

WEST BATON ROUGE COUNCIL ON AGING, INC.

Financial Statements with Supplementary Information

June 30, 2023

(With Independent Auditors' Report Thereon)

WEST BATON ROUGE COUNCIL ON AGING, INC.

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Independent Auditors' Report

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

Opinions

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

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

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Council's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibility 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 GAAS 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 GAAS and *Government Auditing Standards*, we

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

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

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 to 9 and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not 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.

Other Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Council's financial statements as a whole. The accompanying Combining Balance Sheet - Non Major Governmental Funds, Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Non Major Governmental Funds and the Comparative Schedule of Capital Assets and Changes in Capital Assets are presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA). In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Council to present a supplemental schedule of Compensation, Benefits and Other Payments Made to the Council's Executive Director for the fiscal year. These schedules are not a required part of the basic financial statements.

The aforementioned other supplementary information is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 26, 2023, on our consideration of Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is 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 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 Council's internal control over financial reporting and compliance.

Griffin & Furman, LLC

December 26, 2023

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings and Management's Corrective Action

June 30, 2023

The Management's Discussion and Analysis of the West Baton Rouge Council on Aging, Inc.'s (the Council) financial performance presents a narrative overview and analysis of the Council's financial activities for the year ended June 30, 2023. This document focuses on the current year's activities, resulting changes, and currently known facts. Please read this document in conjunction with basic financial statements, which follow this section.

Our mission is to provide directly or coordinate the full range of services available through State and Federal Agencies to the elderly of West Baton Rouge Parish and to create an atmosphere of respect for human life and affirm the dignity and self-worth of the older adult by providing a richer and more comfortable life and assisting them in remaining self-sufficient.

Financial Highlights

The Council's assets exceeded its liabilities at the close of fiscal year 2023 by \$4,267,151 (net assets) which represents a 22% increase from last fiscal year.

Cash and investments were \$3,395,746 at June 30, 2023 compared to \$2,544,546 at June 30, 2021. This is an increase of \$851,200.

The Council's total revenue increased \$269,820 in 2023. Ad valorem taxes increased \$117,286.

The Council's total expenditures increased 65,606 (or 6%) compared to prior year.

As a result of subtracting total expenditures from total revenue, the Council's net position increased by \$759,320 this fiscal year.

Overview of the Financial Statements

These financial statements consist of three sections - Management's discussion and analysis (this section), the basic financial statements (including the notes to the financial statements), and supplementary information, both required and other.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Council's finances, in a manner similar to a private sector business. The statement of net position presents information on all of the Council's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Council is improving or deteriorating. The statement of activities presents information showing how the Council's net position changes during each fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows.

Revenues and expenses are reported in this statement from some items that will only result in cash flows in future fiscal periods. The governmental activity of the Council is health and welfare which is comprised of various programs that include supportive services, nutritional services, utility assistance, disease prevention, caregiver support and multipurpose senior centers in Port Allen, Louisiana.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings and Management's Corrective Action

June 30, 2023

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the Council are governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Council has presented the General Fund, Title III B – Supportive Services Fund, Title III C-1-Congregate Meals Fund, and Health District Fund as major funds. All non-major governmental funds are presented in one column, titled “Total Non-Major Funds”. Combining financial statements of the non-major funds can be found in the Combining Fund Statements that follow the basic financial statements.

Notes to the Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found starting on page 15 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information that further explains and supports the information in the financial statements. The Governmental Accounting Standards Board (GASB) Statement No. 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has a legally adopted budget (pages 28 to 32). In addition to these required elements, the Council has a section of supplementary information. The Governor's Office of Elderly Affairs (GOEA) has required the Council to present combining statements that provide details about our non-major governmental funds and details about capital assets and the changes in capital assets. This information will be used by GOEA to verify the accuracy of information submitted to them during the year and to help monitor certain compliance requirements set forth in the grants that it has with the Council (page 34 to 36).

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings and Management's Corrective Action

June 30, 2023

Government Wide Financial Analysis of the Entity

Condensed statements of net position as of June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>	<u>Change</u>
Current and other assets	\$ 3,408,445	2,601,199	807,246
Capital assets, net of depreciation	<u>941,932</u>	<u>981,192</u>	<u>(39,260)</u>
Total assets	<u>\$ 4,350,377</u>	<u>3,582,391</u>	<u>767,986</u>
Accounts payable	\$ 16,318	661	15,657
Other liabilities	<u>66,908</u>	<u>73,899</u>	<u>(6,991)</u>
Total liabilities	83,226	74,560	8,666
Net Position			
Invested in capital assets, net	941,932	981,192	(39,260)
Restricted	14,545	2,439,218	(2,424,673)
Unrestricted	<u>3,310,674</u>	<u>87,421</u>	<u>3,223,253</u>
Total net position	<u>\$ 4,267,151</u>	<u>3,507,831</u>	<u>759,320</u>

Condensed statements of activities for the years ended June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>	<u>Change</u>
Revenues:			
Program revenues	\$ 135,277	97,470	37,807
General revenues	<u>1,771,008</u>	<u>1,538,995</u>	<u>232,013</u>
Total revenue	1,906,285	1,636,465	269,820
Expenses:			
Health, welfare, and social services	<u>1,146,965</u>	<u>1,081,359</u>	<u>65,606</u>
Increase (decrease) in net position	759,320	555,106	204,214
Net position – beginning of year	<u>3,507,831</u>	<u>2,925,725</u>	<u>555,106</u>
Net position – end of year	<u>\$ 4,267,151</u>	<u>3,507,831</u>	<u>759,320</u>

Capital Assets

For the year ended June 30, 2023, the Council had \$941,932 invested in a broad range of capital assets, including buildings, furniture, equipment, and vehicles. This amount represents a net decrease (including additions and deductions) of \$39,260 or 4%, from last fiscal year.

Variations Between Original and Final Budgets

For the General Fund, revenues and other financing sources were \$68,168 over budget and expenditures and other financing uses were \$64,839 over budget.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings and Management's Corrective Action

June 30, 2023

For the Millage Fund, revenues and other financing sources were \$55,552 over budget, and expenditures and other financing uses were under budget by \$199,817.

For the Title III B Fund, revenues and other financing sources were \$82,319 under budget, and expenditures and other financing uses were under budget by \$82,319.

For the Title III C-1 Fund, revenues and other financing sources were \$26,690 under budget, and expenditures and other financing uses were under budget by \$26,690.

For the Title III C-2 Fund, revenues and other financing sources were \$40,857 under budget, and expenditures and other financing uses were under budget by \$40,857.

Economic Factors and Next Year's Budgets and Rates

The Council receives most of its funding from federal and state agencies and local taxes. 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. Despite COVID-19 issues, there have been no significant changes to the funding levels or terms of the grants and contracts. The Governor's Office of Elderly Affairs (GOEA) has approved the Council's budget for fiscal year 2023-2024. There are no plans to add or delete any significant programs for next fiscal year.

The Board of Directors considered COVID-19 issues and the following factors and indicators when setting next year's budget, rates, and fees. These factors and indicators include:

- Actual expenditures from previous fiscal year in relation to expected needs in the current year.**
- Consideration of funding to be received from GOEA and CAAA.**
- Salaries and benefits are based on the number of employees needed to perform necessary services and the related benefits.**
- Travel rates in accordance with state Travel regulations.**
- Services the Council will provide along with estimated service costs.**
- Estimate of operation supplies needed to perform necessary services.**
- Detail plan of equipment and vehicles needed to be purchased.**

Contacting the Council Management

This financial report is designed to provide a general overview of the Council's finances for all those with an interest in the Council's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

**Board of Directors
C/O Tommie Gordon, Executive Director
West Baton Rouge Council on Aging, Inc.
2560 Court Street
Port Allen, Louisiana, 70767
Phone (225) 383-0638**

WEST BATON ROUGE COUNCIL ON AGING, INC.

Statement of Net Position

June 30, 2023

Assets

Assets:

Cash	\$	3,395,746
Grants and contracts receivable		12,699
Capital assets, net of accumulated depreciation		<u>941,932</u>

Total assets **\$ 4,350,377**

Liabilities and Net Position

Liabilities:

Accounts payable	\$	16,318
Accrued compensated absences		<u>66,908</u>

Total liabilities **83,226**

Net Position:

Net investment in capital assets		941,932
Restricted		3,294,754
Unrestricted		<u>30,465</u>

Total net position **4,267,151**

Total liabilities and net position **\$ 4,350,377**

See accompanying notes to the financial statements.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Statement of Activities

For the Year Ended June 30, 2023

			Program Revenues		Net (Expense)
	Direct	Indirect	Operating	Capital	Revenue &
	Expenses	Expenses	Grants &	Grants &	Changes in
			Contributions	Contributions	Net Position
Functions/Programs					
Governmental Activities:					
Health, Welfare, & Social Services:					
Supportive Services:	\$ 140,952	150,765	35,012	-	(256,705)
Homemaker					
Information & assistance					
Outreach					
Medical alert					
Telephoning					
Transportation					
Nutrition Services:					
Congregate meals	23,973	18,592	18,394	-	(24,171)
Home delivered meals	197,915	74,433	8,315	-	(264,033)
National family caregiver support	170	607	910	-	133
Multi-purpose senior centers	-	-	72,646	-	72,646
Administration	-	539,558	-	-	(539,558)
Total governmental activities	<u>363,010</u>	<u>783,955</u>	<u>135,277</u>	<u>-</u>	<u>(1,011,688)</u>
General Revenues:					
Ad valorem taxes					1,516,148
Grants and contributions not restricted to specific programs					141,949
Investment income					85,648
Miscellaneous					<u>27,263</u>
Total general revenues					<u>1,771,008</u>
Change in net position					759,320
Net position - beginning of the year					<u>3,507,831</u>
Net position - end of year					<u>\$ 4,267,151</u>

See accompanying notes to the financial statements.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Governmental Funds

Balance Sheet

June 30, 2023

	Major Funds					Non-Major	Total
	General Fund	Millage	Title III B	Title III C-1	Title III C-2	Other Funds	Governmental Funds
Assets:							
Cash	\$ 115,562	3,280,184	-	-	-	-	3,395,746
Investments	-	-	-	-	-	-	-
Grants and contracts receivable	12,699	-	-	-	-	-	12,699
Due from other funds	-	-	25	-	-	14,545	14,570
Total assets	\$ 128,261	3,280,184	25	-	-	14,545	3,423,015
Liabilities and Fund Balances:							
Liabilities:							
Accounts payable	\$ 16,318	-	-	-	-	-	16,318
Due to other funds	14,570	-	-	-	-	-	14,570
Total liabilities	30,888	-	-	-	-	-	30,888
Fund Balances:							
Nonspendable	-	-	-	-	-	-	-
Restricted	-	3,280,184	25	-	-	14,545	3,294,754
Committed	-	-	-	-	-	-	-
Assigned	-	-	-	-	-	-	-
Unassigned	97,373	-	-	-	-	-	97,373
Total fund balances	97,373	3,280,184	25	-	-	14,545	3,392,127
Total liabilities and fund balances	\$ 128,261	3,280,184	25	-	-	14,545	3,423,015

See accompanying notes to the financial statements.

WEST BATON ROUGE COUNCIL ON AGING, INC.

**Reconciliation of the Balance Sheet Fund Balances - Governmental Funds
to the Statement of Net Position**

June 30, 2023

Total Governmental Fund Balances	\$	3,392,127
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**Amounts reported for governmental activities in the statement
of net position are different because:**

The purchase of capital assets are reported as expenditures as they are incurred in the governmental funds. The statement of net position reports capital outlays as an asset of the Council. These capital assets are depreciated over their estimated useful lives in the statement of activities and are not reported in the governmental funds.	941,932
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Long-term liabilities that are not due and payable in the current period are not reported as a liability in the governmental funds. All liabilities - both current and long term - are reported in the statement of net position.

Compensated absences payable	(66,908)
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Total Net Position of Governmental Activities	\$	<u>4,267,151</u>
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See accompanying notes to the financial statements.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Governmental Funds

Statement of Revenues, Expenditures, Changes in Fund Balances

For the Year Ended June 30, 2023

	Major Funds					Non-Major	Total
	General	Millage	Title III B	Title III C-1	Title III C-2	Other	Governmental
	Fund					Funds	Funds
Revenues:							
Ad valorem taxes							
Intergovernmental:	\$ -	1,516,148	-	-	-	-	1,516,148
Capital Area Agency on Aging	225	-	34,585	11,957	7,576	910	55,253
Capital Area Agency/ARP	40,824	-	-	-	-	-	40,824
Governor's Office of Elderly Affairs	100,000	-	-	-	-	73,546	173,546
Public support:							
Participant contributions	-	-	427	6,437	739	-	7,603
Investment income	85,648	-	-	-	-	-	85,648
Miscellaneous	27,263	-	-	-	-	-	27,263
Total revenues	253,960	1,516,148	35,012	18,394	8,315	74,456	1,906,285
Expenditures:							
Health, Welfare, & Social Services:							
Personnel	-	217,181	176,288	28,661	79,347	375	501,852
Fringe	-	56,930	40,780	4,313	35,528	146	137,697
Travel	-	-	3,713	76	433	2	4,224
Operating services	4,248	93,400	45,607	4,872	23,754	128	172,009
Operating supplies	-	-	3,915	457	2,031	17	6,420
Other costs	39,557	36,844	21,414	1,945	9,417	109	109,286
Meals	17,445	106,630	-	4	-	-	124,079
Capital outlay	46,500	-	1,520	-	-	-	48,020
Total expenditures	107,750	510,985	293,237	40,328	150,510	777	1,103,587
Excess (deficiency) of revenues over expenditures	146,210	1,005,163	(258,225)	(21,934)	(142,195)	73,679	802,698
Other Financing Sources (Uses):							
Transfers in	-	-	258,225	21,934	142,195	-	422,354
Transfers out	(136,258)	(213,450)	-	-	-	(72,646)	(422,354)
Total other financing sources (uses)	(136,258)	(213,450)	258,225	21,934	142,195	(72,646)	-
Net change in fund balances	9,952	791,713	-	-	-	1,033	802,698
Fund balances, beginning of year	87,421	2,488,471	25	-	-	13,512	2,589,429
Fund balances, end of year	\$ 97,373	3,280,184	25	-	-	14,545	3,392,127

See accompanying notes to the financial statements.

WEST BATON ROUGE 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

Net Change in Fund Balances - Total Governmental Funds	\$	802,698
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**Amounts reported for governmental activities in the statement of
activities are different because:**

**Governmental funds report capital outlays as expenditures.
However, in the statement of activities the cost of those assets is
allocated over their estimated useful lives and reported as
depreciation expense:**

Capital asset additions	48,020
Depreciation expense	(87,278)

**Governmental funds report changes in certain liabilities in the
General Long-Term Debt Account Group, however, the changes
affect costs in the statement of activities:**

Personnel cost increase due to compensated absences	<u>(4,120)</u>
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Change in Net Position of Governmental Activities	\$	<u><u>759,320</u></u>
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See accompanying notes to the financial statements.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Notes to the Financial Statements

June 30, 2023

(1) Summary of Significant Accounting Policies

The accounting and reporting policies of the West Baton Rouge Council on the 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). The following is a summary of certain significant accounting policies used by the Council:

(a) Purpose of the Council

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 West Baton Rouge Parish (the Parish); to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the Parish and state; to provide for the mutual exchange of ideas and information on the Parish and state level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people; to coordinate and monitor services of other local agencies serving the aging people of the Parish; to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local government serving the elderly, and to make recommendations relevant to the planning and delivery of services to the elderly of the Parish.

Specific services provided by the Council to the elderly residents of the Parish include providing congregate and home-delivered meals, nutritional education, information and assistance, outreach, material aid, home repairs, medic alert units, in-home respite care, personal care, sitter services, support groups, public education, senior centers, utility assistance, homemakers, recreation, legal assistance, wellness, and transportation. The Council also provides transportation services to the public, primarily the elderly, of the Parish.

(b) 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 GOEA with the specific intention to administer and coordinate social services and programs for the elderly population of Louisiana through sixty-four parish voluntary councils on aging. Each council on aging in Louisiana must comply with the state laws that apply to quasi-public agencies as well as the policies and regulations established by GOEA.

The Council is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana in May of 1972 under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes. A Board of Directors, consisting of thirteen (13) voluntary members, who serve three-year terms, governs the Council. Each member may serve no more than two consecutive terms. A board member

WEST BATON ROUGE COUNCIL ON AGING, INC.

Notes to the Financial Statements

June 30, 2023

who has served two consecutive terms is ineligible to serve on the Board of Directors for one year. Reasonable efforts are made to maintain a Board of Directors who is representative of the population of the Parish. Nominations to fill expiring terms of board members are made in April to the Councils membership committee that will consider and screen the nominations. The membership committee nominates who it believes to be the best-qualified persons to the board. The members of the Council elect board members at their annual membership meeting in June. Any adult citizen of the Parish, age 60 and over, may register to be a member of the Council. Membership fees are not charged.

Based on the criteria set forth in GASB Codification Section 2100, Defining 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. The Council presents its financial statements as a special purpose, stand-alone government; accordingly, it applies the provisions of GASB as if it were a primary government.

(c) Basis of Presentation

The Councils 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, the purpose of which are to report individual major governmental funds and combined non-major governmental funds.

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

(d) 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 rule, the effect of interfund activity is eliminated from the 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. Governmental activities generally are supported by intergovernmental revenues and property tax revenues.

In the government-wide statement of net position, a single column is presented for total governmental activities which are presented on a consolidated basis.

The statement of net position is 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 Councils net position is reported in three parts; net investment 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 Councils functions and significant programs. Many functions and programs are supported by general government revenues such as intergovernmental revenues, property

WEST BATON ROUGE COUNCIL ON AGING, INC.

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taxes, and unrestricted public support, particularly if the function or program has a net cost.

The statement of activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues such as charges for services, operating and capital grants, and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

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

In the statement of activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence and are separately reported below general revenues. There were no special items this year.

(e) Fund Financial Statements

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

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

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

Governmental fund equity is called the fund balance. Fund balance is further classified on a

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

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

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

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services - Administration on Aging to the GOEA, which in turn "passes through" the funds to the Council.

Major Governmental Funds

Millage Fund - This fund is used to account for ad valorem taxes received from the taxpayers of Assumption Parish. The Council uses these funds to supplement the cost of the services it provides.

Title III-B Supportive Services Fund - The Title III-B Supportive Services Fund is used to account for funds, which are used to provide various units of supportive social services to the elderly. This program provides for access services, in-home services, community services, transportation and legal assistance for the elderly.

Title III C-1 Congregate Meals Fund - The Title III Congregate Meals Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in the Parish. There are two main sources of revenues that form the basis of this fund: a grant from the GOEA for special programs for the aging and Nutrition Services Incentive Program (NSIP) funds provided by the GOEA to supplement the congregate meals program.

Title III C-2 Home Delivered Meals Fund - The Title III C-2 Home Delivered Meals Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. There are two main sources of revenues that form the basis of this fund: a grant from the GOEA for special programs for the aging and Nutrition Services Incentive Program (NSIP) funds provided by the GOEA to supplement the home delivered meals program.

Non-Major Governmental Funds

Title III-E Fund - The Title III-E Fund is used to account for funds which are used to provide continuing education services and information to assist individuals to acquire knowledge about services and/or care giving role and needs.

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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 the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community.

Supplemental Senior Center Fund - Monies in this fund are received from GOEA. The Louisiana Legislature appropriated additional money for various councils on aging through Louisiana to be used to supplement each council's primary state grant for senior center operations and activities. The Council was one of the councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III B- Supportive Services Fund to supplement the supportive services provided by this fund.

MIPPA - Monies in this fund are received from GOEA. The Louisiana Legislature appropriated additional money for various councils on aging through Louisiana to be used for the councils operations.

Utility Assistance Fund - The Utility Assistance Fund is used to account for the administration of programs that are sponsored by local utility companies. The companies collect contributions from service customers and employees and remit the funds directly to Capital Area Agency on Aging (CAAA), which in turn remits funds relating to Pointe Coupee Parish to the Council. These funds are used to provide financial assistance to the elderly for the payment of their utility bills.

(f) Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues or expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about the Council as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period

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or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

Interfund Activity

Interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. All other interfund transactions are treated as transfers. Transfers represent a permanent reallocation of resources between funds. Transfers between funds are netted against one another as part of the reconciliation of the change in fund balances in the fund financial statements to the change in net position in the government-wide Financial Statements.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and petty cash. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Cash and cash equivalents are reported at their carrying amounts that equal their fair values.

Investments

Governmental Accounting Standards require the Council to report its investments at fair value, 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.

Investments that 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.

Prepaid Expenses

Prepaid expenses include amounts paid for services in advance. These are shown as assets on the Government-Wide Statement of Net Position.

In the Fund Financial Statements, the Council has elected not to include amounts paid for future services as expenditures until those services are consumed to comply with the cost reimbursement terms of grant agreements. 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

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shown as non-spendable to reflect the amount of fund balance not currently available for expenditures.

Capital Assets

The accounting and reporting treatment applied to the capital assets associated with a fund are determined by its measurement focus. Capital assets are long-lived assets that have been purchased or acquired with an original cost of at least \$1,000 and that have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the Government-Wide Statement of Net Assets. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the fund that provided the resources to acquire the asset. 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.

For capital assets recorded in the Government-Wide Financial Statements, depreciation is computed and recorded using the straight-line method for the assets estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Building improvements	20 years
Equipment	5 - 7 years
Vehicles	5 years
Computers	3 years

Depreciation is not computed or recorded on capital assets for purposes of the Fund Financial Statements.

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 amounts due become known, normally when a final accounting is submitted to the funding agency.

Allocation of Indirect Expenses

The Council reports all direct expenses by function and programs of functions in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function or program. Indirect expenses are recorded as direct expenses of the Administration function. The GOEA provides funds to partially subsidize the Council's Administration function. The unsubsidized net cost of the Administration function is allocated using a formula that is 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 limitations.

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Notes to the Financial Statements

June 30, 2023

Fund Balance

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

1. **Nonspendable** - This component consists of amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
2. **Restricted** - This component consists of amounts that have constraints placed on them either externally by third-parties (bond creditors) or by law through constitutional provisions or enabling legislation. Enabling legislation authorizes the Council to assess payment of resources (from external resource providers) and includes a legally enforceable requirement (compelled by external parties) that those resources be used only for the specific purposes stipulated in the legislation.
3. **Committed** - This component consists of amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council. Those committed amounts cannot be used for any other purpose unless the Council removes or changes the specified use by taking the same type of action (ordinance or resolution) it employed previously to commit those amounts.
4. **Assigned** - This component consists of amounts that are constrained by the Council's intent to be used for specific purposes, but are neither restricted nor committed.
5. **Unassigned** - This component consists of amounts that have not been restricted, committed or assigned to specific purposes.

The Council has no committed or assigned fund balances as of June 30, 2023.

The Board of Commissioners, as the highest level of decision-making authority, can establish, modify or rescind a fund balance commitment by formal vote at a public board meeting. For assigned fund balance the Board of Commissioners authorizes management to assign amounts for a specific purpose.

When both restricted and unrestricted fund balances are available for use, it is the Council's policy to use restricted resources first, then unrestricted as needed. When committed, assigned or unassigned fund balances are available for use it is the Council's policy to use committed resources first, then assigned resources and unassigned resources as they are needed.

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Notes to the Financial Statements

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Compensated Absences

For government wide financial statements, the Council's liability for accumulated unpaid vacation has been recorded. The liability has been determined using the number of vested vacation hours for each employee multiplied by the employee's current wage rate at the end of the year. Accrued vacation benefits will be paid from future years' resources and will be recorded as fund expenditures in the various governmental funds in the year in which they are paid or become due on demand to terminated employees. The Council's sick leave policy does not provide for the vesting of sick leave where payment would have to be made to a terminated employee for any unused portion. The liability for leave privileges at June 30, 2023, is estimated to be \$66,910 which is recorded as a liability in the statement of net position.

Budgetary Practices

The proposed and revised budgets for the year ended June 30, 2023, were submitted to and approved by the board of directors. The budget, which included proposed expenditures and the means of financing them for all the special revenue funds, except for the General Fund, was also submitted to the Louisiana GOEA. The General Fund is not required to submit a budget because funding is received in the form of Parish funds. Consequently, the amount of funding is uncertain from year to year.

Unobligated grant funds at year end that were received through the Louisiana GOEA must be returned to the office. Revenues earned or donated to the Council may be carried into the ensuing year. The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparing budgeted and actual revenues and expenditures. Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device. The Council does not recognize or record encumbrances in its budget practices. All budgetary appropriations lapse at the end of each fiscal year (June 30).

Generally, the Council may transfer funds between line items as often as required without prior approval from the Louisiana GOEA. However, the Council must obtain prior approval to increase capital outlay. The Council is allowed only a one-time transfer of amounts from one program to another and is never permitted to transfer amounts from services to administration.

Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments for all programs that require budgeting.

Use of Estimates

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

WEST BATON ROUGE COUNCIL ON AGING, INC.

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June 30, 2023

(2) Cash and Cash Equivalents and Investments

The Council's cash includes demand deposits with a fiscal agent bank. At June 30, 2023, the Board's cash and cash equivalents (book balances) amounted to \$3,395,746.

Custodial credit risk is the risk that, in the event of a bank failure, the Council's deposits may not be returned to it. Deposits in bank accounts are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The fair market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the Council or the pledging bank by a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2023, the Council's bank balances of \$3,424,456 was secured by a mixture of federal deposit insurance pledged securities held in the name of the Council by a custodial bank.

(3) Grants and Accounts Receivable

Grants and accounts receivable at June 30, 2023 included the following funds:

Special Revenue Funds:

General Fund

\$ 12,699

(4) Capital Assets

A summary of changes in property and equipment and related depreciation for the fiscal year ended June 30, 2023 is as follows:

	<u>Balance at June 30, 2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance at June 30, 2023</u>
Building improvements	\$ 1,014,533	41,262	-	1,055,795
Furniture and equipment	116,711	6,758	-	123,469
Vehicles	217,266	-	-	217,266
	1,348,510	48,020	-	1,396,530
Less accumulated depreciation	<u>(367,320)</u>	<u>(86,548)</u>	-	<u>(453,868)</u>
Capital assets, net	<u>\$ 981,190</u>	<u>(38,528)</u>	-	<u>942,662</u>

Depreciation expense for the year ended June 30, 2023 was \$86,548.

(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 are reimbursed for any out-of-pocket costs they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

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(6) Income Tax Status

The Council, a non-profit corporation, is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and is classified by the Internal Revenue Service as an organization other than a private foundation. The Council, therefore, is not subject to income taxes. However, income from activities not directly related to the Council's tax-exempt purpose is subject to taxation as unrelated business income. The Council had no such income for the year ended June 30, 2023.

On June 30, 2012, the Council adopted the provisions of the Accounting for Uncertainty in Income Taxes Topic of the FASB ASC, which clarifies the accounting and recognition for income tax positions taken or expected to be taken in the Council's income tax returns. Management evaluated the Council's tax positions and concluded that the Council had taken no uncertain tax positions that required adjustments to the financial statements to comply with the provisions of this guidance. Pointe Coupee Council on Aging, Inc. is no longer subject to income tax examinations by the U.S. federal, state, or local tax authorities for tax years prior to June 30, 2019.

(7) Contingent Liabilities

Judgments, Claims, and Similar Contingencies

There is no litigation pending against the Council as of year-end. The Council's management believes that any potential lawsuits would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

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 three fiscal years that exceeded the Council's insurance coverage.

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.

WEST BATON ROUGE COUNCIL ON AGING, INC.

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(8) Economic Dependency

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

(9) Interfund Transfers

Interfund transfers to and from are listed by fund for the fiscal year as follows:

	<u>Operating Transfers</u>	
	<u>In</u>	<u>Out</u>
General Fund	\$ -	136,258
Title IIIB	258,225	-
Title IIIC-1	21,934	-
Title IIIC-2	142,195	-
Senior Center	-	61,733
State Supplemental Senior Center	-	3,100
Millage	-	213,450
State Supplemental Senior Center #2	-	7,813
	<u>\$ 422,354</u>	<u>422,354</u>

(10) Evaluation of Subsequent Events

Subsequent events were evaluated through December 26, 2023, which is the date the financial statements were available to be issued.

WEST BATON ROUGE COUNCIL ON AGING, INC.

**Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual - General Fund**

For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ -	-	-	-
Intergovernmental:				
Capital Area Agency on Aging	-	-	225	225
Capital Area Agency/ARP	33,569	40,824	40,824	-
Governor's Office of Elderly Affairs	100,000	100,000	100,000	-
Public support:				
Participant contributions	-	-	-	-
Investment income	5,000	40,000	85,648	45,648
Miscellaneous	5,000	5,000	27,263	22,263
Total revenues	<u>143,569</u>	<u>185,824</u>	<u>253,960</u>	<u>68,136</u>
Expenditures:				
Health, Welfare, & Social Services:				
Personnel	-	-	-	-
Fringe	-	-	-	-
Travel	-	-	-	-
Operating services	1,500	900	4,248	(2,748)
Operating supplies	-	-	-	-
Other costs	-	-	39,557	(39,557)
Meals	-	-	17,445	(17,445)
Capital outlay	96,069	103,324	46,500	49,569
Total expenditures	<u>97,569</u>	<u>104,224</u>	<u>107,750</u>	<u>(10,181)</u>
 Excess (deficiency) of revenues	 <u>46,000</u>	 <u>81,600</u>	 <u>146,210</u>	 <u>(64,610)</u>
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	(46,000)	(81,600)	(136,258)	(54,658)
Total other financing sources (uses)	<u>(46,000)</u>	<u>(81,600)</u>	<u>(136,258)</u>	<u>(54,658)</u>
 Net change in fund balances	 <u>\$ -</u>	 <u>-</u>	 <u>9,952</u>	 <u>9,952</u>

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**Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual - Millage Fund**

For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ 1,338,418	1,571,700	1,516,148	(55,552)
Intergovernmental:				-
Capital Area Agency on Aging	-	-	-	-
Capital Area Agency/ARP	-	-	-	-
Governor's Office of Elderly Affairs	-	-	-	-
Public support:				
Participant contributions	-	-	-	-
Investment income	5,000	40,000	-	(40,000)
Miscellaneous	5,000	5,000	-	(5,000)
Total revenues	1,348,418	1,616,700	1,516,148	(100,552)
Expenditures:				
Health, Welfare, & Social Services:				
Personnel	143,031	223,566	217,181	6,385
Fringe	100,093	110,281	56,930	53,351
Travel	-	-	-	-
Operating services	64,000	88,000	93,400	(5,400)
Operating supplies	-	-	-	-
Other costs	423,132	631,624	36,844	594,780
Meals	150,000	130,000	106,630	23,370
Capital outlay	-	-	-	-
Total expenditures	880,256	1,183,471	510,985	672,486
 Excess (deficiency) of revenues	 468,162	 433,229	 1,005,163	 (571,934)
Other Financing Sources (Uses):				
Transfers in	-	-	-	-
Transfers out	(468,162)	(392,405)	(213,450)	178,955
Total other financing sources (uses)	(468,162)	(392,405)	(213,450)	178,955
 Net change in fund balances	 \$ -	 40,824	 791,713	 750,889

WEST BATON ROUGE COUNCIL ON AGING, INC.

**Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual - Title III B Fund**

For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ -	-	-	-
Intergovernmental:				
Capital Area Agency on Aging	34,585	34,585	34,585	-
Capital Area Agency/ARP	-	-	-	-
Governor's Office of Elderly Affairs	-	-	-	-
Public support:				
Participant contributions	2,000	2,000	427	(1,573)
Investment income	-	-	-	-
Miscellaneous	-	-	-	-
Total revenues	<u>36,585</u>	<u>36,585</u>	<u>35,012</u>	<u>(1,573)</u>
Expenditures:				
Health, Welfare, & Social Services:				
Personnel	268,065	204,866	176,288	28,578
Fringe	81,171	53,083	40,780	12,303
Travel	6,990	8,327	3,713	4,614
Operating services	66,003	56,119	45,607	10,512
Operating supplies	6,633	6,400	3,915	2,485
Other costs	18,981	21,375	21,414	(39)
Meals	-	-	-	-
Capital outlay	-	-	1,520	(1,520)
Total expenditures	<u>447,843</u>	<u>350,170</u>	<u>293,237</u>	<u>56,933</u>
Excess (deficiency) of revenues	<u>(411,258)</u>	<u>(313,585)</u>	<u>(258,225)</u>	<u>(55,360)</u>
Other Financing Sources (Uses):				
Transfers in	411,258	313,585	258,225	(80,746)
Transfers out	-	-	-	25,386
Total other financing sources (uses)	<u>411,258</u>	<u>313,585</u>	<u>258,225</u>	<u>(55,360)</u>
Net change in fund balances	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>

WEST BATON ROUGE COUNCIL ON AGING, INC.

**Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual - Title III C-1 Fund**

For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ -	-	-	-
Intergovernmental:				
Capital Area Agency on Aging	11,957	11,957	11,957	-
Capital Area Agency/ARP	-	-	-	-
Governor's Office of Elderly Affairs	-	-	-	-
Public support:				
Participant contributions	3,000	6,000	6,437	437
Investment income	-	-	-	-
Miscellaneous	-	-	-	-
Total revenues	14,957	17,957	18,394	437
Expenditures:				
Health, Welfare, & Social Services:				
Personnel	24,710	32,226	28,661	3,565
Fringe	7,217	13,670	4,313	9,357
Travel	175	393	76	317
Operating services	5,156	8,559	4,872	3,687
Operating supplies	583	1,082	457	625
Other costs	1,491	3,276	1,945	1,331
Meals	-	-	4	(4)
Capital outlay	-	7,812	-	7,812
Total expenditures	39,332	67,018	40,328	26,690
 Excess (deficiency) of revenues	 (24,375)	 (49,061)	 (21,934)	 (27,127)
Other Financing Sources (Uses):				
Transfers in	24,375	49,061	21,934	(27,127)
Transfers out	-	-	-	-
Total other financing sources (uses)	24,375	49,061	21,934	(27,127)
 Net change in fund balances	 \$ -	 -	 -	 -

WEST BATON ROUGE COUNCIL ON AGING, INC.

**Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget to Actual - Title III C-2 Fund**

For the Year Ended June 30, 2023

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Ad valorem taxes	\$ -	-	-	-
Intergovernmental:				
Capital Area Agency on Aging	7,576	7,576	7,576	-
Capital Area Agency/ARP	-	-	-	-
Governor's Office of Elderly Affairs	-	-	-	-
Public support:				
Participant contributions	3,000	3,000	739	(2,261)
Investment income	-	-	-	-
Miscellaneous	-	-	-	-
Total revenues	10,576	10,576	8,315	(2,261)
Expenditures:				
Health, Welfare, & Social Services:				
Personnel	84,872	87,603	79,347	8,256
Fringe	65,962	60,743	35,528	25,215
Travel	826	1,272	433	839
Operating services	24,357	27,663	23,754	3,909
Operating supplies	2,752	3,498	2,031	1,467
Other costs	7,045	10,588	9,417	1,171
Meals	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	185,814	191,367	150,510	40,857
Excess (deficiency) of revenues	(175,238)	(180,791)	(142,195)	(38,596)
Other Financing Sources (Uses):				
Transfers in	175,238	180,791	142,195	(38,596)
Transfers out	-	-	-	-
Total other financing sources (uses)	175,238	180,791	142,195	(38,596)
Net change in fund balances	\$ -	-	-	-

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Compensation, Benefits, and Other Payments to Executive Director

For the Year Ended June 30, 2023

Agency Head Name: Tommie Gordon, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 85,000
Benefits - Insurance (health & life)	10,824
Benefits - Retirement	4,250
Benefits - Others	1,670
Car Allowance	600
Per Diem	-
Reimbursements	-
Travel	-
Registration Fees	550
Conference Travel	299
Continuing Professional Education Fees	-
Special Meals	-
	<u>\$ 103,193</u>

WEST BATON ROUGE COUNCIL ON AGING, INC.

Governmental Funds

Combining Balance Sheet - Non-Major Funds

June 30, 2023

	<u>Title III E</u>	<u>Senior Center</u>	<u>State Supplemental Senior Center</u>	<u>MIPPA</u>	<u>Utility Assistance</u>	<u>Total Non-Major Funds</u>
Assets:						
Cash	\$ -	-	-	-	-	-
Investments	-	-	-	-	-	-
Grants and contracts receivable	-	-	-	-	-	-
Due from other funds	<u>1,740</u>	-	-	<u>3,900</u>	<u>8,905</u>	<u>14,545</u>
Prepaid insurance	-	-	-	-	-	-
Prepaid lease	-	-	-	-	-	-
Total assets	<u><u>\$ 1,740</u></u>	<u>-</u>	<u>-</u>	<u><u>3,900</u></u>	<u><u>8,905</u></u>	<u><u>14,545</u></u>
Liabilities and Fund Balances:						
Liabilities:						
Accounts payable	\$ -	-	-	-	-	-
Payroll taxes payable	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:						
Nonspendable	-	-	-	-	-	-
Restricted	<u>1,740</u>	-	-	<u>3,900</u>	<u>8,905</u>	<u>14,545</u>
Committed	-	-	-	-	-	-
Assigned	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-
Total fund balances	<u>1,740</u>	<u>-</u>	<u>-</u>	<u>3,900</u>	<u>8,905</u>	<u>14,545</u>
Total liabilities and fund balances	<u><u>\$ 1,740</u></u>	<u>-</u>	<u>-</u>	<u><u>3,900</u></u>	<u><u>8,905</u></u>	<u><u>14,545</u></u>

WEST BATON ROUGE COUNCIL ON AGING, INC.

Governmental Funds

Combining Statement of Revenues, Expenditures, Changes in Fund Balances - Non-Major Funds

For the Year Ended June 30, 2023

	<u>Title III E</u>	<u>Senior Center</u>	<u>State Supplemental Senior Center</u>	<u>MIPPA</u>	<u>Utility Assistance</u>	<u>Total Non-Major Funds</u>
Revenues:						
Ad valorem taxes	\$ -	-	-	-	-	-
Intergovernmental:						
Capital Area Agency on Aging	910		-	-	-	910
Capital Area Agency on Aging/ARP	-	-	-	-	-	-
Governor's Office of Elderly Affairs	-	61,733	10,913	900	-	73,546
Public support:						
Participant contributions	-	-	-	-	-	-
Investment income	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total revenues	<u>910</u>	<u>61,733</u>	<u>10,913</u>	<u>900</u>	<u>-</u>	<u>74,456</u>
Expenditures:						
Health, welfare, & social services:						
Personnel	375	-	-	-	-	375
Fringe	146	-	-	-	-	146
Travel	2	-	-	-	-	2
Operating services	128	-	-	-	-	128
Operating supplies	17	-	-	-	-	17
Other costs	109	-	-	-	-	109
Meals	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Total expenditures	<u>777</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>777</u>
Excess (deficiency) of revenues over expenditures	<u>133</u>	<u>61,733</u>	<u>10,913</u>	<u>900</u>	<u>-</u>	<u>73,679</u>
Other Financing Sources (Uses):						
Transfers in	-	-	-	-	-	-
Transfers out	-	(61,733)	(10,913)	-	-	(72,646)
Total other financing sources (uses)	<u>-</u>	<u>(61,733)</u>	<u>(10,913)</u>	<u>-</u>	<u>-</u>	<u>(72,646)</u>
Net change in fund balances	<u>133</u>	<u>-</u>	<u>-</u>	<u>900</u>	<u>-</u>	<u>1,033</u>
Fund balances, beginning of year	<u>1,607</u>	<u>-</u>	<u>-</u>	<u>3,000</u>	<u>8,905</u>	<u>13,512</u>
Fund balances, end of year	<u>\$ 1,740</u>	<u>-</u>	<u>-</u>	<u>3,900</u>	<u>8,905</u>	<u>14,545</u>

WEST BATON ROUGE COUNCIL ON AGING, INC.

Comparative Schedule of Capital Assets and Changes in Capital Assets

For the Year Ended June 30, 2023

	<u>Balance</u> <u>June 30, 2022</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2023</u>
General Capital Assets:				
Land and building improvements	\$ 1,014,533	41,262	-	1,055,795
Vehicles	217,266	-	-	217,266
Office furniture and equipment	<u>116,711</u>	<u>6,758</u>	<u>-</u>	<u>123,469</u>
Total capital assets	<u>\$ 1,348,510</u>	<u>48,020</u>	<u>-</u>	<u>1,396,530</u>
Investment in capital assets:				
Property acquired with funds from:				
PCOA	\$ 267,093	46,500	-	313,593
Local	1,240	-	-	1,240
Millage	1,013,643	-	-	1,013,643
DOTD	61,995	-	-	61,995
Senior Center	4,539	-	-	4,539
Title IIIB	<u>-</u>	<u>1,520</u>	<u>-</u>	<u>1,520</u>
Total investment in capital assets	<u>\$ 1,348,510</u>	<u>48,020</u>	<u>-</u>	<u>1,396,530</u>

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

We have audited, 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, the financial statements of the governmental activities and each major fund of the West Baton Rouge Council on Aging, Inc. (the Council), as of and for the year then ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements and have issued our report thereon dated December 26, 2023.

Report on Internal Control over Financial Reporting

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

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

Our consideration of 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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 Council's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the Council's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Griffin & Furman, LLC

December 26, 2023

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings and Management's Corrective Action

June 30, 2023

Summary of Audit Results:

- 1. Type of Report Issued – Unmodified**
- 2. Internal Control Over Financial Reporting**
 - a. Significant Deficiencies - No**
 - b. Material Weaknesses - No**
- 3. Compliance and Other Matters - No**
- 4. Management Letter - No**

WEST BATON ROUGE COUNCIL ON AGING, INC.

Status of Prior Year Findings

June 30, 2023

Not applicable.

WEST BATON ROUGE COUNCIL ON AGING, INC.

Agreed-Upon Procedures

For the Year Ending June 30, 2023

WEST BATON ROUGE COUNCIL ON AGING, INC.

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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

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

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

Management of the West Baton Rouge Council on Aging, Inc., is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the Board and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Council's compliance with certain laws and regulations during the period of July 1, 2022 through June 30, 2023.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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

- 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).
- 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.
- 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.
- g) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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).
- 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.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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.
- 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.

Finding: *The following policies had exceptions:*

h) The credit card policy did not state required approvers of statements and allowable business uses. all other procedures performed without exception.

Board or Finance Committee

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

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

Finding: *Procedures performed without exception.*

Bank Reconciliations

- A. 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:
 - i. 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);
 - ii. Bank reconciliations include written evidence that a member of management or a 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
 - iii. 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.

Finding: *The bank reconciliation did not show proof of review. All other procedures performed without exception.*

Collections (excluding electronic funds transfers)

- A. 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).

- B. 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
- i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. 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;
 - iii. 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
 - iv. 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.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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:
- i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that 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).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Finding: Procedures performed without exception.

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

- A. 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).

Finding: *There is only one location that processes payments.*

- B. For each location selected under procedure #5A 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;
 - b) At least two employees are involved in processing and approving payments to vendors;
 - 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;
 - 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
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Finding: *Procedure performed without exception.*

- C. For each location selected under procedure #5A 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
- i. 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
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

Finding: *Procedure performed without exception*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, 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.

Finding: Procedure performed without exception.

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

- A. 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.

Finding: Procedure performed without exception.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (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
 - b) Observe that finance charges and late fees were not assessed on the selected statements.

Finding: Procedure performed without exception.

- C. Using the monthly statements or combined statements selected under procedure #6B 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.

D. ***Finding:*** Procedure performed without exception.

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

- A. 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

- i. If reimbursed using a per diem, observe that 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);
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that 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 #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Finding: Procedures performed without exception.

Contracts

- A. 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
 - i. 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;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - iii. If the contract was amended (e.g., change order), observe that 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, the documented approval); and
 - iv. 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 that the invoice and related payment agreed to the terms and conditions of the contract.

Finding: Not applicable, the Council did not have any contracts initiated or renewed during the fiscal period.

Payroll and Personnel

- A. 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.

Finding: Procedure performed without exception.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Finding: Procedure performed without exception.

- C. 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.

Finding: Not applicable. No employees or officials received termination payments during the fiscal year.

- D. 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.

Finding: Procedure performed without exception.

Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- i. 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
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Finding: Procedure performed without exception.

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

Finding: Procedure performed without exception.

Debt Service

- A. 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.

Finding: *Not applicable.*

- B. 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).

Finding: *Not applicable.*

Fraud Notice

- A. 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.

Finding: *Not applicable.*

- B. Observe that 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.

Finding: *Procedure performed without exception.*

Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- i. 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.
 - ii. 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.
 - iii. 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.

Finding: *We performed the procedures and discussed the results with management.*

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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.

Finding: *Not applicable.*

- B. Observe that 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).

Finding: *No applicable.*

- C. 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 that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Finding: *Not applicable.*

We were engaged by West Baton Rouge 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 West Baton Rouge Council on Aging 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.

Griffin & Furman, LLC

December 26, 2023

WEST BATON ROUGE COUNCIL ON AGING, INC.

Schedule of Findings

For the Year Ended June 30, 2023

2023-1 – Bank Reconciliations

Procedure: 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:

- i. Bank reconciliations include written evidence that a member of management or a 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

Finding: The bank reconciliation did not show proof of review by a member of management or board member who does not handle cash, post ledgers, or issue checks.

Recommendation: We recommend a member of management or board member who does not handle cash, post ledgers, or issue checks review and provide clear documentation of such review for all bank reconciliations.



Physical Address:
2560 Court Street
Port Allen, Louisiana 70767

Mailing Address:
Post Office Box 122
Port Allen, Louisiana 70767

Office Number: 225-383-0638 Fax Number: 225-383-0631

December 26, 2023

Griffin & Furman, LLC
205 East Lockwood Street
Covington, Louisiana 70433

Re: Fiscal Year 2023 Agreed Upon Procedures Schedule of Findings

Dear Mr. Furman,

In response to the above referenced Schedule of Findings, the West Baton Rouge Council on Aging, Inc. acknowledges the finding and agrees to take the following corrective actions.

2023-1 – Bank Reconciliations

Procedure: 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:

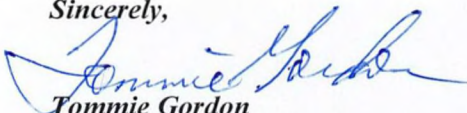
- i. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Finding: The bank reconciliation did not show proof of review by a member of management or board member who does not handle cash, post ledgers, or issue checks.

Recommendation: We recommend a member of management or board member who does not handle cash, post ledgers, or issue checks review and provide clear documentation of such review for all bank reconciliations.

West Baton Rouge Council on Aging, Inc. Corrective Action: Per the West Baton Rouge Council on Aging Financial Management Manual, all completed bank reconciliations will be reviewed by the Executive Director, approved, initialed, and dated effective immediately.

Sincerely,


Tommie Gordon
Executive Director