of expenditures. Since the Council is a quasi-public entity, we caution the Council on the disbursement of funds for these types of expenditures.

**Recommendation:** We recommend that the Council have all employees review the respective travel policy to assure that everyone is informed about the allowable costs. We also recommend that the Council strengthen its review process of these requests to ensure that they are in fact in compliance with the current travel policy and that they are prepared and signed by the employee requesting the advance or reimbursement. With respect to the comment regarding payroll, the Council should instruct all applicable employees that no payroll should be processed outside the normal disbursement routine and that all "extra work performed" be scrutinized for both allowability and reasonableness. We recommend that management consider adopting a conservative policy which will eliminate the use of even local funds for gifts, flowers, etc.

Management Letter Findings and Recommendations (Continued)

104-97-3) Minutes of the Board of Directors

**Finding:** During our review of the minutes of the Board of Directors, we noted that the minutes for seven of the meetings held from February, 1997 to October, 1997 were not signed.

**Recommendation:** We recommend that these minutes be signed at the board's earliest convenience and that all future minutes be properly signed on a timely basis.

104-97-4) Completion of Internal Revenue Service Forms 1099-Miscellaneous/Income

**Finding:** During our various expenditure testing, we noted that two individuals should have received Form 1099s for 1996. We could not locate the required tax reporting statements on one of the previous interim executive directors and one of the bingo session winners. In 1996, the council reported the bingo session winners on Form 1099 which requires reporting for amounts in excess of \$200. The disbursement in question was \$1,988. Form M-29 is also used for gambling winnings and its threshold is \$1,200. If the latter forms were utilized, then one of the disbursements above would not have been reportable. The penalty for failure to file is \$50 per statement. This amount can be increased to \$100 if there is intentional disregard of the above requirements.

**Recommendation:** We recommend that the Council develop a system for tracking payments to "unincorporated entities" to ensure that any cumulative yearly amount in excess of \$200 is properly reported to both the recipient and the Internal Revenue Service and that gambling winnings are also appropriately tracked and reported consistently.

104-97-5) Improved Review of Disbursements

**Finding:** In addition to the internal control finding denoted in our formal report (denoted as 104-97-1), the Council should review their approval policies with regard to (1) travel policy for meal reimbursements, (2) payment of payroll related expenditures out of petty cash and (3) payments for gifts, flowers, etc.

MANAGEMENT LETTER FINDINGS AND RECOMMENDATIONS

IME-97-13 In-Kind Revenue and Expenditures Documentation

**Finding:** The Office of Elderly Affairs allows the Council to record in-kind revenue or expenditures on their financial statements in order to properly reflect values assigned to volunteer services received, facility space used at no charge, or various supplies, etc. donated free of charge. This information is also reported during the budget phase of securing new grant documents. Currently, the Council does not have a system in place to record the receipt of the above items and the assignment of a value to each item.

**Recommendation:** We recommend that Council assign this function to one employee and properly train that employee as to the documents that will be required in order to reflect this activity not only on the grant documents but on the year end annual financial statements.

OML-97-23 Credit Risk Exposure

**Finding:** The Council had a credit risk exposure related to the cash balances at First National bank in December, 1996. The credit risk exposure is a result of the bank balances for the period in question exceeding the FDIC limit of \$100,000. FDIC will pay each depositor \$100,000 for all of its accounts (trust accounts are separate) if for some reason the bank is unable to remain operational. In December, 1996, the Council's bank balance in five accounts maintained with this financial institution were \$118,784. This created a potential loss of \$18,784.

**Recommendation:** We recommend that the Council either: (1) transfer funds to another financial institution in order to keep the total deposits with any one financial institution below the FDIC coverage or (2) correspond with the financial institution regarding operating the necessary documentation to have the accounts collateralized with pledged securities. These securities would be pledged with a third party for "safekeeping." They would be pledged to the Council for deposits in excess of the FDIC limit so that in the event the financial institution is no longer operating, then the pledged securities could be a source of payment for the excess deposits. State law requires all public funds to be fully insured with FDIC coverage or have securities pledged for those excess amounts.



To the Board of Directors  
Calcasieu Parish Voluntary Council on Aging

In planning and performing our audit of the general purpose financial statements of Calcasieu Parish Voluntary Council on Aging for the year ended June 30, 1988, we considered the Council's internal control 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.

However, during our audit we became aware of several opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. This letter does not affect our report dated February 13, 1988 on the general purpose financial statements of Calcasieu Parish Voluntary Council on Aging.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Council personnel, and we will be pleased to discuss it in further detail at your convenience, to perform any additional study of this matter, or to assist you in implementing the recommendations. A copy of this letter will be provided to the Legislative Auditor.

*Gus Schram & Co., Ltd.*

February 13, 1988

CALCARESE COUNCIL ON AGING, INC.  
EXIT CONFERENCE  
FOR THE FISCAL YEAR ENDED JUNE 30, 1987

An exit conference was held with Ms. Tomi Caraway, Executive Director, Mr. Terry Duotta, Chief Financial Officer, and four of the members of the Board of Directors on February 28, 1988 to discuss the audit and the report draft.

CALCAGNET COUNCIL ON ACTION, INC.  
COMPENSATION FOR BOARD MEMBERS  
FOR THE YEAR ENDED JUNE 30, 1997

During the fiscal year ended June 30, 1997, no per diem payment or other compensation payments were made to board members. However, business expenses were reimbursed on an actual basis to certain board members and the Executive Director.



Fiscal Yr.  
Ref. No. Ending

Reasons of Finding

Classed Correction Action

Corrective  
Action/Date

94-00 6/30/90 The Council failed to comply with the OGA relating to which retrospective services funds.

The Adult Protective Services Program is no longer a program of OGA. OGA is now the administration.

N/A

94-01 6/30/94 The council failed to comply with its contract with OGA relating to Special Programs for the Aging Funds.

As of January 1, 1997, OGA is no longer affiliated with Jeff Davis or Allen Searles' Cook Offices. We are currently functioning in a single council status. Regarding the combining of local and federal funds and the performance of assessments, we are still in the process of reviewing these situations.

Partial

94-02 6/30/94 The council failed to comply with its contract with OGA relating to U.S. Department of Agriculture Cash-In-Lies at Commodities Funds.

Between January 1, 1997 and December 31, 1997, OGA did not receive any cash funds. Beginning January 1, 1998, OGA will begin receiving OGA funds, as OGA has been awarded the Health contract.

N/A

94-03 6/30/94 The council charged unallowable costs to the U.S. Department of Agriculture Cash-In-Lies at Commodities Federal financial assistance program.

We refer to previous finding. The Governor's office of elderly affairs has closed this finding.

Yes

94-04 6/30/94 The Council failed to comply with Federal cash management requirements.

As of January 1, 1997, OGA no longer had a Health contract. When we resume the Health contract, all accounts will be managed efficiently and kept current.

N/A

94-05 6/30/94 The Council failed to monitor subrecipients.

As of January 1, 1997, OGA does not carry an AAJ status. Therefore, this does not apply.

N/A

94-06 6/30/95 The Council did not fully comply with the Civil Rights Act.

The Council has designated an individual as Civil Rights Assistant and is currently attempting to render these specific requirements.

Partial

Reg. No.	Filed, Fr. Expiring	Description of Finding	Classed corrective action	Compliance Action
98-12	6/30/98	The Council furnished Biagio supplies to another witness obtaining a distributor's license.	policy and procedures adopted by the board will regulate employee activities as well as determine evaluate Biagio matters.	Yes
98-22	6/30/98	The Council advised and learned funds in violation of Council's policy.	The Council as former advises funds of James Jones to board members, the Director or crew staff. However, we were notified during the current year of an unaccusal advance of salary to an employee.	Partial
98-24	6/30/98	The Council did not report the personal use of the Council's automobile as casual items.	COO no longer has a company vehicle.	Yes
98-28	6/30/98	The Council did not adequately learn LDB funds.	Beginning July 1, 1998, all COO funds will be deposited into a centralized, interest bearing account.	Partial
98-28	6/30/98	The Council did not comply with the Louisiana public bid law.	As necessary, for the June 30, 1998 fiscal year, COO does comply with the Louisiana public bid law. We obtain three bids and review each one.	Partial
98-27	6/30/98	The Council failed to maintain timely written minutes of board meetings.	All minutes are current and completed in a timely manner. We were notified that some current year minutes were not signed. We will monitor.	Partial
98-28	6/30/98	The Council did not file annual sworn financial statements with the Office of Legislative Auditor.	The current year's financial statements will be filed with the Office of Legislative Auditor for June 30, 1999.	Yes
98-29	6/30/98	The Council did not complete the Louisiana Compliance	All requirements of the Louisiana Compliance Commission were completed at the beginning of this audit as required by Louisiana law.	Yes


 UNIVERSITY OF VIRGINIA  
 BOARD OF TRUSTEES

Item No.	Findings	Description of Finding	Elapsed Correction Action	Corrective Action/Status
16-4	6/30/96	The Council did not maintain adequate controls over disbursements.	The Board Office/COO no longer has any bank cards and their bills are being paid in a timely manner. Most of the recommendations have been met, however, COO is in the process of reviewing and supplementing its data.	met/nil
16-5	6/30/96	The Council did not maintain adequate controls over payroll.	Most of these recommendations have been met, i.e., payroll now use time cards and a time clock has been implemented. Payroll personnel are also in the process of verifying the completeness of the personnel file documentation. (Executive Director no longer employed.)	met/nil
16-6	6/30/96	The Council did not authorize the former Executive Director's salary increase.	Not applicable.	N/A
16-7	6/30/96	The Council did not maintain adequate controls over electronic data processing.	Records are now being backed up on a daily, weekly and monthly basis. In addition, all physical documentation is stored and locked.	Yes
16-8	6/30/96	The Council failed to comply with favored regulations.	COO Board Members, the Director, and all COO staff follow state trading regulations, i.e., travel restrictions, reimbursement at \$.48 per mile, etc.	Yes
16-9	6/30/96	The Council failed to adopt budgets for some funds.	The current year's budget will include all funds, including local funds, to be received by COO once the amended schedule for funding has been issued by COO.	partial
16-10	6/30/96	The Council failed to comply with the director's office of Elderly Affairs policy prohibiting employment of family member.	COO no longer applies under COO's rule administration.	Yes
16-11	6/30/96	The Executive Director's office received additional compensation.	The present fiscal officer does not receive any compensation over his present salary paid by COO.	Yes

**COCA-COLA BOTTLING BOARD OF DIRECTORS, INC.**  
**STATEMENTS OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED JUNE 30, 1997**

Below you will find a summary of the findings that resulted from our financial related audit of COCA, dated November 26, 1998. In addition, please find COA's response to each finding.

Findings	Findings	Findings	Findings	Findings	Findings	Findings	Findings
98-1	6/30/98	The Council failed to maintain proper accounting records.	Planned reorganization	For the legislative auditor's report and DRB, the records for fiscal June 1997 year were reorganized and were used for auditing purposes. COA maintains a general ledger for each fund of the Council and all the necessary supporting records. However, additional work is required for supporting records to be in compliance with state and grant requirements.	Partial.	Connective	Accounting
98-2	4/30/98	The council did not maintain adequate controls over revenues.	Planned reorganization	Presently, we have hired a full charge accountant. This addition to our staff will allow the Fiscal Officer time to implement necessary internal control, in relation to the Bingo Hall and Bingo Cafe. Additional controls are still being developed to address the internal controls noted in the previous audit report.	Partial.	Partial.	Partial.
98-3	4/30/98	The council did not maintain adequate separation of duties over disbursements.	Planned reorganization	All duties in the Bingo Cafe have been separated. The Cafe Manager's duties include ordering food and doing cash count while the administrative duties is responsible for Bingo Cafe deposits and payroll. COA has separated duties to the extent feasible but will consider modifying procedures as a result of current year recommendations on segregation of duties.	Partial.	Partial.	Partial.

II. COMPLIANCE FINDINGS - OMB CIRCULAR E-119 (CC) (Continued)

Recommendation: We recommend that the Council review the contract with the Advocacy Center to determine if it is actually beneficial to the Council's clients or if the funds can be spent for legal services contracted differently. No matter what the Council decides to do with future contracts, we recommend that one individual be assigned the responsibility of monitoring the specific requirements of the contract executed to ensure that the Council is properly receiving the services for which it has contracted.

Management's Response: As recommended, CCOA will review the contract with the Advocacy Center concerning its services. As suggested, CCOA will have one person assigned to monitor this program.

II. COMPLIANCE FINDINGS - ONE CIRCULAR A-133 (CO) (Continued)

fully executed. This includes maintaining the necessary documentation to reflect that the requirements were reviewed. We do note that the monitoring of the sites appears to be well documented by the nutritionist hired by the Council.

Management's Response: At present, COOH has received the responsibility back of monitoring the Meals Program. Procedures have been implemented to ensure that all of the requirements of the contract are adhered to. Meal sites will be monitored and the proper personnel have been hired.

100-57-53 Monitoring of Title III-B Contract with Advocacy Center Service Provider

Federal Program: Title III-B (13.633)

Finding: The Council has entered into a contract with the Advocacy Center for legal services to be provided to the elderly. The contract stipulates that the Council will (1) prepare assessment reports on the progress of the service provider and (2) reimburse the provider an hourly amount for services provided to the elderly during the month. We note that the Council has never issued an assessment report on the progress of services provided by the Advocacy Center and that the payment terms have changed from an hourly rate of \$44.00 to a monthly amount of \$1,850. We were able to locate only two monthly reports which reflected the amount of time spent by the Advocacy Center. The average hourly rates for those two months were \$79.42 and \$85.91, both of which exceeded the amount stipulated in the contract. No other monthly reports could be located.

Critique: The contract executed with the service provider stipulated the above requirements. While the Council has contracted with an outsider provider for these services, which are funded by federal money, they are still primarily responsible to ensure the service is provided to the elderly and at the agreed upon terms.

Cause: Management did not have procedures in place to ensure that the terms of the contract were carried out.

Effect: Without the monthly reports detailing the number of hours of legal services provided by the Advocacy Center, we are unable to determine if there is an overpayment of funds based on the executed contract. We do note that the terms of the contract were apparently not adhered to during the fiscal year.

II. COMPLIANCE FINDINGS - DND CIRCULAR A-114 (CC) (Continued)

should be properly executed (signed), (3) monthly schedules should be maintained for future reference, and (4) homemaker timeliness should be signed by the homemaker and completed as to date and period worked.

Management's Response: The four (4) recommendations by the auditor concerning homemaker services will be implemented and all recommendations will be completed as required. The necessary timeliness will be completed as to the proper information required.

CCC-87-4) Monitoring of Title III-C Contract with Meals Service Provider

Fiscal Program: Title III-C (1) CCSI

Finding: The Council has entered into a contract with Lake Charles Memorial Hospital for the delivery of congregate meals and home delivered meals. The contract stipulates that the Council will (1) prepare assessment reports on the progress of the service provider, (2) monitor financial reports (audits) of the service provider and (3) review insurance coverages of the service provider for liability exposure. A nutritionist was contracted to review the site locations. Management considers these reports to satisfy requirement number one above. However, when we began our fieldwork, there was no documentation information in the file regarding the latter two requirements. The Council was able to have the last item mailed from the service provider.

Critique: The contract executed with the service provider stipulated the above requirements. While the Council has contracted with an outside provider for these services, which are funded by federal money, they are still primarily responsible to ensure the service is provided to the elderly.

Cause: File documentation was limited after the change in administration. It is difficult to say whether the above information was reviewed during the fiscal year.

Effect: It is possible that not all of the contract specifications were properly monitored.

Recommendation: In the latter part of the fiscal year under audit, the Office of Elderly Affairs took over the monitoring of this program. When the Council receives this responsibility back, procedures should be implemented to ensure that all of the requirements of the contract are

## II. COMPLIANCE FINDINGS - ONE CERTIFICATE A-101 LOCAL (Continued)

submitted by the homesaker reflecting to whom they provided services for that time period. (Note - the timesheets were not signed by the homesaker and did not always have the name of the homesaker and applicable dates listed.)

The Council does not maintain the monthly schedules for previous months so we had to pull our sample from the November, 1997 updated schedule. We reviewed 10 files and noted that of the 10 files reviewed, 2 did not have the assessments in the files and 4 of the assessments were not signed by the Council. The client assessments should be completed every six months however our testing reflected 30 of the 10 assessments reviewed were over six months old.

As a separate step to understand the process of homesaker services, we also reviewed the Council's waiting list procedures for this service. We noted that the waiting list is not always updated to reflect clients currently being served. In addition, when clients are originally assessed they are assigned to a risk category (i.e. low, moderate or high risk). If time permits, clients with low risks are serviced. However, management stated that the low risk clients should be reassessed and placed back on the waiting list if there are other high risk clients waiting for available time slots. There is a possibility that this situation is occurring and not being properly monitored.

**Example:** The Office of Elderly Affairs grant program specifications require the Council to perform certain eligibility procedures which include reassessments. The performance of these procedures should be evident via a "paper trail" of information (i.e. schedules, timesheets, assessment forms).

**Cause:** The Council was not aware that documentation of monthly schedules should be maintained or that timesheet reporting could be improved. Due to time constraints on the existing staff, it appears that the reassessments and monitoring of waiting list status could not be properly kept up-to-date.

**Effect:** While there is no financial impact of this finding, it could result in clients receiving services when not eligible.

**Recommendation:** We recommend that (1) reassessments be completed, at a minimum, every six months and for low risk clients being serviced while high risk clients are on the waiting list, a shorter reassessment time period should be implemented, (2) all sections of the reassessment forms



II. COMPLIANCE FINDINGS - OMB CIRCULAR A-133, ICC (Continued)

**Effect:** The Council is not in compliance with the specific guidelines of the Office of Elderly Affairs and OMB Circular A-133.

**Recommendation:** With respect to the monthly financial information, it is imperative that the Council implement a financial reporting system (general ledger) that will facilitate the reporting of financial information on a grant by grant basis. The monthly state reporting could then be based on information which will be the ultimate source for the annual audit. The monthly general ledgers used to generate the reports should be maintained along with the copies of the state reports for future reference. A reconciliation of the year to date general ledger activity to the year to date monthly state reports should be performed periodically to assure that the two are in agreement before the audit begins.

With respect to the monthly service reports, we recommend the following: (1) the monthly receipts of daily service logs ("service forms") should be maintained along with the daily logs in a separate file, (2) an employee should be assigned the process of reviewing the receipts of daily information to assure accurate reporting of the services provided and (3) training needs to be completed to assure that individuals involved in this process are adequately informed about the specific uses of this form. Developing written policies for the procedures related to gathering the information to be used on the service reports might be helpful.

**Management's Response:** For the current fiscal year, OCEC will implement a general ledger system that will report financial information on a grant by grant basis. All the necessary reconciliations will be prepared and the OMB statements will agree to the general ledger.

In reference to the monthly service reports the recommendations of the auditors will be implemented as well as all the necessary training will be completed.

100-97-1) Review of Eligibility Requirements

Federal Program: Title III-B (19,800)

**Finding:** We reviewed the council's eligibility procedures with respect to homemaker services provided to the elderly. We selected files from monthly housekeeping schedules and reviewed the income assessment and respective notes assigned. We also reviewed a few of the weekly timebooks

21. COMPLIANCE FINDINGS - GSA CIRCULAR A-113 (cont.) (Continued)

We also attempted to verify the "service reporting" information supplied to GSA via computer software. There are four areas of service that are reported on each month: (1) information and assistance, (2) homemaker, (3) transportation, and (4) childcare. Daily logs are prepared which reflect the services provided and to whom they were provided. A monthly recap ("service forms") of the daily logs is prepared and used as the source for the computer input of information supplied to GSA. However, the monthly recap ("service forms") is not maintained for future use therefore we had to attempt to reconstruct the reporting from the daily logs which was a tedious process. We were not able to recalculate the total service units for three of the four main categories of services provided for February, 1997. We then attempted to trace 40 specific individuals provided service to the monthly report. We reviewed 18 individuals for childcare services, which were all reported. We also reviewed 3 individuals for information and assistance, 13 for transportation and 13 for homemaker. We noted that 4 of the 3 information and assistance were reported to the state while 4 of 13 transportation and all of the homemaker individuals were reported correctly. We also noted that some employees were not sure as to which services should be claimed in each of the four categories cited above.

Compliance: The Office of Management and Budget (OMB) Circular A-113 and the grant documents require the reporting of financial information and service accomplishments.

Cause: Accounting information has been "unavailable" since the fiscal year ended June 30, 1996. Financial information postings to the old computer system were done sporadically for the current year. However, the current administration attempted to reconstruct a new general ledger as of June 30, 1997 on a new computer system. To generate this ledger, they reconstructed the entire yearly information available. Since the ledger used for audit purposes was constructed after the fact, the interim reports were prepared utilizing other information; therefore management stated initially that the two would not reconcile. In addition, as stated previously, the new general ledger does not report the funds by grant.

With respect to the reports on service units provided, the responsible employees were not aware that they did not have a complete trail of service unit information which could be audited.

2. INTERNAL CONTROL FINDINGS - ONE CIRCULAR A-122 (CCC) (Continued)

Management's Response: As recommended by the auditors, CCCA will develop a list of allowable and unallowable costs to be used by accounting personnel and grant specialists. This list will be used as a control over costs.

3. COMPLIANCE FINDINGS - ONE CIRCULAR A-122 (CCC)

All of the following findings related to grants received from the Department of Health & Human Services which was passed through the Governor's Office of Elderly Affairs.

100-87-1) Subrecipient Monitoring (Duplicate of 100-87-7)

Federal Programs: All programs listed in Schedule B

Finding: This is a duplicate finding of the Internal Control Finding denoted as item 100-87-7. Please refer to that item number for this discussion.

100-87-2) Required Reporting to Senator

Federal Programs: All programs listed in Schedule B

Finding: The Council is required to submit monthly reports of the Office of Elderly Affairs (CEA) regarding financial activity as well as service accomplishments during the month.

We noted that the monthly financial reports were not filed timely for every month and could not be reconciled to the general ledger that was the basis for the audit. The general ledger was reconstructed after year end in order to provide a starting point for the audit. Therefore, the audited general ledger was not the source for previous monthly financial reporting to the state. Management stated that these reports were pulled from "available" information, but that it would not be possible to audit audited general ledger. As a result, we did not perform any additional procedures beyond this inquiry except to note the filing date on the November, 1996 and May, 1997 reports. The November report was mailed January 3, 1997 while the May, 1997 report was mailed June 10, 1997. Management stated that other reports in the first part of the fiscal year were filed late.

I. INTERNAL CONTROL FINDINGS - OMB CIRCULAR A-111 (1970) (Continued)

established to ensure that these funds are expended properly by the other entities. This would require review of monthly financial information, on-site visits, and review of annual audited financial statements, at a minimum. One individual should be assigned this responsibility and trained as to the Federal requirements applicable to the given assignment.

Management's Response: As stated in the recommendation, if CDM receives this type of pass-through funding in the future, procedures will be implemented to ensure that these funds are expended properly and that all the necessary reviews be conducted.

(170-97-8) Controls over Allowable and Unallowable Costs

Federal Programs: All programs listed in Schedule 8

Finding: During our review of internal control policies over Federal funds, we determined that there was a need for additional guidance for allowable and unallowable costs for grant purposes. While upper management appeared to be aware of which costs are allowable/unallowable, not all of the affected staff were as familiar with those requirements. The Council does not have a list of allowable and unallowable costs created which would provide, not only a "quick reference", but a control over which costs are charged to Federal programs.

Critique: The various circulars issued by the Office of Management and Budget (OMB) define allowable and unallowable grant charges.

Cause: This type of listing has not been compiled in the past. Upper management has relied on the grant documents as well as the applicable OMB Circulars regarding "Cost Principles".

Effect: Internal control is not as complete as it could be. There is a possibility that unallowable costs would be charged to a Federal program. As a note, the current general ledger system does not specifically identify to which program a disbursement is charged but this finding will be addressed separately by the Council.

Recommendation: For ease of use, we recommend that the Council develop a list of allowable and unallowable costs which can be distributed to all accounting personnel and grant specialists. This list can be created/modified from various OMB published documents and the grant documents themselves.

7. INTERNAL CONTROL FINDINGS - ONE CIRCULAR 8-111 (ICC) (continued)

helpful in ensuring that the original information is filed. However, we recommend that approval for pay rate changes be approved by the Executive Director and disseminated in the personnel file. Changes to the Executive Director's salary should be approved by the Board. A copy of the minutes of that meeting can be placed in the respective personnel file.

**Management's Response:** As previously mentioned in (ICM-77-6), COCA has already implemented many of the recommendations concerning payroll controls.

ICC-87-7) Subrecipient Monitoring

**Federal Programs:** All programs listed in Schedule B

**Finding:** Federal program guidelines require monitoring of subrecipients of federal pass-through funds. From July, 1980 to December, 1984, the Council received federal funds which were passed through to two other Councils on Aging. When we reviewed the Council's controls over these pass-through funds, we noted that (1) the Council did not have a copy of the contract with each of these entities and (2) there was little or no monitoring being performed. The funds were passed through on a timely basis; however, the connection between the entities ceased at that point. The actual payments differed from the initial budget but we were not able to verify approval fee change without an approved contract.

**Criteria:** As stated before, federal program guidelines require monitoring of subrecipients of federal pass-through funds to ensure that they are complying with the stipulated grant requirements.

**Cause:** During the period in question, there were significant changes in Council personnel and this monitoring was not assigned to a specific individual. In January, 1985, this funding was redirected and the Council no longer had this monitoring requirement.

**Effect:** Proper monitoring could not be accomplished given the above findings. It is not determinable whether the funds were properly expended by these two subrecipients for the six months in question.

**Recommendation:** If the Council receives this type of pass-through funding in the future, procedures should be

## I. INTERNAL CONTROL FINDINGS - DEW KINCHAS &amp; LOU GIGGS (Continued)

**Management's Response:** As previously mentioned in (ICG-97-8), CCRS will implement the recommendations concerning the state bid laws and will conduct a training seminar for accounting and purchasing personnel.

## (ICG-97-8) Payroll Controls (Duplicates of ICG-97-6)

**Findings:** We tested 76 payroll/personnel files and identified the following exceptions: (1) there was no pay rate information in 27 of the files reviewed, (2) there was no Form W-4 in 23 of the files reviewed, (3) there was no Form I-9 in 20 of the files reviewed (8 additional files lacked an appropriate signature), (4) there were 3 time entries penciled in on the time cards with no approval notation, (5) there were three files with no new employee registration form and (6) there were two checks to the previous executive director with a change in pay rate approved by her.

In our discussions with management, several of the above exceptions were due to Biago employees. According to management, Biago employees did not have personnel files. The current administration now requires a personnel file to be established before hiring.

**Criteria:** Proper internal controls require monitoring of the above payroll information to ensure accurate payment of payroll related expenditures. In addition, there are federal requirements regarding the completion of forms W-4 and I-9.

**Causes:** Proper attention had not been given to the above documentation in the past. It appears that the current administration has already attempted to address several of the above issues.

**Risks:** While we do not have a potential quantified cost related to disbursements to employees with pertinent missing personnel information, it is possible that the payments are not correct. We are unable to determine this without the proper personnel information. The lack of Forms W-4 and I-9 are in violation of federal guidelines.

**Recommendation:** We recommend that the Council continue their efforts to obtain up-to-date personnel file information on every current employee. A policy of establishing this information prior to employment will be

## 7. INTERNAL CONTROL FINDINGS - OMB CIRCULAR 2-133 (1991) (Continued)

**Management's Response:** As previously mentioned in (OCG-97-47), OOMA will continue to update the inventory listing on a current basis and provide the grantor with an annual listing.

(OCG-97-5) **Procurement Policy (Bids and Purchase Orders)** (Duplicate of OCG-97-5)

**Finding:** As reflected in our Compliance Finding (OCG-97-5) "Bid Process", the Council did not comply with the state law regarding the purchase of materials and supplies pursuant to a written bid opening. In addition to this finding, we noted that the Council has a policy requiring the use of purchase orders for materials and supplies purchased on a non-emergent basis. However, during our testing, we could not locate purchase orders. In addition, it became apparent that not all of the employees were familiar with the Council's procurement policy with regard to both bids and purchase orders.

**Criteria:** While Louisiana state law mandates the use of bids for certain purchases, the Council also follows the Office of Elderly Affairs' (OEA) procurement policy which is more restrictive than the state law. Both requirements must be met by the Council. In addition, proper internal control procedures require that all affected employees be informed of the requirements in order for them to properly monitor the established guidelines. This includes the use of purchase orders.

**Cause:** Due to the change in administrative employees, it appears that this particular area was not priority until the subsequent fiscal year.

**Effect:** Internal control over the use of bids and purchase orders is ineffective for the fiscal year being audited. As a result, non-compliance with the various requirements exist.

**Recommendation:** We recommend that the Council review the state bid law, grant documents and OEA's policy to determine exactly what requirement will be utilized. Then a "training seminar" for accounting and purchasing personnel should be held to properly communicate when bids will be obtained and what purchases will require purchase order approval. These policies should be in place for all of the Council's activities as opposed to just the grant activities.

1. INTERNAL CONTROL FINDINGS - CSM CIRCULAR A-112 (ICC) (Continued)

Checks that have been processed should not be returned to employees with any preparation or approval responsibilities. We do want to make a note that the accounting department has been successful in overcoming several problems related to the lack of documentation or performance of procedures in the prior year.

**Management's Response:** As previously mentioned in (ICC-97-3), CSM will train someone to prepare the monthly bank reconciliations and whatever other functions required in the auditor's comment.

ICC-97-4) Controls over Fixed Assets (Copies of ICG-97-4)

**Findings:** Subsequent to year end, the Council had to reconstruct a current list of fixed assets. The grantor requires a listing of fixed assets, which apparently has not been provided for several years. There appears to be a lack of internal control over fixed assets, including proper control for dispositions of those assets.

**Criteria:** In addition to specific grant requirements to account for fixed assets and report balances periodically, proper internal controls require that not only a fixed asset listing be maintained but monitored to prevent the unlawful use of the Council's assets. Any dispositions of the fixed assets must be properly reviewed to ensure compliance with Council policies as well as the more restrictive grant requirements.

**Causes:** Management has represented that the fixed asset records were not kept current by the previous administration and that they have reconstructed the assets as soon as possible.

**Effect:** The safeguarding of assets cannot be accomplished without first identifying what assets need to be safeguarded.

**Recommendation:** We recognize that the current administration has (1) been able to reconstruct the listing and (2) attempted to perform some type of inventory while reconstructing that list. We recommend that they continue to update this listing every year and that an inventory be taken periodically to prevent the possible misuse of these assets. In addition, the grantor should be provided a listing on an annual basis. Any dispositions should be approved by the Board and reviewed further for compliance with grant requirements (i.e. approval from the grantor).



3. INTERNAL CONTROL FINDINGS - ONE CIRCULAR A-112 CHECK (continued)

- (1) The Council could not locate supporting documentation (vendor invoices, etc.) for 25 of 103 disbursements selected for testing. (Only 148 of those disbursements were from the General Account, which includes the Council's federal programs.)
- (2) There were also 22 of 103 disbursements for which we could not locate evidence of approval.
- (3) There were several instances whereby the Council was paying from vendor statements as opposed to vendor invoices.
- (4) The Council was not cancelling the invoices when paid (i.e. stamping the invoice "paid").

**Critique:** Proper internal controls require that certain procedures be in place to ensure that expenditures are allowable. These procedures include obtaining the proper supporting documentation and requiring that the documentation be properly approved and marked paid to prevent duplicate payments.

**Cause:** Some of the findings above were created by the change in administrators and the lack of documentation regarding transactions occurring before the transfer. However, others were generated subsequent to that change. Management has stated that the accountant donated his approval on a "yellow memo pad" which was thrown away after processing. Disbursements were made using statements in cases where the original invoices were not located.

**Recommendation:** We recommend that the Council require all disbursements to have proper, sufficient documentation for each component unit of the total disbursement and that approval signatures be placed on the face of the documentation. Disbursements should not be processed or signed without this documentation.

To prevent duplicate payments, the Council should establish a policy that statements should be accompanied by invoices, even if the vendor has to fax over the respective invoice that supports the statement. Statements do not always identify the service or product received. Approval can not be given if the service or product received is not apparent.

While the disbursement review procedures are being examined, the Council should also review acceptable petty cash disbursements and supporting documentation required with the petty cash custodian.

2. INTERNAL CONTROL FINDINGS - ONE CIRCULAR R-113, ICC (Continued)

**CRMS:** Due to the prior year change in administration, the accounting information for the prior year and current year were not kept current. When the new administration and the processing employees were hired, they began the reconstruction of the current year accounting information.

Due to timing constraints, the majority of disbursements were related to the General Account and were simply posted to that one general ledger as opposed to establishing separate general ledgers for each grant. Management stated that this would have required that each disbursement be analyzed and categorized by grant. They simply did not have the time to devote to this process. Their main concern was in generating a general ledger which could at least then be audited to some degree. There was not a general ledger in the prior year upon which to base an audit.

**Effect:** The Council was able to generate the general ledger to audit but unfortunately was unable to accumulate the financial information by grant. As a result, assumptions were made regarding the allocation of the General Account activity between the various grant funds. An opinion on these allocations was not given.

**Recommendation:** As we have previously discussed, we strongly recommend that priority be given to restructuring the general ledger in order to accumulate the needed information as the disbursements are processed. Attempting to restructure after the fact is very time consuming. We do commend the Council on their efforts to at least generate some type of general ledger in order for the audit to occur.

**Management's Response:** As previously mentioned in ICC-97-11, CCOA will segregate the general fund by fund type for each federal and state grant as well as a local spending fund.

ICC-97-2) Controls of Disbursement Processing (duplicate of ICC-97-2)

**Finding:** The following items were noted during our fieldwork testing for disbursements. Since the Council has one control system for disbursement processing, we have duplicated the internal control finding presented in the Government Auditing Standards section of this report. Not all of these specific disbursements affect the federal program but the overall control finding and recommendation is applicable.

TRUSTEES COUNCIL ON AGING, INC.  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 COMPLIANCE AND INTERNAL CONTROL IN ACCORDANCE  
 WITH OMB CIRCULAR A-113  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1997

I. INTERNAL CONTROL FINDINGS - OMB CIRCULAR A-113 (ICCA)

Note: All of the following internal control findings relate to all of the Federal programs listed in Schedule B - Schedule of Expenditures of Federal Awards. The Department of Health & Human Services is the only disbursing Federal agency.

(ICC #7-1) Accounting Records Adequacy (Duplicate of ICC #7-1)

Condition: During our fieldwork testing, the following items were noted:

The Council's current accounting reporting package system does not segregate the General Account by fund/grant. This combination of funds results in the inability to identify expenditures and/or net assets by grant activity without various assumptions being made.

In addition to the OMB General Account, there are five other separate computer general ledgers and are as follows: (a) Ringwood Cafe Account, (b) Ringo Account, (c) FFM - Ringo Account, (d) Utility Assistance Account and (e) Special Projects Account. The latter accounts are adequate for reporting purposes. However, the general account needs to be segregated by fund type. There should be a total operating fund, and a separate fund for each Federal and state grant. This will facilitate the proper reporting of revenue and expenditures by grant as well as segregating the net assets of each grant.

Because the general ledger does not facilitate the recording of expenditures by grant, budgetary to actual comparisons for those budgets adopted by the Council (Federal and state funds) were not being performed.

Criteria: The Council's grantor requires certain monthly reports of financial information by grant/fund. In addition, there is not a current allocation of expenditures that benefit more than one fund/grant. Therefore, beneficial grant information is not readily attainable. An internal control procedure over Federal funds is the periodic monitoring of actual expenditures to approved budget line items. Most grants require approval if budget line items are exceeded by more than a minimal percentage.

21. COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STANDARDS (GG)  
(Continued)

Management's Response: For the current fiscal year and all future year endings, the audit report will be completed within the six (6) months of the year-end. The delay for June 30, 1987 has been documented.

II. COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STANDARDS (100)  
(Continued)

The issue related to the unrelated business taxable income apparently was never addressed until the new administration took office. While management is aware of the potential liability, the issue has not been resolved.

**Effect:** If the research determines that the Council is subject to UBTI for just the above two items, then they will be exposed to a liability of \$5,000 to \$10,000 plus penalties and interest which will probably be assessed. In addition, the IRS may review prior years' information and assess related tax, penalty and interest. At this point, the prior years' information is not available for tax estimation or disclosure purposes.

**Recommendation:** We recommend that management engage a tax professional to review the related taxing regulations to determine exactly which income is subject to UBTI and which deductions are allowable against that income. This should be done as soon as possible once the audit is completed. Once a determination is made, then this filing requirement, as well as the regular Form 990 filing requirement, should be adhered to by the Council on an annual basis. Once the audit is completed, we will be available to assist with this research if management so desires.

**Management's Response:** All income tax requirements will be researched and if any taxes are determined to be owed, such tax reports will be filed and the appropriate taxes due will be paid.

(100-07-4) Timeliness of Audit Report

**Finding:** State law requires that the audit report for quasi-public entities be completed within six months of the year end. This audit report was not issued within the prescribed time frame.

**Criteria:** State law establishes the above six month time frame.

**Cause:** After the change of administration, there was a need to reestablish various accounting records which was a time consuming process.

**Effect:** The Council was not in compliance with the above state requirement.

**Recommendation:** We recommend that the Council continue their efforts in the area of financial reporting to include compliance with the state audit requirement. The auditors should be engaged before the fiscal year ends.

II. COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STANDARDS (GA)  
 (Continued)

**Issue:** The Council is not in compliance with the state public bid law with respect to the Wingenau Cafe purchases.

**Recommendation:** The Council should modify their purchase procedures in the Cafe to include the soliciting of bid proposals for their annual food purchases. The modification should not only address the Cafe purchases but should reiterate the requirements for other Council purchases to include the more restricted purchase requirements of the Office of Elderly Affairs.

**Management's Response:** COCA will begin to solicit bids for food purchases for its cafe. This will also include the reviewing of the bid process for all other purchases requirements of the Office of Elderly Affairs.

000-97-31 Internal Revenue Service Filing Requirements for Not-for-Profit Corporations

**Finding:** While the Council is exempt from income tax under Internal Revenue Code Section 501(c)(13), they are still required to file Form 990 - Return of Organization Exempt From Income Tax each year. The returns for the prior two years apparently were not filed until May, 1997 (after the new administration took office).

In addition, the Internal Revenue Service assesses a tax on unrelated business taxable income, which is defined as "gross income derived from any trade or business regularly carried on by the organization that isn't substantially related to the exercise or performance of its exempt purpose or function". Based on our preliminary review of the tax code, the Council may be subject to tax on the income related to the instant bingo games and the Wingenau Cafe operations. Due to timing constraints, we were not able to fully research this issue before the issuance of the audit report. A more thorough research of the Internal Revenue Code and Tax Court decisions may alter, but not eliminate, our initial estimate of the Council's tax exposure.

**Details:** The Internal Revenue Service has established reporting for the above two circumstances.

**Cause:** The change in accounting personnel delayed the filing of Form 990 for the two previous years and that reporting had to be estimated based on the information that was available at the time. According to management, the returns for the previous two years will need to be amended.

**21. COMPLIANCE FINDINGS - GOVERNMENTAL FINANCE STANDARDS (GFS)**  
 (Continued)

**Issue:** Because the Council was restructuring their staff and accounting system, they did not have the time requirements or reporting procedures in place during the fiscal year in order to accomplish the monitoring of the budget adoption or amendment process.

**Risk:** The Council is not in compliance with the referenced revised statutes with respect to the budget document.

**Recommendation:** The Council should review its procedures for the adoption of the budget to ensure that all aspects of the state law are complied with before the end of the current fiscal year (1997-98). The Council should also devote its efforts to restructuring the accounting system in such a manner as to facilitate the monitoring of the budget to actual revenue and expenditure comparison.

**Management's Response:** The Council will adopt a budget for all general and special revenue funds and will make whatever amendments necessary. The budget will be monitored very closely by the Executive Director and Finance Committee.

**400-99-21 Bid Process/Procurement Process**

**Finding:** The Council operates a concession business for the Biogen sessions held during the year. The purchases of food for the Biogen Cafe were made without soliciting bid proposals.

During our expenditure testing, we noted two payments for gasoline totalling \$2,786 for a two month period. Annualizing this amount over twelve months would put the total expected disbursements over the \$10,000 bid threshold, in effect at the beginning of this fiscal year. No bids were obtained for that fiscal year. We do note that bids were received in July, 1997.

**Criteria:** State law (R.S. 48:2112) requires that written bids be obtained for purchases of materials and supplies in excess of \$10,000. The 1997 Louisiana Legislative Session raised this threshold to \$25,000, to be effective in the Fall, 1997. The Council has also stated that they follow the bid requirements of the Office of Elderly Affairs which requires competitive bids for purchases in excess of \$5,000.

**Issue:** Management had not devoted substantial attention to this requirement.

**3. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STANDARDS (ICG)**  
(Continued)

**Finding:** The cash on hand at June 30, 1987 of \$9,000 to \$9,000 has not been accounted for or reported in these financial statements since there was no cash on hand to verify. In addition, the general ledger revenue does not reconcile to the reporting from the machines themselves.

**Recommendation:** Management should assign someone independent of the electronic video bingo operations to randomly perform the accounting and depositing procedures with respect to this revenue. A procedure should be in place where the printouts from the machines are reconciled to the deposits every time. Reports prepared for the state police should include all payments to winners and reviewed by someone in the accounting department. In addition, management should verify all cash on hand for all operational areas of the Council (i.e. petty cash, change funds, etc.) and ensure that these amounts are reconciled monthly by an independent person and are properly reported on the Council's general ledger.

**Management's Response:** This situation had been previously discussed with the auditors, and as of the current time, someone independent of the electronic video operations has been assigned to perform the accounting and depositing procedures for this revenue.

**4. COMPLIANCE FINDINGS - GOVERNMENTAL AUDITING STANDARDS (ICG)**

**400-97-1) Budget Adoption**

**Finding:** The Council did not adopt a budget for all general and special revenue funds as required by state law. In addition, the budget was not published in the Council's official journal. We do note that the Office of Elderly Affairs' funds were budgeted as required by the grant document. Due to the status of the Agency's financial records, a comparison of budgeted amounts to actual amounts was not performed in order to determine if an amendment of the budget was needed in order to be in compliance with the state law regarding budget amendments.

**Criteria:** Louisiana Revised Statutes 39:1301-1308 contain provisions for the adoption and amendment procedures for the Council's budget. Basically, these statutes require that (1) a budget be adopted for the general fund and all special revenue funds, (2) the budget is made available for public inspection and advertised in the official journal, and (3) the budget be amended, if during the year, the actual revenue or expenditures plus projected revenue or expenditures exceed the budgeted revenue or expenditures by more than five percent.



3. INTERNAL CONTROL FINDINGS - GOVERNMENTAL ACQUISITION STRATEGIES (ICG)  
(Continued)

(ICG-87-7) Controls over Electronic Video Bingo Activities

Finding: During our testing of electronic video bingo revenues, the following were noted:

- (1) We attempted to reconcile reports printed from the video bingo machines which are used to prepare reports sent to the State Police to the revenue recorded in the general ledger. We could not reconcile by approximately \$3,600. We noted that there were no reconciliations of this nature being performed and there were no internal controls established to ensure that the money removed from the machines were properly controlled.
- (2) We also noted that some winner expenses were not correctly reported on the State Police reports and fees paid to the State Police based on number of machines in operation were calculated on machines that were not in use. Fees of \$3,000 to \$4,000 were paid on machines that were broken. We do note that the Accounting Staff, while doing a fixed asset inventory, determined that the machines were broken and adjusted the monthly fee calculation before the audit began.
- (3) Subsequent to our fieldwork testing, we were notified by management that there was approximately \$5,000 to \$6,000 in cash held in the safe for the video bingo machines. This cash was not reported on the general ledger since the accounting staff was unaware of this cash. When we were notified about the cash on hand, we were also told that the cash was no longer in the safe. Therefore, a bank check was not performed after year end.

Criteria: Proper internal controls require procedures to be established to ensure that all revenue is controlled and accounted for properly. Since this type of revenue was under the control of only one individual, management must also have procedures in place to verify whether the procedures established are being utilized. This can be done by reviewing reconciliations and by having someone independent of the process perform the procedures on a random basis.

Cause: Management was unaware of the cash in the safe and was not familiar with the procedure used to empty the video bingo machines, report amounts to the State Police, and reconcile the actual deposits of revenue to the reports generated.

**I. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STANDARDS (ICG)**  
 (Continued)

Form I-9 in 38 of the files reviewed in additional files lacked an appropriate signature. (4) There were 3 time cards provided in on the time cards with an approval notation, (5) there were 3 files with no new employee authorization form and (6) there were two checks to the previous executive director with a change in pay rate approved by her.

In our discussions with management, several of the above exceptions were due to Birgo employees. According to management, Birgo employees did not have personnel files. The current administration now requires a personnel file to be established before hiring.

**Critique:** Proper internal controls require monitoring of the above payroll information to ensure accurate payment of payroll related expenditures. In addition, there are federal requirements regarding the completion of Forms W-4 and I-9.

**Cause:** Proper attention had not been given to the above documentation in the past. It appears that the current administration has already attempted to address several of the above issues.

**Effect:** While we do not have a potential questioned cost related to disbursements to employees with pertinent missing personnel information, it is possible that the payments are not correct. We are unable to determine this without the proper personnel information. The lack of Forms W-4 and I-9 are in violation of federal guidelines.

**Recommendation:** We recommend that the Council continue their efforts to obtain up-to-date personnel file information on every current employee. A policy of establishing this information prior to employment will be helpful in ensuring that the original information is filed. However, we recommend that approval for pay rate changes be approved by the Executive Director and documented in the personnel file. Changes to the Executive Director's salary should be approved by the board. A copy of the minutes of that meeting can be placed in the respective personnel file.

**Management's Response:** The Council has already implemented many of the auditors' recommendations concerning payroll controls. A continuing effort is being made to update all personnel file information on every current employee.

1. INTERNAL CONTROL, FINANCING - GOVERNMENTAL AUDITING STANDARDS (ICG)  
 (Continued)

finding, we noted that the Council has a policy requiring the use of purchase orders for materials and supplies purchased on a non-routine basis. However, during our testing, we could not locate purchase orders. In addition, it became apparent that not all of the employees were familiar with the Council's procurement policy with regard to both bids and purchase orders.

Critique: While Louisiana state law mandates the use of bids for certain purchases, the Council also follows the Office of Elderly Affairs' (OEA) procurement policy which is more restrictive than the state law. Both requirements must be met by the Council. In addition, proper internal control procedures require that all affected employees be informed of the requirements in order for them to properly monitor the established guidelines. This includes the use of purchase orders.

Cause: Due to the change in administrative employees, it appears that this particular area was not priority until the subsequent fiscal year.

Effect: Internal control over the use of bids and purchase orders is ineffective for the fiscal year being audited. As a result, non-compliance with the various requirements exist.

Recommendation: We recommend that the Council review the state bid law, grant documents and OEA's policy to determine exactly what requirements will be utilized. Then a "training seminar" for accounting and purchasing personnel should be held to properly communicate what bids will be obtained and what purchases will require purchase order approval. These policies should be in place for all of the Council's activities as opposed to just the grant activities.

Management's Response: OEA will implement the recommendations concerning the state bid laws and will conduct a training seminar for accounting and purchasing personnel.

(ICG-87-6)

Payroll Controls

Finding: We tested 75 payroll/personnel files and denoted the following exceptions: (1) There was no pay rate information in 19 of the files reviewed, (2) there was no Form W-2 in 18 of the files reviewed, (3) there was no

1. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STANDARDS (COA)  
(Continued)

11CG-97-4) Controls over Fixed Assets

Finding: Subsequent to year end, the Council had to reconstruct a current list of fixed assets. The grantor requires a listing of fixed assets, which apparently has not been provided for several years. There appears to be a lack of internal control over fixed assets, including proper control for dispositions of those assets.

Criteria: In addition to specific grant requirements to account for fixed assets and report balances periodically, proper internal controls requires that not only a fixed asset listing be maintained but monitored to prevent the unlawful use of the Council's assets. Any dispositions of the fixed assets must be properly reviewed to ensure compliance with Council policies as well as the more restrictive grant requirements.

Cause: Management has represented that the fixed asset records were not kept current by the previous administration and that they have reconstructed the records as soon as possible.

Effect: The safeguarding of assets cannot be accomplished without first identifying what assets need to be safeguarded.

Recommendation: We recognize that the current administration has (1) been able to reconstruct the listing and (2) attempted to perform some type of inventory while reconstructing that list. We recommend that they continue to update this listing every year and that an inventory be taken periodically to prevent the possible misuse of those assets. In addition, the grants should be provided a listing on an annual basis. Any dispositions should be approved by the board and reviewed further for compliance with grant requirements (i.e. approval from the grantor).

Management's Response: As recommended, COA will continue to update the inventory listing on a current basis and provide the grantor with a listing on an annual basis.

11CG-97-5) Procurement Policy (Bids and Purchase Orders)

Finding: As reflected in our Compliance Finding 11CG-97-3) "Bid Process", the Council did not comply with the state law regarding the purchase of materials and supplies pursuant to a written bid opening. In addition to this

**I. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STANDARDS (1)(c)**  
 (Continued)

functions yet during the fiscal year they both prepared the monthly bank reconciliations. These reconciliations were not always completed on a timely basis. There was also no documentation of a review of the reconciliations by the Executive Director or other board member.

We noted that the Secretary opens the Council's mail and records the receipts in a register but we could not determine if the Council had a procedure in place to periodically reconcile the register (listing the receipts received in the mail) to the actual deposits of cash.

The Council has a policy of having someone independent of the cash disbursement function mail/deliver the checks; both regular and payroll checks. However, the Office of Elderly Affairs monitoring report in September, 1988 noted that the checks are sometimes sent back to the accountant or chief financial officer. These checks should always be mailed by someone independent of the disbursement process and that individual should be aware of the addresses that are being utilized.

**Criteria:** Proper internal controls require segregation of key accounting functions in order to safeguard the assets of the Council.

**Cause:** Due to time constraints and work load requirements, it appears that the above functions were performed by the first available qualified employee.

**Effect:** There is not segregation of duties with respect to the above functions.

**Recommendation:** We recommend that, if possible, the Council train someone independent of the cash receipt or disbursement function to prepare the monthly bank reconciliations on a timely basis. This person should receive the bank statements, compare and review the statements and signatures present on a regular basis. Checks that have been processed should not be returned to employees with any preparation or approval responsibility. We do want to make a note that the accounting department has been successful in overcoming several problems related to the lack of documentation to the performance of procedures in the prior year.

**Management's Response:** COOA has a limited staff, but we will train someone to prepare the monthly bank reconciliations. This person will be independent of the Accountant or the Chief Fiscal Officer.

**I. INTERNAL CONTROL FINDINGS - GOVERNMENTAL BUSINESS EXPENSES (ICG)**  
 (Continued)

**Criteria:** Proper internal controls require that certain procedures be in place to ensure that expenditures are allowable. These procedures include obtaining the proper supporting documentation and requiring that the documentation be properly approved and canceled to prevent duplicate payments.

**Cause:** Some of the findings above were created by the change in administrators and the lack of documentation regarding transactions occurring before the transfer. However, others were generated subsequent to that change. Management has stated that the accountant donated his approval on a "yellow memo pad" which was thrown away after processing. Disbursements were made using statements in cases where the original invoices were not located.

**Recommendation:** We recommend that the Council require all disbursements to have proper, sufficient documentation for each portion of the total disbursement and that approval signatures be placed on the face of the documentation. Disbursements should not be processed or signed without this documentation.

To prevent duplicate payments, the Council should establish a policy that statements should be accompanied by invoices, even if the vendor has to fax over the respective invoice that supports the statement. Statements do not always identify the service or product received. Approval can not be given if the service or product received is not apparent.

While the disbursement review procedures are being examined, the Council should also review acceptable petty cash disbursements and supporting documentation required with the petty cash custodian.

**Management's Response:** For the current fiscal year, many of the mentioned recommendations have been implemented. Personnel are being trained to perform these functions and corrective action has been taken.

**(ICG-07-3) Lack of Segregation of Duties**

**Finding:** There appears to be some lack of segregation of duties with respect to the accounting function of the Council. The accountant and chief financial officer are both involved in the cash receipt and disbursement.

1. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STRATEGIES (ICG)  
(Continued)

Their main concern was in generating a general ledger which could at least then be audited to some degree. There was not a general ledger in the prior year upon which to audit.

**Result:** The Council was able to generate the general ledger to audit but unfortunately was unable to accumulate the financial information by grant. As a result, assumptions were made regarding the allocation of the General Account activity between the various grant funds. An opinion on these allocations was not given.

**Recommendation:** As we have previously discussed, we strongly recommend that priority be given to restructuring the general ledger in order to accumulate the needed information as the disbursements are processed. Attempting to restructure after the fact is very time consuming. We do commend the Council on their efforts to at least generate some type of general ledger in order for the audit to occur.

**Management's Response:** For the current fiscal year, the general account is being segregated by fund type. There will be a local operating fund and a separate fund for each federal and state grant to correctly report all revenue and expenditures.

(ICG-87-2) Controls of Disbursements Processing

**Finding:** The following items were noted during our fieldwork testing for disbursements:

- (1) The Council could not locate supporting documentation (vendor invoices, etc.) for 25 of 189 disbursements selected for testing. We do note that 64% of the disbursements with no supporting documents were processed in the last six months of 1986. (Only 24% of those disbursements were from the General Account.)
- (2) There were also 53 of 189 disbursements for which we could not locate evidence of approval.
- (3) There were several instances whereby the Council was paying from vendor statements as opposed to vendor invoices.
- (4) The Council was not cancelling the invoices when paid (i.e. stamping the invoice "paid").

CELEBRATION COUNCIL ON ASIAN, INC.  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 COMPLIANCE AND INTERNAL CONTROL OVER FINANCIAL REPORTING  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1987

2. INTERNAL CONTROL FINDINGS - GOVERNMENTAL AUDITING STANDARDS (CIG)

(ICR-87-1) Accounting Records Adequacy

**Finding:** During our fieldwork testing, the following items were noted:

- (1) The Council's current accounting reporting package system does not segregate the General Account by fund/grant. This combination of funds results in the inability to identify expenditures and/or net assets by grant activity without various assumptions being made.

In addition to the CCA General Account, there are five other separate computer general ledgers and are as follows: (a) Singapore Cafe Account, (b) Singapore Account, (c) BWA - BWA Account, (d) Utility Assistance Account and (e) Special Projects Account. The latter accounts are adequate for reporting purposes. However, the general account needs to be segregated by fund type. There should be a local operating fund, and a separate fund for each federal and state grant. This will facilitate the proper reporting of revenues and expenditures by grant as well as segregating the net assets of each grant.

**Criteria:** The Council's grantor requires certain monthly reports of financial information by grant/fund. In addition, there is not a current allocation of expenditures that benefit more than one fund/grant. Therefore, beneficial grant information is not easily obtainable.

**Cause:** Due to the prior year change in administration, the accounting information for the prior year and current year were not kept current. When the new administration and the accounting employees were hired, they began the reconstruction of the current year accounting information. Due to timing constraints, the majority of disbursements were related to the General Account and were simply posted to that one general ledger as opposed to establishing separate general ledgers for each grant. Management states that this would have required that each disbursement be analyzed and categorized by grant. They simply did not have the time to devote to this process.



CHICAGOER COUNCIL ON AGING, INC.  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 SUMMARY OF AUDITOR RESULTS  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1997

1. Type of Auditor's Report on Financial Statements

Unqualified opinion on the combined balance sheet and disclaimer opinion on remaining financial statements.

2. Reportable Conditions and Material Weaknesses in Audit of Financial Statements

Schedule Bb-Section 3, items 100-97-1 to 100-97-3 lists reportable conditions noted, which were all considered to be material weaknesses.

3. Noncompliance Material to the Financial Statements

Schedule Bb-Section 11, Items 100-97-1 to 100-97-4 identify compliance findings related to the financial statement audit.

4. Reportable Conditions and Material Weaknesses Over Major Programs

Schedule Bb-Section 5, items 100-97-1 to 100-97-6 lists reportable conditions noted, which were all considered to be material weaknesses.

5. Type of Auditor's Report on Compliance for Major Programs

qualified opinion.

6. Identification of Major Programs

Title III-B 69A	15,635	Title III C-1	15,635
Title III-B 69B	15,635	Title III C-2	15,635

All major program funds were received from the Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs.

7. Dollar Threshold Used to Determine Major Programs

Section 500(a) of OMB Circular A-133 containing a first year audit exemption from use of the risk criteria was implemented.

8. Findings and Questioned Costs for Federal Awards

See Item 4 above and Schedule Bb - Section 11, Items 100-97-1 to 100-97-4 for compliance findings. There were no questioned costs identified in the reports.

9. Low Risk Audites

The entity was not considered a low risk auditee.

**CALCIFIED COUNCIL ON AGING, INC.**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 1997**

2. Listed below is a summary of the data for grants awarded and received during the period covered by our audit:

Federal Grantor/ Pass-Through Grantor Program Title	Federal CFDA Number	Pass Through Grantor's Number	Expenditures
<b>U. S. Department of Health &amp; Human Services:</b>			
Passed through the Louisiana Governor's Office of Elderly Affairs:			
Title 112-C-1	12.428	CFMS #810076	\$ 92,423
Title 112-C-2	12.425	CFMS #811076	38,339
Title 112-B-AAA	12.423	CFMS #811076	22,388
Title 112-B-00	12.422	CFMS #811076	161,899
Title 112-B-Infome	12.442	CFMS #811076	3,448
Title 111-F	92.942	CFMS #811076	1,823
OSDA	10.188	CFMS #810038	22,582
Ombudsman	82.182	CFMS #810076	28,412
<b>Totals</b>			<b>\$688,325</b>

2. scope of Audit Pursuant to the Single Audit Act of 1996 and OIG Circular A-133.

3. Summary of Significant Accounting Policies

The above statement of grant data has been prepared on the modified accrual basis of accounting.

4. Amount of Insurance in Effect

The Council purchases commercial insurance for its various liability risks. General liability, property and bond insurance coverage has the following policy limits: \$500,000 per occurrence, \$1,000,000 in the aggregate and \$50,000 for bond coverage. This policy runs from July 1, 1996 to June 30, 1997. The Council also has a separate Directors and Officers insurance policy which is effective for the same period. The Council's automobile policy has a \$500,000 limit and also runs from July 1, 1996 to June 30, 1997.

5. There were no Federal awards expended in the form of non-cash assistance.

QUAICAMBI PUEBLO VOLUNTARIY COLLEGE ON BEHALF  
OF A BOARD OF GENERAL AND PROPRIETARY FUNDS  
FINANCIAL STATEMENTS AND DISCLOSURES IN FUND ASSETS  
For the year ended June 30, 1997

Worksheet 7

	Balance July 1, 1996		Additions	Depreciation	Balance June 30, 1997	
General fund assets, if any:						
Land and building	\$ 750,000	\$ -	\$ -		\$ 750,000	
Vehicles	188,000	5,794	90,000		383,794	
Furniture and equipment	170,000	2,000	12,700		384,700	
<b>Totals</b>	<b>\$ 1,108,000</b>	<b>\$ 7,794</b>	<b>\$ 102,700</b>		<b>\$ 1,298,494</b>	

\*\* These amounts include assets that were previously disposed of in prior years but reflected on the 1996/1997.

Proprietary Fund Fixed Assets:

	Gifts 1996	Single Fund	1996 Single Fund
Furniture, fixtures, and equipment	\$ 95,770	\$ 64,660	\$ 161,430
Less: accumulated depreciation	(7,870)	(11,280)	(19,150)
<b>Totals</b>	<b>\$ 87,900</b>	<b>\$ 53,380</b>	<b>\$ 142,280</b>

See Independent Auditor's Report



BALDWIN PATRIOT VOLUNTARY COUNCIL, ON BEHALF OF  
 SCHEDULE OF EXPENDITURES - BUDGET VS ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 1997

DETACHABLE

	Budgeted	Actual	Variance Favorable (Disfavorable)
<b>ADULT FUND</b>			
Other costs	\$ -	\$ 6,167	\$ (6,167)
<b>Totals</b>	\$ -	\$ 6,167	\$ (6,167)
<b>U.S.S.A.</b>			
Other costs	\$ -	\$ 2,079	\$ (2,079)
Transfers to Title II (1)	19,150	17,899	1,251
Transfers to Title II (2)	20,000	19,684	3,316
<b>Totals</b>	\$ 39,150	\$ 37,662	\$ 1,488
<b>ADULT PROTECTIVE SERVICES</b>			
Salaries	\$ -	\$ 28,895	\$ (28,895)
fringe	-	2,899	(2,899)
Travel	-	2,021	(2,021)
<b>Totals</b>	\$ -	\$ 33,815	\$ (33,815)
<b>MISCELLANEOUS GRANT FUND</b>			
Other costs	\$ 4,000	\$ 4,000	\$ -
Transfers to Title II (1)	-	4,000	(4,000)
<b>Totals</b>	\$ 4,000	\$ 8,000	\$ (4,000)

This Independent Auditor's Report

**CALCASSIN PARISH HOLYMISTY COUNCIL ON AGING**  
**SCHEDULE OF EXPENSES (BUDGET VS ACTUAL)**  
 For the year ended June 30, 1997

Schedule D

	Budgeted	Actual	Variance (Favorable /Unfavorable)
<b>TITLE III-C</b>			
Salaries	\$ 3,447	\$ 3,550	\$ (103)
Fringe	890	979	89
Travel	330	37	293
Operating services	888	1,275	(387)
Operating supplies	348	388	(140)
Other costs	1,533	1,687	154
<b>Totals</b>	<b>\$ 7,436</b>	<b>\$ 7,887</b>	<b>\$ (451)</b>
<b>TITLE III-F **</b>			
Salaries	\$ 1,750	\$ 1,750	\$ -
Fringe	340	340	-
Operating services	278	278	-
<b>Totals</b>	<b>\$ 2,368</b>	<b>\$ 2,368</b>	<b>\$ -</b>
<b>SENIOR CENTER</b>			
Operating supplies	\$ -	\$ 500	\$ (500)
Other costs	24,664	24,447	217
Transfers to Title III-B Support Services	175,487	185,648	10,161
<b>Totals</b>	<b>\$ 175,487</b>	<b>\$ 186,595</b>	<b>\$ (11,108)</b>
<b>CONCUBINAGE</b>			
Salaries	\$ 25,850	\$ 26,244	\$ (394)
Fringe	5,837	6,280	443
Travel	2,244	2,214	30
Operating services	11,488	16,966	(5,478)
Operating supplies	3,885	4,275	(390)
Other costs	3,211	3,890	679
<b>Totals</b>	<b>\$ 48,505</b>	<b>\$ 50,469</b>	<b>\$ (1,964)</b>

\*\*Originally included in Title III-B Supportive Services Budget.

"See Independent Auditor's Report"



CALIFORNIA PARISH VOLUNTARY COUNCIL, INC. ASBIO  
SCHEDULE OF BUDGET/FUND - BUDGET VS ACTUAL  
For the year ended June 30, 2017

Schedule B

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>FOCAL (per TSM)</b>			
Taxes for other funds:			
Title 26.0 - Supportive services	\$ <u>20,211</u>	\$ <u>20,211</u>	\$ <u>-</u>
<b>Totals</b>	\$ <u>20,211</u>	\$ <u>20,211</u>	\$ <u>-</u>
<b>TITLE 18-B ADMINISTRATION</b>			
Salaries	\$ 31,097	\$ 30,794	\$ 303
Fringe	3,200	4,057	(857)
Taxol	563	498	65
Operating services	2,163	43,288	(41,125)
Operating supplies	2,600	11,421	(8,821)
Other costs	1,899	3,899	(2,000)
<b>Totals</b>	\$ <u>33,519</u>	\$ <u>93,761</u>	\$ <u>(60,242)</u>
<b>TITLE 18-C SUPPORTIVE SERVICES</b>			
Salaries	\$ 300,128	\$ 300,443	\$ (315)
Fringe	34,748	35,493	(745)
Taxol	4,733	5,433	(700)
Operating services	64,188	118,840	(54,652)
Operating supplies	27,867	24,891	2,976)
Other costs	78,804	84,878	(6,074)
<b>Totals</b>	\$ <u>409,458</u>	\$ <u>469,978</u>	\$ <u>(60,520)</u>
<b>TITLE 18-D</b>			
Other costs - service provider contract	\$ <u>162,270</u>	\$ <u>162,267</u>	\$ <u>3</u>
<b>Totals</b>	\$ <u>162,270</u>	\$ <u>162,267</u>	\$ <u>3</u>
<b>TITLE 18-E</b>			
Other costs - service provider contract	\$ <u>200,178</u>	\$ <u>210,728</u>	\$ <u>(10,550)</u>
<b>Totals</b>	\$ <u>200,178</u>	\$ <u>210,728</u>	\$ <u>(10,550)</u>

"See Independent Auditor's Report"



CHALMERS PARISH VOLUNTARY COUNCIL, INC. AGED  
 COMBINED STATEMENT OF CASH FLOWS -  
 ALL PROPRIETARY FUND TYPES  
 For the year ended June 30, 1987

5-24-88 5

	Proprietary Fund Types			(Memorandum Only) Totals
	Expense Code	Expense Amount	With Other Funds	
<b>Cash Flows from Operating Activities:</b>				
Operating Income (Loss)	\$ 26,887	\$ 103,877	\$ 84,767	\$ (11,263)
<b>Adjustments to Financial Operating Income (Loss) to Net Cash Provided by (Used For) Operating Activities:</b>				
Depreciation	1,000	(1,000)	10,000	10,000
Income tax (expense) to:				
Inventory	(4,874)	-	-	(4,874)
Miscellaneous receivable	-	-	(3,100)	(3,100)
Accounts payable	10,000	-	(1,000)	9,000
Other liabilities	4,000	-	1,500	5,500
<b>Total Adjustments</b>	<u>10,126</u>	<u>1,000</u>	<u>7,400</u>	<u>21,626</u>
<b>Net Cash Provided by (Used For) Operating Activities</b>	<u>37,013</u>	<u>104,877</u>	<u>92,167</u>	<u>203,234</u>
<b>Cash Flows from Financing Activities:</b>				
Interfund transfers	(2,500)	(218,000)	(27,500)	(248,000)
<b>Net Cash Provided by (Used For) Financing Activities</b>	<u>(2,500)</u>	<u>(218,000)</u>	<u>(27,500)</u>	<u>(248,000)</u>
<b>Net Increase (Decrease) in Cash and Cash Equivalents</b>	<u>34,513</u>	<u>(113,123)</u>	<u>64,667</u>	<u>15,504</u>
<b>Cash and Cash Equivalents at Beginning of Year</b>	<u>13,817</u>	<u>13,817</u>	<u>18,200</u>	<u>45,834</u>
<b>Cash and Cash Equivalents at End of Year</b>	<u>\$ 48,330</u>	<u>\$ 1,694</u>	<u>\$ 82,867</u>	<u>\$ 61,338</u>

\*See Independent Auditor's Report\*

**SALVAGE/PARTIAL VOLUNTARY SURRENDER, CHARGED**  
**TRUST AND RESERVES FUND**  
**COMBINED BALANCE SHEET**  
**As of June 30, 1997**

Schedule 4

ASSETS	Agency			Totals
	Passive Trust	Special Projects	Progressive Judgment	
Cash	\$ -	\$ -	\$ 6,376	\$ 6,376
Investments	66,126	-	-	66,126
Equipment	-	576	-	576
<b>Total Assets</b>	<b>\$ 66,126</b>	<b>\$ 576</b>	<b>\$ 6,376</b>	<b>\$ 73,078</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>LIABILITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FUND BALANCES</b>				
Reserves for retirement benefits	66,126	-	-	66,126
Unreserved, undesignated	-	576	6,376	7,478
<b>Total Fund Balances</b>	<b>66,126</b>	<b>576</b>	<b>6,376</b>	<b>73,078</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 66,126</b>	<b>\$ 576</b>	<b>\$ 6,376</b>	<b>\$ 73,078</b>

\*See Independent Auditor's Report





**MARYLAND PARISH VOLUNTEER COUNCIL ON WOMEN**  
**PROFITABLE AND ENTERPRISE FUND**  
**COMBINED STATEMENT OF REVENUES, EXPENSES**  
**AND CHANGES IN FUND BALANCE**  
 For the year ended June 30, 1987

Schedule D

	Original Date	Orig. Account	EYW-Video Orgs.	Totals
<b>Operating Revenues</b>				
Charges for sales and services	\$ 276,300	\$ 626,738	\$ 473,898	\$ 1,376,936
Miscellaneous income	658	10,688	-	11,346
<b>Total Operating Revenues</b>	<b>276,958</b>	<b>637,426</b>	<b>473,898</b>	<b>1,388,282</b>
<b>Operating Expenses</b>				
Cost of sales and services	102,662	470,682	207,610	680,954
Travel	624,530	20,880	-	645,410
Rent	11,376	1,842	-	13,218
Operating services	8,000	18,484	20,420	46,904
Interest	682	-	-	682
Depreciation	1,288	2,993	10,048	14,329
<b>Total Operating Expenses</b>	<b>709,528</b>	<b>523,881</b>	<b>228,078</b>	<b>1,461,487</b>
<b>Operating Income (Loss)</b>	<b>26,880</b>	<b>113,545</b>	<b>24,820</b>	<b>275,245</b>
Transfer (to) other funds				
General fund	(42,000)	(228,000)	(77,000)	(347,000)
<b>Net Income (Loss)</b>	<b>14,880</b>	<b>(114,455)</b>	<b>(52,180)</b>	<b>(151,755)</b>
<b>NET ASSETS (LIABILITIES)</b>				
Beginning of Year	27,320	31,721	95,899	154,940
<b>End of Year</b>	<b>\$ 42,200</b>	<b>\$ 21,266</b>	<b>\$ 43,719</b>	<b>\$ 107,185</b>

"See Independent Auditor's Report"



DALLAS'S FIRST VOLUNTARY COUNCIL, ON BEHALF OF  
 PROPERTY AND ENTERPRISE FUND  
 COMBINED BALANCE SHEET  
 June 30, 1997

Schedule 2

	<u>Single Code</u>	<u>Single Account</u>	<u>EVF Value Single</u>	<u>Total</u>
<b>ASSETS</b>				
Cash	\$ 43,028	\$ 9,883	\$ 13,258	\$ 66,169
Single Accounts receivable	-	-	2,108	2,108
Due from other funds	1,058	-	-	1,058
Inventory	4,835	-	-	4,835
Equipment	16,775	24,893	121,490	163,158
(Less): Accumulated depreciation	<u>(7,672)</u>	<u>(7,987)</u>	<u>(82,030)</u>	<u>(97,689)</u>
<b>Total Assets</b>	<b>\$ 60,723</b>	<b>\$ 26,789</b>	<b>\$ 62,786</b>	<b>\$ 150,308</b>
<b>LIABILITIES AND EQUITY</b>				
<b>LIABILITIES</b>				
Accounts payable	\$ 1,854	\$ -	\$ 8,017	\$ 9,871
Wages payable	2,481	-	-	2,481
Accrued payroll and related benefits payable	2,880	-	349	3,229
Due to other funds	<u>-</u>	<u>-</u>	<u>1,028</u>	<u>1,028</u>
<b>Total Liabilities</b>	<b>\$ 7,215</b>	<b>\$ -</b>	<b>\$ 9,393</b>	<b>\$ 16,608</b>
<b>EQUITY</b>				
Retained earnings/Unreserved	<u>41,508</u>	<u>26,789</u>	<u>53,393</u>	<u>121,690</u>
<b>Total Equity</b>	<b>\$ 41,508</b>	<b>\$ 26,789</b>	<b>\$ 53,393</b>	<b>\$ 121,690</b>
<b>Total Liabilities and Equity</b>	<b>\$ 60,723</b>	<b>\$ 26,789</b>	<b>\$ 62,786</b>	<b>\$ 150,308</b>

"See Independent Auditor's Report"

**STATISTICS FOR POLITICAL SCIENCE (POLS) COURSE**  
**COMPOSED BY ANTHONY W. LEONG, AARON M. SHERIDAN, AND**  
**ANDREW B. STANTON – SPRING 2022**  
 BY THE FACULTY AND STAFF

	Acad. Credit	Adm. Fee	Co-instr. Administrative Fee	Lab Fee	Textbook Fee	Supply Materials Fee	Inst. Fee	Student Fee	Other Fee	Total Fee
<b>MINIMUMS</b>										
Prerequisites	12.000									90.000
Lab fees	-	-	-	-	-	-	-	-	-	0.000
Administrative	-	-	-	-	-	-	-	-	-	0.000
Text and materials	-	-	-	-	-	-	-	-	-	0.000
<b>Total Minimums</b>	<b>12.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>90.000</b>
<b>RECOMMENDED</b>										
Co-req.	-	-	-	-	-	-	-	-	-	0.000
Materials	-	-	-	-	-	-	-	-	-	0.000
Text	-	-	-	-	-	-	-	-	-	0.000
Other	-	-	-	-	-	-	-	-	-	0.000
Supplies and services	-	-	-	-	-	-	-	-	-	0.000
Printing and postage	-	-	-	-	-	-	-	-	-	0.000
Other materials	-	-	-	-	-	-	-	-	-	0.000
Other supplies	-	-	-	-	-	-	-	-	-	0.000
<b>Total Recommended</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Maximum of Recommended Expenses</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Maximum of Recommended Expenses (COSEVIS-ELBIS)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Operating Expenses</b>										
Operating Expenses	-	-	-	-	-	-	-	-	-	0.000
Operating Expenses (ELBIS)	-	-	-	-	-	-	-	-	-	0.000
<b>Total Operating Expenses (Max)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Total (Maximum of Recommended Expenses plus Operating Expenses)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Total (Maximum of Recommended Expenses plus Operating Expenses)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Total (Maximum of Recommended Expenses plus Operating Expenses)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
<b>Total (Maximum of Recommended Expenses plus Operating Expenses)</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

UNIVERSITY OF NORTH CAROLINA, CHAPEL HILL  
 COMPARISON OF EXPENSES FOR 1975-76  
 AND 1974-75  
 (IN THOUSAND DOLLARS)

1975-76

FUNCTION	1975-76 Actual	1974-75 Actual	Difference	PERCENT		1975-76 Actual	1974-75 Actual
				% of 1974-75	% of 1975-76		
<b>ADMINISTRATIVE EXPENSES</b>							
Salaries	12,250	12,100	150	100.1	99.9	12,250	12,100
Travel	250	250	0	100.0	100.0	250	250
Printing	150	150	0	100.0	100.0	150	150
Supplies	100	100	0	100.0	100.0	100	100
Telephone	50	50	0	100.0	100.0	50	50
Postage	25	25	0	100.0	100.0	25	25
Repairs	10	10	0	100.0	100.0	10	10
Utilities	50	50	0	100.0	100.0	50	50
Other	100	100	0	100.0	100.0	100	100
<b>Total Administrative Expenses</b>	<b>13,500</b>	<b>13,450</b>	<b>50</b>	<b>100.0</b>	<b>99.9</b>	<b>13,500</b>	<b>13,450</b>
<b>Faculty Salaries</b>							
Salaries	1,100	1,100	0	100.0	100.0	1,100	1,100
Travel	50	50	0	100.0	100.0	50	50
Printing	25	25	0	100.0	100.0	25	25
Supplies	10	10	0	100.0	100.0	10	10
Telephone	5	5	0	100.0	100.0	5	5
Postage	2	2	0	100.0	100.0	2	2
Repairs	1	1	0	100.0	100.0	1	1
Utilities	5	5	0	100.0	100.0	5	5
Other	10	10	0	100.0	100.0	10	10
<b>Total Faculty Salaries</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>100.0</b>	<b>100.0</b>	<b>1,200</b>	<b>1,200</b>
<b>Faculty Expenses</b>							
Travel	100	100	0	100.0	100.0	100	100
Printing	50	50	0	100.0	100.0	50	50
Supplies	25	25	0	100.0	100.0	25	25
Telephone	10	10	0	100.0	100.0	10	10
Postage	5	5	0	100.0	100.0	5	5
Repairs	2	2	0	100.0	100.0	2	2
Utilities	10	10	0	100.0	100.0	10	10
Other	10	10	0	100.0	100.0	10	10
<b>Total Faculty Expenses</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>100.0</b>	<b>100.0</b>	<b>200</b>	<b>200</b>
<b>Total Administrative and Faculty Expenses</b>	<b>14,700</b>	<b>14,650</b>	<b>50</b>	<b>100.0</b>	<b>99.9</b>	<b>14,700</b>	<b>14,650</b>
<b>Operating Expenses</b>							
Salaries	1,000	1,000	0	100.0	100.0	1,000	1,000
Travel	50	50	0	100.0	100.0	50	50
Printing	25	25	0	100.0	100.0	25	25
Supplies	10	10	0	100.0	100.0	10	10
Telephone	5	5	0	100.0	100.0	5	5
Postage	2	2	0	100.0	100.0	2	2
Repairs	1	1	0	100.0	100.0	1	1
Utilities	5	5	0	100.0	100.0	5	5
Other	10	10	0	100.0	100.0	10	10
<b>Total Operating Expenses</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>100.0</b>	<b>100.0</b>	<b>1,100</b>	<b>1,100</b>
<b>Total Expenses</b>	<b>15,800</b>	<b>15,750</b>	<b>50</b>	<b>100.0</b>	<b>99.9</b>	<b>15,800</b>	<b>15,750</b>

the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider all of them to be material weaknesses.

This report is intended for the information of the audit committee, management and Federal auditing agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Sam Schram & Co. LLP*

February 13, 2008

As described in Schedule 3c as items CC-97-1 to CC-97-3, the Calcasieu Parish Voluntary Council on Aging, Inc. did not comply with requirements regarding reporting and eligibility requirements that are applicable to its Title III-B and Title III-C programs of the Department of Health and Human Resources. Compliance with such requirements is necessary, in our opinion, for the Calcasieu Parish Voluntary Council on Aging, Inc. to comply with requirements applicable to those two programs.

In our opinion, except for the noncompliance described in the preceding paragraph, the Calcasieu Parish Voluntary Council on Aging, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 1997. The results of our auditing procedures also disclosed other instances of noncompliance with those requirements that are required to be reported in accordance with OMB Circular A-133 and which are described in Schedule 3c as items CC-97-4 and CC-97-5.

#### Internal Control Over Compliance

The management of the Calcasieu Parish Voluntary Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Calcasieu Parish Voluntary Council on Aging, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted certain matters involving the internal control over compliance and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the Calcasieu Parish Voluntary Council on Aging, Inc.'s ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in Schedule 3c as items CC-97-1 to CC-97-5.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of



**REPORT ON COMPLIANCE WITH REQUIREMENTS  
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL  
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors  
Calcasieu Parish Voluntary Council on Aging, Inc.  
Lake Charles, Louisiana

**Compliance**

We have audited the compliance of the Calcasieu Parish Voluntary Council on Aging, Inc. with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement for the grant document that are applicable to each of its major federal programs for the year ended June 30, 1997. The Calcasieu Parish Voluntary Council on Aging, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs (Schedule 9a). Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Calcasieu Parish Voluntary Council on Aging, Inc.'s management. Our responsibility is to express an opinion on the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Calcasieu Parish Voluntary Council on Aging, Inc.'s compliance with those requirements.

reporting. However, we noted certain matters involving the internal control over financial reporting and its operations that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the Calcasieu Parish Voluntary Council on Aging, Inc.'s ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the Schedule 9b as items ICG 97-1 to ICG 97-7.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, of the reportable conditions described above, we consider all of them to be material weaknesses. We also noted other matters involving the internal control over financial reporting that we have reported to management of the Council in a separate letter dated February 13, 1998.

This report is intended for the information of the audit committee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Sam Schaefer, P.C. LLP*

February 13, 1998





**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Calcasieu Parish Voluntary Council on Aging, Inc.  
Lake Charles, Louisiana

We have audited the financial statements of Calcasieu Parish Voluntary Council on Aging, Inc. as of and for the year ended June 30, 1997, and have issued our report thereon dated February 20, 1998. That report was modified since the Council did not maintain adequate accounting records in order to satisfy ourselves about the opening balances in the financial statements as of June 30, 1997 or about the consistency application of accounting principles. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether the Calcasieu Parish Voluntary Council on Aging, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards which are described in the accompanying Schedule B as items CG-17-1 through CG-17-4. We also noted certain immaterial instances of noncompliance that we have reported to management of the Council in a separate letter dated February 13, 1998.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Calcasieu Parish Voluntary Council on Aging, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial



CALCUTTA VOLUNTEER COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 18: Segment Information - Subsidiary Funds (Cont'd)

	Kingsway		Video Kings
	Cafe Fund	Kings Fund	
Operating Revenue	\$276,943	\$278,455	\$418,958
Depreciation	1,399	2,992	18,955
Operating Income	26,944	22,437	68,787
Operating Costs	-0-	-0-	-0-
Operating Transfers	(12,887)	(228,000)	(73,500)
Net Income (Loss)	14,057	(7,563)	(4,713)
Current Capital Contrib.	-0-	-0-	-0-
Fixed Asset Additions	-0-	-0-	-0-
Net Working Capital	32,387	8,063	3,780
Total Assets	56,753	25,368	83,780
Debt Payable	-0-	-0-	-0-
Total Equity	61,285	25,368	83,780

Note 19: Risk Management - Insurance Coverage

The Council purchases commercial insurance for its various liability risks. General liability, property and bond insurance policy has the following policy limits: \$200,000 per occurrence, \$1,000,000 in the aggregate and \$50,000 for bond coverage. This policy runs from July 1, 1996 to June 30, 1997. The Council also has a separate directors and officers insurance policy which is effective for the same period. The Council's automobile policy has a \$200,000 limit and also runs from July 1, 1996 to June 30, 1997. These coverages are not materially different from coverages in the prior year.

Note 20: Lease Information

The Council exercised the purchase option for a vehicle lease originally executed in March, 1995. The purchase option was \$6,734 and was signed in March, 1997. The original lease required twenty four installments of \$329. There were approximately \$3,632 in lease payments for the current fiscal year. This lease did not meet the criteria established for capitalized lease reporting, therefore the lease was reflected as an operating lease and the residual value of the vehicle was the amount reflected as an addition to the general fixed assets account group.

Note 21: Estimates

The preparation of the general purpose financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.



CATHOLIC PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

**Note 15: Judgments, Claims, and Similar Contingencies (cont.)**

There is a remote possibility, as with any other organization, that the Council may be subject to certain federal, state and local regulations relating to environmental compliance issues. There is a risk that the Council could be found to be in non-compliance with these regulations. Should this occur, it may be subject to fines and mandatory remedial actions which may be material to the financial statements. Management has no knowledge of any compliance problems as of the date of the balance sheet.

See Note 14 for an additional discussion of a potential tax liability.

**Note 16: Federally Assisted Programs**

The Council participates in a number of federally assisted programs. These programs are audited in accordance with the Single Audit Act of 1984. Audits/reviews of prior years have not resulted in any disallowed costs, however, grantor agencies may provide for further examinations. Based on prior experience, the Council's management believes that further examinations would not result in any significant disallowed costs.

**Note 17: Economic Dependency**

The Council receives the majority of its revenues 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.

While the funds presented as Proprietary Funds will serve to reduce the dependency by the Council on federal and state grants, the Council is still deemed to be primarily dependent on the state grants to provide the basic operating funds.

**Note 18: Segment Information - Enterprise Funds**

The Council maintains three enterprise funds. Selected segment information for the year ended June 30, 1987 is as follows:

CALCIFIED PARISH VOLUNTARY COUNCIL OF ACQUO, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 14: 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.

While the Council is exempt from Federal Income taxes, it is still subject to tax on unrelated business taxable income (UBTI) that is generated. It is reasonably possible that the Council will be liable for UBTI that was generated from instant bingo games (i.e. pull tabs) and the operation of the Kingsax Cafe. Additional research is required in order to make a proper determination of whether the Cafe operations would be subject to the tax while additional calculations are needed to properly reflect any deductions allowed with respect to the instant bingo games. At the financial statement date, the determination of the above potential liability had not been determined. Management has estimated that if the Kingsax Cafe operations were taxable, then the liability would be approximately \$3,750. The estimate of taxes with respect to the instant bingo income would be in the range of \$1,375 to \$7,150 depending on the allocation of deductions to offset the income. The latter amount would be assessed if no deductions were in fact allowed. Due to the uncertainties discussed above, these amounts are not accrued in these financial statements.

Note 15: Judgments, Claims, and Similar Contingencies

The Council does have litigation pending against them as of June 30, 1997. Management's legal counsel has stated that the Council is a defendant in three lawsuits and there is a possibility that one more additional claim may be asserted. The legal counsel has estimated that the Council has a liability exposure of approximately \$40,000 related to the above actions. Management has reflected this amount in the financial statements even though the eventual outcome is really unknown. The liability reflects an estimate of losses, penalties and attorney fees for the plaintiff(s).

The Council receives revenues from various Federal and state grant programs which are subject to final review and approval as to allowability of expenditures by the respective granting agencies. Any settlements or expense 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 audits by the granting agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.



CHICAGO'S YOUNG MEN'S VOLUNTARY COUNCIL OF AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 12: General Long-Term Obligations (continued)

Long-term debt consists of the following:

Mortgage payable - due in monthly installments of \$8,100, including interest at 8.375% - secured by land and building balance April 30, 1997	\$388,682
Note payable - due in monthly installments of \$1,175, including interest at 8.75% - secured by land and building	44,630
Compensated Absences (See Note 9)	12,121
Contingent legal liability (See Note 15)	40,000
<b>Total Long-Term Debt</b>	<b>\$485,433</b>

The annual principal requirements to amortize all debt outstanding follow:

<u>Fiscal Year Ended</u> <u>June 30,</u>	<u>Principal</u> <u>Amount</u>	<u>Total</u> <u>Amount</u>
1998	\$ 84,893	\$120,818
1999	48,870	77,488
2000	80,781	77,488
2001	180,488	180,488
<b>Totals</b>	<b>\$482,032</b>	<b>\$456,312</b>

The \$504,742 amount includes a scheduled balloon payment of approximately \$246,000 on the mortgage payable in April, 2001 which the Council intends to refinance at maturity date or beforehand. Amount of \$312,100 has been reflected in the total amount presented above.

The liabilities for compensated absences and contingent legal liability have been reflected in the 1998 "principal amount" and "total amount" columns even though management is unable to estimate the eventual payment date or if in fact the liability will be paid.

Note 13: Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, some board members were reimbursed for expenses incurred in conducting Council related activities.



COMMONWEALTH FAMILY VOLUNTARY COUNCIL OF ACTORS, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 10: Changes in Fixed Assets (Continued)

Proprietary Fund Fixed Assets:

The following is a summary of proprietary fund type fixed assets for the Council at June 30, 1997:

	Cafe Fund	Barrio Fund	Video Barrio Fund
Furniture, Fixtures and Equipment	\$16,770	\$34,892	\$231,400
Less: Accumulated Depreciation	<u>17,878</u>	<u>12,887</u>	<u>182,088</u>
Total	<u>\$ 8,892</u>	<u>\$22,005</u>	<u>\$ 49,312</u>

Note 11: Changes in Reserves or Designation of Fund Balances

The following schedule indicates changes in reserves or designation of fund balances for the year ended June 30, 1997:

Reserve Trust Fund	\$38,828
Energy Assistance Fund	12,877
Propaid Expense	<u>3,825</u>
Total	<u>\$55,530</u>

Note 12: General Long-Term Obligations

The following is a summary of transactions relating to the Council's long-term debt during the fiscal year ended June 30, 1997:

	Balance July 1, 1996	Principal		Balance June 30, 1997
		Additions	Deletions	
Mortgage				
Payable	\$428,242**	\$ -	143,180	\$285,062
Accr Payable	\$4,866**	\$ -	8,181	\$4,685
Compensated				
Payable	48,155	\$ -	37,248	10,907
Contingent Legal Liability	<u>0</u>	48,000	<u>0</u>	<u>48,000</u>
Total	<u>\$481,263</u>	<u>\$48,000</u>	<u>\$188,609</u>	<u>\$340,654</u>

\*\* This is the original amount of the loan secured on April 12, 1996. The principal balance at June 30, 1996 was not available.

\*\* Approximate value since principal balance at June 30, 1996 was not available.

CHICAGO FIRE DEPARTMENT VOLUNTARY COUNCIL ON AMERICA, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 8: Retirement Commitments (Cont.)

Additional retirement benefits are provided by a non-profit organization, Mutual of America, through a defined contribution plan. The Council contributes five percent of salaries for eligible employees. An employee is eligible to participate after reaching age 21 and having been employed for one year (1,000 hours of service). Contributions made are 100% vested after 5 years of service. For June 30, 1997, the Council contributed \$18,835, five percent of the covered payroll of \$376,700. Total payroll for all employees was approximately \$428,000. The assets of the plan are presented at amounts determined by Mutual of America, which approximates fair market value.

Note 9: Annual Leave and Sick Pay

At June 30, 1997, there was \$13,350 (including estimate for payroll taxes) accrued in annual leave payable for all of the Council employees. \$12,121 was recorded in the General Long Term Debt Reserve Group and \$1,229 was recorded in the Proprietary Funds.

Note 10: Changes in Fixed Assets

General Fixed Assets Account Group

A summary of changes in general fixed assets follows:

	Balance July 1, 1996	Additions	Retirements	Balance June 30, 1997
Land & Building \$	722,607	\$ -0-	\$ -0-	\$ 722,607
Vehicle	189,881	8,754	68,833	130,802
Furniture & Equipment	178,648	1,823	12,148	168,323
<b>Totals</b>	<b>\$1,091,136</b>	<b>\$10,577</b>	<b>\$ 80,981**</b>	<b>\$1,020,732</b>

\*\* These deletions include assets that were previously disposed of in prior years but reflected on the financial statements as of June 30, 1996 and before.

## Previous audit reports may have reflected proprietary fund assets in the general fixed assets account group. The beginning balance was adjusted to report the assets in the proper fund.



CATHOLIC PARISH VOLUNTARY COUNCIL ON MISSION, INC.  
 NOTES TO FINANCIAL STATEMENTS  
 JUNE 30, 1997

Note 7: Interfund Activity (Continued)

Video Bingo Account		
Operating Account		77,992
Title III-A Supportive Services		
Senior Center	105,848	
Operating Account	112,839	
P.C.O.B. Special	38,211	
Title III-B Administration		
Operating Account	84,894	
Miscellaneous Grant Fund	4,500	
Title C-1		18,547
Title C-2		
U.S.D.A.	12,633	
Title C-3		
Operating Account	53,973	
Title C-1	15,547	
U.S.D.A.	18,684	
Outboardmen		
Operating Account	32,958	
Adult Protective Services		
Operating Account	5,987	
Title III-D		
Operating Account	997	
Title III-F		
Operating Account	558	
U.S.D.A. Account		
Title C-2		22,633
Title C-3		18,684
Senior Center		
Title III-B Support Services	105,848	
Miscellaneous Grant Fund		
Title III-B Support Services		4,500
FOOM Special		
Title III-B Support Services		38,211
<b>Total</b>	<b>\$216,538</b>	<b>\$216,538</b>

The following amounts were reported as Interfund Loans:

Mingosa Cafe Account	<u>\$ 1,818</u>	
Video Bingo Account		<u>\$ 1,818</u>

Note 8: Retirement Commitments

Employees of the Council are participants in the Social Security system and retirement benefits are provided by that system.



CAJALASIU PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 5: In-kind Contributions

The Cajalasiu Parish Voluntary Council on Aging, Inc. received various in-kind contributions during the period under audit. However, due to the lack of supporting documentation, these amounts have not been reported as revenue and expenses.

Note 6: Due From Other Governments/Other Receivables

The following amounts were recorded as grants receivable as June 30, 1987:

Governor's office of elderly Affairs:	
USDA Cash-in-Lieu of Commodities	\$ 2,595
Cash-on-hand	21,533
United Way	8,335
Total	\$32,463

The following amounts were recorded as receivables at June 30, 1987:

Miscellaneous Receivables:

<u>Reimbursement Fund:</u>	
Medical Reimbursement	\$ 600
<u>Proprietary Fund:</u>	
Video Bingo "In Transit" Item	\$ 1,128

Note 7: Interfund Activity

These amounts represent interfund transfers between funds to supplement current year programs.

Fund	Transferred	Transferred
	In	Out
Operating Account		
Bingo Account	\$128,888	
Video Bingo	71,888	
Bingaux Cafe	22,800	
Title III-D		\$ 697
Title C-2		62,972
Adult Protective Services		5,887
Cash-on-hand		22,968
Title III-F		558
Title III-B Administration		64,854
Title III-B Support Services		112,639
Bingaux Cafe Account		
Operating Account		12,800
Bingo Account		
Operating Account		228,000

**CALCIFIED PARISH VOLUNTARY COUNCIL ON AGING, INC.**  
**MOVED TO FINANCIAL STATEMENTS**  
**JUNE 30, 1997**

**Note 2: Fundraising Activities and Sources of Funds (continued)**

The Council also receives proceeds from charitable gaming.

The Council encourages and receives contributions from clients to help offset the costs of programs.

**Note 3: Deposits**

At year end, the carrying amount of the Council's deposits was \$98,381 and the bank balance was \$121,846. Of the bank balance, \$121,846 was covered by federal depository insurance. These amounts were comprised of the following:

	Bank Balance	Book Balance
Petty Cash	\$ 878	\$ 100
Hibernia National Bank		
General Operating	20,883	4,468
Payroll Accounts	12,428	11,528
Energy Assistance	13,322	13,873
Singsa Account (Proprietary)	11,178	8,088
First National Bank		
General Fund	419	419
Payroll Account	6,983	6,477
Progressive Jackpot (Agency)	6,378	6,378
Special Project (Agency)	3,383	3/8
Singsa Cafe (Proprietary)	38,728	38,583
Video Singsa (Proprietary)	-12,382	12,232
<b>Totals</b>	<b>\$121,846</b>	<b>\$98,381</b>

While the bank balances at year end were fully insured by federal depository insurance the balances at December 31, 1996 in one of the financial institutions exceeded the federal depository insurance by \$18,758. There were no securities pledged as collateral by the financial institution as required by state statute.

**Note 4: Restricted Assets**

The balance in restricted cash at June 30, 1997 consisted of the following for the Energy Assistance Fund:

Hibernia National Bank	\$12,833
<b>Total</b>	<b>\$12,833</b>

CALCIFIED PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 1: Detail of the Business and Summary of Significant Accounting Policies (Continued)

Inventory

For proprietary funds, inventories are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund type inventories are recorded as expenditures when purchased rather than when consumed, whereas proprietary funds record them when consumed.

Fund Equity

Reservations of fund balance represent amounts that are not appropriable or are legally segregated for a specific purpose.

Memorandum Only - Total Columns:

Total columns on the combined statements - overview are captioned "memorandum only" to indicate that they are presented only to help with financial analysis. Data in these columns do not represent financial position, results of operations, or cash flows 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.

Note 2: 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 from the Governor's Office of Elderly Affairs. Under this method, funds are received on a monthly allocation of the total budget grant in advance of the actual expenditures. The following programs are handled in this manner: Title III-B, Title III-C-3 and Title III-C-2, Senior Center, State Allocation funds (Act 735), Title III-D in-home Services, Caledonian, Title III-F Preventive Health, and Elderly Protective Services.

U.S.D.A. and Energy Assistance funds are earned and become receivable to account based upon the number of units of service provided to program participants and are recorded as revenues at that time.



CALIFORNIA SENIOR VOLUNTARY COUNCIL ON AGING, INC.  
NOTICE OF FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 1: Nature of the Business and Summary of Significant Accounting Policies (continued)

Annual leave is based on the number of years of service and is earned as follows:

First Year	5 Days
Two Years to Four Years	10 Days
Five to Nine Years	15 Days
Ten Years or More	20 Days

No more than five days of vacation leave may be carried over at the end of a fiscal year.

**Long-Term Obligations**

The Council reports long-term debt of governmental funds at face value in the general long-term debt account group. Certain other governmental fund obligations not expected to be financed with current available financial resources are also reported in the general long-term debt account group. Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate funds. Principal and interest on long-term liabilities are accounted for in the general fund because the Council intends to use general fund revenues to pay them.

**Cash Equivalents**

There were no non-cash transactions required to be reported. Interest paid during the year was \$87. For purposes of the statement of cash flows, the Council considers all cash and highly liquid debt instruments, purchased with a maturity of three months or less, to be cash and cash equivalents.

**Prepaid Items**

The Council has elected not to expense amounts paid for future services until those services are consumed to comply with the cost reimbursement terms of its grant agreements. Prepaid expenses consist of one-half of the payment for June and July health insurance premium (\$1,835) which was paid in June and insurance on the directors and officers for the next fiscal year (\$1,000) paid in June. The fund balances in the governmental fund types have been reserved for the prepaid expenses recorded in these funds to reflect the amount of fund balances not currently available for expenditure.



CALCAGHINI PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 3: Nature of the Business and Summary of Significant Accounting Policies (Continued)**

\*It is unknown as to which fund budgetary amounts were included, but the source of these funds is the Governor's Office of Elderly Affairs.

**Fixed Assets:**

For governmental fund types, all items of property, plant and equipment are recorded as expenditures when purchased and are accounted for in the General Fixed Assets Account Group. Such assets are maintained on a basis of original cost or estimated original cost if original cost is not available and an depreciation is computed or recorded thereon. Donated fixed assets are stated at their estimated fair market value on the date donated.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not included in the general fixed assets account group or capitalized in the proprietary funds.

Property, plant and equipment are depreciated in the proprietary funds of the government using the straight line method over the following estimated useful lives:

Office Equipment	-	12 years
Machinery	-	11 years

**Annual and Sick Leave:**

It is the Council's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. No liability is reported for unpaid accumulated sick leave since the sick leave policy does not provide for the vesting of sick leave. Vacation pay is accrued when incurred in proprietary funds and reported as a fund liability. Vacation pay that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts not expected to be liquidated with expendable available financial resources are reported in the general long-term debt account group. No expenditure is reported for these amounts.



LOUISIANA PARISHES VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 1: Balance of the Business and Summary of Significant Accounting Policies (Continued)

6. Budgets for the Special Revenue Funds (combined with General Fund for reporting purposes) are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted, or as amended from time to time by the Board of Directors of the Council. Such amendments were not material in relation to original appropriations.
7. Expenditures cannot legally exceed appropriations on an individual fund level.
8. Budgets were not adopted for fund sources not received by the Louisiana Governor's Office of Elderly Affairs. The state budget law requires budgets for each general and special revenue fund and that amendments be prepared for more than 5% unfavorable variances. This was not completely adhered to by the Council during the fiscal year.
9. Budgets were not adopted for the local to Energy Assistance Funds and thus actual amounts for these two funds are not presented for budgetary to actual comparisons. Actual expenditures exceeded appropriations on the following funds:

	Budgeted	Actual
	Expenditures	
Title III-B		
Supportive Services	\$443,488	\$443,687
Title III-B		
Administrative	\$ 28,850	\$ 24,744
Senior Center	\$129,931	\$130,032
Title III-C		
ombudsman	\$ 21,525	\$ 26,483
Title III-D		
*Adult Protective Services	\$ -0-	\$ 28,474
*Weldit Fund	\$ -0-	\$ 4,167



CAJACASIEU PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 1: SCOPE OF THE BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

General Fixed Assets Account Group accounts for fixed assets (capital outlays) used in governmental fund type operations of the Council. The outlays are also recorded as expenditures in the government fund types when purchased.

General Long Term Debt Account Group accounts for long-term liabilities expected to be financed from governmental funds. This account group shows only the measurement of financial position and is not involved with measurement of results of operations.

Transfers and Interfund Loans:

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

Budgets and Budgetary Information:

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

1. The Governor's Office of Elderly Affairs "OEA" - State of Louisiana notifies the Council each year as to the funding levels for each program grant.
2. The Executive Director prepares a proposed budget based on the funding levels provided by OEA and then submits the budget to the Board of Directors for approval.
3. The Board of Directors reviews and adopts the budget prior to June 30 each 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.



CALVERTON PARISH VOLUNTEER COUNCIL ON ALCOHOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 2: Nature of the Business and Summary of Significant Accounting Policies (Continued)

Kingdom Cash Fund accounts for the operation of the concession area during the various bingo sessions.

Bingo Fund accounts for the income and expenses associated with the bingo sessions held at the Council's main location.

Electronic Video Bingo (EVB) Fund accounts for the income and expenses associated with the operation of the video bingo machines located in the Council's bingo hall.

Fiduciary Funds

Fiduciary Funds account for assets held by the Council in a trustee capacity or as an agent on behalf of others. Trust funds account for assets held by the Council under the terms of a formal trust agreement.

The following funds are fiduciary funds:

Agency Fund is custodial in nature and does not present results of operations or have a measurement focus. The Council maintains two Agency Funds. The Special Projects account is maintained for use in coordinating special events for senior citizens while the Progressive Jackpot account is used to account for amounts deposited from each bingo session which accumulate and are disbursed when a bingo participant wins the Black and Bingo game. The latter funds are the property of each session sponsor and not the Council.

Pension Trust Fund is accounted for in essentially the same manner as the proprietary funds, using the same measurement focus and basis of accounting. The fund accounts for the assets of the Council's employees pension plan.

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



CALCAHON FARMER VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987**Note 2: Nature of the Business and Summary of Significant Accounting Policies (Continued)**

Energy Assistance Fund is used to account for the administration of programs that are sponsored by local utility companies. Contributions are received from the various utility companies for assistance payments for the qualified elderly. Funds received from Entergy may be used for payments of any utility company bill, however, monies received from Entas and Cleco are restricted to their bills only. Payments are made directly to the utility companies by the Council on behalf of qualified elderly participants. Each qualified participant is limited to two assistance payments per year.

Miscellaneous Grant Fund accounts for additional miscellaneous grants 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.

**Proprietary Funds**

Proprietary Funds are accounted for on the flow of economic resources measurement basis and use the accrual basis of accounting. Under this method, revenue are recorded when earned and expenses are recorded at the time liabilities are incurred. The Council applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1988, unless those pronouncements conflict with or contradict GASB pronouncements. The Council has not elected to apply those FASB pronouncements issued after November 30, 1988 for its proprietary activities. Proprietary funds include the following fund types:

Enterprise funds are used to account for those operations that are financed and operated in a manner similar to private business or where management has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability. The following enterprise funds are utilized by the Council:

CONNECTICUT SENIORS VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 1: Nature of the Business and Summary of Significant Accounting Policies (Continued)

public education of the long-term facilities, problem solving of long-term care residents and any other complaints of the long-term care facilities residents. The Deputies visit the facilities on a regular basis, usually once a week.

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

FFELP Cash-in-Lieu of Commodity Fund is used to account for the administration of the Food Distribution Program Funds provided by the U.S. Department of Agriculture through the Legislative Governor's Office of Elderly Affairs, which "passes through" the funds to the Council. This program reimburses the service provider on a per unit basis for each congregate and home-delivered meal served to an eligible participant so that United States food and commodities may be purchased to supplement these programs.

Adult Protective Services Fund is used to account for funds to protect adults who cannot physically or mentally protect themselves and who are harmed or threatened with harm through action or inaction by themselves or by individuals responsible for their care or by other parties, by requiring mandatory reporting of suspected cases of abuse or neglect by any person having reasonable cause to believe that such a case exists. It is intended that, as a result of such reports, protective services shall be provided by the Elderly Protection Agency. It is the further intent of the legislature to authorize only the least possible restriction on the exercise of personnel and civil rights consistent with the person's need for services and to require that due process be followed in imposing such restrictions.

LOUISIANA SENIORS VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 1: Nature of the Business and Summary of Significant Accounting Policies (Continued)

home-bound. Title III-B funds are provided by the U. S. Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

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

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.

Ombudsman Fund is used to account for funds which are used to provide communications between the Ombudsman coordinator and long-term care facilities to the Ombudsman State office through the Louisiana Governor's Office of Elderly Affairs. The Ombudsman duties are:



CATHOLIC PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 1: Nature of the Business and Summary of Significant Accounting Policies (Continued)

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

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

Title III-C-1 Congregate Meals Fund reports meals that 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 congregate meals to the elderly in strategically located centers.

Title III-C-2 Home Delivered Meals Fund reports meals that 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-D In-Home Fund is used to account for funds which are used to provide in-home services to the frail and elderly person who is

LOUISIANA PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 2: Nature of the Business and Summary of Significant Accounting Policies (Continued)

Long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Grant reimbursements, service oriented earnings and interest amounts are susceptible to accrual. Other receipts become measurable and available when cash is received by the Council and are recognized as revenue at that time. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. These discretionary funds are accounted for and reported according to the source (state or local) from which they are derived.

The following types of funds comprise the Council's General Fund:

Local- Local funds are received from various local sources. These funds are not restricted to any special use.

FOIA (Act 715) - FOIA (Act 135) Funds are appropriated for the Governor's Office of Elderly Affairs by the Louisiana Legislature for remittance to the Council on Aging. The Council may use these "Act 715" funds at its discretion.

- \* 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.

\* However, since the Council has maintained one general ledger for all of the listed General and Special Revenue Funds, they have all been reported in the one fund for financial statement purposes (General Fund).



LOUISIANA PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1987

Note 1: Nature of the Business and Summary of Significant Accounting Policies (Continued)

Paragraph 24.013 and the provisions of the Louisiana Governmental Audit Guide; Audits of State and Local Governmental Units, the industry audit guide issued by the American Institute of Certified Public Accountants; and the Louisiana Governor's Office of Elderly Affairs policy manual Subsection VI.

Fund Accounting (Measurement Focus, Basis of Accounting):

The accounts of the Council are organized on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in these funds.

The council has the following fund types and account groups:

Governmental Fund Types

Governmental funds are used to account for the Council's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unaccrued interest on general

CALCASIEU PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 1: Nature of the Business and Summary of Significant Accounting Policies (Continued)

Significant Accounting Policies:

Reporting Entity:

As required by generally accepted accounting principles, these financial statements include all funds which are controlled by the Council.

The Council is also not a member of another reporting entity since the Council is not controlled by or dependent on another entity (not financially accountable to another entity). Financial accountability includes the appointment of a voting majority of an entity's governing body and the ability of the primary government to impose its will on the component unit organization or if there is a financial benefit/ burden relationship. In addition, an organization that is fiscally dependent on the primary government should be included in its reporting entity.

Based on the foregoing criteria, it was determined that no other agency is required to be included in this entity's financial reports.

Statement of Presentation:

In April of 1988, 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 and June of 1994, the GASB issued a modification of governmental accounting and financial reporting standards. This modification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

The accompanying financial statements conform to generally accepted accounting principles for state and local governments. These statements have also incorporated any applicable requirements of Government Auditing Standards issued by the United States Comptroller General, Louisiana Revised

CALIFORNIA PARISH VOLUNTARY COUNCIL ON AGING, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 1: Organizational Information and Summary of Significant Accounting Policies

Organizational Information:

The local councils on the aging were created under Act No. 888 of 1984 for the welfare of the aging people in their respective parishes. Charters are issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. Each council is a non-profit corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs and any other entity that provides the Council with federal or state funds.

The California Parish Voluntary Council on Aging, Inc. (Council) was incorporated in May, 1983. The basic purposes of the organization are as follows:

- A. To afford an avenue for working out a more complete understanding of the problems, interests and desires of the elderly people of Calcasieu Parish. For this purpose, anyone who has attained the age of sixty (60) years shall be considered elderly.
- B. To develop plans for counseling the elderly about the problems of aging and to implement such plans.
- C. To develop and implement plans and programs of education whereby people who need to supplement their retirement income or those who wish to do so will be able to earn an income by their own efforts.
- D. To develop and implement plans and programs of education for the improvement of health, social and recreational welfare of elderly people.
- E. To collect facts and statistics and make special studies of conditions pertaining to employment, health, financial status, recreation, social adjustments and other conditions affecting the welfare of the elderly of Calcasieu Parish and to interpret such findings and make recommendations for improvement to the Governor's Office of Elderly Affairs.





CALDWELL PARISH VOLUNTARY COLLEGE, INC. AGING  
COMBINED STATEMENT OF CASH FLOWS -  
ALL PROPRIETARY FUNDS TYPES  
FOR THE YEAR ENDED JUNE 30, 1987

Amount:

	Proprietary Fund Types
	<u>Statement</u>
Cash Flows from Operating Activities:	
Operating Income (Loss)	\$ 21,000
ADJUSTMENTS TO RECONCILE OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES:	
Depreciation	15,091
Inventory (decrease) in:	
Inventory	(5,830)
Miscellaneous receivable	(2,700)
Accounts payable	8,200
Other liabilities	<u>1,500</u>
Total Adjustments	<u>21,261</u>
Net Cash Provided by (Used For) Operating Activities	42,261
Cash Flows from Financing Activities:	
Interfund transfers	<u>(21,000)</u>
Net Cash Provided by (Used For) Financing Activities	<u>(21,000)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	21,261
Cash and Cash Equivalents at Beginning of Year	<u>40,000</u>
Cash and Cash Equivalents at End of Year	\$ <u>61,261</u>

"The notes to the financial statements are an integral part of this statement."



**LOS ANGELES FIREHOUSE VOLUNTARY COLLEGE, CHS (A/C)**  
**COMBINED STATEMENT OF REVENUES, EXPENSES**  
**AND CHANGES RETAINED EARNINGS/BALANCE**  
**ALL PROPRIETARY FUND TYPES AND SALARY TRUST FUNDS**  
 For the year ended June 30, 2007

Exhibit 4

	Proprietary Fund Types	Fiduciary Fund Types	Total (All Fund Types) Only
	Education	Total Fund	
<b>Operating revenues</b>			
Charges for sales and services	\$ 1,320,178	-	\$ 1,320,178
Employer contributions	-	16,800	16,800
Miscellaneous income	16,044	-	16,044
Interest income	-	6,300	6,300
<b>Total Operating Revenues</b>	<b>1,336,222</b>	<b>23,100</b>	<b>1,359,322</b>
<b>Operating expenses</b>			
Cost of sales and services	890,000	-	890,000
Benefits paid	-	51,000	51,000
Salaries	140,480	-	140,480
Fringe	13,800	-	13,800
Operating services	48,288	328	48,616
Interest	407	-	407
Depreciation	16,000	-	16,000
<b>Total Operating Expenses</b>	<b>1,104,975</b>	<b>51,328</b>	<b>1,156,303</b>
<b>Operating (Income) Loss</b>	<b>231,247</b>	<b>(28,228)</b>	<b>203,019</b>
<b>Transfer (to) other funds</b>			
General fund	(218,000)	-	(218,000)
<b>Net Income (Loss)</b>	<b>85,247</b>	<b>(28,228)</b>	<b>57,019</b>
<b>Retained Earnings, July 1</b>	<b>168,860</b>	<b>26,175</b>	<b>195,035</b>
<b>Retained Earnings, June 30</b>	<b>\$ 149,000</b>	<b>\$ 28,000</b>	<b>180,000</b>

\*This table is the financial statements and an integral part of this statement.\*



**CALAVERAS FARM VOLUNTARY COUNCIL ON HOME**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES - BUDGET (GAAP BASIS) AND ACTUAL**  
**GENERAL FUND (GOVERNMENTAL FUND TYPE)**  
 For the year ended June 30, 1997

Page 2

	General Fund		Variance Favorable Disfavorable
	Budgeted	Actual	
<b>REVENUES</b>			
Intergovernmental	\$ 788,300	\$ 771,890	\$ 16,410
Local grants	73,000	58,970	(14,030)
Local user miscellaneous	140,884	890	(140,000)
<b>Total Revenues</b>	<u>999,184</u>	<u>781,750</u>	<u>(217,434)</u>
<b>EXPENDITURES</b>			
Current:			
Salaries	240,180	290,047	(49,867)
Fringe	55,490	41,700	13,790
Travel	7,490	10,500	(3,010)
Operating services	402,807	181,287	(221,520)
Operating supplies	10,024	81,700	(71,676)
Other costs	468,749	473,086	(4,337)
<b>Total Expenditures</b>	<u>923,730</u>	<u>1,054,340</u>	<u>(130,610)</u>
Excess (Deficiency) of Revenues Over Expenditures	-	(272,590)	(271,604)
<b>CITY OF FINANCING SOURCES (USES)</b>			
Operating transfer in	(71,894)	498,560	(66,664)
Operating transfer out	(71,894)	(286,373)	(14,789)
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>212,187</u>	<u>211,813</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other (Uses)	-	-	-
<b>FUND BALANCES</b>			
Beginning of year	40,208	83,228	-
<b>End of Year</b>	<u>\$ 40,208</u>	<u>\$ 83,228</u>	<u>\$ -</u>

\*This notice to the financial statements are an integral part of this statement.\*