



## **Bossier Council on Aging, Inc.**

### **FINANCIAL STATEMENTS**

**June 30, 2023**



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**Carr, Riggs & Ingram, LLC**  
1000 East Preston Avenue  
Suite 200  
Shreveport, LA 71105

Mailing Address:  
P.O. Box 4278  
Shreveport, LA 71134-0278

(318) 222-2222  
(318) 226-7150 (fax)  
[CRlcpa.com](http://CRlcpa.com)

## INDEPENDENT AUDITORS' REPORT

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

### 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 Bossier Council on Aging, Inc. (the "Council") as of and for the year ended June 30, 2023, and the related notes to 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 Bossier Council on Aging, Inc. 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 Bossier Council on Aging, Inc., 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 Bossier Council on Aging, Inc.'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 Bossier Council on Aging, Inc.'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 Bossier Council on Aging, Inc.'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 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 Bossier Council on Aging, Inc.'s basic financial statements. The Supplementary Financial Information required by GOEA and the schedule of compensation, benefits and other payments to agency head, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of compensation, benefits and other payments to agency head, is presented in accordance with Louisiana Revised Statutes (LRS) 24:513(A)(3). 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 Supplementary Financial Information required by GOEA, and the schedule of compensation, benefits and other payments to agency head are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 29, 2023, on our consideration of the Bossier Council on Aging, Inc.'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 Bossier Council on Aging, Inc.'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 the Bossier Council on Aging, Inc.'s internal control over financial reporting and compliance.

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**

Shreveport, Louisiana

December 29, 2023

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**Bossier Council on Aging, Inc.**  
**Bossier City, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**June 30, 2023**

The following discussion and analysis of Bossier Council on Aging, Inc.'s (the Council or BCOA) financial performance provides an overview of the Council's financial activities for the year ending June 30, 2023. This discussion should be read in conjunction with the Audited Financial Statements, which follow this section.

**Financial Highlights**

- The Council had a net decrease in overall net position of \$42,131 this year.
- Net capital assets of the Council decreased by \$5,276.
- The Council's revenue decreased by \$513,117.
- No deficit fund balance exists at year-end.
- The unassigned and nonspendable fund balance for the Council's General Fund was \$1,128,676 at year end, which is a \$142,364 decrease from the prior year.
- Administrative expenses increased this year by \$8,638.

**How to Use This Annual Report**

The Council's annual financial report consists of five main parts:

1. Independent auditors' report
2. Management's discussion and analysis (this section)
3. The basic financial statements (government-wide and fund)
4. Supplementary information required by GASB Statement 34
5. Supplementary financial information required by GOEA

Government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities. These financial statements provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, the fund financial statements, which consist of the Balance Sheet – Governmental Funds and the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds, tell how services were financed in the short-term, as well as what remains for future spending for governmental funds. Fund financial statements also report the Council's operations in more detail than the government-wide financial statements by providing information about the Council's most significant funds.

The auditors have provided assurance in their independent auditors' report, that the Basic Financial Statements are fairly stated. The auditors have also provided assurance about Supplementary Financial Information required by GOEA that follows later in this reporting package. A user of this document 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.

## **BASIC FINANCIAL STATEMENTS**

The basic financial statements consist of the government-wide financial statements and fund financial statements, which present different views about the Council, along with notes to the financial statements.

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

Management's analysis of the Council as a whole begins on page 5. When reading the financial statements, an important point to consider is whether the Council's finances, as a whole, are better or worse off as a result of this year's activities. The Statement of Net Position and the Statement of Activities, referred to collectively as the government-wide financial statements, report information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. Also, under the accrual basis, all current year revenues and expenses are taken into account regardless of when cash is received or paid.

The government-wide financial statements report the Council's net position and changes in it. The Council has net position invested in capital assets of \$220,996, whereas \$1,120,960 of the net position is unrestricted, meaning that it can be used for any program at management's discretion. The Statement of Net Position is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, the reader must consider other non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net position changed as a result of the year's activities. In this statement, all changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare and Social Services function. The Health, Welfare and Social Services function is comprised of six primary programs that include supportive services, nutritional services, disease prevention and health promotion, national family caregiver support, outreach, and other Medicaid services. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail. All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from government grants and contracts, along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive.

## Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, there is a column presentation for the General Fund, each major special revenue fund, and a column for the total of all remaining Special Revenue Funds, which are deemed to be "Nonmajor Funds." Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but is believed to be important for the Council's financial statement users. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service of capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

The General Fund and Special Revenue Funds are considered governmental funds. Governmental funds focus on how money flows into and out of funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called the modified accrual basis of accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the Council's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future for Council programs. The difference between net position of governmental activities and fund balances of the governmental funds is reconciled on a separate page that follows the Balance Sheet – Governmental Funds. In addition, the difference between the changes in fund balance for the governmental funds and the change in net position for the governmental activities has been reconciled on a separate page that follows the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds. These two reconciliations will facilitate the comparison between governmental activities and funds.

## NOTES TO FINANCIAL STATEMENTS

The notes provide additional information that is essential to the full understanding of the data provided in the government-wide and fund financial statements. The notes to financial statements follow the fund financial statements and should be read before making assumptions or drawing conclusions about the Council's financial condition.

## SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for each major Special Revenue Fund that has a legally adopted annual budget. There is no legal obligation to budget for the General Fund. The schedules compare the original and final budgets to actual budget results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

Management's Discussion and Analysis is also required supplementary information (RSI) by GASB Statement 34. However GASB Statement 34 requires it to be presented as the first item in this reporting package and not with GASB's other RSI, which is included later in this reporting package.

### **OTHER SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA**

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present this information as schedules. This information will be used by GOEA to verify the accuracy of the information submitted by the Council during the year to help GOEA monitor certain compliance requirements set forth in the grants that it has with the Council.

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

The following table reflects condensed information on the Council's assets, liabilities, and net position for the fiscal years 2023 and 2022:

June 30,	2023	2022	Increase (Decrease)
<b>Current and other assets</b>			
Current assets	<b>\$ 1,394,838</b>	\$ 1,339,834	\$ 55,004
Beneficial interest in assets of foundation	<b>19,809</b>	17,907	1,902
Capital assets, net of depreciation	<b>220,996</b>	226,272	(5,276)
Total assets	<b>1,635,643</b>	1,584,013	51,630
<b>Liabilities</b>			
Total liabilities	<b>181,519</b>	87,758	93,761
<b>Net position</b>			
Net investment in capital assets	<b>220,996</b>	226,272	(5,276)
Restricted for ARP Disease Prevention	<b>73,769</b>	3,081	70,688
Restricted for Public Health	<b>38,399</b>	-	38,399
Unrestricted	<b>1,120,960</b>	1,266,902	(145,942)
Total net position	<b>\$ 1,454,124</b>	\$ 1,496,255	\$ (42,131)

As of June 30, 2023, the Council "as a whole" had assets greater than its liabilities by \$1,454,124 compared to the June 30, 2022, net position of \$1,496,255. This is a decrease of \$42,131 or about 3%.

Unassigned net position is important because it provides the discretionary resources management will need so that it can quickly adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

The net position that has been invested in capital assets is presented net of any related outstanding debt incurred to acquire them. For 2023 and 2022, the Council had no debt.

The table presented below illustrates a condensed presentation of the revenues and expenses that caused the increase in net position for fiscal years 2023 and 2022.

	2023	% of Total	2022	% of Total
Revenues				
Program revenues				
Operating grants and contributions	\$ 903,434	69.7%	\$ 1,150,196	63.5%
General revenues				
Charges for services	474	0.0%	1,314	0.1%
Unrestricted grants and contributions	283,191	21.8%	279,614	15.4%
Other general revenues	49,317	3.8%	379,792	21.0%
Total revenues	<b>1,297,799</b>	<b>100.0%</b>	1,810,916	100.0%
Direct Program Expenses for the Health, Welfare and Social Services Function				
Supportive services				
Transportation for the elderly	253,705	18.9%	197,590	12.6%
Other supportive services	128,776	9.6%	171,703	10.9%
Nutrition services				
Congregate meals	46,908	3.5%	61,362	3.9%
Home-delivered meals	370,543	27.7%	633,079	40.2%
Other social services programs and activities	163,670	12.2%	142,136	9.0%
Direct administrative expenses	376,328	28.1%	367,690	23.4%
Total expenses	<b>1,339,930</b>	<b>100.0%</b>	1,573,560	100.0%
Change in net position	<b>\$ (42,131)</b>		<b>\$ 237,356</b>	

As illustrated by the table above, the Council receives most of its revenues from operating grants and contributions that are specifically related to a program and must be used in the programs to which they relate. Unrestricted grants and contributions make up the second largest percentage of revenues and this revenue is available to management to use at its discretion.

The expenses in the table have been presented by primary programs, with some additional details about the subprograms. In presenting this information, only direct program expenses are shown. The administrative expenses include all administrative expenses of the Council before any allocation were made to the various programs. Percentages have been presented for the expenses associated with each program for ease of analysis and to illustrate where the Council has spent its money this year and last year. The expense allocations are a good indication of the demand for each type of service.

The Council had a \$42,131 decrease in its overall net position for fiscal year 2023, whereas the decrease in fund balances of the governmental funds was \$36,358. There is a reconciliation that follows the Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds that presents an analysis of why there are differences between that particular fund financial statement and the government-wide Statement of Activities for fiscal year 2023.

## AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

When reviewing the government-wide Statement of Activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are transportation and nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Bossier Parish and right now, these services are in the greatest demand. However, there is a growing demand for other supportive services. As these demands increase, management will adjust its annual budget to reallocate available resources to meet the demands.

Another area of interest on the Statement of Activities relates to the total governmental activities column wherein the Council shows that most of the governmental activities have more expenses than revenues. None of the programs are expected to be truly self-supporting; and management has prepared budgets accordingly. However, on occasion, a program might "breakeven" or even make a slight "profit". Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would have a difficult time providing services at current levels. Further, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council's current services as well as reallocating them to meet future demands.

Another indication of how money is used efficiently can be analyzed by comparing the amount of administrative costs from year to year as well as calculating the percentage administrative expenses bear in relation to total expenses. For 2023, total administration expenses were \$376,328, or 28% of total expenses. For 2022, total administration expenses were \$367,690 or 23% of total expenses. Administration expenses include indirect type costs, meaning these are costs that not specifically identified with a particular program, but which benefit all programs.

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

### **Fund Balances**

The Council presents a combined governmental fund balance of \$1,240,844 (as shown on the Fund Financial Statement's Balance Sheet) at the end of this year, which is a decrease of \$36,358 from 2022.

### **Revenues**

The combined fund revenues decreased by \$168,775 this year, compared to last year, as shown in the table below.

	2023	2022	Increase (Decrease)	Percent
Intergovernmental	\$ 1,207,227	\$ 1,358,836	\$ (151,609)	-11%
Other	71,279	88,445	(17,166)	-19%
Total revenues	<b>\$ 1,278,506</b>	<b>\$ 1,447,281</b>	<b>\$ (168,775)</b>	<b>-12%</b>

Most of the Council's activities were funded by federal, state, and local grants, which comprise the Council's intergovernmental revenues. The total of these types of grants was \$1,207,227 (2023) and \$1,358,836 (2022) and represent about 94% and 94% of the total revenues of the Council in 2023 and 2022, respectively. Most of these grants are restricted, which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may vary based upon the level of service provided by the Council under the terms of the particular grant award.

### **Expenditures**

Total expenditures decreased by \$208,822 this year, as shown in the table that follows.

	<b>2023</b>	2022	Increase (Decrease)	Percent
Personnel	\$ 512,816	\$ 463,365	\$ 49,451	11%
Fringe	55,876	57,947	(2,071)	-4%
Travel	13,080	14,457	(1,377)	-10%
Operating services	324,519	333,987	(9,468)	-3%
Operating supplies	104,792	73,413	31,379	43%
Direct costs – no indirect allocation	4,350	4,760	(410)	-9%
Other costs	236,976	535,414	(298,438)	-56%
Capital outlay	81,750	59,638	22,112	37%
<b>Total expenditures</b>	<b>\$ 1,334,159</b>	<b>\$ 1,542,981</b>	<b>\$ (208,822)</b>	<b>-14%</b>

### **AN ANALYSIS OF MAJOR SPECIAL REVENUE BUDGETS**

Budgets and budgetary amendments are approved by the Board of Directors and GOEA. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from Capital Area Agency and GOEA. Monthly budget reports are reviewed to ensure compliance with the budget, and where necessary, revisions to the budget are made. There was one budget amendment during 2023.

Schedules of the original budgets for the Special Revenue Funds can be found in the Supplementary Financial Information Required by GASB Statement 34 Section of this report.

### **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS**

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been awarded for fiscal year 2023 and there were no significant changes to the funding levels or terms of the grants and contracts. Accordingly, the initial budget has been set to provide the same programs and similar levels of service next year. GOEA has also not yet approved the Council's budget for next year. There are no plans to add or discontinue any significant programs for next year.

## **ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION**

Capital assets, net of depreciation decreased by \$5,276 as shown below.

Capital Assets, net of Depreciation	2023	2022	Increase (Decrease)
Vehicles	\$ 183,210	\$ 186,134	\$ (2,924)
Furniture and equipment	37,786	40,138	(2,352)
	<b>\$ 220,996</b>	<b>\$ 226,272</b>	<b>\$ (5,276)</b>

The Council does not have any long-term debt.

## **CONTACTING THE COUNCIL'S MANAGEMENT**

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Tamara Crane, Executive Director, 706 Bearkat Drive, Bossier City, LA 71111, (318) 741-8302. You can also reach us at [contactus@bossiercoa.org](mailto:contactus@bossiercoa.org).

## **GOVERNMENT – WIDE FINANCIAL STATEMENTS (GWFS)**

**Bossier Council on Aging, Inc.**  
**Statement of Net Position**

June 30,	<b>2023</b>			
<b>Assets</b>				
Current assets				
Cash and cash equivalents	\$	1,293,508		
Grants and contracts receivable		51,196		
Prepaid expenses		50,134		
Total current assets		<b>1,394,838</b>		
Noncurrent assets				
Beneficial interest in assets of foundation		19,809		
Capital assets, net of accumulated depreciation		<b>220,996</b>		
Total noncurrent assets		<b>240,805</b>		
Total assets		<b>1,635,643</b>		
<b>Liabilities</b>				
Current liabilities				
Accounts payable		40,267		
Payroll liabilities		21,370		
Deferred revenue		112,168		
Accrued compensated absences		7,714		
Total current liabilities		<b>181,519</b>		
<b>Net Position</b>				
Net investment in capital assets		220,996		
Restricted for:				
ARP Disease Prevention		73,769		
Public Health		38,399		
Unrestricted		<b>1,120,960</b>		
Total net position	\$	<b>1,454,124</b>		

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

**Bossier Council on Aging, Inc.**  
**Statement of Activities**

For the year ended June 30, 2023

	Direct Expenses	Indirect Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Assets								
			Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions									
Functions/Programs														
<b>Governmental Activities</b>														
Health, Welfare & Social Services														
Supportive services														
Transportation of the elderly & disabled	\$ 253,705	\$ 50,657	\$ 474	\$ 98,132	\$ 61,383	\$ (144,373)								
Homemaker	27,618	5,355	-	10,921	-	(22,052)								
Information and assistance	24,502	5,865	-	10,000	-	(20,367)								
Outreach	8,358	819	-	5,000	-	(4,177)								
Material aid	9,744	2,715	-	7,000	-	(5,459)								
Public education	22,389	4,078	-	7,000	-	(19,467)								
Telephoning	8,668	2,748	-	2,000	-	(9,416)								
Personal care	-	215	-	500	-	285								
Crime prevention	827	-	-	200	-	(627)								
Other services	22,320	1,279	-	31,025	-	7,426								
Legal assistance	4,350	-	-	4,760	-	410								
Nutrition services														
Congregate meals	46,908	10,842	-	94,220	-	36,470								
Home-delivered meals	370,543	77,223	-	218,407	-	(229,359)								
Senior center	66,355	9,449	-	162,012	-	86,208								
Disease prevention and health promotion	4,799	413	-	5,991	-	779								
National family caregiver support	70,293	9,628	-	55,227	-	(24,694)								
Other services (PCOA, Supplemental SC)	22,223	-	-	132,192	-	109,969								
Administration	376,328	(181,286)	-	58,847	-	(136,195)								
Total governmental activities	\$ 1,339,930	\$ -	\$ 474	\$ 903,434	\$ 61,383	\$ (374,639)								
General revenues														
Grants and contributions not restricted to specific programs						283,191								
Miscellaneous						49,317								
Total general revenues						332,508								
Change in net position						(42,131)								
Net position - beginning of year						1,496,255								
Net position - end of the year						\$ 1,454,124								

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

## **FUND FINANCIAL STATEMENTS**

**Bossier Council on Aging, Inc.**  
**Balance Sheet – Governmental Funds**

June 30, 2023	General Fund	Title III B	Title III C-2	Senior Center	Non-Major Funds	Total
<b>Assets</b>						
Cash and cash equivalents	\$ 1,293,508	\$ -	\$ -	\$ -	\$ -	\$ 1,293,508
Grants and contracts receivable	51,196	-	-	-	-	51,196
Due from other funds	31,232	54,102	11,100	-	46,966	143,400
Prepaid expenses	50,134	-	-	-	-	50,134
Beneficial interest in assets of foundation	19,809	-	-	-	-	19,809
Total assets	<b>\$ 1,445,879</b>	<b>\$ 54,102</b>	<b>\$ 11,100</b>	<b>\$ -</b>	<b>\$ 46,966</b>	<b>\$ 1,558,047</b>
<b>Liabilities and Fund Balances</b>						
<b>Liabilities</b>						
Accounts payable	\$ 40,265	\$ -	\$ -	\$ -	\$ -	\$ 40,265
Payroll liabilities	21,370	-	-	-	-	21,370
Due to other funds	143,400	-	-	-	-	143,400
Deferred revenue	-	54,102	11,100	-	46,966	112,168
Total liabilities	<b>205,035</b>	<b>54,102</b>	<b>11,100</b>	<b>-</b>	<b>46,966</b>	<b>317,203</b>
<b>Fund Balances</b>						
Nonspendable	69,943	-	-	-	-	69,943
Restricted for ARP	73,769	-	-	-	-	73,769
Restricted for Public Health	38,399	-	-	-	-	38,399
Unassigned	1,058,733	-	-	-	-	1,058,733
Total fund balances	<b>1,240,844</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,240,844</b>
Total liabilities and fund balances	<b>\$ 1,445,879</b>	<b>\$ 54,102</b>	<b>\$ 11,100</b>	<b>\$ -</b>	<b>\$ 46,966</b>	<b>\$ 1,558,047</b>

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

**Bossier Council on Aging, Inc.**  
**Reconciliation of the Balance Sheet – Governmental Funds**  
**to the Statement of Net Position**

*June 30, 2023*

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Total fund balances per balance sheet – Governmental funds	\$ 1,240,844
Compensated absences are not paid out of current financial resources and therefore are not reported in the funds	(7,716)
Net capital assets used in governmental activities which are not financial resources in the fund statements	<u>220,996</u>
<hr/>	<hr/>
Net position of governmental activities	<u>\$ 1,454,124</u>

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

**Bossier Council on Aging, Inc.**  
**Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental**  
**Funds**

<i>For the year ended June 30, 2023</i>	<b>General Fund</b>	<b>Title III B</b>	<b>Title III C-2</b>	<b>Senior Center</b>	<b>Non-Major Funds</b>	<b>Total</b>
<b>Revenues</b>						
Intergovernmental						
GOEA	\$ -	\$ 146,116	\$ 154,128	\$ 162,012	\$ 345,197	\$ 807,453
Bossier Parish Police Jury	115,000	-	-	-	-	115,000
City of Bossier City	150,180	-	-	-	-	150,180
NSIP	-	-	38,199	-	-	38,199
LA Department of Transportation and Development	72,723	-	-	-	-	72,723
FEMA	9,702	-	-	-	-	9,702
Other Municipalities	13,970	-	-	-	-	13,970
Public support						
Unrestricted	26,632	-	160	-	-	26,792
Restricted	4,401	-	-	-	-	4,401
Fundraising, net of expenses	3,513	-	-	-	-	3,513
Client contributions	-	8,900	25,919	-	1,280	36,099
Program service fees						
Transportation	-	474	-	-	-	474
<b>Total revenues</b>	<b>396,121</b>	<b>155,490</b>	<b>218,406</b>	<b>162,012</b>	<b>346,477</b>	<b>1,278,506</b>
<b>Expenditures</b>						
Health, welfare & social services						
Personnel	-	259,279	121,835	28,731	102,971	512,816
Fringe	4,483	26,239	13,292	2,707	9,155	55,876
Travel	-	5,852	3,068	247	3,913	13,080
Operating services	(2,050)	111,175	92,325	35,767	87,302	324,519
Operating supplies	961	48,278	21,818	8,352	25,383	104,792
Direct costs - no indirect allocation	-	4,350	-	-	-	4,350
Other costs	31,231	-	195,428	-	10,317	236,976
Capital outlays	81,750	-	-	-	-	81,750
<b>Total expenditures</b>	<b>116,375</b>	<b>455,173</b>	<b>447,766</b>	<b>75,804</b>	<b>239,041</b>	<b>1,334,159</b>
Excess (deficiency) of revenues over expenditures	279,746	(299,683)	(229,360)	86,208	107,436	(55,653)
Other financing sources (uses)						
Gain on sale of capital assets	19,295	-	-	-	-	19,295
Transfers in	31,231	299,683	229,360	-	43,707	603,981
Transfers out	(363,549)	-	-	(86,208)	(154,224)	(603,981)
<b>Total other financing sources (uses)</b>	<b>(313,023)</b>	<b>299,683</b>	<b>229,360</b>	<b>(86,208)</b>	<b>(110,517)</b>	<b>19,295</b>
Net change in fund balances	(33,277)	-	-	-	(3,081)	(36,358)
Fund balances						
Beginning of the year	1,274,121	-	-	-	3,081	1,277,202
End of the year	\$ 1,240,844	\$ -	\$ -	\$ -	\$ -	\$ 1,240,844

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

**Bossier Council on Aging, Inc.**

**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds to the Statement of Activities**

*For the year ended June 30, 2023*

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Total net change in fund balances – governmental funds	\$ (36,358)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation (\$87,026) exceeds purchased assets (\$81,750). (5,276)

In the Statement of Activities, compensated absences are measured by the amounts earned during the year. In governmental funds, however, only the decrease in the current portion of these expenditures are recorded based on the current amount expended. (495)

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Change in net position of governmental activities	\$ (42,131)
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**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting and reporting policies of Bossier 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. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989, (when applicable) that do not conflict with or contradict GASB pronouncements. 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 Bossier 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; to provide for a 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 when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA); 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.

The primary services provided by the Council to the elderly residents of Bossier Parish include congregate and home-delivered meals, nutritional education, personal care, information and assistance, outreach, homemaker services, telephoning, wellness, family caregiver support, medic alert referral, transportation, recreation, legal services, material aid, senior centers and public education.

**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 (La. R.S. 46:931) with specific intention that GOEA 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.

Bossier Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. The Council incorporated under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes on April 28, 1975.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

A board of directors, consisting of 15 voluntary members, who serve three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the parish's elderly population, general public, private businesses, and elected public officials.

Membership in the Council is open at all times, without restriction, to all residents of Bossier Parish who have reached the age of majority and who express an interest in the Council and wish to contribute to or share in its programs. Membership fees are not charged.

Based on the criteria set forth in GASB Statement No. 39, *Determining Whether Certain Organizations Are Component Units*, and GASB Statement No. 61, *The Financial Reporting Entity: Omnibus*, both of which amended GASB Statement No. 14, *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 GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement No. 61, the term fiscally dependent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. As previously mentioned, the GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by the GOEA. However, this approval process is part of the GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement No. 61.

**Basis of Presentation of the Basic Financial Statements**

The accompanying basic financial statements of the Council have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments, issued in June 1999 as amended by GASB Statement 61, "The Financial Reporting Entity: Omnibus - an Amendment of GASB Statements No. 14 and No. 34".

The content and certain titles of the GWFS were changed upon adoption by the Council in 2013 of GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. This statement provides reporting guidance for deferred outflows of resources and deferred inflows of resources, and adds them, when applicable, as elements of the GWFS, because they are distinct from assets and liabilities. In addition, because these additional elements may affect the residual amount of all of the elements presented in the statement of financial position, GASB No. 63 renames that measure as net position rather than net assets. The Council had no deferred outflows of resources or deferred inflows of resources at June 30, 2023.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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, which purpose are to report individual major governmental funds and combined nonmajor 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 or fiduciary funds. 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 resulting from the activities of the current fiscal year. Intergovernmental revenues primarily support governmental activities.

In the government-wide Statement of Net Position only one column of numbers has been presented for total governmental activities. The numbers 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 – invested in capital assets, restricted net position; and unrestricted net position.

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, and 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 restricted 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 cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council received \$61,383 of capital-specific grants this year.

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 requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses."

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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 of other entities. Unrestricted contributions, unrestricted grants, interest income, and miscellaneous revenues that are not 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. The Council did not have any material items this year.

**Fund Financial Statements**

The daily accounts and operations of the Council are organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. 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 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. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

Governmental fund equity is called fund balance. Fund balance is further classified on a hierarchy that shows, from the highest to the lowest 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. The following is a brief description of the programs or funding sources that comprise the Council's General Fund:

***Local Programs and Funding***

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 unrestricted, which means they may be used at management's discretion.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

***Transportation Program Services***

The Council provides transportation services to the residents of Bossier Parish who are at least 60 years old or residents with disabilities. The Council receives a grant from the Louisiana Department of Transportation and Development (DOTD) for the transportation services. This grant is commonly referred to as Section 5310 and reimburses the Council up to 50% of the cost of providing transportation services. During the year ended June 30, 2023, the Council did not receive Section 5310 funding for these services.

***Medicaid Services***

The Council provides services for which it is paid a fee by Medicaid. The services consist of providing medical transportation for Medicaid recipients by appointment. The Council also assists people who want to apply for Medicaid coverage with applications.

***FTA Funding for Vehicle Acquisition***

The Council participates in a capital assistance program for elderly and disabled sponsored by the U.S. Department of Transportation, Federal Transit Administration (FTA). The purpose of this program is to provide the Council an avenue to acquire vans by only having to pay 20% of the van's total cost. The Louisiana Department of Transportation and Development (DOTD) coordinates the receipt and disbursement of the federal funds and the required matching funds of the Council. During the year ended June 30, 2023, the Council received one van under this program. The federal government's share (\$61,383) of the total cost of this van has been presented as the gross revenue within the Council's General Fund with an offsetting amount also presented as the capital outlay expenditure of this fund.

**Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "*proceeds of specific revenue sources*" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. A significant percentage of the Council's special revenue funds are provided by the United States Department of Health and Human Services – Administration on Aging to GOEA, which in turn "passes through" the funds to the Council.

The Council has established several special revenue funds. The following are brief descriptions of the purpose of each special revenue fund and their classification as either a major or nonmajor governmental fund.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Major Governmental Funds**

***Title III B Fund***

The Title III B Fund is used to account for funds used to provide various types of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III program.

Specific supportive services, along with the number of units provided during the fiscal year, are as follows:

Service	# of Units
Information and assistance	805
Outreach	163
Homemaker	1,637
Recreation	6,035
Transportation for people age 60 or older	3,945
Wellness	5,749
Legal assistance	66

The main sources of revenues that form the basis of this fund are as follows:

- A grant from GOEA for Special Programs for the Aging Title III, Part B Grant for Supportive Services of \$132,731.
- A grant from GOEA under American Rescue Plan Act ("ARP") of \$13,385.
- Client contributions of \$8,900 from persons who received services under this program.
- Program service fees of \$474.

***Title III C-2 Fund***

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year, the Council provided 46,312 home-delivered meals and 1,194 units of nutrition education to people eligible to participate in this program.

There were five main sources of revenues received this year that form the basis of this fund:

- A grant from GOEA for Special Programs for the Aging Title III, Part C-2 Nutrition Services of \$132,227.
- A grant from GOEA under ARP of \$21,901.
- Nutrition Services Incentive Program (NSIP) funds of \$38,199 provided by GOEA to supplement the home-delivered meals program. Any food that is purchased for use in this nutrition program using NSIP funds must be of United States origin or be commodities from the United States Department of Agriculture.
- Client contributions from those persons receiving home-delivered meal services of \$25,919.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Senior Center Fund***

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The Senior Center for Bossier Parish is located in Bossier City with satellite sites in Benton and Plain Dealing. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Accordingly, during the fiscal year, the Senior Center Fund transferred its grant revenue remaining after its operating expenses to other Title III Funds to subsidize those programs' cost of providing social services to elderly persons in Bossier Parish.

The main source of revenue that form the basis of this fund is as follows:

- A grant from GOEA for Senior Centers of \$162,012.

**Nonmajor Governmental Funds**

***Title III AAA Fund***

The Title III Area Agency Administration (AAA) Fund is used to account for a portion of the indirect costs of administrating the Council's programs. Each fiscal year GOEA provides the Council with funds to help pay for the costs of administering the Council's special programs for the aging. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage each program's direct costs bear to direct costs for all programs except payroll and fringe benefits which are allocated on time studies.

***Title III C-1 Fund***

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to the people age 60 or older in strategically located centers throughout Bossier Parish. During the year, the Council provided 5,329 meals and 4,583 units of nutrition education to people eligible to participate in this program.

***Title III D Fund***

The Title III D Fund is used to account for funds used for disease prevention and health promotion (wellness) activities. During the year, the Council provided 230 units of wellness service to eligible participants. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA via CAAA for Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Title III E Fund***

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and grandparents of older individuals who are relative caregivers. During the year, the Council provided 1,538 units of respite care under this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for the Title III, Part E National Family Caregivers Support Program.

***Supplemental Senior Center Fund***

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Bossier Council on Aging, Inc. was one of the Parish councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III Funds to supplement the supportive services provided by this fund. GOEA provided these funds to the Council.

***Public Health Fund***

The STPH Public Health fund is an expansion of the American Rescue Act ("ARP"), and is intended to help cover the costs of staff to conduct crucial public health activities, and to alleviate some of the strain experienced during the pandemic. Funding can be used to cover wages and benefits, as well as the costs of equipment, training, and supplies.

***PCOA Funding***

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the GOEA. The Council's management may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years old). In fiscal year 2023, the Council received this grant money into its PCOA Fund and management transferred \$100,000 of the PCOA funds to the Title III C-2 Fund to help pay for that fund's program expenditures.

***FEMA Funding***

The FEMA Fund is used to account for the administration of the Emergency Food and Shelter National Board Program (EFSP), the purpose of which is to supplement food and shelter assistance to individuals. Funds are provided by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to the United Way of America, which in turn "passes through" the funds to the Council. A local board working with Bossier Parish's local United Way agency assists Bossier City in obtaining EFSP funds. During the fiscal year, EFSP funds were used to supplement the home delivered meals program.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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 a liability is incurred, regardless of the timing of related cash flows.

**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 financial 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 that 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 sixty days of the current fiscal 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 and amortization are costs that are 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, all types of interfund transactions are eliminated when presenting the governmental activity information.

**Cash**

Cash includes currency on hand and demand deposits with banks or other financial institutions.

**Receivables**

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.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Investments**

GASB Statement 72 requires the Council to report its investments at fair value in the balance sheet, 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 that 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 did not own any investments of this type at year-end.

Investments, which include securities traded on a national or international exchange, are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value. The Council did not own any investments of this type at year-end.

**Prepaid Expenses/Expenditures**

In the Statement of Net Position, prepaid expenses include amounts paid in advance for goods and services. These 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, management has elected not to include amounts paid for future goods or services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure 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 classified as nonspendable to reflect the amount of fund balance not currently available for expenditure. The Council had \$50,134 in prepaid expenses at year-end.

**Capital Assets**

The accounting and reporting treatment used for property, vehicles, and equipment (capital assets) depends on whether the capital assets are reported in the government-wide financial statement 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 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.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (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:

Leasehold improvements	20 Years
Nutrition equipment	10 Years
Office equipment – other than computers	6 years
Computer equipment	5 years
Computer software	3 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 fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented elsewhere in these statements. The Council did not have any non-current liabilities at year-end.

**Unpaid Compensated Absences**

The Council's policy for vacation time permits employees to accumulate earned but unused vacation leave. Accordingly, a liability for unpaid vacation leave has been recorded in the Government-Wide 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 at the end of the year.

In contrast, the governmental funds in the Fund Financial Statements report only compensated absence liabilities that are payable from expendable available financial resources to the extent that the liabilities mature. Vacation leave does not come due for payment until an employee makes a request to use it or terminates employment with the Council. Accordingly, no amounts have been accrued as fund liabilities as of year-end in the Fund Financial Statements. The difference in the methods of accruing compensated absences creates a reconciling item between the fund and government-wide financial statement presentations.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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 any advances from funding agencies at year-end.

**Deferred Revenues**

The Council reports deferred revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Deferred revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before the occurrence of qualifying expenditures. In subsequent periods, when the Council has a legal claim to the resources, the liability for deferred revenue is removed from the Statement of Net Position and Fund Balance Sheet, whichever the case might be, and the revenue is recognized. The Council had \$112,168 in deferred revenue at year-end.

**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. At year-end, the Council did not have any borrowings that were related to 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 do not meet the definition of “restricted” or “invested in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Council’s policy to use restricted resources first to finance its activities.

**Fund Equity – Fund Financial Statements**

Governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the Council’s management implemented GASB Statement 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.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

The following classifications describe the relative strength of the spending constraints placed on the purposes 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 prepaid expenditures, beneficial interests in assets of foundation, and deposits as being nonspendable as these items are 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 through debt covenants), grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation. The Council had \$112,168 in restricted fund balances at year-end related to unspent funds related to ARP and Public Health funding.
- 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 amounts that are constrained by the Council's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned resources as of year-end.
- 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 will generally use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, the Council's management reserves the right to selectively spend unassigned resources first and to defer the use of the other classified funds.

**Management's Use of Estimates**

The preparation of financial statements in conformity with U.S. 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.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**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. The 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 cost allocation according to their grant or contract restrictions.

**Beneficial Interest in Assets of Foundation**

Transfers of its funds to the Community Foundation of Shreveport-Bossier, specifying Bossier Council on Aging, Inc. as the beneficiary, are accounted for as an asset, in accordance with generally accepted accounting principles.

**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.

**Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 29, 2023 and determined there were no events that occurred that required disclosure.

**Recently Issued and Implemented Accounting Pronouncements**

In May 2020, the GASB issued GASB Statement No. 96, Subscription-Based Information Technology Arrangements. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments).

This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Assets and liabilities resulting from SBITAs should be recognized and measured using the facts and circumstances that existed at the beginning of the fiscal year in which this Statement is implemented. Governments are permitted, but are not required, to include in the measurement of the subscription asset capitalizable outlays associated with the initial implementation stage and the operation and additional implementation stage incurred prior to the implementation of this Statement.

There were no significant impacts of implementing this Statement.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 1: PURPOSE OF THE COUNCIL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Future Accounting Pronouncements**

GASB Statement No. 100, Accounting Changes and Error Corrections, This Statement establishes accounting and financial reporting requirements for (a) accounting changes and (b) the correction of an error in previously issued financial statements (error correction). This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections. This Statement requires that (a) changes in accounting principles and error corrections be reported retroactively by restating prior periods, (b) changes to or within the financial reporting entity be reported by adjusting beginning balances of the current period, and (c) changes in accounting estimates be reported prospectively by recognizing the change in the current period. This Statement requires disclosure in notes to financial statements of descriptive information about accounting changes and error corrections, such as their nature. In addition, information about the quantitative effects on beginning balances of each accounting change and error correction should be disclosed by reporting unit in a tabular format to reconcile beginning balances as previously reported to beginning balances as restated. Furthermore, this Statement addresses how information that is affected by a change in accounting principle or error correction should be presented in required supplementary information (RSI) and supplementary information (SI). The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

GASB Statement No. 101, Compensated Absences, The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

The Council is evaluating the requirements of the above statements and the impact on reporting.

**Note 2: CASH**

The Council maintains a consolidated bank account to deposit most of the monies it collects and to pay its bills. The purpose of this consolidated bank account is to reduce administrative costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds.

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash on its books, including \$300 of petty cash, was \$1,293,508 and the related bank balances totaled \$1,329,260. The difference in the book and bank balances for cash relates primarily to deposits made and checks written on demand deposit accounts which did not clear the bank accounts by year-end.

Cash is insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution and pledged securities amounting to \$807,839. At year-end, the Council had no unsecured deposits.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 3: FAIR VALUE MEASUREMENTS**

GASB Codification Section 3100: Fair Value Measurements establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy under the codification are described as follows:

**Level 1 (L1):** Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the City has the ability to access.

**Level 2 (L2):** Inputs to the valuation methodology include:

- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

**Level 3 (L3):** Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The Council uses appropriate valuation techniques based on the available inputs to measure the fair value of its beneficial interest in assets of foundation. The asset's fair value measurement level with the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. When available, valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

The Council's beneficial interest in assets of foundation are pooled with other organizations' funds and managed by the Community Foundation of North Louisiana. Level 2 inputs are used to value the Council's beneficial interest in assets of foundation of \$19,809 at June 30, 2023.

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 4: CHANGES IN CAPITAL ASSETS**

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

Capital Assets	Balance July 1,			Balance June 30,	
	2022	Additions	Decreases	2023	
Vehicles	\$ 527,831	\$ 72,215	\$ 86,431	\$ 513,615	
Furniture and equipment	107,589	9,535	-	117,124	
Total capital assets	635,420	81,750	86,431	630,739	
Less accumulated depreciation					
Vehicles	341,697	75,139	86,431	330,405	
Furniture and equipment	67,451	11,887	-	79,338	
Subtotal	409,148	87,026	86,431	409,743	
Capital assets, net	\$ 226,272	\$ (5,276)	\$ -	\$ 220,996	

None of the above amounts include donated assets. All of the Council's vehicles are operational at year-end. The Council's management has reviewed capital assets and does not believe any capital assets are impaired as of year-end.

Depreciation expense was charged to governmental activities as follows:

Administration	\$	87,026
Total	\$	87,026

**Note 5: BOARD OF DIRECTORS' COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members can request reimbursement for out-of-pocket expenses in accordance with the Council's travel policy when traveling on behalf of the Council.

**Note 6: BENEFICIAL INTERESTS IN ASSETS OF FOUNDATION**

The Council established an endowment fund in fiscal year 2013 by transferring \$15,000 to the Community Foundation of Shreveport/Bossier (Foundation). Under the terms of the agreement, variance power and legal ownership of the funds rest with the Foundation, with the Council as the beneficiary of the reciprocal transfer.

A summary of the activity on the endowment fund follows:

	Community Foundation
Balance at July 1, 2022	\$ 17,907
Contributions	1,522
Interest and dividends	313
Net realized and unrealized gains (losses)	1,012
Grants/ scholarships	(723)
Administrative fees	(222)
Balance at June 30, 2023	\$ 19,809

**Bossier Council on Aging, Inc.**  
**Notes to Financial Statements**

**Note 7: INTERFUND RECEIVABLES AND PAYABLES**

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans.

Interfund receivables and payables at year-end are as follows:

	Due From	Due To
General Fund	\$ 31,231	\$ (143,400)
Title III B Fund	54,102	-
Title III C-2 Fund	11,100	-
Nonmajor Funds		
Title III AAA	1,846	-
Title III D	6,722	-
Public Health	38,399	-
<b>Total</b>	<b>\$ 143,400</b>	<b>\$ (143,400)</b>

**Note 8: INTERFUND TRANSFERS**

Operating transfers to and from the various funds are as follows for the fiscal year:

	Transfers In	Transfers Out
General Fund	\$ 31,231	\$ (363,549)
Title III B Fund	299,683	-
Title III C-2 Fund	229,360	-
Senior Center	-	(86,208)
Nonmajor Funds		
Title III AAA	15,012	-
Title III C-1 Fund	3,009	(39,480)
Title III D	-	(3,831)
Title III E	24,742	-
Supplemental Senior Center	-	(10,913)
PCOA	-	(100,000)
Public Health	944	-
<b>Total</b>	<b>\$ 603,981</b>	<b>\$ (603,981)</b>

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 (b) to shift unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits. These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 9: 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, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

**Note 10: COMMITMENTS AND CONTINGENCIES**

***Judgments, Claims, and Similar Contingencies***

The Council is party to routine claims and legal proceedings arising in the ordinary course of business. All such claims are covered by insurance and, in the opinion of management, the outcome of such actions will have no material impact on the financial condition or results of operations for the Council.

***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 at year-end may 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 11: CONCENTRATIONS**

The Council receives the majority of its revenue from other governments in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal and/or state level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in fiscal year 2024 relating to its usual sources of intergovernmental revenues.

**Bossier Council on Aging, Inc.  
Notes to Financial Statements**

**Note 12: RISK MANAGEMENT**

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; and natural disasters. The Council has purchased commercial insurance 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 four fiscal years that exceeded the Council's insurance coverage.

**Note 13: INCOME TAX STATUS**

Under provisions of Section 501(c)(3) of the Internal Revenue Code and the applicable income tax regulations of the State of Louisiana, the Council is exempt from income taxes, except from unrelated business income. There were no unrelated business activities for the year ended June 30, 2023. Accordingly, no tax expense was incurred for the year ended June 30, 2023. The Council believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements.



**Carr, Riggs & Ingram, LLC**  
1000 East Preston Avenue  
Suite 200  
Shreveport, LA 71105

Mailing Address:  
P.O. Box 4278  
Shreveport, LA 71134-0278

(318) 222-2222  
(318) 226-7150 (fax)  
[CRlcpa.com](http://CRlcpa.com)

**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  
Bossier Council on Aging, Inc.  
Bossier City, Louisiana

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 Bossier Council on Aging, Inc. as of and for the year ended June 30, 2023, and the related notes to financial statements, which collectively comprise Bossier Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 29, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Bossier Council on Aging, Inc.'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 Bossier Council on Aging, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Bossier Council on Aging, Inc.'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 a 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 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001, 2023-002, and 2023-003 that we consider to be material weaknesses.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Bossier Council on Aging, Inc.'s financial statements are free from 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Bossier Council on Aging, Inc.'s Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Bossier Council on Aging, Inc.'s response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Bossier Council on Aging, Inc.'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.

*Carr, Riggs & Ingram, L.L.C.*

**CARR, RIGGS & INGRAM, LLC**

Shreveport, Louisiana

December 29, 2023

**Bossier Council on Aging, Inc.**  
**Schedule of Findings and Questioned Costs**

**Section I – Summary of Auditors’ Results**

**Financial Statements**

Type of auditors’ report issued on the basic financial statements: **Unmodified**

Compliance and Internal control over financial reporting:

- Material weakness identified? **Yes**
- Significant deficiencies identified? **No**
- Noncompliance material to the basic financial statements noted? **No**

**Section II – Financial Statement Findings**

**Current Year Findings and Responses**

**2023 – 001 Understatement of Revenues and Receivables**

**Condition** – Grant revenue and receivables were understated by a material amount.

**Criteria** – Controls should be in place to ensure revenues and receivables are recorded in the proper period.

**Cause** – Management did not properly identify and record grant revenue for amounts that were received subsequent to year-end.

**Effect** – Grant revenues and receivables were materially understated.

**Recommendation** – We recommend management implement procedures to review grant receipts received subsequent to year end to identify any that pertain to the current year.

**Views of Responsible Officials** – The proper action will be taken to prevent this re-occurrence.

**2023 – 002 Deferred Revenues**

**Condition** – ARP revenue was overstated by a material amount.

**Criteria** – Controls should be in place to ensure revenues are recorded in the proper period.

**Cause** – Management did not properly identify and record grant revenue for amounts deferred for the next fiscal year.

**Effect** – ARP revenues were materially overstated.

**Recommendation** – We recommend management develop and implement procedures to ensure material misstatements in the financial statements are identified and corrected in a timely manner.

**Bossier Council on Aging, Inc.**  
**Schedule of Findings and Questioned Costs**

**Views of Responsible Officials** – Management will implement a review process to ensure for proper revenue recognition.

**2023 – 003 Prepaid Expenses**

**Condition** – Prepaid insurance was understated by a material amount.

**Criteria** – Controls should be in place to ensure prepaid and expenses are properly recorded.

**Cause** – Management did not properly record insurance payments, according to the policy period, during the year.

**Effect** – Prepaid and expense were materially understated.

**Recommendation** – We recommend management implement procedures to review insurance policies and adjust prepaid and expense according to the policy period.

**Views of Responsible Officials** – Management will implement a review process to ensure for proper recording of prepaid and expense.

**Prior Year Findings**

**2022 – 001 Understatement of Revenues and Receivables**

**Condition** – Grant revenue and receivables were understated by a material amount.

**Status** – Unresolved, see current year finding 2023-001.



706 Bearkat Drive  
Bossier City, Louisiana 71111  
(318) 741-8302 Fax (318) 741-7490  
1 (800) 256-8993  
[www.bossiercoa.org](http://www.bossiercoa.org)

*A Bright Adventure for Your Golden Years*

## **Bossier Council on Aging, Inc.**

Corrective Action Plan  
June 30, 2023

### **Financial Statement Findings**

#### 2023-001 Understatement of Revenues and Receivables

Condition: Grant revenue and receivables were understated by a material amount.

Corrective Action Plan: Grants may be applied for at one level & awarded at levels to be determined by grantor. At year end, review of all unawarded grants will be conducted. Outstanding grants will be recorded appropriately. ARP contracts are administered by GOEA & the timing of funding is dependent on their schedule.

Person Responsible for Corrective Action: Executive Director-review, CPA-update financials, and Bookkeeper-provide reporting to CPA.

Anticipated Completion Date: At year-end review.

#### 2023-002 Deferred Revenue

Condition: During the course of performing auditing procedures over revenue, we discovered there was an overstatement of revenue from ARP funding, resulting in deferred revenue of \$112,168 at year end. Additionally, ARP funding for two grants resulted in deficits of approximately \$31,000, which resulted in transfers to the General Fund.

Corrective Action Plan: ARP contracts are administered by GOEA and the timing of funding is dependent on their schedule. CPA will review balance sheet with support and adjust at year-end with workpaper backup.

Person Responsible for Corrective Action: Executive Director-review, CPA-update financials, and Bookkeeper-provide reporting to CPA.

**2023-002 Deferred Revenue (Continued)**

Anticipated Completion Date: At year-end review.

**2023-003 Prepaid Expenses**

Condition: Prepaid insurance was understated by a material amount.

Corrective Action Plan: Expenses that meet prepaid criteria will be posted accordingly via chart of accounts. Monthly allocations of prepaid expenses will be done by Bookkeeper and reviewed by the CPA.

Person Responsible for Corrective Action: Executive Director-review, CPA-update financials, and Bookkeeper-provide reporting to CPA.

Anticipated Completion Date: At year-end review.

**SUPPLEMENTARY INFORMATION  
REQUIRED BY GASB STATEMENT 34**

**Bossier Council on Aging, Inc.  
Budgetary Comparison Schedule – General Fund**

The Council has no legal obligation to budget this fund.

See Independent Auditors' Report.

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**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Title III B Fund**

For the year ended June 30, 2023	Budgeted Amounts		Actual Amounts	Variance with Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
<b>Revenues</b>				
Intergovernmental				
GOEA	\$ 146,116	\$ 146,116	\$ 146,116	\$ -
Program service fees	474	474	474	-
Client contributions	8,900	8,900	8,900	-
Total revenues	155,490	155,490	155,490	-
<b>Expenditures</b>				
Personnel	291,319	276,995	259,279	17,716
Fringe	41,011	37,067	26,239	10,828
Travel	8,850	6,398	5,852	546
Operating services	104,634	99,648	111,175	(11,527)
Operating supplies	53,103	47,092	48,278	(1,186)
Direct costs - no indirect allocation	4,850	4,850	4,350	500
Other costs	15,277	18,976	-	18,976
Total expenditures	519,044	491,026	455,173	35,853
Excess (deficiency) of revenues over expenditures	(363,554)	(335,536)	(299,683)	35,853
<b>Other financing sources</b>				
Transfers in	363,554	335,536	299,683	(35,853)
Transfers out	-	-	-	-
Total other financing sources	363,554	335,536	299,683	(35,853)
Net increase (decrease) in fund balances	-	-	-	-
<b>Fund balances</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

See Independent Auditors' Report.

**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Title III C-2 Fund**

For the year ended June 30, 2023	Budgeted Amounts		Actual Amounts	Variance with Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
<b>Revenues</b>				
Intergovernmental				
GOEA	\$ 154,128	\$ 154,128	\$ 154,128	\$ -
NSIP	38,199	38,199	38,199	-
Unrestricted public support	-	-	160	160
Client contributions	25,919	25,919	25,919	-
Total revenues	218,246	218,246	218,406	160
<b>Expenditures</b>				
Personnel	183,401	118,987	121,835	(2,848)
Fringe	28,999	18,935	13,292	5,643
Travel	1,692	1,002	3,068	(2,066)
Operating services	69,689	64,560	92,325	(27,765)
Operating supplies	14,061	11,896	21,818	(9,922)
Other costs	252,601	217,648	195,428	22,220
Total expenditures	550,443	433,028	447,766	(14,738)
Excess (deficiency) of revenues over expenditures	(332,197)	(214,782)	(229,360)	(14,578)
<b>Other financing sources</b>				
Transfers in	332,197	214,782	229,360	14,578
Transfers out	-	-	-	-
Total other financing sources	332,197	214,782	229,360	14,578
Net increase (decrease) in fund balances	-	-	-	-
<b>Fund balances</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

See Independent Auditors' Report.

**Bossier Council on Aging, Inc.**  
**Budgetary Comparison Schedule – Senior Center Fund**

<i>For the year ended June 30, 2023</i>	<b>Budgeted Amounts</b>		<b>Actual Amounts</b>	<b>Variance with Budget</b>
	<b>Original</b>	<b>Final</b>	<b>GAAP Basis</b>	<b>Favorable (Unfavorable)</b>
<b>Revenues</b>				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 162,012	\$ 162,012	\$ 162,012	\$ -
Total revenues	162,012	162,012	162,012	-
<b>Expenditures</b>				
Personnel	20,862	23,042	28,731	(5,689)
Fringe	3,361	3,391	2,707	684
Travel	151	81	247	(166)
Operating services	28,943	26,699	35,767	(9,068)
Operating supplies	12,389	8,329	8,352	(23)
Other costs	1,340	1,821	-	1,821
Total expenditures	67,046	63,363	75,804	(12,441)
Excess (deficiency) of revenues over expenditures	94,966	98,649	86,208	(12,441)
<b>Other financing sources</b>				
Transfers in	-	-	-	-
Transfers out	(94,966)	(98,649)	(86,208)	12,441
Total other financing sources	(94,966)	(98,649)	(86,208)	12,441
Net increase (decrease) in fund balances	-	-	-	-
<b>Fund balances</b>				
Beginning of year	-	-	-	-
End of year	\$ -	\$ -	\$ -	\$ -

See Independent Auditors' Report.

**SUPPLEMENTARY FINANCIAL INFORMATION  
REQUIRED BY GOEA**

**Bossier Council on Aging, Inc.**  
**Schedule of Non-Major Special Revenue Funds**

For the year ended June 30, 2023	Title III		Title III C-1	Title III D	Title III E	Supplemental		Public Health	Total
	AAA					Senior Center	PCOA		
<b>Revenues</b>									
Intergovernmental									
GOEA	\$ 58,847		\$ 93,113	\$ 5,971	\$ 55,074	\$ 10,913	\$ 100,000	\$ 21,279	\$ 345,197
FEMA	-		-	-	-	-	-	-	-
Public Support									
Client contributions	-		1,107	20	153	-	-	-	1,280
Total revenues	58,847		94,220	5,991	55,227	10,913	100,000	21,279	346,477
<b>Expenditures</b>									
Personnel	25,460		32,556	3,040	32,789	-	-	9,126	102,971
Fringe	2,454		2,619	230	3,200	-	-	652	9,155
Travel	2,328		185	457	623	-	-	320	3,913
Operating services	36,253		5,721	599	43,204	-	-	1,525	87,302
Operating supplies	7,364		6,351	915	153	-	-	10,600	25,383
Other costs	-		10,317	-	-	-	-	-	10,317
Total expenditures	73,859		57,749	5,241	79,969	-	-	22,223	239,041
Excess (deficiency) of revenues over expenditures	(15,012)		36,471	750	(24,742)	10,913	100,000	(944)	107,436
<b>Other financing sources (uses)</b>									
Operating transfers in	15,012		3,009	-	24,742	-	-	944	43,707
Operating transfers out	-		(39,480)	(3,831)	-	(10,913)	(100,000)	-	(154,224)
Total other financing sources (uses)	15,012		(36,471)	(3,831)	24,742	(10,913)	(100,000)	944	(110,517)
Net change in fund balances	-		-	(3,081)	-	-	-	-	(3,081)
<b>Fund balances</b>									
Beginning of year	-		-	3,081	-	-	-	-	3,081
End of year	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See Independent Auditors' Report.

**Bossier Council on Aging, Inc.**  
**Comparison Schedule of Capital Assets and Changes in Capital Assets**  
**For the Year Ended June 30, 2023**

	Balance June 30, 2022		Additions		Deletions		Balance June 30, 2023
<b>Capital assets, at cost</b>							
Vehicles	\$ 527,831		\$ 72,215		\$ 86,431		\$ 513,615
Furniture and equipment	107,589		9,535		-		117,124
<b>Total</b>	<b>\$ 635,420</b>		<b>\$ 81,750</b>		<b>\$ 86,431</b>		<b>\$ 630,739</b>
Investment in capital assets							
Property acquired with funds from -							
AAA	\$ 2,567		\$ -		\$ -		\$ 2,567
Local	632,853		81,750		86,431		628,172
<b>Total</b>	<b>\$ 635,420</b>		<b>\$ 81,750</b>		<b>\$ 86,431</b>		<b>\$ 630,739</b>

See Independent Auditors' Report.

## **OTHER SUPPLEMENTARY INFORMATION**

**Bossier Council on Aging, Inc.**  
**Schedule of Compensation, Benefits and Other Payments to Agency Head**  
**For the Year Ended June 30, 2023**

Agency Head Name: Tamara Crane, Executive Director

Purpose	Amount
Salary	\$ 82,808
Benefits-insurance	\$ 8,388
Benefits-other (describe) - Giftcard	\$ 300
Cell phone	\$ 600
Registration fees	\$ 343
Conference travel	\$ 110



## **Bossier Council on Aging, Inc.**

### **STATEWIDE AGREED-UPON PROCEDURES REPORT**

**June 30, 2023**





**Carr, Riggs & Ingram, LLC**

1000 East Preston Avenue

Suite 200

Shreveport, LA 71105

Mailing Address:

P.O. Box 4278

Shreveport, LA 71134-0278

(318) 222-2222

(318) 226-7150 (fax)

[CRicpa.com](http://CRicpa.com)

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of Bossier Council on Aging, Inc.  
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. Bossier Council on Aging's management is responsible for those C/C areas identified in the SAUPs.

Bossier Council on Aging 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.

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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).

**Results:** No exceptions were identified as a result of applying this procedure.

- 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 rates of pay or approval and maintenance of pay rate schedules.

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** Written policies and procedures do not address standard terms and conditions of contracts and legal review of contracts.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- h) **Credit Cards (and debit cards, fuel cards, purchase 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).

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** BCOA does not have a written ethics policy.

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

**Results:** This procedure is not applicable since the BCOA does not have 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.

**Results:** BCOA does not have a written IT disaster recovery and business continuity policy.

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

**Results:** This procedure is not applicable to BCOA, as it is a nonprofit organization.

#### ***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.

**Results:** No exceptions were identified as a result of applying this procedure.

- 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. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** No exceptions were identified as a result of applying this procedure.

***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:
  - 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);

**Results:** No exceptions were identified as a result of applying this procedure.

- 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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** No exceptions were identified as a result of applying this procedure.

***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).

**Results:** CRI obtained a list of deposits sites and management's representation that the listing was complete. There is only one deposit site.

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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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
  - a) Employees responsible for cash collections do not share cash drawers/registers.

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- c) Each employee responsible for collecting cash is not also 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; and

**Results:** No exceptions were identified as a result of applying this procedure.

- 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, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

**Results:** No exceptions were identified as a result of applying this procedure.

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.

**Results:** No exceptions were identified as a result of applying this procedure.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (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). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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).

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

***Non-Payroll Disbursements (excluding card purchases, 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).

**Results:** CRI obtained listing of locations that process payments and management's representation that the listing was complete. There is only one location that processes payments.

9. For each location selected under procedure #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, then 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 or making the purchase;

**Results:** Most purchases involve at least two employees in initiating a purchase request, approving a purchase, and placing an order/making a purchase. Executive Director has the ability to initiate a purchase request, approve the purchase, and place an order/make a purchase.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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;

**Results:** Executive Director is the only employee who has access to and can modify the vendor files. There is no procedure for reviewing changes to the vendor files.

- 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; and

**Results:** No exceptions were identified as a result of applying this procedure.

10. For each location selected under procedure #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
- Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, 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 only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

**Results:** CRI obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period and management's representation that the listing was complete.

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
- 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

14. Using the monthly statements or combined statements selected under procedure #13 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that 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 observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***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 and 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

- 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](http://www.gsa.gov));

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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 Policies and Procedures procedure #1g; and

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***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. Alternatively, 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

- 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;

**Results:** No exceptions were identified as a result of applying this procedure.

- 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);

**Results:** No exceptions were identified as a result of applying this procedure.

- 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); and

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***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.

**Results:** No exceptions were identified as a result of applying this procedure.

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

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

19. 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

**Results:** No exceptions were identified as a result of applying this procedure.

20. 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.

**Results:** CRI obtained management's representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

#### ***Ethics***

21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 obtain ethics documentation from management, and

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 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.

**Results:** There were no changes to the entity's policy during the fiscal year.

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

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***Debt Service***

23. 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 that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

**Results:** This procedure was not applicable as the BCOA does not have any debt.

24. 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).

**Results:** This procedure was not applicable as the BCOA does not have any debt.

#### ***Fraud Notice***

25. 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 as required by R.S. 24:523.

**Results:** Management represented that no misappropriations of public funds and assets occurred during the fiscal period.

26. 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.

**Results:** No exceptions were identified as a result of applying this procedure.

***Information Technology Disaster Recovery/Business Continuity***

27. 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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence 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.

**Results:** 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 there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

**Results:** 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.

**Results:** We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**Results:** No exceptions were identified as a result of applying this procedure.

***Prevention of Sexual Harassment***

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

**Results:** This procedure is not applicable to BCOA as a nonprofit organization.

30. 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).

**Results:** This procedure is not applicable to BCOA as a nonprofit organization.

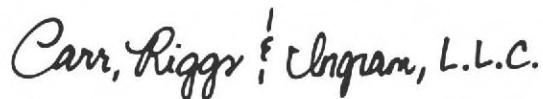
31. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
- a) Number and percentage of public servants in the agency who have completed the training 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.

**Results:** This procedure is not applicable to BCOA as a nonprofit organization.

We were engaged by Bossier Council on Aging 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 Bossier Council on Aging, Inc. 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.



CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana

December 29, 2023



706 Bearkat Drive  
Bossier City, Louisiana 71111  
(318) 741-8302 Fax (318) 741-7490  
1 (800) 256-8993  
[www.bossiercoa.org](http://www.bossiercoa.org)

*A Bright Adventure for Your Golden Years*

December 29, 2023

Louisiana Legislative Auditor  
1600 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802

And

Carr Riggs & Ingram, LLC  
1000 East Preston Avenue, Suite 200  
Shreveport, LA 71105

**RE: Management's Response to Agreed-Upon Procedures**

Management of Bossier Council on Aging, Inc. has reviewed the Independent Accountants' Report on Applying Agreed-Upon Procedures. We are in agreement with the report of Carr, Riggs and Ingram, LLC. Bossier Council on Aging, Inc. will add policies and procedures and implement changes as considered necessary and cost beneficial to meet the expectations identified in the report and future agreed-upon procedures engagements. We have drafted new procedures as considered necessary and will submit them for board approval at our next meeting in January.

Sincerely,

Tamara M. Crane  
Executive Director