

**JEFFERSON COUNCIL
ON AGING, INC.**

*FINANCIAL STATEMENTS AND SCHEDULES
June 30, 2023*

JEFFERSON COUNCIL ON AGING, INC.

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INDEPENDENT AUDITORS' REPORT

Members of the Board of Directors
Jefferson Council on Aging, Inc.

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Jefferson Council on Aging, Inc. (the Council) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Council, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5-14 and 51-59 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The combining governmental fund financial statements, combining and individual nonmajor fund financial statements, comparative statement of capital assets and changes in capital assets, schedule of compensation, benefits and other payments to agency head, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining governmental fund financial statements, combining and individual nonmajor fund financial statements, comparative statement of capital assets and changes in capital assets, schedule of compensation, benefits and other payments to agency head, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the schedule of units of service but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 12, 2023 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Council's internal control over financial reporting and compliance.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 12, 2023

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2023

This report is designed to present to the reader a narrative overview and analysis of the financial performance of the Jefferson Council on Aging, Inc. (the Council) for the fiscal year ended June 30, 2023, with comparative data (where applicable) from the fiscal year ended June 30, 2022. Please read it in conjunction with the financial statements, which follow.

FINANCIAL HIGHLIGHTS

- Net position; that is, total assets less total liabilities, decreased by \$68,848, or 4.2% this fiscal year.
- Revenues increased by \$575,805 or 8.7% over last fiscal year.
- Expenditures increased by \$545,803 or 8.2% over last fiscal year.
- The unassigned fund balance for the Council's General Fund increased by \$87,610 or 19.2% this fiscal year.
- No deficit fund balances exist at year-end.
- Net investment in capital assets decreased by \$68,828 or 36.1% over last fiscal year.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements that provide a picture of the Council's activities as a whole, as well as a closer look at the Council's more significant activities. These reports recognize the expense of depreciation to our fixed assets, which gives the reader a more realistic view of the value of our capital resources which we use in the performance of the Council's activities, and which we will have to replace in the future.

The Council's annual report is composed of five parts as follows:

1. Management's Discussion and Analysis (MD&A)
2. Basic Financial Statements
3. GASB Required Supplementary Information
4. Supplementary Information on General Fund and Non-Major Governmental Funds
5. Special Reports of the Certified Public Accountants and Management

The auditors have provided assurance in the independent auditors' report, located immediately before the Management's Discussion and Analysis, that the Basic Financial Statements are fairly presented. The auditors are providing varying degrees of assurance about Supplemental Financial Information Required by GASB Statement No. 34 and Supplementary Financial Information Required by the Governor's Office of Elderly Affairs (GOEA) and The Uniform Guidance as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* that follow later in this reporting package. A user of this report should read the independent auditors' report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

Basic Financial Statements

The basic financial statements include two kinds of statements that present different perspectives of the Council: *Government-wide Statements*, and *Fund Financial Statements*.

Using Government-wide Statements to View the Council as a Whole

The analysis of the Council as a whole begins on page 16 and gives the reader an opportunity to evaluate whether the current year's activities left the Council in a stronger or weaker position financially. The statements are prepared like a private sector business; that is, the accrual method of accounting is used, recognizing revenues and expenses in the current year regardless of when cash is received or paid. In addition, the factor of depreciation is included, where a systematic reduction in the value of existing capital assets is realized and is expensed accordingly.

The Statement of Net Position summarizes all of the Council's major classes of assets and liabilities at year-end, with the difference between the two being designated as Net Position, which is further broken down into its restricted, unrestricted, and capital components. Over time, increases or decreases in net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall condition of the Council, the reader will have to consider other non-financial factors, such as the condition of the Council's capital assets, future additions or cuts to funding from its revenue sources, and the expansion or contraction of activities of programs and services.

The Statement of Activities shows how the net position has changed during the current fiscal year, based upon the activities performed. The Council's activities consist of a Health, Welfare, and Social Services function, and an Administrative function. Within the Health, Welfare and Social Services function are various programs that include Supportive Services, Nutritional Services, Information and Assistance, Senior Center Operations, and others as noted. All of these activities are *governmental activities*, which means that the Council uses government grants and contracts, along with contributions from the general public, to pay for services it provides to its segment of the general public, that is, the elderly.

The Council does not charge for any of the services provided; however, they do accept freely-given contributions from its clientele.

Using the Fund Financial Statements to Focus on the Council's Most Significant Funds

The analysis of the Council's major funds begins on page 19. The Fund Financial Statements are designed to provide the reader a more detailed view of the Council's most significant funds, which would include the General Fund and certain Special Revenue Funds. All of these funds are governmental funds.

The presentation of these fund statements use a *modified accrual basis* of accounting, versus the accrual basis used in the Government-wide Financial Statements. For the Council's purposes, the difference between the two methods is in how capital outlays are handled.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

In the Fund Financial Statements, a capital outlay is recorded and expensed *in total*, when acquired. Whereas in the Government-wide Financial Statements, the capital outlay is recorded as an *asset*, then depreciated over its estimated useful life, resulting in a systematic *depreciation expense* recognized throughout several fiscal years, and not the full cost of the asset being expensed in the year acquired. Reconciliations are included in the Fund Financial Statements to account for these differences.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the Government-wide and the Fund Financial Statements. The notes begin on page 24. The reader should read these notes before making any assumptions or drawing conclusions about the Council's financial condition.

Supplementary Financial Information Required by GASB Statement No. 34

The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted annual budget. A major fund is one whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a fund that does not meet the above criteria, may be included as a major fund, if in the opinion of management, it is important to present to the Council's financial statement users.

The schedules compare the original and final approved budgets to actual results for the Council's fiscal year. In addition, variances are presented comparing the final budget to the actual results.

Other Supplementary Financial Statement Information Required by GOEA and the Uniform Guidance

The Council has also presented other required supplementary information in this reporting package.

The GOEA has required the Council to present as schedules the information on pages 58-65. This information is used by GOEA to verify the accuracy of information the Council submitted to it during the year and to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

The Uniform Guidance requires a Schedule of Expenditures of Federal Awards. This schedule presents required information about the Council's federally funded programs in a manner that can facilitate financial and compliance analysis by the agencies that have granted federal money to the Council.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

**AN ANALYSIS OF THE COUNCIL AS A WHOLE USING
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The following table reflects condensed information on the Council's net position:

	<u>6/30/2023</u>	<u>6/30/2022</u>	<u>Increase (Decrease)</u>
Current and other assets	\$ 1,762,093	\$ 1,756,664	\$ 5,429
Right-of-use asset – financing lease	479,387	79,217	400,170
Capital Assets, net of depreciation	<u>121,602</u>	<u>190,430</u>	<u>(68,828)</u>
Total Assets	<u>2,363,082</u>	<u>2,026,311</u>	<u>336,771</u>
Compensated absences	53,388	42,985	10,403
Financing lease liability – current	71,002	79,217	(8,215)
Financing lease liability – long term	408,387	-	408,387
Other liabilities	<u>286,612</u>	<u>291,568</u>	<u>(4,956)</u>
Total Liabilities	<u>819,389</u>	<u>413,770</u>	<u>405,619</u>
Net Position:			
Net investment in Capital Assets	121,602	190,430	(68,828)
Restricted	362,467	455,074	(92,607)
Unrestricted	<u>1,059,624</u>	<u>967,037</u>	<u>92,587</u>
Total Net Position	<u>\$ 1,543,693</u>	<u>\$ 1,612,541</u>	<u>\$ (68,848)</u>

As of June 30, 2023, the Council "as a whole" had assets greater than its liabilities by \$1,543,693, of which \$1,059,624 or 68.6% is unrestricted. An amount of \$208,499 or 19.6% of the unrestricted net position are the net proceeds raised by the former Community Committees on Aging and are designated for the Senior Centers to use for social and educational activities they wish to hold. An amount of \$500,000 or 47.1% of the unrestricted net position is designated as a Working Capital Reserve, the purpose of which is to have available resources to systematically phase out programs in the event of funding cancellation or delay by either legislative action or policy changes. It is important for the Council to have unrestricted net position in order to have resources available to respond to reductions in funding, emergencies, or program terminations.

Net position is deemed restrictive when constraints are placed on the asset's use by the grantor, contributor, or laws or regulations of other governmental agencies. In addition, laws created through constitutional provisions or enabling legislation can impose restrictions to net position.

The Council's restricted net position is primarily comprised of resources dedicated to the Nutrition programs, specifically the Nutritional Services Incentive Program (or NSIP) Program and the Endowment Program.

Compensated absences represent the liability due to eligible full-time employees for earned but unused vacation leave. In the event of termination, the employee is entitled to payment for any outstanding unused vacation leave, provided he/she has followed all procedures as required in the Council's personnel policy.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

Other liabilities consist primarily of accrued payroll related expenses and vendor payables.

The following table shows condensed information in the changes to the Council's net position for the year ended June 30, 2023 versus June 30, 2022:

	<u>6/30/2023</u>	<u>6/30/2022</u>	<u>Increase (Decrease)</u>	<u>Percentage Increase (Decrease)</u>
REVENUES				
Program Revenues:				
Charges for Services	\$ 435,056	\$ 255,056	\$ 180,000	70.5%
Operating Grants and Contributions	4,349,325	4,439,258	(89,933)	2.0
General Revenues:				
Local Governments	623,445	331,702	291,743	10.7
Grants not Restricted to Specific Programs	1,632,987	1,474,759	158,228	10.7
Endowment Donations and Interest	6,530	547	5,983	1,093.7
Unrestricted Investment Earnings	47,197	11,240	35,957	321.0
Insurance proceeds	-	7,930	(7,930)	(100.0)
Gain on sale of capital asset	-	1,000	(1,000)	(100.0)
Other	34,314	31,557	2,757	8.7
TOTAL REVENUES	<u>7,128,854</u>	<u>6,553,049</u>	<u>575,805</u>	<u>8.7</u>
EXPENDITURES				
Health, Welfare and Social Services:				
Supportive Services:				
Personal Care	35,608	34,303	1,305	3.8
Homemaker	34,523	37,272	(2,749)	(7.3)
Legal Assistance	17,794	8,588	9,206	107.1
Material Aid	28,916	43,706	(14,790)	(33.8)
Senior Employment Training	507,999	469,248	38,751	8.2
Recreation and Education	504	597	(93)	(15.5)
Transportation	966,641	788,510	178,131	22.5
Nutritional Services:				
Congregate Meals	678,213	640,779	37,434	5.8
Home Delivered Meals	2,033,048	2,041,717	(8,669)	(0.42)
Information and Assistance	506,630	446,482	60,148	13.4
In-Home Respite Care	13,585	20,107	(6,522)	(32.4)
Preventive Health	8,023	219	7,804	35.6
Senior Center Operations	1,822,112	1,673,946	148,166	8.8
Administration and Other	544,106	446,425	97,681	21.8
TOTAL EXPENDITURES	<u>7,197,702</u>	<u>6,651,899</u>	<u>545,803</u>	<u>8.2</u>
Change in Net Position	(68,848)	(98,850)	30,002	(30.3)
Net Position – beginning (originally stated)	1,612,541	1,760,480	(147,939)	(8.4)
Prior period adjustment	-	(49,089)	(49,089)	(100.0)
Net Position – beginning (restated)	<u>1,612,541</u>	<u>1,711,391</u>	<u>(98,850)</u>	<u>(5.7)</u>
Net Position - ending	<u>\$ 1,543,693</u>	<u>\$ 1,612,541</u>	<u>\$ (68,848)</u>	<u>(4.2) %</u>

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

The Council's total revenues increased by \$575,805 or 8.7%, from the previous year. The primary factors for this increase are as follows:

- Operating Grants and Contributions decreased by \$89,933, Local Government Funding increased by \$291,743, and Grants not Restricted to Specific Programs increased by \$158,228.
 - Decrease in Operating Grants and Contributions is primarily due to a decrease in IIIC-2 Home Delivered Meals funding (\$274,312 less federal stimulus funding in FY 23 vs. FY 22), discontinuation of an Operating Grant for vehicles (DOTD grant no longer allowed for 5310 Agencies, \$178,119 received in FY 22; \$0 in FY 23), and a one-year cessation of Community Development Block Grant funding (\$100,000 received in FY 22; \$0 in FY 23, Program expected to resume in FY 24). Offsetting these decreases were increases in a newly created State Public Health Program (\$123,288 in FY 23), an increase in Senior Center funding (\$115,655), an overall increase in Title III Programs other than C-2 (\$162,780 more in FY 23 funding for AAA, B, C-I, D, & E combined) and increases in both Contributions from Supporters and Participant Contributions (\$25,444 increase from FY 22).
 - Increase in Local Government Funding primarily attributed to a timing difference for application of Jefferson Parish funds (which have remained the same year to year; the Parish is on a different fiscal year than the Council).
 - Increase in Grants not Restricted to Specific Programs attributed to an increased amount for Senior Center In-Kind and an increased amount received under the Council's Development Program, which hosted a very successful yearly fundraiser in the form of a Senior Moments Gala.

In addition to the above-mentioned increases, the Council's revenues also included the following increase:

- Charges for services increased by \$180,000. These charges are related to the Council's cost for running a Transportation Program. With the Council performing these services directly, they regularly apply for Department of Transportation & Development (DOTD) Operating & Capital grants. In the years received, these grants are used as offsets to the Council's cost for transportation. Any remaining amount is the Council's Charge for Service. In FY 22, the Council's Transportation cost was \$435,132 and grants were received in the amount of \$178,119, leaving \$255,056 as FY 22 Charge for Service. In FY 23, the Council's Transportation cost was \$435,056 and no grants were received, leaving the full amount as FY 23 Charge for Service. Actual Departmental cost decreased by \$76 from FY 22 to FY 23.

The Council's total expenses increased by \$545,803, or 8.2%, over last year. The primary factors for this increase are as follows:

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

- Increase in Transportation expense, primarily due to a discontinuation of DOTD Operational Grants no longer being awarded to 5310 Agencies.
- Increase in Senior Centers expense, due to two factors:
 - Increased Salaries and Fringe costs; these were purposefully adjusted upward after the Council was informed of a permanent increase in State funding.
 - Increased In-Kind expense; adjusted to reflect the current rate of support provided by volunteers and the rate of rent not being paid.
- Increase in Administration and Other expense, associated with restructured Salary/Fringe costs, an increase in Operating Services expense, and the continued resumption of Administration travel, which was at a minimum level during the COVID-19 lockdown.

Offsetting the above-mentioned increases in the Council's expenses included the following decreases:

- Decrease in Material Aid supplies provided under Title III-E. The Council utilized an alternative source of funding (ARP stimulus) to additionally provide for Material Aid supplies in FY 23.
- Decrease in the number of Home Delivered Meals served due to the planned resumption of Congregate Meal service. During the pandemic lockdown, all Congregates were converted to Home Delivered. Post lockdown, these persons resumed taking their meals at the Senior Centers.
- Decrease in In-Home Respite Care services, due to subcontractor staffing issues.

**AN ANALYSIS OF THE COUNCIL'S FUNDS
USING GOVERNMENTAL FUND FINANCIAL STATEMENTS**

Fund Balances

The Council showed a combined governmental fund balance of \$1,422,091 per the Fund Balance Sheet, a decrease of \$20 or 0.001% from last year.

Revenues

Overall, there was an increase in revenues. As stated elsewhere in the MD&A, these were increases in Operating Grants and Contributions, Grants not Restricted to Specific Programs, and Local Government Funding and increases in Charges for Services and Operating Grants and Contributions.

Additional information on these revenues was discussed previously in the Analysis of the Council as a whole using Government-Wide Financial Statements.

JEFFERSON COUNCIL ON AGING, INC.
 MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
 June 30, 2023

Expenditures

The increases in expenditures were likewise discussed previously in the Analysis of the Council as a whole using Government-Wide Financial Statements.

AN ANALYSIS OF THE GENERAL FUND BUDGET

The primary reasons for amending a budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA.

AN ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION

At the end of the fiscal year, the Council had \$121,602 in capital assets net of accumulated depreciation. This represents a net decrease of \$68,828 over last year as shown below:

Capital Assets, Net of Depreciation at Year End Governmental Activities				
	<u>6/30/2023</u>	<u>6/30/2022</u>	Increase <u>(Decrease)</u>	Percentage Increase <u>(Decrease)</u>
Furniture and Equipment	\$ 38,752	\$ 11,051	\$ 27,701	250.6 %
Vehicles	<u>82,850</u>	<u>179,379</u>	<u>(96,529)</u>	<u>(53.8)%</u>
Total	<u>\$ 121,602</u>	<u>\$ 190,430</u>	<u>\$ (68,828)</u>	<u>36.4 %</u>

Depreciation expense for the year totaled \$102,845, which was primarily on the Council's furniture, equipment and vehicles. More detailed information on the Council's capital assets can be found in the notes to the financial statements.

The Council did not have any long-term debt at June 30, 2023 and 2022.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Council receives most of its funding from federal and state agencies. In addition, the Council entered into a cooperative endeavor agreement on September 29, 2006 whereby Jefferson Parish not only continues to provide general funding for operations and a significant in-kind contribution of facility usage for Senior Centers and meal sites in the unincorporated areas of the Parish, but also millage funding to augment or initiate services for the elderly in the unincorporated areas of Jefferson Parish and the town of Jean Lafitte. The Cooperative Endeavor Agreement was renewed in August 2022.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

Federal and state income sources have been relatively consistent; however, some of the Council's grants and contracts are contingent upon the level of service provided by the Council. In addition, 100% state funded programs are subject to mandated cuts by the Governor, and thus, revenues can vary from year to year. Preparation of the fiscal year 2024 budget included the following major factors:

- Revenue stream from the fiscal year 2024 Schedule of Funding received from GOEA.
- Anticipated revenue stream from contributions to the Nutrition programs.
- Anticipated revenue from the Parish millage to assist in funding for Nutrition Programs and from the Parish millage to assist in funding for Senior Centers.
- Anticipated revenue from the general funding appropriation to the Council from Jefferson Parish.
- Anticipated numbers of services the Council could provide with projected funding levels, considering the demand for services offered, and price increases charged by current and other available service providers and vendors.
- Anticipated staffing levels required to maintain services projected.
- No general wage increase for fiscal year 2024.

The Council is responsible for submitting an Original Budget for each fiscal year. The Governor's Office of Elderly Affairs (GOEA) is responsible for reviewing these budgets and issuing their approval. In July 2022, the Council submitted an Original Budget for fiscal year 2023 to GOEA. GOEA approved the Original Budget in October 2023.

If during the fiscal year, any additional funding is awarded by the State Legislature, a revised budget must be prepared and submitted during the fiscal year to account for the use of these additional funds. The Council did submit a Revised Budget in April 2023. GOEA sent their approval of the fiscal year 2023 Revised Budget in July 2023.

In the past, the State Legislature provided additional funding to the Council through special line item appropriations. These funds are not recurring and were not available at the time the Schedule of Funding was provided to the Council by the Governor's Office for fiscal year 2024.

Economic factors to be considered for fiscal year 2024 and beyond include the following:

- Since the budget of the State of Louisiana is based primarily on the revenue stream generated by the price of oil, and also the collections of sales taxes, the Governor and his staff review potential cuts to the State Budget. There always exists the possibility of reductions to State funds.

JEFFERSON COUNCIL ON AGING, INC.
MANAGEMENT'S DISCUSSION AND ANALYSIS – CONTINUED
June 30, 2023

- Due to the volatile availability of millage funding and general funding from Jefferson Parish, the Council will be forced to find other sources of funding, with a focus on recurring funding sources, to minimize the amount of service reductions.
- The Council continues to regularly research and apply for grants for all services they can provide to seniors; however, the need for finding recurring funding sources is paramount.
- Wages in the marketplace continue to cause a majority of staffing positions to be non-competitive. The effect of this disparity is shown by loss of staff with the subsequent replacement staff being paid at a higher rate of pay. This is still no assurance that the Council can retain new hires. Keeping current staff can result in additional increases to wages and resultant reductions to the levels of services that the Council can afford to provide. In an attempt to minimize the effect of higher wage rates, the Council's Administration seeks ways of consolidating staff duties, lowering the number of staff required, but paying more competitive wage rates.
- The Council's service providers are hiring staff at higher rates of pay; the effects being higher unit costs being charged to the Council, and fewer units of service purchased.

REQUESTS FOR INFORMATION

This financial report is designed to provide government agencies and the general public an overview of the Council's finances, and demonstrate the accountability for the funding it receives. If there are any questions regarding the content of this report, or any related information about the Council, please contact Albert Robichaux, CEO at the Council's main office located at 6620 Riverside Drive, Suite 216, Metairie, LA 70003, or by phone at (504) 888-5880. If email is the preferred medium of contact, please send as follows:

Albert Robichaux arobichaux@jcoa.net

GOVERNMENT-WIDE FINANCIAL STATEMENTS

JEFFERSON COUNCIL ON AGING, INC.

STATEMENT OF NET POSITION

June 30, 2023

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 1,053,446
Accounts receivable	503,176
Accounts receivable - GNOF	29,935
Prepaid expenses	<u>16,738</u>
TOTAL CURRENT ASSETS	1,603,295
Restricted assets:	
Cash and cash equivalents	158,798
Right-of-use asset – financing lease, net of accumulated amortization	479,387
Capital assets:	
Depreciable, net of accumulated depreciation	<u>121,602</u>
TOTAL ASSETS	<u>2,363,082</u>
LIABILITIES	
Accounts payable and accrued expenses	340,000
Financing lease liability - current	<u>71,002</u>
TOTAL CURRENT LIABILITIES	411,002
Financing lease liability – long term	<u>408,387</u>
TOTAL LIABILITIES	<u>819,389</u>
NET POSITION	
Net investment in capital assets	121,602
Restricted	362,467
Unrestricted	<u>1,059,624</u>
TOTAL NET POSITION	<u>\$ 1,543,693</u>

JEFFERSON COUNCIL ON AGING, INC.

STATEMENT OF ACTIVITIES For the Year Ended June 30, 2023

Functions/Programs	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position Total Governmental Activities
				Program Revenues		
Governmental Activities:						
Health, Welfare and Social Services:						
Supportive Services:						
Personal Care	\$ 35,608	\$ -	\$ -	\$ 37,000	\$ -	\$ 1,392
Adult Day Health Care	-	-	-	4,824	-	4,824
Homemaker	34,523	-	-	63,000	-	28,477
Legal Assistance	17,794	-	-	14,924	-	(2,870)
Material Aid	28,916	-	-	28,916	-	-
Senior Employment Training	486,753	21,246	-	507,999	-	-
Recreation and Education	504	-	-	272	-	(232)
Transportation	897,317	69,324	435,056	180,190	-	(351,395)
Nutritional Services:						
Congregate Meals	635,331	42,882	-	680,082	-	1,869
Home Delivered Meals	1,827,697	205,351	-	1,414,274	-	(618,774)
Information and Assistance	408,661	97,969	-	336,584	-	(170,046)
In-Home Respite Care	13,585	-	-	8,763	-	(4,822)
Preventive Health	7,817	206	-	20,923	-	12,900
Senior Center Operations	1,658,797	163,315	-	561,473	-	(1,260,639)
Administration and other	1,144,399	(600,293)	-	490,101	-	(54,005)
Total governmental activities	\$ 7,197,702	\$ -	\$ 435,056	\$ 4,349,325	\$ -	(2,413,321)
General Revenues:						
Local governments						623,445
Grants not restricted to specific programs						1,632,987
Fund Raising-Endowment donations and interest						6,530
Unrestricted investment earnings						47,197
Miscellaneous						34,314
Total general revenues						2,344,473
Change in net position						(68,848)
Net position:						
Beginning of the year						1,612,541
End of the year						\$ 1,543,693

**FUND FINANCIAL STATEMENTS -
GOVERNMENTAL FUNDS**

JEFFERSON COUNCIL ON AGING, INC.
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2023

	General Fund	Title III B Supportive Services Fund	Title III C-1 Congregate Meals Fund	Title III C-2 Home-Delivered Meals Fund	Title V - Senior Community Service Employment Program Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS								
Cash and cash equivalents	\$ 1,053,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,053,446
Accounts receivable	138,125	-	17,666	70,668	238,210	-	38,507	503,176
Accounts receivable - GNOF	29,935	-	-	-	-	-	-	29,935
Prepaid expenditures	16,738	-	-	-	-	-	-	16,738
Due from other funds	325,931	23,789	-	-	-	18,511	385,340	753,571
Restricted assets:								
Cash and cash equivalents	158,798	-	-	-	-	-	-	158,798
TOTAL ASSETS	\$ 1,722,973	\$ 23,789	\$ 17,666	\$ 70,668	\$ 238,210	\$ 18,511	\$ 423,847	\$ 2,515,664
LIABILITIES								
Accounts payable and accrued expenditures	\$ 76,911	\$ 23,789	\$ 7,411	\$ 42,184	\$ 8,448	\$ 18,511	\$ 162,748	\$ 340,002
Due to other funds	427,640	-	10,255	28,484	229,762	-	57,430	753,571
TOTAL LIABILITIES	504,551	23,789	17,666	70,668	238,210	18,511	220,178	1,093,573
FUND BALANCES								
Nonspendable:								
Not in spendable form	16,738	-	-	-	-	-	-	16,738
Restricted	158,798	-	-	-	-	-	114,891	273,689
Assigned	500,000	-	-	-	-	-	-	500,000
Unassigned	542,886	-	-	-	-	-	88,778	631,664
TOTAL FUND BALANCES	1,218,422	-	-	-	-	-	203,669	1,422,091
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,722,973	\$ 23,789	\$ 17,666	\$ 70,668	\$ 238,210	\$ 18,511	\$ 423,847	\$ 2,515,664

The accompanying notes are an integral part of this statement.

JEFFERSON COUNCIL ON AGING, INC.
 RECONCILIATION OF THE GOVERNMENTAL FUNDS
 BALANCE SHEET TO THE STATEMENT OF NET POSITION
 June 30, 2023

Amounts reported for governmental activities
 in the statement of net position are different because:

Fund Balances - Governmental Funds		\$ 1,422,091
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Right-of-use assets used in governmental
 activities are not financial resources and; therefore,
 are not reported in the governmental funds:

Right-of-use asset – financing lease	\$ 486,139		
Less: accumulated amortization	<u>(6,752)</u>		479,387

Capital assets used in governmental activities
 are not financial resources and; therefore,
 are not reported in the governmental funds:

Governmental capital assets	\$ 905,583		
Less: accumulated depreciation	<u>(783,981)</u>		121,602

Liabilities that are not due and payable in the current period
 are not reported in the governmental funds balance sheet;
 however, the liabilities are recorded in the statement of
 net position.

Lease obligations		<u>(479,387)</u>
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Net Position of Governmental Activities		<u>\$ 1,543,693</u>
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JEFFERSON COUNCIL ON AGING, INC.
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2023

	General Fund	Title III B Supportive Services Fund	Title III C-1 Congregate Meals Fund	Title III C-2 Home-Delivered Meals Fund	Title V - Senior Community Service Employment Program Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES								
Intergovernmental:								
State of Louisiana:								
Office of Elderly Affairs	\$ 254,350	\$ 547,663	\$ 316,453	\$ 664,877	\$ 507,999	\$ 561,473	\$ 1,002,521	\$ 3,855,336
Department of Insurance	5,004	-	-	-	-	-	-	5,004
Local governments	618,441	-	40,435	489,565	-	-	-	1,148,441
Charges for services	435,056	-	-	-	-	-	-	435,056
Interest income	53,727	-	-	-	-	-	-	53,727
Public support:								
Client contributions	141,855	3,790	5,893	32,133	-	13,025	52,569	249,265
Miscellaneous	34,309	2	-	-	-	-	4	34,315
In-kind contributions	-	-	315,432	-	-	1,032,278	-	1,347,710
TOTAL REVENUES	1,542,742	551,455	678,213	1,186,575	507,999	1,606,776	1,055,094	7,128,854
EXPENDITURES								
Current:								
Health and welfare:								
Salaries	235,637	126,259	121,238	604,210	437,994	457,670	324,802	2,307,810
Fringe	38,018	29,962	24,589	94,128	43,334	97,713	83,926	411,670
Travel	527	1,518	132	152,871	1,351	3,082	4,992	164,473
Operating services	211,759	31,057	37,438	115,873	22,461	137,595	90,132	646,315
Operating supplies	56,699	4,101	2,011	23,152	2,733	54,439	13,613	156,748
Other costs	219,174	523,020	-	1,100	17	34,135	61,984	839,430
Meals	-	-	177,152	1,040,657	-	-	-	1,217,809
Capital outlay	8,181	237	221	1,057	109	24,640	2,464	36,909
In-kind expenditures	-	-	315,432	-	-	1,032,278	-	1,347,710
TOTAL EXPENDITURES	769,995	716,154	678,213	2,033,048	507,999	1,841,552	581,913	7,128,874
Excess (deficiency) of revenues over expenditures	772,747	(164,699)	-	(846,473)	-	(234,776)	473,181	(20)
OTHER FINANCING SOURCES (USES)								
Operating transfers in	15,660	164,699	-	846,473	-	239,751	175,529	1,442,112
Operating transfers out	(689,290)	-	-	-	-	(4,975)	(747,847)	(1,442,112)
TOTAL OTHER FINANCING SOURCES (USES)	(673,630)	164,699	-	846,473	-	234,776	(572,318)	-
Net change in fund balance	99,117	-	-	-	-	-	(99,137)	(20)
Fund balances, beginning	1,119,305	-	-	-	-	-	302,806	1,422,111
Fund balances, ending	<u>\$ 1,218,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 203,669</u>	<u>\$ 1,422,091</u>

The accompanying notes are an integral part of this statement.

JEFFERSON COUNCIL ON AGING, INC.
 RECONCILIATION OF THE STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCES OF
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
 For the Year Ended June 30, 2023

Amounts reported for governmental activities in the statement of activities are different because:

Net Change in Fund Balances - Total Governmental Funds	\$	(20)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of some assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period:

Capital outlays	\$ 34,017		
Depreciation expense	<u>(102,845)</u>	<u>(68,828)</u>	
Change in Net Position of Governmental Activities		<u>\$ (68,848)</u>	

**NOTES TO THE PRIMARY GOVERNMENT
BASIC FINANCIAL STATEMENTS**

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting policies of Jefferson Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. The Council applies GASB Statement No. 62 – “Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements,” as amended by GASB Statement No. 66 – “Technical Corrections – 2012 – an amendment of GASB Nos. 10 & 62”. This statement supersedes GASB Statement No. 20, “Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting” by bringing governmental accounting and financial literature together in one place, thereby eliminating the need to subjectively determine which FASB and AICPA pronouncement provisions apply to state and local governments.

The Council follows GASB Statement No. 76 – “The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.” The objective of this statement is to identify, in the context of the current governmental financial reporting environment, the hierarchy of generally accepted accounting principles (GAAP). The “GAAP hierarchy” consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. This statement supersedes GASB Statement No. 55 – “The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.”

The following is a summary of certain significant accounting policies used by the Council:

Purpose of the Council on Aging

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people in Jefferson Parish (the Parish); to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the Parish and State; to provide for the mutual exchange of ideas and information on the Parish and State level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services of other local agencies serving the aging people of the Parish; to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly and to make recommendations relevant to the planning and delivery of services to the elderly of the Parish.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Purpose of the Council on Aging - Continued

Specific services provided by the Council to the elderly residents of the Parish include providing congregate and home delivered meals, nutritional education, information and referral services, prescription assistance, insurance counseling, benefits and options counseling, outreach, material aid, in-home respite, personal care, support groups, public education, senior centers, homemakers, recreation, legal assistance, wellness and transportation.

Reporting Entity

In 1964, the State of Louisiana passed Act 456 authorizing the charter of a voluntary Council on Aging for the welfare of the aging people in each parish of Louisiana. In 1979, the Louisiana Legislature created the Governor's Office of Elderly Affairs (GOEA) (La. R.S. 46:931) with the specific intention to administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary Councils on Aging.

Before a Council on Aging can begin operations in a specific parish, its application for a charter must receive approval from GOEA pursuant to Louisiana Revised Statute (La. R.S.) 46:1602. Each Council on Aging in Louisiana must comply with the state laws that apply to quasi-public agencies as well as the policies and regulations established by GOEA.

The Council is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on June 23, 1970 and subsequently incorporated on September 10, 1971 under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes.

A board of directors, who serve two three-year terms, governs the Council. The Board of Directors consists of 15 members. The Board is comprised of representatives of the Parish's general public that represent all sections of the Parish and that are drawn from, but not limited to, civic organizations, governmental agencies, business and religious groups, Jefferson Parish School Board and Jefferson Parish Government, and State Government officials representing Jefferson Parish. Board members are elected by the General Membership of the Council during its annual meeting. In the event of an interim vacancy, however, the Board may upon recommendation of its Nominating Committee, appoint a new Board member to fill the unexpired term of the vacancy, provided the General Membership ratifies the continuance of the appointment at its next annual meeting.

Based on the criteria set forth in GASB Statement No. 14 (as amended by GASB Statement No. 61), *The Financial Reporting Entity*, the Council is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in this statement, the Council has presented its financial statements as a special purpose, stand-alone government; accordingly, it is applying the provisions of GASB Statement No. 61 as if it were a primary government.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Basis of Presentation of the Basic Financial Statements

The Council's basic financial statements consist of "government-wide" financial statements on all activities of the Council, which are designed to report the Council as a whole entity, and "fund" financial statements, whose purpose are to report individual major governmental funds and combined non-major governmental funds.

Both the government-wide and fund financial statements categorize primary activities as either "governmental" or "business" type. The Council's functions and programs have all been categorized as "governmental" activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the government-wide financial statements do not include any of these activities or funds.

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities for all activities of the Council. As a general rule, the effect of interfund activity has been eliminated from these statements. The government-wide presentation focuses primarily on the sustainability of the Council as an entity and the change in its net position (financial position) resulting from the activities of the current fiscal year. Governmental activities generally are supported by intergovernmental revenues and property tax revenues.

In the government-wide Statement of Net Position only one column of numbers has been presented. The amounts are presented on a consolidated basis and represent only governmental type activities.

The Statement of Net Position has been prepared on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net position is reported in three parts – net investment in capital assets, restricted and unrestricted.

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues such as, intergovernmental revenues, property taxes, and unrestricted public support, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its costs. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Government-Wide Financial Statements - Continued

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas the Council allocates its indirect expenses among various functions and programs in accordance with the Uniform Guidance. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses", GOEA provides administrative grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA administrative funds are allocated to the Council's other functions and programs.

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Contributions, property taxes, grants, interest income, special event, fundraising, and miscellaneous revenues that are not properly included among program revenues are reported instead as general revenues in this statement. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence, and are separately reported below general revenues. There were no special items this year.

Fund Financial Statements

The fund financial statements present financial information that is very similar to that which was included in the general-purpose financial statements issued by governmental entities before GASB Statement No. 34 required the format change.

The daily accounts and operations of the Council continue to be organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities.

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

The Council uses governmental fund types. The focus of the governmental funds' measurement (in the fund statements) is on determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues, or expenditures are at least 10% of the corresponding total for all funds of that category or type.

In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The non-major funds are summarized by category or fund type into a single column in the fund financial statements.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund Financial Statements -Continued

Governmental fund equity is called the fund balance. Fund balance is further classified on a hierarchy that shows, from the highest to the lowest, the level or form of constraints on fund balance, and accordingly, the extent to which the Council is bound to honor them: nonspendable, restricted, committed, assigned and unassigned.

The following is a description of the governmental funds of the Council:

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

Previous financial reporting standards do not include guidance for reporting those financial elements, which are distinct from assets and liabilities. Concepts Statement No. 4 also identifies net position as the residual of all other elements presented in a statement of financial position. This Statement amends the net asset reporting requirements in GASB Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments, and other pronouncements by incorporating deferred outflows of resources and deferred inflows of resources into the definitions of the required components of the residual measure and by renaming that measure as net position, rather than net assets.

The following are brief descriptions of the programs that comprise the Council's General Fund:

Senior Health Insurance Information Program (SHIIP)

This program is used to account for the expenditures associated with the Council's sponsorship of SHIIP. This program provides health insurance counseling to seniors in Jefferson Parish.

Endowment

This fund is used to account for contributions and interest generated in the Endowment.

Fund Development

The purpose of this function is to initiate and maintain fundraising efforts within the community, as well as securing grants that would provide supplemental funding for various needed services for the elderly.

Transportation

This fund is used to account for the operations of the transportation program which provides nutrition and social rides to program participants. Any deficits incurred in this program are absorbed by the Council's discretionary funds.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Fund Financial Statements – Continued

Local

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unassigned, which means they may be used at management's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditure, are generally recorded in the local program. Because these funds are mostly unassigned, they are often transferred to other programs and funds to eliminate deficits in cases where the expenditures of the other programs and funds exceeded their revenues.

Parish Council on Aging (PCOA)

Parish Council on Aging (PCOA) funds are appropriated for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council may use these "Act 735" funds at its discretion in any program provided the program is benefiting people who are at least 60 years old. In fiscal year ended June 30, 2023, the Council transferred its PCOA funds to Title III B, Title III C-2, Senior Centers, ADRC, SenioRx, and SHIIP to provide additional funds to pay for program expenditures.

Other Major Governmental Funds

Title III B - Supportive Services Fund

Title III B funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. The Title III B Supportive Services Fund accounts for funds used to provide various units of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III B program. Specific supportive social services include, among other things, in-home services, community services and legal assistance for the elderly.

Title III C-I - Congregate Meals Fund

Title III C-I funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. The Title III C-I Congregate Meals Fund accounts for funds used to provide nutritional, congregate meals to people age 60 or older in strategically located centers throughout Jefferson Parish.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE I – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Other Major Governmental Funds - Continued

Title III C-2 – Home-Delivered Meals Fund

Title III C-2 funds are provided by the United States Department of Health and Human Services - Administration on Aging to the Louisiana Governor's Office of Elderly Affairs which "passes through" the funds to the Council. The Title III C-2 Home Delivered Meals Fund accounts for funds used to provide nutritional meals to homebound people who are age 60 or older.

Title V - Senior Community Service Employment Program Fund

The Title V - Senior Community Service Employment Program Fund is used to account for the payment and reimbursement of expenses incurred in the operation of the Title V program. Included in these expenses are salaries paid for program participants whose salaries are being paid by funds provided through this program. The Council operates this program in Jefferson and Plaquemines Parishes.

Senior Center Fund

Senior Center funds are 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 with the community.

Non-Major Governmental Funds - Special Revenue Funds

Title III C - Area Agency Administration Fund (AAA)

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

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various councils on aging throughout the State to be used to supplement the primary grant for senior centers. The Council was one of the parish councils to receive a supplemental grant of \$233,320. The Governor's Office of Elderly Affairs provided these funds to the Council. For the year ended June 30, 2023, these funds included \$233,320 for senior center operations.

Private Pay Meals

The Private Pay Meals Fund has a fund balance of \$85,344 at June 30, 2023 to provide assistance to the Council's Title III C-2 Program.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE I – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Non-Major Governmental Funds - Special Revenue Funds - Continued

Nutritional Services Incentive Program Fund (NSIP)

The Nutritional Services Incentive Program Fund (NSIP) is used to account for the administration of NSIP funds provided by the Administration on Aging, U.S. Department of Health and Human Services, to GOEA, which in turn "passes through" the funds to the Council. GOEA distributes NSIP funds to each parish council on aging in Louisiana based on how many meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. Using this formula, the Council receives from GOEA approximately 70 cents per congregate and home-delivered meal it serves. The primary purpose of the NSIP reimbursement is to provide money to buy food that will be used in the preparation of congregate and home-delivered meals under nutrition service programs. The food that is purchased for these purposes must be of United States origin or be commodities from the United States Department of Agriculture. The fund balance of \$29,547 at June 30, 2023 is to be used to fund the raw food costs components for the year ending June 30, 2024.

Title III D - Disease Prevention and Health Promotion Services Fund

The Title III D Fund accounts for funds used for wellness, which includes disease prevention and health promotion activities.

Title III E - National Family Caregiver Support Fund

The Title III E Fund accounts for funds relating to the National Family Caregiver Support program. The National Family Caregiver Support program is designed to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers. This program targets older, low-income individuals. Specific types of services that are provided by this program include: Adult Day Health Care, Material Aid, Respite Care, and Information and Assistance. Eligible participants include (1) adult family members, or another adult person, who provides uncompensated in-home and community care to an older person who needs supportive services or (2) grandparents, or a person 60 years of age or older, who is related to a child by blood or marriage and (1) lives with the child, (2) is the primary caregiver, and (3) has a legal relationship to the child or is raising the child informally.

GiveNOLA Fund

The Council received funding of \$1,869 through GiveNOLA donations to provide assistance to areas of greatest need.

Aging and Disability Resource Center Grant Fund (ADRC)

The Council entered into a contract with the GOEA to provide information and assistance that would improve the health, independence and quality of life to adults living with disabilities, senior citizens, or caregivers. The contract included the parishes of Jefferson, St. Charles, St. James, and St. John.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Non-Major Governmental Funds - Special Revenue Funds – Continued

Medicare Improvements for Patients and Providers Act Fund (MIPPA)

The Council received GOEA funding of \$10,685 to provide outreach services and assistance to seniors in the enrollment process for the Low-Income Subsidy program, Medicare Savings program, and Medicare Part D program.

Sipping with Santa Fund

The Sipping with Santa Fund has no fund balance remaining after transferring \$27,105 at June 30, 2023 to provide assistance to the Council's Title III C-1 and Title III C-2 programs.

Capital One Senior Well-Being Fund

The Capital One Senior Well-Being Fund has a fund balance of \$2,929 at June 30, 2023 to provide assistance to the Council's Title III B and Title III C-2 programs.

United Way

The Council received funding of \$40,200 to offset future food costs associated with the Title III C-2 program.

No Wrong Door Fund

The Council received GOEA funding of \$11,900 for the ADRC program.

State Public Health (STPH)

The Council received GOEA funding of \$246,576 for the period of 7/1/2022 to 6/30/2024 to recruit, hire, and train public health workers to respond to COVID-19 and prepare for future public health challenges. The total award amount for the current fiscal year was \$123,288.

Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Government-wide Financial Statements - Accrual Basis

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund Financial Statements - Modified Accrual Basis

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both 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. For this purpose, the Council considers revenues to be available if they are collected within 60 days of year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation is a cost that is not recognized in the governmental funds.

Interfund Activity

In the fund financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be repaid. In the government-wide financial statements, transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net position.

Cash and Cash Equivalents

Cash and cash equivalents include not only currency on hand, but also demand deposits and money market funds with banks or other financial institutions. For purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose.

Accounts Receivable

The financial statements for the Council do not contain an allowance for uncollectible receivables because management believes all amounts will be collected. However, if management becomes aware of information that would change its assessment about the collectability of any receivable, management would write off the receivable as a bad debt at that time.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Investments

GASB Statement No. 31 requires the Council to report its investments at fair value in the Statement of Net Position, except for investments in non-participating interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates.

This type of investment is reported using a cost-based measure, provided the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. The Council had no investments at June 30, 2023.

Prepaid Expenses/Expenditures

Prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits. In the fund financial statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed.

This method of accounting for prepaid expenditures helps assure the Council's management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of the fund balance of the General Fund has been shown as nonspendable to reflect the amount of fund balance not currently available for expenditures.

Capital Assets

The accounting and reporting treatment used for capital assets depends on whether the capital assets are reported in the government-wide financial statements or the fund financial statements.

Government-Wide Financial Statements

Capital assets are long-lived assets purchased or acquired with an original cost of at least \$1,000 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the government-wide Statement of Net Position. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation.

Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expensed as incurred.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Capital Assets - Continued

Government-Wide Financial Statements - Continued

For capital assets recorded in the government-wide financial statements, depreciation is computed and recorded using the straight-line method for the asset's estimated useful life. The Council follows a guideline issued by the State of Louisiana's Office of Statewide Reporting and Accounting to establish the useful lives of the various types of capital assets that are depreciated and the method used to calculate annual depreciation. Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

Furniture and equipment	3 to 12 years
Vehicles	5 years

When calculating depreciation, the State's guideline assumes that capital assets will not have any salvage value and that a full year's worth of depreciation will be taken in the year the capital assets are placed in service or disposed.

Fund Financial Statements

In the fund financial statements, capital assets used in the Council's operations are accounted for as capital outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

Non-Current (Long-term) Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the government-wide financial statements, all non-current liabilities that will be repaid from governmental resources are reported as liabilities in the government-wide statements. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented anywhere else in these statements. The Council had no non-current liabilities at June 30, 2023.

Compensated Absences

The Council's policies for vacation leave permit employees to accumulate earned but unused vacation leave. Accordingly, a liability for the unpaid vacation leave has been recorded in the government-wide financial statements. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect as of June 30, 2023.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Compensated Absences - Continued

The Council's sick leave policy does not provide for the vesting of sick leave. There are no sick leave amounts paid for any unused sick leave upon termination of employment. Accordingly, no amounts have been accrued as unpaid compensated absences in the government-wide financial statements relative to sick leave.

Advances from Funding Agency

Advances from funding agency represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agency at the end of the grant period. Grant funds due back to the funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. The Council did not have advances from funding agencies payable at June 30, 2023.

Net Position in the Government-Wide Financial Statements

In the government-wide Statement of Net Position, the Net Position amount is classified and displayed in three components:

- Net investment in capital assets - This component consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets.
- Restricted net position - This component consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- Unrestricted net position - This component consists of all other net position that does not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use in a specific program or for a specific purpose, the Council's policy is to use restricted resources first to finance its activities, except for nutrition services. When providing nutrition services, revenues earned by the Council under its NSIP contract with GOEA can only be used to pay for the raw food component of each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the NSIP revenues when paying for nutrition program costs.

Quite often, unrestricted resources are available for use that must be consumed or they will have to be returned to the grantor agency. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, in this case, the Council will depart from its usual policy of using restricted resources first.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund Equity - Fund Financial Statements

Governmental fund equity is classified as fund balance. The Council applies GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purpose for which resources can be used:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Management has classified \$16,738 of prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of resources are either:
 - Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; or
 - Imposed by law through constitutional provisions or enabling legislation.

Unspent NSIP funds of \$29,547 within the Council's Fund have been classified as restricted because of spending constraints placed upon this money by GOEA. Endowment funds of \$158,798 have been classified as restricted due to constraints of the donor. Private Pay Meals funds of \$85,344, the State Public Health Fund of \$85,849, and Capital One Senior Well-Being funds of \$2,929 have been classified as restricted as well due to constraints placed upon this money by the donors.

- **Committed:** This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's Board of Directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the Board of Directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of year-end.
- **Assigned:** This classification includes spendable amounts that are reported in governmental funds other than the General Fund, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose in accordance with the provisions of GASB Statement No. 54. The intent of an assigned fund balance should be expressed by either the Council's Board of Directors, or a subordinate high-level body, such as a finance committee, or an official, such as the executive director, that has the authority to assign amounts to be used for specific purposes. The Council's management assigned \$500,000 of funds at June 30, 2023.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 1 – PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund Equity - Fund Financial Statements – Continued

- Unassigned: This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

When fund balance resources are available for a specific purpose in multiple classifications, the Council would use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, it reserves the right to selectively spend unassigned resources first and to defer the use of other classified funds.

Management's Use of Estimates

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

Allocation of Indirect Expenses

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct expenses of the Administration function. GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula based primarily on the relationship the direct cost a program bears to the direct cost of all programs. There are some programs that cannot absorb any indirect expense allocation according to their grant, contract, or donor restrictions.

Elimination and Reclassifications

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities' column.

NOTE 2 – REVENUE RECOGNITION

Revenues are recorded in the government-wide financial statements when they are earned under the accrual basis of accounting. Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees (charges for services), and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support, fund-raisers, and miscellaneous revenues are often difficult to measure; therefore, they are generally recorded as revenue in the period received.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 3 – CASH AND CASH EQUIVALENTS

The Council is a quasi-governmental entity, which is not required to comply with Louisiana laws relating to collateralization of cash. The Council, however, utilizes a promontory account with an insured cash sweep service to obtain collateralization for cash at financial institutions which is in excess of the FDIC insurance. The insured cash sweep service will place the funds into deposit accounts at FDIC-insured banks in increments below the standard FDIC insurance maximum (\$250,000) so that both principal and interest are eligible for FDIC insurance.

The year-end bank balances of deposits and the carrying amounts as shown on the Statement of Net Position and Governmental Fund Balance Sheet are as follows:

	<u>Bank Balances</u>	<u>Reported Balances</u>
Cash and cash equivalents	\$ 1,249,329	\$ 1,212,244
Total	<u>\$ 1,249,329</u>	<u>\$ 1,212,244</u>

Custodial credit risk is the risk that in the event of a bank failure, the Council's deposits may not be returned to it. The Council has written a policy for custodial credit risk. As of June 30, 2023, none of the Council's bank balances of \$1,249,329 were exposed to custodial credit risk. These deposits were insured through an insured cash sweep service.

A reconciliation of deposits and investments as shown in the statement of net position as follows:

Cash on hand	\$	2,300
Reported amount of deposits		<u>1,209,944</u>
Total		<u>\$ 1,212,244</u>
Classified as:		
Cash and cash equivalents	\$	1,053,446
Restricted assets:		
Cash and cash equivalents		<u>158,798</u>
Total	\$	<u>1,212,244</u>

Short-term Investments

The Council's primary purpose for investing is to earn interest income on money that management has determined to be in excess of immediate cash needs. Although it is not required by law to comply with the State of Louisiana's investment laws, the Council's management has elected to follow Louisiana Revised Statute 33:2955, which lists the types of investments in which a political subdivision may invest its temporarily idle funds. The Council had no investments at June 30, 2023.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2023 were as follows:

	<u>GOEA</u>	<u>Jefferson Parish</u>	<u>Other</u>	<u>Total Receivables</u>
General Fund	\$ -	\$ 130,968	\$ 7,157	\$ 138,125
Title III C-1 Congregate Meals Fund	-	17,666	-	17,666
Title III C-2 Home Delivered Meals Fund	-	70,668	-	70,668
Title V Senior Community Service Employment Program Fund	238,210	-	-	238,210
MIPPA	8,960	-	-	8,960
NSIP	29,547	-	-	29,547
	<u>\$ 276,717</u>	<u>\$ 219,302</u>	<u>\$ 7,157</u>	<u>\$ 503,176</u>

NOTE 5 – ACCOUNT RECEIVABLE – GNOF

During the 2019 fiscal year, JCOA invested \$25,000 from the assigned fund balance with the Greater New Orleans Foundation (GNOF). These funds are held by the Greater New Orleans Foundation to benefit the Organization. As of June 30, 2023, the fair value of the amount invested was \$29,935. Realized and unrealized gains (losses) on investments are reported net of related investment expenses in the Statement of Activities. A minimal amount of expenses are netted with revenues for the year ended June 30, 2023.

NOTE 6 – CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION

A summary of changes in capital assets and accumulated depreciation is as follows:

<u>Capital Assets Being Depreciated</u>	<u>Balances 7/1/2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balances 6/30/2023</u>
Capital Assets				
Furniture and equipment	\$ 302,321	\$ 34,017	\$ -	\$ 336,338
Vehicles	<u>569,245</u>	<u>-</u>	<u>-</u>	<u>569,245</u>
Total Capital Assets	871,566	34,017	-	905,583
Less Accumulated Depreciation				
Furniture and equipment	(291,270)	(6,316)	-	(297,586)
Vehicles	<u>(389,866)</u>	<u>(96,529)</u>	<u>-</u>	<u>(486,395)</u>
Total Accumulated Depreciation	<u>(681,136)</u>	<u>(102,845)</u>	<u>-</u>	<u>(783,981)</u>
Capital Assets, Net of Depreciation	<u>\$ 190,430</u>	<u>\$ (68,828)</u>	<u>\$ -</u>	<u>\$ 121,602</u>

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 6 – CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION – CONTINUED

Depreciation expense of \$102,845 was charged to governmental activities as follows:

Health, Welfare, and Social Services:

Supportive Services:	
Recreation and Education	\$ 210
Transportation	96,529
Information and Assistance	347
Senior Center Operations	3,960
Administration and Other	<u>1,799</u>
Total	<u>\$ 102,845</u>

NOTE 7 – GOVERNMENTAL FUND - GENERAL FUND PROGRAM - ENDOWMENT

This represents funds that are subject to restrictions of the donor requiring in perpetuity that the principal be invested in order to generate income sufficient to supplement funding of existing programs operated by the Council, or to create new programs, as authorized by the Board of Directors. At this time, the Board of Directors has agreed to reinvest earnings generated from the Endowment principal into the Endowment principal to facilitate the growth of principal. The balance restricted for endowment totaled \$158,798 at June 30, 2023.

NOTE 8 – GOVERNMENTAL FUND - GENERAL FUND PROGRAM - LOCAL WORKING CAPITAL RESERVE

This represents funds that will be used to phase out programs in the event normal funding is delayed or canceled by either legislative action or policy changes. The funds may be used to cover short-term emergencies. The working capital assigned totaled \$500,000 at June 30, 2023.

NOTE 9 – FUND BALANCES - FUND FINANCIAL STATEMENTS

As of June 30, 2023, the following special revenue funds had a remaining fund balance. Usually, the fund balances of the special revenue funds are cleared out as of June 30, 2023 to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants. However, there are exceptions to these policies.

The Council had \$85,849 of fund balance in the State Public Health Program Fund. The fund balance will be used to fund training for the year ending June 30, 2024.

The Council had \$29,547 of fund balance in the Nutritional Services Incentive Program Fund. The fund balance will be used to fund the raw food cost components for the year ending June 30, 2024.

The Council had \$85,344 of fund balance in the Private Pay Meals Fund. The fund balance will be used to help fund the Title III C-2 program.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 9 – FUND BALANCES - FUND FINANCIAL STATEMENTS - CONTINUED

The Council had \$2,929 of fund balance in the Capital One Senior Well-Being Fund. The fund balance will be used as needed to fund future costs associated with the Title III E program for the year ending June 30, 2024.

NOTE 10 – IN-KIND CONTRIBUTIONS

Jefferson Council on Aging, Inc. received in-kind contributions during the year in the nature of contributed facilities. Contributed facilities were recorded at the estimated rental value of the facilities and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on excess of revenues over expenditures.

Donated professional services of volunteers and contributed goods are recorded as revenues and expenditures at estimated fair values based upon valuation rates and job classifications developed by the Council.

For the year ended June 30, 2023, in-kind revenues and expenditures were recorded by funds as follows:

	Fair Value of Rent	Donations and Contributions	Total
Title III C-I - Congregate Meals Fund	\$ 315,432	\$ -	\$ 315,432
Senior Center Fund	920,401	111,877	1,032,278
Totals	\$ 1,235,833	\$ 111,877	\$ 1,347,710

The following in-kind services were not reported in the financial statements because they did not meet the criteria of professional services:

Home Delivered Meals – Volunteer Services – Drivers	\$ 26,865
Congregate Volunteers	6,970
General Volunteers – Activity Leaders	87,385
Total	\$ 121,220

NOTE 11 – CHANGES IN COMPENSATED ABSENCES

For purposes of the Statement of Net Position, the Council has presented all of its accumulated unpaid vacation leave as a current liability. This is because vested amounts are expected to be used before the end of the next fiscal year. The following is a schedule of the net change that occurred in the Council's compensated absences account during the year ended June 30, 2023.

Balance at July 1, 2022	\$ 42,985
Net increase in vested leave	10,403
Balance at June 30, 2023	\$ 53,388

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 12 – FINANCING LEASE ASSET AND LIABILITY

The Council leased its main office space through a noncancelable lease agreement that expired on May 31, 2023. The Council entered into a new noncancelable lease agreement beginning June 1, 2023 that expires May 31, 2029. The Council recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements. At the commencement of a lease, the Council initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over the term of the lease.

Key estimates and judgments related to leases include how the Council determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The Council uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the Council generally uses the risk free rate as the discount rate for leases.
- The lease term includes the noncancelable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the Council is reasonably certain to exercise.

The Council monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

The Council records a lease asset for the net present value of the minimum lease payments not yet paid of \$486,138, less accumulated amortization of \$6,751 at June 30, 2023.

Right-of-Use Assets	Beginning Balance	Additions	Deletions	Ending Balance
Finance lease	\$ 165,635	\$ 486,138	\$ (165,635)	\$ 486,138
Less: accumulated amortization	<u>(86,418)</u>	<u>(6,751)</u>	<u>86,418</u>	<u>(6,751)</u>
Right-of-use Asset, Net of Amortization	<u>\$ 79,217</u>	<u>\$ 479,387</u>	<u>\$ (79,217)</u>	<u>\$ 479,387</u>

Amortization of the right-of-use asset for the year ended June 30, 2023 was \$6,751 and is included in operating services expense in the accompanying financial statements.

The balance of \$71,002 is due within one year. The remainder of the balance totals \$408,385, net imputed interest of \$55,025 at June 30, 2023.

NOTE 13 – BOARD OF DIRECTORS COMPENSATION

The Board of Directors is a voluntary board. Board members do not receive compensation. Board members can submit an expense request form for out-of-pocket expenses that are in accordance with the Council's travel reimbursement policy.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 14 – INCOME TAX STATUS

The Council, a non-profit corporation, is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code and as an organization that is not a private foundation as defined in Section 509(a) of the Code. The Council is also exempt from Louisiana income tax.

The Council is not required to file a Form 990 because it has been determined to be an “affiliate of a governmental unit” within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 CB. 418. However, the Council has voluntarily decided to file a Form 990 for the year ended June 30, 2023 in order to pursue additional grant funding.

The Council recognizes the tax benefit from uncertain tax positions only if it is “more likely than not” the tax position will be sustained on examination by the taxing authorities. To the extent the Council’s assessment of such tax positions change, the change will be recorded in the period in which the determination is made. No adjustments were required for the year ended June 30, 2023. The June 30, 2020, 2021 and 2022 Form 990s remain subject to examination by the taxing authorities. The June 30, 2023 Form 990 has not been filed as of the audit report date.

NOTE 15 – JUDGMENTS, CLAIMS, AND SIMILAR CONTINGENCIES

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; officer and directors’ liability; business interruption; natural disasters; and volunteer liability. Except for business interruption and certain acts of God, the Council has purchased commercial insurance, with deductibles ranging from \$0 to \$1,000, to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council’s insurance coverage.

NOTE 16 – CONTINGENCIES - GRANT PROGRAMS

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable as of June 30, 2023 might be impaired. In management’s opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

NOTE 17 – ECONOMIC DEPENDENCY

The Council receives the majority of its revenue from a Parish property tax assessment and through grants administered by the Louisiana Governor’s Office of Elderly Affairs (GOEA). The grant amounts are appropriated each year by the federal and state governments.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 17 – ECONOMIC DEPENDENCY - CONTINUED

If significant budget cuts are made at the federal and/or state level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will significantly affect the amount of funds the Council will receive in fiscal year 2024 relating to its grant awards.

NOTE 18 – RELATED PARTY TRANSACTIONS

There were no related party transactions during the year ended June 30, 2023.

NOTE 19 - INTERFUND RECEIVABLES AND PAYABLES - FUND FINANCIAL STATEMENTS

Because the Council receives its grant revenues primarily on a cost reimbursement basis, it has to pay for costs using its General Fund money and then request reimbursement under the various grant programs. As a result, the manner in which cash is spent and received creates short-term interfund loans.

A summary of these interfund loans as of June 30, 2023 is as follows:

	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 325,931	\$ 427,640
Total for the General Fund	325,931	427,640
Title III B – Supportive Services Fund	23,789	-
Title III C-1 – Congregate Meals Fund	-	10,255
Title III C-2 – Home Delivered Meals Fund	-	28,484
Title V – Senior Community Service Employment Program Fund	-	229,762
Senior Center Fund	18,511	-
Nonmajor Governmental Funds	<u>385,340</u>	<u>57,430</u>
Totals	<u>\$ 753,571</u>	<u>\$ 753,571</u>

The balances above resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 20 – INTERFUND TRANSFERS

Operating transfers in and out are listed by fund for the year ended June 30, 2023 as follows:

	Operating Transfers	
	In	Out
<u>General Fund</u>		
SHIIP	\$ 18,622	\$ -
Local	4,975	247,786
PCOA	-	449,441
Less: Interfund transfers	(7,937)	(7,937)
Total for the General Fund	15,660	689,290
<u>Major Governmental Funds</u>		
Title III B – Supportive Services Fund	164,699	-
Title III C-2 – Home Delivered Meals Fund	846,473	-
Senior Center Fund	239,751	4,975
<u>Nonmajor Governmental Funds</u>		
Title III C – Area Agency Administration Fund	-	19,570
NSIP Fund	-	266,443
Title III D – Disease Prevention and Health Promotion Services Fund	-	12,900
Title III E – National Family Caregiver Support Fund	44,312	38,827
Supplemental Senior Center Fund	-	233,320
MIPPA	-	10,685
United Way	-	80,400
Aging and Disability Resource Center Grant Fund	131,217	
No Wrong Door	-	11,900
Capital One Senior Well-Being Fund	-	5,000
Give NOLA	-	19,280
Sipping with Santa Fund	-	27,105
Private Pay Meals	-	22,417
Total for Nonmajor Governmental Funds	175,529	747,847
Total	\$ 1,442,112	\$ 1,442,112

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and to (b) use unrestricted revenues collected in the General Fund and certain Special Revenue Funds to finance various programs accounted for in other funds in accordance with budgetary authorizations.

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023

NOTE 21 – EMPLOYEE RETIREMENT PLAN

In 2019, the Council began offering a defined contribution 401(k) profit-sharing plan which covers substantially all employees, except Home-Delivered Meal Drivers. Participant contributions are based on compensation and the employer may make a matching contribution. For the year ended June 30, 2023, the Council made matching contributions in the amount of \$56,818.

NOTE 22 – SUBSEQUENT EVENTS

The Council has evaluated subsequent events through the date the financial statements were available to be issued, which corresponds with the date of the independent auditors' report.

No material subsequent events have occurred since June 30, 2023, that require recognition or disclosure in these financial statements.

**REQUIRED SUPPLEMENTARY
INFORMATION**

JEFFERSON COUNCIL ON AGING, INC.

REQUIRED SUPPLEMENTARY INFORMATION -
BUDGETARY COMPARISON SCHEDULE -
GENERAL FUND

For the Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 728,943	\$ 723,700	\$ 877,795	\$ 154,095
Charges for services	499,719	462,830	435,056	(27,774)
Interest income	-	-	53,727	53,727
Public support	82,079	83,851	141,855	58,004
Miscellaneous	27,462	14,741	34,309	19,568
Total revenues	1,338,203	1,285,122	1,542,742	257,620
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	251,048	241,161	235,637	5,524
Fringe	54,515	46,936	38,018	8,918
Travel	7,973	9,176	527	8,649
Operating services	246,493	229,136	211,759	17,377
Operating supplies	26,862	24,977	56,699	(31,722)
Other costs	280,000	280,000	219,174	60,826
Capital outlay	-	-	8,181	(8,181)
Total expenditures	866,891	831,386	769,995	61,391
Excess of revenues over expenditures	471,312	453,736	772,747	319,011
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	12,996	15,660	2,664
Operating transfers out	(471,312)	(466,732)	(689,290)	(222,558)
Total other financing uses	(471,312)	(453,736)	(673,630)	(219,894)
NET CHANGE IN FUND BALANCE	-	-	99,117	99,117
Fund Balance				
Beginning of year	1,119,305	1,119,305	1,119,305	-
End of year	\$ 1,119,305	\$ 1,119,305	\$ 1,218,422	\$ 99,117

JEFFERSON COUNCIL ON AGING, INC.

REQUIRED SUPPLEMENTARY INFORMATION -
BUDGETARY COMPARISON SCHEDULE -
TITLE III B – SUPPORTIVE SERVICES FUND
For the Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 444,124	\$ 444,124	\$ 547,663	\$ 103,539
Public support	-	-	3,790	3,790
Miscellaneous	-	-	2	2
Total revenues	444,124	444,124	551,455	107,331
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	109,946	112,799	126,259	(13,460)
Fringe	23,795	21,899	29,962	(8,063)
Travel	4,825	6,372	1,518	4,854
Operating services	26,309	28,650	31,057	(2,407)
Operating supplies	6,248	6,634	4,101	2,533
Other costs	614,657	577,767	523,020	54,747
Capital outlay	-	-	237	(237)
Total expenditures	785,780	754,121	716,154	37,967
Deficiency of revenues over expenditures	(341,656)	(309,997)	(164,699)	145,298
OTHER FINANCING SOURCES				
Operating transfers in	341,656	309,997	164,699	(145,298)
Total other financing sources	341,656	309,997	164,699	(145,298)
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

JEFFERSON COUNCIL ON AGING, INC.

REQUIRED SUPPLEMENTARY INFORMATION –
 BUDGETARY COMPARISON SCHEDULE -
 TITLE III C-1 – CONGREGATE MEALS FUND
 For the Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 456,512	\$ 440,511	\$ 356,888	\$ (83,623)
Public Support	5,500	5,500	5,893	393
In-kind contributions	<u>277,087</u>	<u>258,176</u>	<u>315,432</u>	<u>57,256</u>
Total revenues	739,099	704,187	678,213	(25,974)
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	181,003	170,491	121,238	49,253
Fringe	39,171	33,096	24,589	8,507
Travel	260	296	132	164
Operating services	37,186	37,854	37,438	416
Operating supplies	6,992	6,874	2,011	4,863
Meals	197,400	197,400	177,152	20,248
Capital outlay	-	-	221	(221)
In-kind expenditures	<u>277,087</u>	<u>258,176</u>	<u>315,432</u>	<u>(57,256)</u>
Total expenditures	<u>739,099</u>	<u>704,187</u>	<u>678,213</u>	<u>25,974</u>
Excess of revenues over expenditures	-	-	-	-
OTHER FINANCING SOURCES				
Operating transfers in	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE				
Beginning of year	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

JEFFERSON COUNCIL ON AGING, INC.

REQUIRED SUPPLEMENTARY INFORMATION –
 BUDGETARY COMPARISON SCHEDULE -
 TITLE III C-2 – HOME DELIVERED MEALS FUND
 For the Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance With
	Original	Final		Final Budget Positive (Negative)
REVENUES				
Intergovernmental	\$ 1,183,183	\$ 1,196,464	\$ 1,154,442	\$ (42,022)
Public support	38,500	38,500	32,133	(6,367)
In-kind contributions	26,865	14,925	-	(14,925)
Total revenues	1,248,548	1,249,889	1,186,575	(63,314)
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	571,699	559,145	604,210	(45,065)
Fringe	123,720	108,565	94,128	14,437
Travel	96,681	127,787	152,871	(25,084)
Operating services	67,252	73,528	115,873	(42,345)
Operating supplies	14,972	15,275	23,152	(7,877)
Other costs	-	-	1,100	(1,100)
Meals	905,600	905,600	1,040,657	(135,057)
Capital outlay	-	-	1,057	(1,057)
In-kind expenditures	26,865	14,925	-	14,925
Total expenditures	1,806,789	1,804,825	2,033,048	(228,223)
Deficiency of revenues over expenditures	(558,241)	(554,936)	(846,473)	(291,537)
OTHER FINANCING SOURCES				
Operating transfers in	558,241	554,936	846,473	291,537
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

JEFFERSON COUNCIL ON AGING, INC.
 REQUIRED SUPPLEMENTARY INFORMATION -
 BUDGETARY COMPARISON SCHEDULE -
 TITLE V - SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM FUND
 For the Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
REVENUES				
Intergovernmental	\$ 560,147	\$ 560,147	\$ 507,999	\$ (52,148)
Total Revenues	560,147	560,147	507,999	(52,148)
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	485,360	481,066	437,994	43,072
Fringe	46,448	48,350	43,334	5,016
Travel	1,980	1,686	1,351	335
Operating services	20,745	21,345	22,461	(1,116)
Operating supplies	5,514	7,600	2,733	4,867
Other costs	100	100	17	83
Capital outlay	-	-	109	(109)
Total Expenditures	560,147	560,147	507,999	52,148
Excess of Revenues Over Expenditures	-	-	-	-
OTHER FINANCING SOURCES				
Operating transfers in	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

JEFFERSON COUNCIL ON AGING, INC.

REQUIRED SUPPLEMENTARY INFORMATION – BUDGETARY COMPARISON SCHEDULE - SENIOR CENTER FUND

For the Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance With Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 547,336	\$ 561,473	\$ 561,473	\$ -
Public support	-	-	13,025	13,025
In-kind contributions	998,517	890,684	1,032,278	141,594
Total revenues	1,545,853	1,452,157	1,606,776	154,619
EXPENDITURES				
Current:				
Health and welfare:				
Salaries	456,588	451,147	457,670	(6,523)
Fringe	98,873	87,622	97,713	(10,091)
Travel	7,002	9,024	3,082	5,942
Operating services	144,311	150,527	137,595	12,932
Operating supplies	63,025	62,618	54,439	8,179
Other costs	34,000	34,000	34,135	(135)
Capital outlay	-	-	24,640	(24,640)
In-kind expenditures	998,517	890,684	1,032,278	(141,594)
Total expenditures	1,802,316	1,685,622	1,841,552	(155,930)
Deficiency of revenues over expenditures	(256,463)	(233,465)	(234,776)	(1,311)
OTHER FINANCING SOURCES (USES)				
Operating transfers out	-	-	(4,975)	(4,975)
Operating transfers in	256,463	233,465	239,751	6,286
Total other financing uses	256,463	233,465	234,776	1,311
NET CHANGE IN FUND BALANCE	-	-	-	-
FUND BALANCE				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

JEFFERSON COUNCIL ON AGING, INC.
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2023

NOTE I - BUDGETARY REPORTING

The budget information presented in this section of required supplementary information applies to "major" governmental funds for which annual budgets were adopted. Budgetary information for "nonmajor" funds has not been included anywhere in these financial statements.

The Council follows these procedures in establishing the budgetary data that has been presented as required supplementary information in these financial statements.

- The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for its programs.
- Management projects property tax revenues based on past trends and data available at the Parish Assessor's office to form expectations of future revenues.
- The revenue information supplied by GOEA and the Parish Assessor are considered by management along with revenue projections of grants from other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information has been obtained to project revenues and expenditures, the Council's Controller prepares a proposed budget based on the projections, in consultation with the Council's Executive Director. The proposed budget is reviewed and approved by the Council's Finance Committee before it is submitted to the Board of Directors for approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting held before May 31 of the current fiscal year.
- The adopted budget is forwarded to GOEA for compliance approval.
- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under federal matching programs. The "match" might be made in one year and the vehicles delivered in another year.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

JEFFERSON COUNCIL ON AGING, INC.
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION - CONTINUED
June 30, 2023

NOTE I - BUDGETARY REPORTING - CONTINUED

Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts. Management amended the Council's budget during the year ended June 30, 2023, which was approved by the Board of Directors on April 25, 2023.

Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.

The Council may transfer funds between line items in its budget as often as required but must obtain compliance approval from the Governor's Office of Elderly Affairs (GOEA) for funds received under grants from this agency. As part of its grant compliance, GOEA requires the Council to amend its budget in cases where actual costs for a particular line item exceed the budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.

Expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.

The Council is not required by state or local law to prepare a budget for every program or activity it conducts. Accordingly, some activities may not be budgeted, particularly if they are deemed to be immaterial by management.

OTHER SUPPLEMENTARY INFORMATION

JEFFERSON COUNCIL ON AGING, INC.
COMBINING BALANCE SHEET - GOVERNMENTAL FUND -
GENERAL FUND PROGRAMS
June 30, 2023

	Senior Health Insurance Information Program	Endowment	Fund Development	Transportation	Local	PCOA	Total General Fund
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 1,053,446	\$ -	\$ 1,053,446
Accounts receivable	558	-	-	94	137,473	-	138,125
Accounts receivable - GNOF	-	-	-	-	29,935	-	29,935
Prepaid expenditures	-	-	-	-	16,738	-	16,738
Due from other funds	-	-	1,339	7,235	317,357	-	325,931
Restricted assets:							
Cash and cash equivalents	-	158,798	-	-	-	-	158,798
TOTAL ASSETS	\$ 558	\$ 158,798	\$ 1,339	\$ 7,329	\$ 1,554,949	\$ -	\$ 1,722,973
LIABILITIES							
Accounts payable and accrued expenditures	\$ 282	\$ -	\$ 1,339	\$ 7,329	\$ 67,961	\$ -	\$ 76,911
Due to other funds	276	-	-	-	427,364	-	427,640
TOTAL LIABILITIES	558	-	1,339	7,329	495,325	-	504,551
FUND BALANCES							
Nonspendable:							
Not in spendable form	-	-	-	-	16,738	-	16,738
Restricted	-	158,798	-	-	-	-	158,798
Assigned	-	-	-	-	500,000	-	500,000
Unassigned	-	-	-	-	542,886	-	542,886
TOTAL FUND BALANCES	-	158,798	-	-	1,059,624	-	1,218,422
TOTAL LIABILITIES AND FUND BALANCES	\$ 558	\$ 158,798	\$ 1,339	\$ 7,329	\$ 1,554,949	\$ -	\$ 1,722,973

See Accompanying Independent Auditors' Report.

JEFFERSON COUNCIL ON AGING, INC.
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND - GENERAL FUND PROGRAMS
For the Year Ended June 30, 2023

	Senior Health Insurance Information Program	Endowment	Fund Development	Transportation	Local	PCOA	Interfund Eliminations	Total General Fund
REVENUES								
Intergovernmental:								
State of Louisiana:								
Office of Elderly Affairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,350	\$ -	\$ 254,350
Department of Insurance	5,004	-	-	-	-	-	-	5,004
Local governments	-	-	-	-	618,441	-	-	618,441
Charges for services	-	-	-	435,056	-	-	-	435,056
Interest income	-	6,530	-	-	47,197	-	-	53,727
Public support:								
Client contributions	-	-	51,841	-	90,014	-	-	141,855
Miscellaneous	-	-	-	-	34,309	-	-	34,309
TOTAL REVENUES	5,004	6,530	51,841	435,056	789,961	254,350	-	1,542,742
EXPENDITURES								
Current:								
Health and welfare:								
Salaries	14,049	-	-	221,588	-	-	-	235,637
Fringe	1,894	-	-	36,124	-	-	-	38,018
Travel	72	-	-	455	-	-	-	527
Operating services	7,361	-	30,675	170,328	3,394	1	-	211,759
Operating supplies	222	-	21,166	2,315	26,433	6,563	-	56,699
Other costs	4	-	-	3,889	215,281	-	-	219,174
Capital outlay	24	-	-	357	7,800	-	-	8,181
TOTAL EXPENDITURES	23,626	-	51,841	435,056	252,908	6,564	-	769,995
Excess (deficiency) of revenues over expenditures	(18,622)	6,530	-	-	537,053	247,786	-	772,747
OTHER FINANCING SOURCES (USES)								
Operating transfers in	18,622	-	-	-	4,975	-	(7,937)	15,660
Operating transfers out	-	-	-	-	(449,441)	(247,786)	7,937	(689,290)
TOTAL OTHER FINANCING SOURCES (USES)	18,622	-	-	-	(444,466)	(247,786)	-	(673,630)
Net change in fund balances	-	6,530	-	-	92,587	-	-	99,117
Fund balances, beginning	-	152,268	-	-	967,037	-	-	1,119,305
Fund balances, ending	<u>\$ -</u>	<u>\$ 158,798</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,059,624</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,218,422</u>

See Accompanying Independent Auditors' Report.

JEFFERSON COUNCIL ON AGING, INC.
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS
June 30, 2023

	Title III C Area Agency Administration Fund	Nutritional Services Incentive Program Fund	Title III D - Disease Prevention and Health Promotion Services Fund	Title III E - National Family Caregiver Support Fund	Supplemental Senior Center Fund	Medicare Improvements for Patients and Providers Act	Private Pay Meals Fund
ASSETS							
Accounts receivable	\$ -	\$ 29,547	\$ -	\$ -	\$ -	\$ 8,960	\$ -
Due from other funds	4,947	-	5,770	148,700	-	-	85,344
TOTAL ASSETS	\$ 4,947	\$ 29,547	\$ 5,770	\$ 148,700	\$ -	\$ 8,960	\$ 85,344
LIABILITIES							
Accounts payable and accrued expenditures	\$ 4,947	\$ -	\$ 5,770	\$ 148,700	\$ -	\$ 8,960	\$ -
Due to other funds	-	-	-	-	-	-	-
TOTAL LIABILITIES	4,947	-	5,770	148,700	-	8,960	-
FUND BALANCES							
Restricted	-	29,547	-	-	-	-	85,344
Unassigned	-	-	-	-	-	-	-
TOTAL FUND BALANCES	-	29,547	-	-	-	-	85,344
TOTAL LIABILITIES AND FUND BALANCES	\$ 4,947	\$ 29,547	\$ 5,770	\$ 148,700	\$ -	\$ 8,960	\$ 85,344

JEFFERSON COUNCIL ON AGING, INC.
COMBINING BALANCE SHEET
NON MAJOR GOVERNMENTAL FUNDS - CONTINUED
June 30, 2023

	Capital One Senior Well-Being Fund	United Way	Aging and Disability Resource Center Grant Fund	State Public Health Fund	GiveNOLA Fund	Sipping with Santa Fund	No Wrong Door Fund	Total Nonmajor Governmental Funds
ASSETS								
Accounts receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,507
Due from other funds	3,404	-	50,794	86,381	-	-	-	385,340
TOTAL ASSETS	\$ 3,404	\$ -	\$ 50,794	\$ 86,381	\$ -	\$ -	\$ -	\$ 423,847
LIABILITIES								
Accounts payable and accrued expenditures	\$ 475	\$ -	\$ 2,324	\$ 532	\$ -	\$ -	\$ -	\$ 162,748
Due to other funds	-	-	48,470	-	-	-	-	57,430
TOTAL LIABILITIES	475	-	50,794	532	-	-	-	220,178
FUND BALANCES								
Restricted	-	-	-	-	-	-	-	114,891
Unassigned	2,929	-	-	85,849	-	-	-	88,778
TOTAL FUND BALANCES	2,929	-	-	85,849	-	-	-	203,669
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,404	\$ -	\$ 50,794	\$ 86,381	\$ -	\$ -	\$ -	\$ 423,847

See Accompanying Independent Auditors' Report.

JEFFERSON COUNCIL ON AGING, INC.
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended June 30, 2023

	Title III C Area Agency Administration Fund	Nutritional Services Incentive Program Fund	Title III D -Disease Prevention and Health Promotion Services Fund	Title III E - National Family Caregiver Support Fund	Supplemental Senior Center Fund	Medicare Improvements for Patients and Providers Act Fund	Private Pay Meals Fund
REVENUES							
Intergovernmental:							
State of Louisiana:							
Office of Elderly Affairs	\$ 181,061	\$ 187,499	\$ 20,923	\$ 118,906	\$ 233,320	\$ 10,685	\$ -
Public support:							
Client contributions	-	-	-	-	-	-	-
Miscellaneous	-	-	-	3	-	-	-
TOTAL REVENUES	181,061	187,499	20,923	118,909	233,320	10,685	-
EXPENDITURES							
Current:							
Health and welfare:							
Salaries	96,815	-	556	40,402	-	-	-
Fringe	25,036	-	144	10,332	-	-	-
Travel	3,958	-	-	35	-	-	-
Operating services	33,212	-	350	12,466	-	-	-
Operating supplies	2,236	-	6,972	229	-	-	-
Other costs	49	-	-	60,853	-	-	-
Capital outlay	185	-	1	77	-	-	-
TOTAL EXPENDITURES	161,491	-	8,023	124,394	-	-	-
Excess (deficiency) of revenues over expenditures	19,570	187,499	12,900	(5,485)	233,320	10,685	-
OTHER FINANCING SOURCES (USES)							
Operating transfers in	-	-	-	44,312	-	-	-
Operating transfers out	(19,570)	(266,443)	(12,900)	(38,827)	(233,320)	(10,685)	(22,417)
TOTAL OTHER FINANCING SOURCES (USES)	(19,570)	(266,443)	(12,900)	5,485	(233,320)	(10,685)	(22,417)
Net change in fund balances	-	(78,944)	-	-	-	-	(22,417)
Fund balances, beginning	-	108,491	-	-	-	-	107,761
Fund balances, ending	<u>\$ -</u>	<u>\$ 29,547</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,344</u>

JEFFERSON COUNCIL ON AGING, INC.
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS - CONTINUED
For the Year Ended June 30, 2023

	Capital One Senior Well-Being Fund	United Way	Aging and Disability Resource Center Grant Fund	STPH	GiveNOLA Fund	Sipping with Santa Fund	No Wrong Door Fund	Total Nonmajor Governmental Funds
REVENUES								
Intergovernmental:								
State of Louisiana:								
Office of Elderly Affairs	\$ -	\$ -	\$ 114,939	\$ 123,288	\$ -	\$ -	\$ 11,900	\$ 1,002,521
Public support:								
Client contributions	10,000	40,200	500	-	1,869	-	-	52,569
Miscellaneous	-	-	1	-	-	-	-	4
TOTAL REVENUES	10,000	40,200	115,440	123,288	1,869	-	11,900	1,055,094
EXPENDITURES								
Current:								
Health and welfare:								
Salaries	-	-	161,639	25,390	-	-	-	324,802
Fringe	-	-	41,834	6,580	-	-	-	83,926
Travel	-	-	751	248	-	-	-	4,992
Operating services	3,909	-	37,830	2,365	-	-	-	90,132
Operating supplies	-	-	3,810	366	-	-	-	13,613
Other costs	-	-	48	1,034	-	-	-	61,984
Capital outlay	-	-	745	1,456	-	-	-	2,464
TOTAL EXPENDITURES	3,909	-	246,657	37,439	-	-	-	581,913
Excess (deficiency) of revenues over expenditures	6,091	40,200	(131,217)	85,849	1,869	-	11,900	473,181
OTHER FINANCING SOURCES (USES)								
Operating transfers in	-	-	131,217	-	-	-	-	175,529
Operating transfers out	(5,000)	(80,400)	-	-	(19,280)	(27,105)	(11,900)	(747,847)
TOTAL OTHER FINANCING SOURCES (USES)	(5,000)	(80,400)	131,217	-	(19,280)	(27,105)	(11,900)	(572,318)
Net change in fund balances	1,091	(40,200)	-	85,849	(17,411)	(27,105)	-	(99,137)
Fund balances, beginning	1,838	40,200	-	-	17,411	27,105	-	302,806
Fund balances, ending	\$ 2,929	\$ -	\$ -	\$ 85,849	\$ -	\$ -	\$ -	\$ 203,669

See Accompanying Independent Auditors' Report.

JEFFERSON COUNCIL ON AGING. INC.
COMPARATIVE STATEMENT OF CAPITAL ASSETS AND
CHANGES IN CAPITAL ASSETS
For the Year Ended June 30, 2023

	<u>Balance</u> <u>06/30/22</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>06/30/23</u>
CAPITAL ASSETS, AT COST				
Furniture and equipment	\$ 302,321	\$ 34,017	\$ -	\$ 336,338
Vehicles	<u>569,245</u>	<u>-</u>	<u>-</u>	<u>569,245</u>
Total Capital Assets	<u>\$ 871,566</u>	<u>\$ 34,017</u>	<u>\$ -</u>	<u>\$ 905,583</u>
INVESTMENT IN CAPITAL ASSETS				
General Fund	\$ 137,869	\$ 10,617	\$ -	\$ 148,486
Supplemental Senior Center	210,993	23,400	-	234,393
PCOA	16,514	-	-	16,514
SenioRx	1,229	-	-	1,229
Transportation	429,485	-	-	429,485
Local Funds	44,273	-	-	44,273
Entergy Grant	17,225	-	-	17,225
Title III C - Area Agency Administration Fund	1,019	-	-	1,019
Title III B – Supportive Services Fund	1,517	-	-	1,517
Aging and Disability Resource Center Grant	<u>11,442</u>	<u>-</u>	<u>-</u>	<u>11,442</u>
Total Investment in Capital Assets	<u>\$ 871,566</u>	<u>\$ 34,017</u>	<u>\$ -</u>	<u>\$ 905,583</u>

JEFFERSON COUNCIL ON AGING, INC.

UNITS OF SERVICE

For the Years Ended June 30, 2023 and 2022

(Unaudited)

	Units	
	<u>2023</u>	<u>2022</u>
TITLE III B - SUPPORTIVE SERVICES FUND:		
Homemaker	1,973	2,138
Information and Assistance	2,229	2,385
Legal Assistance	636	312
Outreach	9	7
Personal Care	2,035	1,960
Telephoning	1,254	1,285
Transportation	19,727	12,599
TITLE III C-1 - CONGREGATE MEALS FUND:		
Congregate Meals	34,576	27,574
Nutrition Education	600	600
TITLE III C-2 - HOME DELIVERED MEALS FUND:		
Home Delivered Meals	265,146	292,473
TITLE III D – PREVENTIVE HEALTH FUND:		
Wellness	290	-
TITLE III E - NATIONAL FAMILY CAREGIVER PROGRAM FUND:		
Information and Assistance	304	382
In-Home Respite	779	1,146
Material Aid	1,146	1,139
Public Education	8	8

JEFFERSON COUNCIL ON AGING, INC.
SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD
For the Year Ended June 30, 2023

Agency Head:	Albert Robichaux, CEO
Salary	\$ 107,108
Benefits – insurance	334
Benefits – retirement	11,055
Cellphone	755
Travel	1,380
Conference travel	625
Registration Fees	<u>543</u>
Total	<u>\$ 121,800</u>

OTHER REPORTS

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

To the Board of Directors
Jefferson Council on Aging, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Jefferson Council on Aging, Inc. (the Council) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements and have issued our report thereon dated December 12, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Council's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we do not express an opinion on the effectiveness of the Council's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. 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 one instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2023-001.

Jefferson Council on Aging, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Council's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The Council's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Kushner LaGraize L.L.C.

Metairie, Louisiana
December 12, 2023

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors,
Jefferson Council on Aging, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Jefferson Council on Aging, Inc.'s (the Council) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Council's major federal programs for the year ended June 30, 2023. The Council's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Council complied in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Council's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Council's federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Council's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Council's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Council's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Council's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 12, 2023

JEFFERSON COUNCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor Program Title or Cluster Title	Award Number	Federal AL Number	Passed through to Subrecipients	Federal Expenditures
U.S. Department of Labor - Employment and Training Administration				
Passed through the Louisiana Governor's Office of Elderly Affairs:				
Title V - Senior Community Service Employment Program	4400024934	17.235	\$ -	\$ 457,199
Total Department of Labor			-	457,199
U.S. Department of Health and Human Services - Administration for Community Living				
Passed through the Louisiana Governor's Office of Elderly Affairs: Aging Cluster for Special Programs for the Aging				
Title III, Part B - Supportive Services and Senior Centers	4400024397	93.044	-	320,384
COVID-19 American Rescue Plan – Title III, Part B Supportive Services and Senior Centers	4400023563	93.044	-	88,008
COVID-19 - State Public Health	4400024218	93.044	-	37,439
Title III, Part C - Nutrition Services (Area Agency Administration)	4400024397	93.045	-	104,095
Title III, Part C-1 - Nutrition Services (Congregate Meals)	4400024397	93.045	-	275,478
Title III, Part C-2 - Nutrition Services (Home Delivered Meals)	4400024397	93.045	-	193,715
COVID-19 American Rescue Plan – Title III, Part C-2 Nutrition Services (Home Delivered Meals)	4400023563	93.045	-	202,363
COVID-19 American Rescue Plan - Title III, Part C – Nutrition Services (Area Agency Administration)	4400023563	93.045	-	31,701
Subtotal Title III, Part C			-	807,352
Nutritional Services Incentive Program	4400025735	93.053	-	187,499
Total Department of Health and Human Services – Administration for Community Living – Aging Cluster for Special Programs for the Aging			-	1,440,682
Title III, Part D - Disease Prevention and Health Promotion Services	4400024397	93.043	-	14,604
COVID-19 American Rescue Plan – Title III, Part D Disease Prevention and Health Promotion Services	4400023563	93.043	-	6,319

JEFFERSON COUNCIL ON AGING, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED
For the Year Ended June 30, 2023

<u>Federal Grantor/Pass-Through Grantor Program Title or Cluster Title</u>	<u>Federal Award Number</u>	<u>AL Number</u>	<u>Passed through to Subrecipients</u>	<u>Federal Expenditures</u>
Title III, Part E - National Family Caregiver Support Program	4400024397	93.052	-	75,323
COVID-19 American Rescue Plan – Title III, Part E - National Family Caregiver Support Program	4400023563	93.052	-	13,856
COVID-19 – Title IV and Title II – Discretionary Projects (ADRC)	4400019727	93.048	-	11,900
MIPPA – ADRC – Medicare Enrollment Assistance Program	4400023255	93.071	-	<u>10,685</u>
Total Department of Health and Human Services - Administration for Community Living			-	1,573,369
U.S. Department of Homeland Security				
Direct Program: COVID-19 - Emergency Food and Shelter National Board Program – Phase ARPA-R	ARPA-R	97.024	-	<u>80,400</u>
Total Department of Homeland Security			-	<u>80,400</u>
Total Expenditures of Federal Awards			<u>\$ -</u>	<u>\$ 2,110,968</u>

JEFFERSON COUNCIL ON AGING, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
June 30, 2023

NOTE 1 – BASIS OF PRESENTATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the Jefferson Council on Aging, Inc. and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Council, it is not intended to and does not present the net position and changes in net position of the Council. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of the basic financial statements.

NOTE 2 – NON-CASH ASSISTANCE

No federal awards were expended in the form of non-cash assistance during the year ended June 30, 2023.

NOTE 3 – UNSPENT FUNDS

There are \$29,547 of funds remaining from the fiscal year ended June 30, 2023, for Nutrition Services Incentive Program (NSIP) grant that remain unspent as of June 30, 2023. There are \$85,849 of funds remaining from the fiscal year ended June 30, 2023, for COVID-19 State Public Health.

NOTE 4 – INDIRECT COSTS

The Council has elected to use the 10% de minimus indirect cost rate for US DOTD reporting purposes for the year ended June 30, 2023.

JEFFERSON COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2023

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of Auditors' Report Issued: Unmodified

Internal Control Over Financial Reporting:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified? ___ Yes X None reported

Noncompliance material to financial statements noted? X Yes ___ No

Federal Awards

Internal Control Over Major Programs:

- Material weakness(es) identified? ___ Yes X No
- Significant deficiency(ies) identified? ___ Yes X None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ___ Yes X No

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program or Cluster</u>
93.044, 93.045, 93.053	Department of Health and Human Services – Administration for Community Living – Aging Cluster For Special Programs for the Aging.

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee Qualified as Low-Risk Auditee? X Yes ___ No

JEFFERSON COUNCIL ON AGING, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED
For the Year Ended June 30, 2023

SECTION II - FINANCIAL STATEMENT FINDINGS

2023-001

Criteria

Management is responsible for compliance with all applicable state laws and regulations. Louisiana Revised Statute 42:344 related to the “Prevention of Sexual Harassment”, requires each agency head to compile an annual report by February first of each year containing information from the previous calendar year regarding the agency’s compliance with their sexual harassment policies.

Condition

During our audit procedures, we noted the Council did not prepare the required report by February 1, 2023 during the year ended June 30, 2023.

Cause

This was the result of management not ensuring the report was prepared by February 1, 2023.

Effect

The Council may not be in compliance with Louisiana Revised Statute 42:344.

Recommendation

We recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management’s Response

Management concurs with the recommendation. See Management’s Corrective Action Plan.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None noted.

JEFFERSON COUNCIL ON AGING, INC.
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2023

SECTION I – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

2022-001 – Repeat noncompliance finding for the current fiscal year ended June 30, 2023. See 2023-001.

SECTION II – INTERNAL CONTROL AND COMPLIANCE MATERIAL TO FEDERAL AWARDS

None noted.

SECTION III – MANAGEMENT LETTER

Management concurs with the recommendation. See Management's Corrective Action Plan.



Area Agency on Aging for Jefferson Parish

December 12, 2023

Kushner LaGraize, L.L.C.
3330 West Esplanade Avenue, Suite 100
Metairie, LA 70002

Attention Audit Personnel,

The following comments and recommendations were received during the audit process. Please review our response and corrective action plan.

Audit Period: July 1, 2022 – June 30, 2023

FINANCIAL STATEMENT – AUDIT FINDING

Condition:

During your audit procedures, you noted the Council did not timely prepare the annual report by February 1, 2023, as required by Louisiana Revised Statute 42:344 related to the “Prevention of Sexual Harassment”, for the year ended December 31, 2022.

Recommendation:

You recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management’s Response:

JCOA realizes the severity of not complying with sexual harassment reporting provisions.

Management’s Corrective Action Plan:

JCOA’s Controller will now actively monitor this report’s status. This report will be correctly submitted for Calendar Year 2023. A recurring calendar reminder has been created for the beginning of January every year, to ensure this report is updated and issued yearly by its stated Feb. 1st deadline.

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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The Jefferson Council on Aging, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

The Jefferson Council on Aging, Inc. (the Council) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Examined the written policies and procedures regarding budgeting, without exception.

b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

Examined the written policies and procedures regarding purchasing, without exception.

c) **Disbursements**, including processing, reviewing, and approving.

Examined the written policies and procedures regarding disbursements, without exception.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Examined the written policies and procedures regarding receipts/collections, without exception.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Examined the written policies and procedures regarding payroll/personnel, without exception.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

Examined the written policies and procedures regarding contracting, without exception.

- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Examined written policies and procedures regarding credit cards, without exception.

- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Examined the written policies and procedures regarding payroll/personnel, without exception.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Examined the written policies and procedures regarding ethics, without exception.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Not applicable - The Council does not hold any debt.

- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Examined the written policies and procedures regarding information technology/business continuity, without exception.

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Examined the written policies and procedures regarding sexual harassment, without exception.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Per review of the Board minutes, the Board met bi-monthly throughout the year. No exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds.

Per review of the Board minutes, the minutes referenced the appropriate financial documents, without exception.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting

during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

N/A - no negative balances in the general unassigned fund balance.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Noted the Board minutes did not reference written corrective action plans or the progress of resolving prior year audit findings. We consider this an exception.

Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Obtained listing and management's representation that the listing is complete, without exception. Selected the main operating account and four other accounts.

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Noted evidence that all reconciliations tested were prepared within the appropriate time period, without exception.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Noted evidence of approval by Management on all reconciliations tested, without exception.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

N/A - no outstanding items over 12 months old identified.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Noted the Council has one deposit site, at JCOA's main office.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Per discussion with Management, JCOA has multiple cash collection locations: the 10 Senior Centers, JCOA main office, the meal distribution site at Westwego Sr. Center, and the HDM drivers also individually collect cash on their routes.

- a) Employees responsible for cash collections do not share cash drawers/registers.

Observed that no employees are required to share cash drawers/registers at the selected collection location, without exception.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

Observed that no employees responsible for cash collections are responsible for preparing/making bank deposits, without exception.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Observed that no employees responsible for cash collections are responsible for posting collection entries to the general ledger or subsidiary ledgers, without exception.

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Observed that no employees responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers are responsible for cash collections, without exception.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Examined copy of insurance policy covering employees, without exception.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.

N/A - The entity does not utilize a system with sequentially pre-numbered receipts.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Examined the collection report for all collections examined and traced the totals to the deposit slips, without exception.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

Traced deposit slip totals to the actual deposit per the bank statement, without exception.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Examined supporting documentation for 2 daily deposits. Noted that one deposit was not made within one week after collection. We consider this an exception.

- e) Trace the actual deposit per the bank statement to the general ledger.

Traced the actual deposit per the bank statement to the general ledger, without exception.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Per discussion with Management, the only location that processes payments is JCOA's main office.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- b) At least two employees are involved in processing and approving payments to vendors.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Noted proper segregation of duties for the responsibilities listed above, without exception.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

- a. Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

All disbursements examined matched the related original invoice/billing statement, without exception.

- b. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

All invoices examined included evidence of segregation of duties documented above, without exception.

11. Using the entity's main operating account and the month selected in Bank Reconciliations, randomly select 5 non-payroll related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by those persons authorized to disburse funds per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

All electronic disbursements examined included proper approval and number of authorized signers, without exception.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Randomly selected 5 cards that were used during the period and selected one monthly statement for each, without exception.

13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

For all statements selected, noted evidence of review and approval, with no exceptions.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Per review of the credit card statements, observed no finance charges on the statements tested, without exception.

14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

For the statements selected above, randomly selected 10 transactions (if less than 10, selected 100%) from each, noting no exceptions.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

Obtained listing of all travel and travel-related expense reimbursements for 2023 and management's representation that the list is complete.

- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Per review of the reimbursements tested, we noted the mileage rates used agreed with JCOA's policies and the Louisiana State rates, without exception.

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Per review of the reimbursements tested, we noted all mileage was supported by detail of the actual mileage driven, without exception.

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure # 1h).

All disbursements examined were supported by documentation of the business/public purpose and other documentation required by written policy, without exception.

- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

All disbursements examined were reviewed and approved, in writing, by someone other than the person receiving the reimbursement, without exception.

Contracts

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

Obtained complete listing of all applicable agreements/contracts and management's representation that the listing is complete, without exception.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

N/A – the Louisiana Public Bid Law was not applicable to the contracts examined.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).

Observed contracts & agreements were approved by the Board, without exception.

- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

N/A – no contracts examined were amended during the period.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

For each payment examined, noted each was in accordance with the applicable contract, without exception.

Payroll and Personnel

- 17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Obtained complete listing of all employees and officials employed during the fiscal period and management's representation that the listing is complete, without exception.

- 18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Noted all employees & officials tested documented their daily attendance and leave, without exception.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Noted attendance and leave for all employees & officials tested was approved by a supervisor, without exception.

- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Noted the leave for all employees/officials tested was reflected in cumulative leave records, without exception.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Noted the salary/pay rate paid to all employees/officials tested agreed to their personnel file, without exception.

- e) Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

For all selected employees that received termination payments during the fiscal period, noted that the employees' pay rates and cumulative leave records agreed, without exception.

- 19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Obtained management's representation that all employer required payroll related amounts were submitted and paid by their respective deadlines, without exception.

Ethics

- 20. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Observed documentation that 4 out of 5 employees tested completed one hour of ethics training during the year. We consider this an exception.

- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Per discussion with Management, there were no changes to the Council's ethics policies during the year.

- c. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Per Management, Renee has been appointed as the Council's ethics designee.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

N/A – the Council issued no debt during the period.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

N/A – the Council had no outstanding debt during the period as of June 30, 2023.

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Per Management, there was no misappropriation of public funds or assets during the fiscal period.

24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Observed that the Council has a fraud notice posted on its premises and website, without exception.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

- d) Randomly select 5 terminated employees (or all terminated employees if less than 5) and observe evidence that the selected terminated employees have been removed or disabled from the network.

Obtained and inspected documentation from IT service provider. Noted all 5 terminated employees selected had been removed or disabled from the network, without exception.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Observed documentation that 4 out of the 5 employees tested completed one hour of sexual harassment training during the year. We consider this an exception.

27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Observed that the Council has posted its sexual harassment on their website or premises, without exception.

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Per review of the Council's sexual harassment report, noted that the report was not dated on or before February 1, 2023. We consider this an exception.

We were engaged by the Council to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Council and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 12, 2023



December 12, 2023

**CORRECTIVE ACTION PLAN
STATEWIDE AGREED UPON PROCEDURES FINDINGS
June 30, 2023**

LOUISIANA STATE LEGISLATIVE AUDITOR

Jefferson Council on Aging, Inc. (the Council) respectfully submits to you the following Corrective Action Plan for the Louisiana Statewide Agreed Upon Procedures Findings – for the year ended June 30, 2023.

Kushner LaGraize, LLC
Certified Public Accountants and Consultants
3330 W. Esplanade Avenue – Suite 100
Metairie, LA 70002

Audit Period: July 1, 2022 – June 30, 2023

STATEWIDE AGREED UPON PROCEDURES – FINDINGS

Procedure Number:

2.d. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Condition:

Obtained and examined the Council's Board minutes, noting no mention of written corrective action plans or the progress of resolving audit findings. We consider this an exception.

Recommendation:

We recommend the Council document the dissemination and discussion of written corrective action plans and the progress of resolving audit findings in the Board minutes.

Management's Response:

The Council concurs with the recommendation suggested by our auditors and will comply. This year's audit finding consisted of one item, regarding the timely submission of a "Prevention of Sexual Harassment" annual report, due Feb. 1. This report's filing status will be discussed at both Board Meetings scheduled to occur between now and its due date.

Procedure Number:

7.d. Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Condition:

Examined two deposits and determined that one of the deposits was not made in a timely manner. We consider this an exception.

Recommendation:

We recommend the Council implement procedures to ensure deposits are made timely.

Management's Response:

The Council concurs with the recommendation suggested by our auditors and has implemented new procedures within our Accounting Dept. to ensure these deposits are made timely.

Procedure Number:

20. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain ethics documentation from management and observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Condition:

Observed documentation that 4 out of the 5 employees tested completed one hour of ethics training during the year. We consider this an exception.

Recommendation:

We recommend the Council implement procedures to ensure all employees complete one hour of ethics training during the year.

Management’s Response:

The Council concurs with the recommendation suggested by our auditors and has implemented new procedures to ensure all employees complete this mandatory training.

Procedure Number:

26. Using the 5 randomly selected employees/officials from procedure #17 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Condition:

Obtained documentation that 4 out of the 5 employees tested completed one hour of sexual harassment training during the year. We consider this an exception.

Recommendation:

We recommend the Council implement procedures to ensure all employees complete one hour of sexual harassment training during the year.

Management's Response:

The Council concurs with the recommendation suggested by our auditors and has implemented new procedures to ensure all employees complete this mandatory training.

Procedure Number:

28. Obtain the entity's Annual Sexual Harassment Report for the current fiscal period, observe that the report was dated on or before February 1st, and observe it includes the applicable requirements of R.S. 42:344:

- a. Number and percentage of public servants in the Agency who have completed the training requirements;
- b. Number of sexual harassment complaints received by the Agency;
- c. Number of complaints which resulted in a finding that sexual harassment occurred;
- d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e. Amount of time it took to resolve each complaint.

Condition:

Obtained and examined the Council's Annual Sexual Harassment Report for the period noting all the information listed above is included, without exception. However, noted the report was not dated on or before February 1st. We consider this an exception.

Recommendation:

We recommend the Council implement procedures to ensure this report is prepared timely as required by Louisiana Revised Statute 42:344.

Management's Response:

The Council concurs with the recommendation suggested by our auditors. The required report has been prepared and is now available for the public as the Statute requires. We have implemented procedures to ensure this report will be completed and available by February 1st in all future years in accordance with Louisiana Revised Statute 42:344.