

# **Winn Parish Council on Aging, Inc.**

**Annual Financial Report  
For the Year Ended June 30, 2020**



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November 24, 2020

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Winn Parish Council on Aging  
Winnfield, Louisiana

We have reviewed the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Winn Parish Council on Aging, Inc., as of and for the year ended June 30, 2020 and the related notes to the financial statements, which collectively comprise the Winn Parish Council on Aging's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

**Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.



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***INDEPENDENT ACCOUNTANTS' REPORT***

***NOVEMBER 24, 2020***

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**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the accompanying Managements' Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

**Supplemental Financial Information**

The supplementary information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have not audited or reviewed such information and we do not express an opinion, a conclusion, nor provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued our report dated November 24, 2020 on the results of our agreed-upon procedures.



Rozier, McKay & Willis  
Certified Public Accountants  
Alexandria, Louisiana

# ***Winn Parish Council on Aging***

## ***Management's Discussion and Analysis For the Year Ended June 30, 2020***

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This section of The Winn Parish Council on Aging, Inc.'s annual financial report presents our discussion and analysis of the Winn Parish Council on Aging's financial performance during the year ended June 30, 2020.

### **OVERVIEW OF FINANCIAL STATEMENTS**

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present The Winn Parish Council on Aging, Inc.'s financial position and results of operations from differing perspectives, which are described as follows:

#### **Government –Wide Financial Statements**

The government-wide financial statements report information about The Winn Parish Council on Aging as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of The Winn Parish Council on Aging's assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of The Winn Parish Council on Aging's programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

#### **Fund Financial Statements**

Fund financial statements provide detailed information regarding The Winn Parish Council on Aging's most significant activities and are not intended to provide information for The Winn Parish Council on Aging as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Winn Parish Council on Aging's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of The Winn Parish Council on Aging's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

### **FINANCIAL ANALYSIS OF THE WINN PARISH COUNCIL ON AGING AS A WHOLE**

Government-wide financial data for The Winn Parish Council on Aging are presented as follows:

#### **Net Position**

A condensed version of the government-wide Statement of Net Position is presented as follows:

# **Winn Parish Council on Aging**

## **Management's Discussion and Analysis For the Year Ended June 30, 2020**

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	<b>June 30,</b>	
	<b>2020</b>	<b>2019</b>
<b>Assets:</b>		
Current and Other Assets	\$ 164,110	\$ 66,620
Capital Assets	50,536	7,359
<b>Total Assets</b>	<b>214,646</b>	<b>73,979</b>
<b>Liabilities:</b>		
Current and Other Liabilities	14,688	8,451
Long-term Liabilities	7,391	4,645
<b>Total Liabilities</b>	<b>22,079</b>	<b>13,096</b>
<b>Net Position:</b>		
Invested in Capital Assets	50,536	7,359
Restricted	42,564	11,166
Unrestricted	99,467	42,358
<b>Total Net Position</b>	<b>\$ 192,567</b>	<b>\$ 60,883</b>

As the presentation appearing above demonstrates, a substantial portion of the net position (51.7%) is unrestricted and may be used to meet ongoing obligations. In addition, a large portion of the net position (26.2%) is invested in capital assets. The remaining net position (22.1%) is restricted for energy assistance.

### **Changes in Net Position**

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<b>June 30,</b>	
	<b>2020</b>	<b>2019</b>
<b>Revenues:</b>		
Program Revenue:		
Operating Grants and Contributions	\$ 196,491	\$ 141,428
Capital Grants and Contributions	34,695	---
General Revenue:		
Unrestricted Grants and Contributions	140,150	78,849
Miscellaneous	31,960	26,274
<b>Total Revenue</b>	<b>403,296</b>	<b>246,551</b>

# **Winn Parish Council on Aging**

## **Management's Discussion and Analysis For the Year Ended June 30, 2020**

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	<u>June 30,</u>	
	<u>2020</u>	<u>2019</u>
<b><u>Program Expenses:</u></b>		
Support Services	119,927	110,146
Nutrition Services	99,329	75,318
Utility Assistance	-	-
Caregiver Support	24,005	22,938
General Senior Activities and Administration	28,351	40,638
<u>Total Expenses</u>	<u>271,612</u>	<u>249,040</u>
Change in Net Position	131,684	(2,489)
<u>Net Position Beginning</u>	<u>60,883</u>	<u>63,372</u>
<u>Net Position Ending</u>	<u>\$ 192,567</u>	<u>\$ 60,883</u>

As presented above, The Winn Parish Council on Aging's net position increased as a result of additional funding that was available as a result of the pandemic.

### **FINANCIAL ANALYSIS OF THE WINN PARISH COUNCIL ON AGING'S FUNDS**

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference were the effects of timing differences related to reporting capital assets and long-term liabilities associated with providing vacation benefits to employees.

### **GENERAL FUND BUDGET HIGHLIGHTS**

Budget were adopted in the manner prescribed by State Law.

### **CAPITAL ASSET ADMINISTRATION**

In addition, to depreciating existing equipment and facilities, capital assets activity included the following acquisitions:

- An additional van was added.
- Food service equipment was purchased.

### **DEBT ADMINISTRATION**

For the year ended June 30, 2020, there were no outstanding debts and long-term liabilities were limited to the obligation to provide accrued vacation pay to vested employees.

### **FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS**

At the present time, no significant factors are expected to affect further operations.

# **Winn Parish Council on Aging, Inc.**

## **Statement of Net Position**

**June 30, 2020**

	<u>Governmental Activities</u>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$ 139,344
Receivables (net)	23,006
Prepaid Expenses	1,760
Capital Assets, Net of Accumulated Depreciation	
Non-Depreciable	-
Depreciable	<u>50,536</u>
<b>Total Assets</b>	<u>214,646</u>
<b><u>LIABILITIES</u></b>	
Accounts Payable	14,688
Compensated Absences	<u>7,391</u>
<b>Total Liabilities</b>	<u>22,079</u>
<b><u>NET POSITION</u></b>	
Invested in Capital Assets	50,536
Restricted For:	
Utility Assistance	11,166
Covid 19 Response	31,398
Unrestricted	<u>99,467</u>
<b>Total Net Position (deficit)</b>	<u>\$ 192,567</u>

The accompanying notes are an integral part of the financial statements.



**Winn Parish Council on Aging, Inc.**

**Statement of Activities**

**For the Year Ended June 30, 2020**

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Charges For Services</u>	<u>Program Revenue</u>		<u>Net (Expenses) Revenue and Changes in Net Position</u>
				<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
<b><u>Governmental Activities</u></b>						
Health and Welfare						
Support Services						
Other Services	\$ 3,046	\$ 1,775	\$ -	\$ 2,259	\$ -	\$ (2,562)
Information and Assistance	1,847	1,079	-	1,371	-	(1,555)
Outreach	69,354	37,213	-	49,938	-	(56,629)
Transportation	3,550	2,063	-	2,630	-	(2,983)
Nutrition Services						
Congregate Meals	31,974	14,211	-	49,218	-	3,033
Home Delivered Meals	36,010	17,134	-	35,294	-	(17,850)
Utility Assistance	-	-	-	-	-	-
National Family caregiver Support						
Respite Care	12,756	7,420	-	20,494	-	318
Other Services	2,422	1,407	-	3,889	-	60
Covid 19 Response	-	-	-	31,398	-	31,398
General Senior Activities and Administration	<u>110,653</u>	<u>(82,302)</u>	<u>-</u>	<u>-</u>	<u>34,695</u>	<u>6,344</u>
Total Governmental Activities	<u>271,612</u>	<u>-</u>	<u>-</u>	<u>196,491</u>	<u>34,695</u>	<u>(40,426)</u>
General Revenues						
Grants and Contributions not Restricted to Specific Programs						140,150
Miscellaneous						<u>31,960</u>
Total General Revenues						<u>172,110</u>
Change in Net Position						131,684
Net Position - Beginning						<u>60,883</u>
Net Position - Ending						<u>\$ 192,567</u>

The accompanying notes are an integral part of the financial statements.

**Winn Parish Council on Aging, Inc.**

**Balance Sheet - Governmental Funds**

**June 30, 2020**

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Covid 19	Other Governmental Funds	Total Governmental Funds
<b>Assets</b>								
Cash and Cash Equivalents	\$ 139,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,345
Receivables	-	3,433	8,817	8,723	2,032	-	-	23,005
Due From Other Funds	22,536	-	-	-	-	31,398	11,166	65,100
Prepaid Expenses	1,760	-	-	-	-	-	-	1,760
<b>Total assets</b>	<b>\$ 163,641</b>	<b>\$ 3,433</b>	<b>\$ 8,817</b>	<b>\$ 8,723</b>	<b>\$ 2,032</b>	<b>\$ 31,398</b>	<b>\$ 11,166</b>	<b>\$ 229,210</b>
<b>Liabilities and Fund Balance</b>								
<b>Liabilities</b>								
Accounts Payable	\$ 14,218	\$ -	\$ -	\$ 469	\$ -	\$ -	\$ -	\$ 14,687
Due to Other Funds	42,564	3,433	8,817	8,254	2,032	-	-	65,100
<b>Total liabilities</b>	<b>56,782</b>	<b>3,433</b>	<b>8,817</b>	<b>8,723</b>	<b>2,032</b>	<b>-</b>	<b>-</b>	<b>79,787</b>
<b>Fund Balance</b>								
Restricted for Energy Assistance	-	-	-	-	-	-	11,166	11,166
Restricted for Covid 19 Response	-	-	-	-	-	31,398	-	31,398
Unassigned	106,859	-	-	-	-	-	-	106,859
<b>Total Fund Balances</b>	<b>106,859</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>11,166</b>	<b>149,423</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 163,641</b>	<b>\$ 3,433</b>	<b>\$ 8,817</b>	<b>\$ 8,723</b>	<b>\$ 2,032</b>	<b>\$ 31,398</b>	<b>\$ 11,166</b>	<b>\$ 229,210</b>

The accompanying notes are an integral part of the financial statements.

# **Winn Parish Council on Aging, Inc.**

## **Reconciliation of Governmental Fund Balance to Net Position**

**June 30, 2020**

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Total Fund Balances - Governmental Funds	\$	149,423
Amounts reported for governmental activities in the statement of net position are different because:		
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		(7,392)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		<u>50,536</u>
Net Position of Governmental Activities	\$	<u>192,567</u>

The accompanying notes are an integral part of the financial statements.

**Winn Parish Council on Aging, Inc.**

**Statement of Revenue, Expenditures and Changes in  
Fund Balance - Governmental Funds  
For the Year Ended June 30, 2020**

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	Covid 19	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>								
Intergovernmental								
Governor's Office of Elderly Affairs								
Parish Council on Aging Funds	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Senior Center	25,694	-	-	-	-	-	-	25,694
Supplemental Senior Center	14,456	-	-	-	-	-	-	14,456
Cenla Area Agency on Aging	-	41,205	36,040	32,672	24,383	31,398	-	165,698
In Kind Support	40,785	-	13,178	2,622	-	-	-	56,585
Public Support	17,744	2,369	-	-	-	-	-	20,113
Other	8,125	12,625	-	-	-	-	-	20,750
<b>Total revenues</b>	<b>206,804</b>	<b>56,199</b>	<b>49,218</b>	<b>35,294</b>	<b>24,383</b>	<b>31,398</b>	<b>-</b>	<b>403,296</b>
<b>Expenditures:</b>								
Current								
Salaries	16,629	77,884	12,738	19,731	15,963	-	-	142,945
Fringe	1,897	8,886	1,453	2,251	1,821	-	-	16,308
Travel	303	1,588	570	3,175	491	-	-	6,127
Operating Services	1,346	21,230	5,728	8,968	3,320	-	-	40,592
Operating Supplies	2,945	7,295	5,650	2,948	1,246	-	-	20,084
In Kind Labor	6,101	-	13,178	2,622	-	-	-	21,901
Other	-	3,044	6,868	2,325	1,163	-	-	13,400
Capital Expenditures	39,561	-	-	11,124	-	-	-	50,685
<b>Total expenditures</b>	<b>68,782</b>	<b>119,927</b>	<b>46,185</b>	<b>53,144</b>	<b>24,004</b>	<b>-</b>	<b>-</b>	<b>312,042</b>
<b>Other Financing Sources (Uses)</b>								
Operating Transfers In	-	63,728	5,495	17,850	9	-	-	87,082
Operating Transfers Out	(78,166)	-	(8,528)	-	(388)	-	-	(87,082)
<b>Total Other Financing Sources (Uses)</b>	<b>(78,166)</b>	<b>63,728</b>	<b>(3,033)</b>	<b>17,850</b>	<b>(379)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balances</b>	<b>59,856</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>-</b>	<b>91,254</b>
<b>Fund balance - Beginning of Year</b>	<b>47,003</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,166</b>	<b>58,169</b>
<b>Fund balance - End of Year</b>	<b>\$ 106,859</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,398</b>	<b>\$ 11,166</b>	<b>\$ 149,423</b>

The accompanying notes are an integral part of the financial statements.

# **Winn Parish Council on Aging, Inc.**

## ***Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities For the Year Ended June 30, 2020***

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Change in Fund Balances - Governmental Funds \$ 91,254

Some transactions reported in the statement of activities do not require the use of current financial resources. According, a timing difference exist between when transactions affect the governmental funds and government-wide activities. -

The liability associated with providing annual leave is reported when paid to employees by Governmental Funds but is reported when earned by employees on the Government wide presentation. This is the amount by which leave paid exceed leave earned. (2,747)

Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense. Amounts reported as capital expenditures and depreciation expense are provided as follows:

Capital expenditures reported by Governmental Funds	50,685	
Depreciation expense reported on a government-wide basis	<u>(7,508)</u>	<u>43,177</u>

Change in Net Position - Government-Wide Statement of Activities \$ 131,684

The accompanying notes are an integral part of the financial statements.

# **Winn Parish Council on Aging**

## **Notes to Financial Statements**

**June 30, 2020**

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### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Winn Parish Council on Aging, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The Winn Parish Council on Aging represents a portion of Central Louisiana that includes eight (8) parishes. The Winn Parish Council on Aging is governed by a Board of Directors and members of the Board are appointed by the governing bodies of various political subdivisions that lie within the boundaries of the Winn Parish Council on Aging.

The Winn Parish Council on Aging was organized in order to promote economic development and alleviate unemployment. Its activities are financed by Federal and State grants, as well as support from local governmental units. Since The Winn Parish Council on Aging is financed by governmental sources and, since its Board of Directors is appointed by various local governments, The Winn Parish Council on Aging is considered to be a quasi-governmental unit for financial reporting purposes. The accompanying financial statements were prepared in conformity with generally accepted accounting principles for governmental units.

The following is a summary of certain significant accounting policies and practices:

#### **Financial Reporting Entity**

The Winn Parish Council on Aging is considered a legally separate stand-alone government as defined by Generally Accepted Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. The Winn Parish Council on Aging is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

#### **Basic Financial Statements**

All of The Winn Parish Council on Aging's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the Winn Parish Council on Aging's financial position and results of operations from differing perspectives which are described as follows:

##### **Government-Wide Financial Statements**

The Statement of Net Position and the Statement of Activities display information about The Winn Parish Council on Aging as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

# **Winn Parish Council on Aging**

## **Notes to Financial Statements**

**June 30, 2020**

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### **Fund Financial Statements**

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Winn Parish Council on Aging's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Title III B – Accounts for funds dedicated to providing supportive services for seniors.
- Title C-1 – Reports activity associated with providing nutrition services at congregate meal sites.
- Title C-2 – Reports activity associated with providing nutrition services consisting of home delivered meals.
- Title III E – Accounts for funds dedicated to providing support services for caregivers.
- Covid 19 – Reports activity involving funds restricted for pandemic relief.

Typically restricted resources are used for qualifying expenditures when both restricted and unrestricted funds are available.

### **Basis of Accounting and Measurement Focus**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<b><u>Financial Statement Presentation</u></b>	<b><u>Basis of Accounting</u></b>	<b><u>Measurement Focus</u></b>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

# ***Winn Parish Council on Aging***

## ***Notes to Financial Statements***

***June 30, 2020***

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### **Accumulated Unpaid Vacation**

Annual leave is earned by employees at varying rates based on length of service. The amount of accumulated annual leave which can be carried forward at the end of the year is limited to a maximum of 45 days. Accrued leave is typically liquidated by the general fund.

### **Capital Assets**

Capital assets include significant acquisitions of facilities and equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 3 years to 39 years.

### **Interfund Receivables and Payables**

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

### **Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Winn Parish Council on Aging may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

### **Use of Estimates**

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

### **Budgets**

Budgets are adopted and occasionally amended by the Board of Directors in the manner prescribed by Louisiana Law and the Governor's Office of Elderly Affairs.

### **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 costs of the Administration function. Indirect costs, including travel, operating services, operating supplies, and other administrative costs are allocated using a budget tool



# Winn Parish Council on Aging

## Notes to Financial Statements

June 30, 2020

provided by the Governor's Office of Elderly Affairs which is based primarily on the relationship of direct costs a program bears to the total direct costs of all programs.

### NOTE 2 – INTERNAL BALANCES AND ACTIVITY

The interfund receivables and payables at June 30, 2020 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ 22,536	\$ 42,564
Special Revenue Funds:		
Title III-B	----	3,433
Title III C-1	----	8,817
Title III C-2	----	8,254
Title III-E	----	2,032
Covid 19	31,398	----
Other	11,166	----
<u>Total</u>	<u>\$ 65,100</u>	<u>\$ 65,100</u>

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2020 are presented as follows:

	<u>Operating Transfers In</u>	<u>Operating Transfers Out</u>	<u>Net</u>
General Fund	\$ ----	\$ 78,166	\$ (78,166)
Special Revenue Funds:			
Title III-B	63,728	----	63,728
Title III C-1	5,495	8,528	(3,033)
Title III C-2	17,850	----	17,850
Title III-E	9	388	(379)
<u>Total</u>	<u>\$ 87,082</u>	<u>\$ 87,082</u>	<u>\$ ----</u>

The transfers described above consist of unrestricted resources that were transferred to various special revenue funds for the purpose of enhancing activities supported by those funds.

# **Winn Parish Council on Aging**

## **Notes to Financial Statements**

**June 30, 2020**

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### **NOTE 3 – CAPITAL ASSETS**

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Depreciable Capital Assets:</u>				
Buildings and Improvements	\$ 150,955	\$ 50,684	\$ ----	\$ 201,639
Less Accumulated Depreciation	(143,596)	(7,507)	----	(151,103)
Total Net of Depreciation	<u>\$ 7,359</u>	<u>\$ 43,177</u>	<u>\$ ----</u>	<u>\$ 50,536</u>

Depreciable capital assets are limited to furniture, fixtures, equipment and improvements used in the administration of The Winn Parish Council on Aging's activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expense.

### **NOTE 4 - LONG-TERM LIABILITIES**

Long-term liabilities are limited to The Winn Parish Council on Aging's obligation to provide vacation pay to qualifying employees. Activity for the year ended June 30, 2020 is presented below:

	<u>Accrued Leave Liability</u>
Beginning of Year	\$ 4,645
Additions	2,746
Long-term Debt Retired	----
End of Year	<u>\$ 7,391</u>

### **NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable at year end consisted entirely of funding that originated with the State of Louisiana. Based on collection experience, no allowance for doubtful accounts was necessary.

### **NOTE 6 - COMPENSATION OF BOARD MEMBERS**

During the year, no compensation was paid to any member of the Winn Parish Council on Aging's Board of Directors.

### **NOTE 7 - CASH**

At June 30, 2020 the Winn Parish Council on Aging's cash balance is fully secured by FDIC insurance.

### **NOTE 8 - RISK MANAGEMENT:**

The Winn Parish Council on Aging is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These

# ***Winn Parish Council on Aging***

## ***Notes to Financial Statements***

***June 30, 2020***

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risks of loss are covered by a comprehensive commercial insurance policy and worker's compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

### **NOTE 9 – CONTINGENCES**

The Winn Parish Council on Aging receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **General Fund**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ 37,500	\$ 37,500	\$ 100,000	62,500
Senior Center	25,694	25,694	25,694	-
Supplemental Senior Center	14,456	14,456	14,456	-
Cenla Area Agency on Aging	-	-	-	-
In Kind Support	6,090	6,090	40,785	34,695
Public Support	16,000	16,000	17,744	1,744
Other	4,145	4,145	8,125	3,980
Total revenues	<u>103,885</u>	<u>103,885</u>	<u>206,804</u>	<u>102,919</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	10,699	10,699	16,629	(5,930)
Fringe	818	818	1,897	(1,079)
Travel	494	494	303	191
Operating Services	3,005	3,005	1,346	1,659
Operating Supplies	2,712	2,712	2,945	(233)
In Kind Labor	6,090	6,090	6,101	(11)
Other	922	922	-	922
Capital Expenditures	-	-	39,561	(39,561)
Total expenditures	<u>24,740</u>	<u>24,740</u>	<u>68,782</u>	<u>(44,042)</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	-	-	-	-
Operating Transfers Out	(79,145)	(79,145)	(78,166)	979
Total Other Financing Sources (Uses)	<u>(79,145)</u>	<u>(79,145)</u>	<u>(78,166)</u>	<u>979</u>
<b>Net Change in Fund Balances</b>	-	-	59,856	59,856
<b>Fund balance - Beginning of Year</b>	<u>43,333</u>	<u>43,333</u>	<u>47,003</u>	<u>3,670</u>
<b>Fund balance - End of Year</b>	<u>\$ 43,333</u>	<u>\$ 43,333</u>	<u>\$ 106,859</u>	<u>\$ 63,526</u>

# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III-B**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	-
Senior Center	-	-	-	-
Supplemental Senior Center	-	-	-	-
Cenla Area Agency on Aging	41,205	41,205	41,205	-
In Kind Support	-	-	-	-
Public Support	-	-	2,369	2,369
Other	8,281	8,281	12,625	4,344
Total revenues	<u>49,486</u>	<u>49,486</u>	<u>56,199</u>	<u>6,713</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	73,383	73,383	77,884	(4,501)
Fringe	5,614	5,614	8,886	(3,272)
Travel	2,107	2,107	1,588	519
Operating Services	17,076	17,076	21,230	(4,154)
Operating Supplies	3,335	3,335	7,295	(3,960)
In Kind Labor	-	-	-	-
Other	3,932	3,932	3,044	888
Capital Expenditures	-	-	-	-
Total expenditures	<u>105,447</u>	<u>105,447</u>	<u>119,927</u>	<u>(14,480)</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	55,961	55,961	63,728	7,767
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>55,961</u>	<u>55,961</u>	<u>63,728</u>	<u>7,767</u>
Net Change in Fund Balances	-	-	-	-
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III C-1**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	21,546	21,546	36,040	14,494
In Kind Support	13,178	13,178	13,178	-
Public Support	4,140	4,140	-	(4,140)
Other	-	-	-	-
Total revenues	<u>38,864</u>	<u>38,864</u>	<u>49,218</u>	<u>10,354</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	21,693	21,693	12,738	8,955
Fringe	1,659	1,659	1,453	206
Travel	1,062	1,062	570	492
Operating Services	9,631	9,631	5,728	3,903
Operating Supplies	3,917	3,917	5,650	(1,733)
In Kind Labor	13,178	13,178	13,178	-
Other	1,981	1,981	6,868	(4,887)
Capital Expenditures	-	-	-	-
Total expenditures	<u>53,121</u>	<u>53,121</u>	<u>46,185</u>	<u>6,936</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	14,257	14,257	5,495	(8,762)
Operating Transfers Out	-	-	(8,528)	(8,528)
Total Other Financing Sources (Uses)	<u>14,257</u>	<u>14,257</u>	<u>(3,033)</u>	<u>(17,290)</u>
<b>Net Change in Fund Balances</b>	-	-	-	-
<b>Fund balance - Beginning of Year</b>	-	-	-	-
<b>Fund balance - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III C-2**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	26,930	26,930	32,672	5,742
In Kind Support	2,622	2,622	2,622	-
Public Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>29,552</u>	<u>29,552</u>	<u>35,294</u>	<u>5,742</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	19,402	19,402	19,731	(329)
Fringe	1,484	1,484	2,251	(767)
Travel	3,765	3,765	3,175	590
Operating Services	7,800	7,800	8,968	(1,168)
Operating Supplies	1,786	1,786	2,948	(1,162)
In Kind Labor	2,622	2,622	2,622	-
Other	1,429	1,429	2,325	(896)
Capital Expenditures	-	-	11,124	(11,124)
Total expenditures	<u>38,288</u>	<u>38,288</u>	<u>53,144</u>	<u>(14,856)</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	8,736	8,736	17,850	9,114
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>8,736</u>	<u>8,736</u>	<u>17,850</u>	<u>9,114</u>
<b>Net Change in Fund Balances</b>	-	-	-	-
<b>Fund balance - Beginning of Year</b>	-	-	-	-
<b>Fund balance - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

### **Title III E**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	24,383	24,383	24,383	-
In Kind Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>24,383</u>	<u>24,383</u>	<u>24,383</u>	<u>-</u>
<b><u>Expenditures:</u></b>				
Current				
Salaries	17,420	17,420	15,963	1,457
Fringe	1,333	1,333	1,821	(488)
Travel	1,571	1,571	491	1,080
Operating Services	2,984	2,984	3,320	(336)
Operating Supplies	349	349	1,246	(897)
In Kind Labor	-	-	-	-
Other	917	917	1,163	(246)
Capital Expenditures	-	-	-	-
Total expenditures	<u>24,574</u>	<u>24,574</u>	<u>24,004</u>	<u>570</u>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	191	191	9	(182)
Operating Transfers Out	-	-	(388)	(388)
Total Other Financing Sources (Uses)	<u>191</u>	<u>191</u>	<u>(379)</u>	<u>(570)</u>
<b>Net Change in Fund Balances</b>	-	-	-	-
<b>Fund balance - Beginning of Year</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balance - End of Year</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



# **Winn Parish Council on Aging, Inc.**

## **Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual**

**Covid 19**

**For the Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b><u>Revenues:</u></b>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	-	-	31,398	31,398
In Kind Support	-	-	-	-
Other	-	-	-	-
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>31,398</b>
<b><u>Expenditures:</u></b>				
Current				
Salaries	-	-	-	-
Fringe	-	-	-	-
Travel	-	-	-	-
Operating Services	-	-	-	-
Operating Supplies	-	-	-	-
In Kind Labor	-	-	-	-
Other	-	-	-	-
Capital Expenditures	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Other Financing Sources (Uses)</u></b>				
Operating Transfers In	-	-	-	-
Operating Transfers Out	-	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change in Fund Balances</b>	<b>-</b>	<b>-</b>	<b>31,398</b>	<b>31,398</b>
<b>Fund balance - Beginning of Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund balance - End of Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,398</b>	<b>\$ 31,398</b>

**Winn Parish Council on Aging, Inc.**

***Schedule of Compensation, Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the year ended June 30, 2020***

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**Agency Head (Executive Director) - Joyce McElroy**

**Purpose:**

Compensation	<u>\$ 41,200</u>
Reimbursements	
Mileage	<u>753</u>
Travel	<u>1,200</u>



November 24, 2020

INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES

To the Winn Parish Council on Aging  
Winnfield, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Winn Parish Council on Aging, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about The Winn Parish Council on Aging's compliance with certain laws and regulations during the year ended June 30, 2020, included in the *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**PUBLIC BID LAW:**

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

*Our review of the general ledger and inquiries of management found no transactions that met the scope of the public bid law.*

**CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. Obtain from management a list of the immediate family members of the Board Members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of the Board Members and employees, as well as their immediate families.

*Management provided a questionnaire completed by each active member of the Board. The questionnaires furnished a list of outside business interest and immediate family members.*



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Post Office Box 12178  
Alexandria, Louisiana 71315

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**WINN PARISH COUNCIL ON AGING, INC.**  
**NOVEMBER 24, 2020**

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3. Obtain from management a listing of all employees paid during the period under examination.

*Management provided us with a listing of all employees paid during the period under examination.*

4. Determine whether any of those employees included in the records obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

*None of the employees included on the list of employees provided by management agreed-upon Procedure 3 appeared on the list provided by management in agreed-upon Procedure 2.*

5. Obtain a list of all disbursements made during the year; and a list of outside business interests of board members, employees, and board members' and employees' immediate families. Report whether any vendors appear on both lists.

*Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.*

**BUDGETING**

6. Obtained a copy of the legally adopted budget and all amendments.

*Copies of the budget were provided.*

7. Trace the budget adoption and amendments to the minute book.

*The budget was adopted as required.*

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

*Unfavorable variances were within limits permitted by Law.*

**ACCOUNTING AND REPORTING**

9. Randomly select six disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee.

*We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.*

**WINN PARISH COUNCIL ON AGING, INC.**  
**NOVEMBER 24, 2020**

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(b) determine if payments were properly coded to the correct fund and general ledger account.

*All of the payments were properly coded to the correct fund and general ledger account.*

(c) determine whether payments received approval from proper authorities.

*Inspection of supporting purchase orders indicated that all invoices are approved for payment. No further approval was required.*

**MEETINGS**

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

*The Winn Parish Council on Aging is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting facility. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion.*

**DEBT**

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

*We inspected the bank deposits for the period under examination and noted no debt proceeds received.*

**ADVANCES AND BONUSES**

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

*Our review of the payroll records and board minutes for the year found that no employees received payments that would constitute a bonus, advance or gift.*

**Prior-Year Comments**

13. Obtain and report management's representation as to whether any prior-year suggestions, exceptions, recommendations, and/or comments have been resolved.

*No findings were reported for the previous year.*

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

*WINN PARISH COUNCIL ON AGING, INC.*  
*NOVEMBER 24, 2020*

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This report is intended solely for the use of management the Winn Parish Council on Aging and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Rozier, McKay & Willis  
Certified Public Accountants

**WINN PARISH COUNCIL ON AGING**  
**MANAGEMENT'S CORRECTIVE ACTION PLAN**  
**FOR THE YEAR ENDED JUNE 30, 2020**

<b>SECTION I - Review Report</b>	
No findings were reported.	Response – N/A
<b>SECTION II - Attestation Report</b>	
No findings were reported.	Response – N/A
<b>SECTION III –Management Letter</b>	
No findings were reported.	Response – N/A

# WINN PARISH COUNCIL ON AGING

## SCHEDULE OF PRIOR YEAR FINDINGS

FOR THE YEAR ENDED JUNE 30, 2020

<b>SECTION I - Review Report</b>	
No findings were reported.	Response – N/A
<b>SECTION II - Attestation Report</b>	
No findings were reported.	Response – N/A
<b>SECTION III –Management Letter</b>	
No findings were reported.	Response – N/A



LOUISIANA ATTESTATION QUESTIONNAIRE  
FOR THE YEAR ENDED JUNE 30, 2020

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

Rozier, McKay & Willis  
Post Office Box 12178  
Alexandria, LA 71315

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [ X ] No [ ]

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [ X ] No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ]

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [ X ] No [ ]

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [ X ] No [ ]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [ X ] No [ ]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [ X ] No [ ]

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [ X ] No [ ]

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [ X ] No [ ]

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [ X ] No [ ]

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [ X ] No [ ]

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [ X ] No [ ]

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes [ X ] No [ ]

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes [ X ] No [ ]

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes [ X ] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes [ X ] No [ ]

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes [ X ] No [ ]

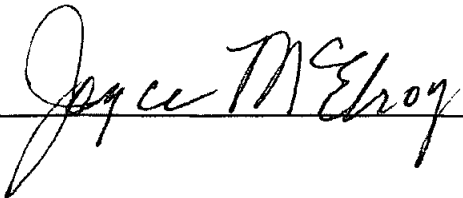
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes [ X ] No [ ]

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes [ X ] No [ ]

The previous responses have been made to the best of our belief and knowledge.

 \_\_\_\_\_ Joyce McElroy 12/4/20 Date