

BEAUREGARD COUNCIL ON AGING, INC.  
DERIDDER, LOUISIANA

ANNUAL FINANCIAL STATEMENTS  
WITH INDEPENDENT AUDITOR'S REPORT  
JUNE 30, 2022

TABLE OF CONTENTS

	<u>Statement</u>	<u>Schedule</u>	<u>Page No.</u>
Independent Auditor’s Report			1-3
Statement of Net Position	A		5
Statement of Activities	B		6
Balance Sheet	C		7
Reconciliation of the Governmental Funds Balance Sheet to Statement of Net Position	D		8
Statement of Revenues, Expenditures and Changes in Fund Balances	E		9-10
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	F		11
Notes to the Financial Statements			13-24
Supplementary Information Required by GASB Statement 34			
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual			
General Fund		1	26
Title III C-1 Fund		2	27
Title III C-2 Fund		3	28
Title III B Fund		4	29
Supplementary Information Required by GOEA			
Schedule of Non-Major Special Revenue Funds			
Combining Statement of Revenues and Expenditures		5	31
Comparative Schedule of General Fixed Assets and Changes in General Fixed Assets		6	32
Other Supplemental Information			
Schedule of Compensation, Benefits and Other Payments to Agency Head		7	34
Other Reports			
Schedule of Prior Year Audit Findings		8	36
Schedule of Current Year Audit Findings and Management’s Response		9	37-39
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		-	40-41
Independent Accountant’s Report on Applying Agreed-Upon Procedures		-	42-49

# Windham & Reed, L.L.C.

*Certified Public Accountants*

1620 North Pine Street  
DeRidder, LA 70634  
Tel: (337) 462-3211  
Fax: (337) 462-0640

John A. Windham, CPA  
Charles M. Reed, Jr., CPA

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Beauregard Council on Aging, Inc.  
DeRidder, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Beauregard Council on Aging, Inc. as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Beauregard Council on Aging, Inc.'s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Beauregard Council on Aging, Inc., as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

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

#### ***Responsibilities of Management for the Financial Statements***

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

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

***Auditor’s Responsibilities for the Audit of the Financial Statements***

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

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

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

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

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, budgetary comparison information, schedule of non-major special revenue funds combining statement of revenues and expenditures, and comparative schedule of general fixed assets and changes in general fixed assets on pages 26 through 32 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Beauregard Council on Aging, Inc.'s basic financial statements. The accompanying schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Information**

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

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2022, on our consideration of the Beauregard Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Beauregard Council on Aging, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Beauregard Council on Aging, Inc.'s internal control over financial reporting and compliance.



DeRidder, Louisiana  
December 15, 2022

## BASIC FINANCIAL STATEMENTS

Statement of Net Position  
June 30, 2022

	<u>Governmental Activities</u>
ASSETS	
Current Assets	
Cash	\$ 277,387
Restricted cash	139,906
Restricted receivables	<u>3,279</u>
Total current assets	<u>\$ 440,126</u>
Noncurrent Assets	
Capital assets, net	<u>\$ 19,554</u>
Total assets	<u><u>\$ 440,126</u></u>
LIABILITIES	
Accounts payable	<u>\$ 2,190</u>
NET POSITION	
Net investment in capital assets	\$ 19,554
Unrestricted	277,387
Restricted	<u>140,995</u>
Total net position	<u>\$ 437,936</u>
Total liabilities and net position	<u><u>\$ 440,126</u></u>

The accompanying notes are an integral part of this statement.

Statement of Activities  
For the Year Ended June 30, 2022

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Fees Generated by Fundraiser	Operating Grants and Contributions	Program Services
Program Services:					
General government	\$ 23,206	\$ -	\$ 11,511	\$ 117,117	\$ 105,422
AAA fund	34,388	-	-	43,435	9,047
Title III C-1 fund	93,399	2,773	-	53,242	(37,384)
Title III C-2 fund	280,029	9,822	-	160,669	(109,538)
Utility assistance fund	1,674	-	-	1,501	(173)
Title III B fund	102,847	1,714	-	102,041	908
Title III D fund	5,655	-	-	9,382	3,727
Title III E fund	28,815	-	-	39,701	10,886
Senior center fund	38,207	-	-	46,810	8,603
Supplemental senior center fund	-	-	-	10,913	10,913
United Way	-	-	-	30,000	30,000
NSIP fund	-	-	-	29,763	29,763
Covid-19 vaccination outreach	2,608	-	-	9,558	6,950
<b>Total program services</b>	<b>\$ 610,828</b>	<b>\$ 14,309</b>	<b>\$ 11,511</b>	<b>\$ 654,132</b>	<b>\$ 69,124</b>
General revenues:					
Investment income					\$ 45
Dividend income					2,521
Total general revenues					\$ 2,566
Change in net position					\$ 71,690
Net position at beginning of year					366,246
Net position at end of year					\$ 437,936

The accompanying notes are an integral part of this statement.



Balance Sheet  
 Governmental Funds  
 June 30, 2022

ASSETS	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Current Assets			
Cash and cash equivalents	\$ 277,387	\$ -	\$ 277,387
Restricted Assets			
Cash	\$ -	\$ 139,906	\$ 139,906
Receivables			
Accounts	-	3,279	3,279
Total restricted assets	<u>\$ -</u>	<u>\$ 143,185</u>	<u>\$ 143,185</u>
Total assets	<u>\$ 277,387</u>	<u>\$ 143,185</u>	<u>\$ 420,572</u>
LIABILITIES			
Accounts payable	<u>\$ -</u>	<u>\$ 2,190</u>	<u>\$ 2,190</u>
FUND BALANCES			
Fund Balances:			
Unassigned	\$ 277,387	\$ -	\$ 277,387
Restricted	<u>-</u>	<u>140,995</u>	<u>140,995</u>
Total fund balances	<u>\$ 277,387</u>	<u>\$ 140,995</u>	<u>\$ 418,382</u>
Total liabilities and fund balances	<u>\$ 277,387</u>	<u>\$ 143,185</u>	<u>\$ 420,572</u>

The accompanying notes are an integral part of this statement.

Reconciliation of the Governmental Funds Balance Sheet  
to Statement of Net Position  
June 30, 2022

Total fund balance - total governmental funds	\$ 418,382
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheets.	<u>19,554</u>
Net position of governmental activities	<u><u>\$ 437,936</u></u>

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Year Ended June 30, 2022

	<u>General Fund</u>	<u>Title III C-1 Fund</u>	<u>Title III C-2 Fund</u>	<u>Title III B Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>REVENUES</b>						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 100,000	\$ 41,402	\$ 97,611	\$ 65,574	\$ 165,098	\$ 469,685
Governor's Office of Elderly Affairs - ARP	-	11,647	30,945	31,629	18,816	93,037
Governor's Office of Elderly Affairs - CARES Act	-	-	32,113	-	-	32,113
United Way of America	-	-	-	-	30,000	30,000
Public support						
Public donations	17,117	-	-	-	-	17,117
Participant contributions	-	2,773	9,822	1,714	-	14,309
Utility assistance	-	-	-	-	1,501	1,501
In-kind support	-	193	-	4,838	5,648	10,679
Fundraising	11,511	-	-	-	-	11,511
Interest income	45	-	-	-	-	45
Dividend income	2,521	-	-	-	-	2,521
	<u>\$ 131,194</u>	<u>\$ 56,015</u>	<u>\$ 170,491</u>	<u>\$ 103,755</u>	<u>\$ 221,063</u>	<u>\$ 682,518</u>

(Continued)

The accompanying notes are an integral part of this statement.

Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Year Ended June 30, 2022

	<u>General Fund</u>	<u>Title III C-1 Fund</u>	<u>Title III C-2 Fund</u>	<u>Title III-B Fund</u>	<u>Other Funds</u>	<u>Total Funds</u>
EXPENDITURES						
Program services:						
Health, Welfare and Social Services						
Salaries and benefits	\$ 325	\$ 26,646	\$ 26,652	\$ 76,955	\$ 57,809	\$ 188,387
Travel	97	13	13	40	49	212
Operating services	17,456	3,341	3,565	13,396	43,234	80,992
In-kind operating services	-	193	-	4,838	5,648	10,679
Operating supplies	1,386	511	516	2,391	4,607	9,411
Fundraising	3,404	-	-	-	-	3,404
Other - meals	-	62,695	249,286	-	-	311,981
Total expenditures	<u>\$ 22,668</u>	<u>\$ 93,399</u>	<u>\$ 280,032</u>	<u>\$ 97,620</u>	<u>\$ 111,347</u>	<u>\$ 605,066</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 108,526</u>	<u>\$ (37,384)</u>	<u>\$ (109,541)</u>	<u>\$ 6,135</u>	<u>\$ 109,716</u>	<u>\$ 77,452</u>
Other financing sources (uses)						
Operating transfers in	\$ -	\$ 30,522	\$ 143,854	\$ -	\$ -	\$ 174,376
Operating transfers out	<u>(91,161)</u>	<u>(11,318)</u>	<u>-</u>	<u>-</u>	<u>(71,897)</u>	<u>(174,376)</u>
Total other financing sources (uses)	<u>\$ (91,161)</u>	<u>\$ 19,204</u>	<u>\$ 143,854</u>	<u>\$ -</u>	<u>\$ (71,897)</u>	<u>\$ -</u>
Net change in fund balances	\$ 17,365	\$ (18,180)	\$ 34,313	\$ 6,135	\$ 37,819	\$ 77,452
Fund balances, beginning of year	<u>261,111</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>79,819</u>	<u>340,930</u>
Fund balances, end of year	<u>\$ 278,476</u>	<u>\$ (18,180)</u>	<u>\$ 34,313</u>	<u>\$ 6,135</u>	<u>\$ 117,638</u>	<u>\$ 418,382</u>
						(Concluded)

The accompanying notes are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes  
in Fund Balance of Governmental Funds to the Statement of Activities  
For the Year Ended June 30, 2022

Net change in fund balances - total governmental funds	\$ 77,452
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation expense on capital assets is reported in the government-wide statement of activities and changes in net position, but they do not require the use of current financial resources. Therefore, depreciation expense is not reported as an expenditure in governmental funds.	<u>(5,762)</u>
Change in net position of governmental activities	<u><u>\$ 71,690</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

**1. PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Purpose of the Council on Aging**

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people of Beauregard Parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish; to provide for a mutual exchange of ideas and information on the parish and the state level; to conduct public meetings; to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) 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 Beauregard Parish include providing congregate and home delivered meals, nutritional education, personal care, information and assistance, outreach, material aid, utility assistance, homemakers, recreation, legal assistance, disease prevention, health promotion, and transportation.

**B. Reporting Entity**

In 1964, the State of Louisiana passed Act 456, which authorized the charter of voluntary councils on aging for the welfare of the aging people in their respective parishes. However, before a council on aging can begin operations in a specific parish, its application for a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and each council is governed by policies and regulations established by GOEA.

The Beauregard Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on September 17, 1973.

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

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

Based on the criteria set forth in GASB Statement 17, the Beauregard Council is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in GASB Statement 14, the term fiscally independent means that the Council may, without approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issued bonded debt. As previously mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget is

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

Accordingly, the Council is viewed as being fiscally independent for purposes of applying the reporting entity criteria of GASB Statement 14.

**C. Presentation of Statements**

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The more significant accounting policies established in GAAP and used by the Council are discussed below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*. Certain significant changes in the Statement include the following:

For the first time the financial statements include:

Governmental-Wide Financial Statements prepared using full accrual accounting for all the Council's activities.

A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

**D. Basic Financial Statements – Government-Wide Statements**

The Council's basic financial statements include both Government-Wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major funds). Both the Government-Wide and Fund Financial Statements categorize primary activities as either governmental or business type. The Council's functions and programs have been classified 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.

In the Government-Wide Statement of Net Position, the governmental type activities is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Council's net positions are reported in three parts – net investment in capital assets; restricted net position; and unrestricted net position. Net investment in capital assets consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those capital assets. Restricted net position consist of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation. Unrestricted net position includes all other net position that does not meet the definition of "restricted" or "net investment in capital assets."



Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

The Council's policy is to use restricted resources first to finance its activities except for nutrition services. When providing nutrition services, revenues earned by the Council under its USDA contract with GOEA can only be used to pay for the raw food component of each meal that is bought and served to a person eligible to receive a meal under one of the nutrition programs. The Council's management has discretion as to how and when to use the USDA revenues when paying for nutrition program costs. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues, and unrestricted investment income, 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 operating and capital grants and contributions, to drive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council did not receive any capital-specific grants this year.

The Council allocates its indirect costs among various functions and programs in accordance with Circular A-87. In addition, GOEA provides grant funds to help the Council pay for a portion of its indirect costs. As a result, only the indirect costs in excess of the GOEA funds are allocated to the Council's other functions and programs.

The Government-Wide Statements focus upon the Council's ability to sustain operations and the change in its net position resulting from the current year's activities.

**E. Basic Financial Statements – Fund Financial Statements**

The financial transactions of the Council are reported in individual funds in the Funds Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. 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.

Governmental fund equity is called the fund balance. Fund balance is further classified as restricted and unassigned. Restricted means that the fund balance is not available for expenditures because resources have already been expended (but not consumed), or a legal restriction has been placed on certain assets that makes them only available to meet future obligations.

The Council has not established a policy for use of the unrestricted fund balance, therefore it considers committed fund balances to be used first, then assigned fund balances to be used next and finally the unassigned fund balance will be used.

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

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

- **General Fund** is the general operating fund of the Council. It is used to account for all financial resources except those in another fund.
- **Special Revenue Funds** are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service and capital projects. 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 Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council.

The Council has established several special revenue funds. The following is a brief description of each special revenue fund's purpose:

**Major Special Revenue Funds**

**Title III C-1 Congregate Meals Fund**

The Title III C-1 Fund is used to account for funds, which are used to provide nutritional, congregate meals to the elderly in strategically located centers. During the fiscal year July 1, 2021 to June 30, 2022, the Council serviced approximately 11,402 congregate meals.

**Title III C-2 Home Delivered Meals Fund**

Title III C-2 Fund is used to account for funds, which are used to provide nutritional, home delivered meals to homebound older persons. During the fiscal year July 1, 2021 to June 30, 2022, the Council served approximately 30,108 home delivered meals.

**Title III-B Supportive Services Fund**

Title III-B Supportive Services Fund is used to account for funds which are to provide a variety of social services; such as, information and assistance, assess services, in-home services, community services, legal assistance, and outreach for people age 60 and older.

**Non-Major Special Revenue Funds**

**N.S.I.P. Fund**

The N.S.I.P. (National Services Incentive Program) Fund is used to account for the administration of Nutrition Program for the Elderly funds provided by the United States Department of Agriculture through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. This program reimburses the service provider about forty cents for each congregate and home-delivered meal serviced to an eligible participant so that United States food and commodities may be purchased to supplement these programs. Net positions of the N.S.I.P. Fund are restricted for the purposes stated above.

**United Way – Homemaker/Sitter**

Homemaker assistance is a program designed to help maintain normal household functioning when the family's life is threatened with disruptions by long or short-term illness, disability, social maladjustment, or other problems, which require assistance in the home to sustain independent living. Under this program, trained homemakers working under agency supervision and the supervision of social workers go into homes as substitute homemakers and assume responsibility for routine household activities such as menu

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

planning, budgeting, shopping, child care, meal preparation, and general household management, including some light housekeeping.

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 "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, and encourage their dignity, and encourage their involvement in and with the community. The Council operates one senior center in Beauregard Parish, Louisiana.

Title III-D Preventive Health Fund

The Title III-D Fund is used to account for funds used for disease prevention and health promotion activities or services, such as: (1) equipment and materials (scales to weigh people, educational material, and exercise equipment), (2) home injury control, (3) medication management, (4) mental health, and (5) nutrition (assessment/screening, counseling, and education). The law directs the state agency administering this program to "give priority to areas of the state which are medically underserved and in which there are a large number of older individuals who have the greatest economic and social need."

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various councils on aging through the state to be used to supplement the primary state grant for senior centers. Beauregard Council on Aging, Inc. was one of the parish councils to receive a supplemental grant. These funds are "passed through" the Governor's Office of Elderly Affairs.

Title III-C Area Agency Administration (AAA) Fund

The Title III-C Area Agency Administration Fund is used to account for some of the administration cost associated with operating the Special Programs for the Aging.

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 the Council or to the Louisiana Association of Councils on Aging (LACOA), which in turn remits funds relating to Beauregard Parish to the Council. These funds are used to provide financial assistance to the elderly for the payment of their utility bill.

Title III-E National Family Caregiver Support Fund

The Title III-E Fund is used to account for funds used to provide multifaceted systems of support services for family caregivers and for grandparents or older individuals who are relative caregivers, including in-home respite and respite care. In-home respite provides personal care in the home of the qualifying individual in order to provide a brief period of relief or rest for the client. Respite care provides temporary or periodic services for frail elderly or individuals with developmental disabilities including Adult Day Care/Adult Day Health, Group Respite, In-Home Respite, and Institutional Respite.

Covid-19 Vaccination Outreach

To provide for the delivery of supportive services to older individuals for the purposes of connecting and enabling them to have access to the COVID 19 Vaccine by providing credible information, assisting with

Notes to the Financial Statements (Continued)

scheduling vaccination appointments, identifying those in need of help getting to vaccination distribution sites, arranging accessible transportation to vaccination distribution sites and facilitating receipt of reminders for the second vaccination appointments.

**F. Measurement Focus and Basis of Accounting**

Basis of accounting refers to when revenues or expenditures 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.

1. Accrual Basis – Government-Wide Financial Statements (GWFS)

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

2. Modified Accrual Basis – Fund Financial Statements (FFS)

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 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.

**G. 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.

**H. 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.

**I. 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 Position. In contrast, in the Fund Financial Statements, capital assets are recorded as expenditures of the

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

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 asset’s estimated useful life. The estimated useful lives of the various classes of depreciable capital assets are as follows:

Building Improvements	20-40 years
Equipment	5-15 years
Vehicles	5 years
Computers	5 years

Salvage values have not been estimated by management when calculating how much of an asset’s cost needs to be depreciated.

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

**J. Unpaid Compensated Absences**

Sick leave granted by this agency is vested. It is time off with pay for periods of illness or incapacity resulting from non-occupational injury, as well as for medical, dental, or optical examinations or treatment that cannot be arranged after hours. The Executive Director may request a physician’s statement regarding any sick leave, at his/her discretion. Full-time employees accrue sick leave at a rate of one (1) day per month; twelve (12) days per year. Sick time earned begins to accrue with the first full month of employment. While sick leave accrues and is an aggregate total, no payment will be paid for sick leave not taken upon termination of employment.

Annual Leave/Vacation is based on the number years of service and is earned as follows:

	<u>Days</u>
One to Five years	12
Five to Ten years	15
Ten years and over	21

The employee’s hire date will become the employee’s anniversary date. No annual leave may be taken until after the first full year of employment, and the same applies for all consecutive years.

An employee must submit an Application for Leave form approved by their supervisor and the Executive Director in order to receive annual leave.

Department seniority will be adhered to for all annual leave taken (especially, during the holidays).

Full-time employees will be able to carry over ten (10) days annual leave to the following year. No pay will be granted in lieu of annual leave. All hours over 80 must be taken before January 31<sup>st</sup> of the New Year.

Payment will be made for any eligible accrued leave upon separation from employment.

The rate of pay for annual leave is the employee’s current regular rate of pay.

**K. Allocation of Indirect Expenses**

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

**L. Management's 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 may differ from those estimates.

**M. Elimination and Reclassifications**

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

**N. Fund Balances**

Restricted            Amounts that are restricted to specific purposes should be reported as restricted fund balance. Fund balance should be reported when constraints placed on the use of resources are either:

- a. externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
- b. imposed by law through constitutional provisions or enabling legislation.

Unassigned            Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

**O. Budget Practices**

The financial administrator prepares the proposed budget and submits this to the board of directors for approval. Amended budgets are prepared in the same manner and submitted to the board of directors for approval when a variance greater than five percent exists between budgeted and actual amounts. The proposed budget is prepared on the modified accrual basis of accounting. The budget is legally adopted and amended, as necessary, by the board of directors.

Expenditure appropriations lapse at year-end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

*EXCESS OF EXPENDITURES OVER APPROPRIATIONS* The following individual fund had actual expenditures over budgeted appropriations for the year ended June 30, 2022.

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

Fund	Original Budget	Final Budget	Actual	Unfavorable Variance
Title 111 B Fund	\$ 102,059	\$ 95,013	\$ 97,620	\$ 2,607

**P. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of Beauregard Council on Aging, Inc., which are either unusual in nature or infrequent in occurrence. Subsequent events have been evaluated through December 15, 2022, the date that the financial statements were available to be issued.

**2. REVENUE RECOGNITION**

Revenues are recorded in the Government-Wide Statements when they are earned under the accrual basis of accounting. Revenues are recorded in the Fund Financial Statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this program service fees, and interest income are usually both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

**3. CASH AND CASH EQUIVALENTS**

At June 30, 2022, the Council had cash and cash equivalents (book balances) totaling \$417,293 as follows:

NOW account	\$ 156,809
Demand deposits	260,484
Total	\$ 417,293

The cash and cash equivalents of the Beauregard Council on Aging, Inc. are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the entity will not be able to recover its deposits.

At June 30, 2022, the entity has \$447,466 in deposits (collected bank balances). These deposits are secured from risk by \$437,785 of federal deposit insurance. The remaining balance of \$9,681 is unsecured and subject to custodial credit risk.

**4. RECEIVABLES**

The receivables of \$3,279 at June 30, 2022 are as follows:

Class of receivable	
GOEA	\$ 3,279

**5. CAPITAL ASSETS**

Capital assets and depreciation activity as of and for the year ended June 30, 2022, for the Council is as follows:

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

	Beginning Balance	Increase	Decrease	Ending Balance
Capital assets being depreciated				
Buildings	\$ 6,200	\$ -	\$ -	\$ 6,200
Machinery and equipment	13,605	-	-	13,605
Vehicles	26,137	-	-	26,137
Total capital assets being depreciated	<u>\$ 45,942</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,942</u>
Less accumulated depreciation for:				
Building	\$ 1,938	\$ 310	\$ -	\$ 2,248
Machinery and equipment	12,886	228	-	13,114
Vehicles	5,799	5,227	-	11,026
Total accumulated depreciated	<u>\$ 20,623</u>	<u>\$ 5,765</u>	<u>\$ -</u>	<u>\$ 26,388</u>
Total capital assets being depreciated, net	<u>\$ 25,319</u>	<u>\$ (5,765)</u>	<u>\$ -</u>	<u>\$ 19,554</u>

Depreciation expense of \$5,765 for the year ended June 30, 2022, was charged to the following governmental functions:

Title III B	\$ 5,227
General fund	538
Total	<u>\$ 5,765</u>

**6. 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.

**7. INCOME TAX STATUS**

The Council, a non-profit corporation, is exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986 and is an organization that is not a private foundation as defined in Section 509 (a) of the Code. It is also exempt from Louisiana income tax.

**8. JUDGEMENTS, CLAIMS, AND SIMILAR CONTINGENCIES**

There is no litigation pending against the Council at June 30, 2022. Furthermore, the Council's management believed that any potential lawsuits would be adequately covered by insurance.

Subsequent events have been evaluated through the financial statement issuance date.

**9. FEDERAL AWARDS PROGRAMS**

The Council receives revenues from various federal and state grant programs, which are subject to final review and approval as to allowability of expenditures by respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits or reviews by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.



Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Continued)

**10. ECONOMIC DEPENDENCY**

The Council receives the majority of its revenue from funds provided through grants administered by the Louisiana Governor’s Office of Elderly Affairs. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next year.

**11. INTERFUND TRANSFERS**

Operating transfers in and out are listed by fund for the fiscal year ended June 30, 2022:

Funds Transferred From	Funds Transferred To		Total
	Title III C-2	Title III C-1	
General Fund	\$ 91,161	\$ -	\$ 91,161
Special Revenue Funds:			
Major Funds:			
Title III C1	\$ 11,318	\$ -	\$ 11,318
Non-Major Funds:			
Supplemental Senior Center	-	10,913	10,913
Senior Center	-	2,301	2,301
United Way	30,000	-	30,000
NSIP	11,375	-	11,375
NSIP	-	17,308	17,308
Total Special Revenue Funds	<u>\$ 52,693</u>	<u>\$ 30,522</u>	<u>\$ 83,215</u>
Total all funds	<u>\$ 143,854</u>	<u>\$ 30,522</u>	<u>\$ 174,376</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and to (2) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

**12. RETIREMENT COMMITMENTS**

Employees of the Council are participants in the social security system and retirement benefits are provided by that system.

**13. RISK MANAGEMENT**

The Council is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; 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. No settlements were made during the year that exceeded the Council’s insurance coverage.

Beauregard Council on Aging, Inc.

Notes to the Financial Statements (Concluded)

**14. RESTRICTED FUND BALANCE/NET POSITION**

The Special Revenue Funds – Restricted cash of specific revenue sources for specified purposes of the special revenue funds.

Restricted assets:	
Cash accounts	\$ 139,906
Accounts receivable	<u>3,279</u>
Total restricted assets	<u>\$ 143,185</u>
Less-liabilities payable from restricted assets	
Accounts payable	<u>\$ 2,190</u>
Restricted fund balance/net position	<u>\$ 140,995</u>

SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34

General Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences Over (Under)
<b>REVENUES</b>				
PCOA revenue	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Public donations	13,500	13,500	17,117	3,617
Fundraising	-	-	11,511	11,511
Interest income	-	-	45	45
Dividend income	-	-	2,521	2,521
	<u>\$ 113,500</u>	<u>\$ 113,500</u>	<u>\$ 131,194</u>	<u>\$ 17,694</u>
<b>EXPENDITURES</b>				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ -	\$ -	\$ 325	\$ (325)
Travel	-	-	97	(97)
Operating services	9,000	19,000	17,456	1,544
Operating supplies	4,500	4,500	1,386	3,114
Fundraising	-	-	3,404	(3,404)
Total expenditures	<u>\$ 13,500</u>	<u>\$ 23,500</u>	<u>\$ 22,668</u>	<u>\$ 832</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 100,000</u>	<u>\$ 90,000</u>	<u>\$ 108,526</u>	<u>\$ 18,526</u>
Other financing sources (uses)				
Transfers out	<u>\$ (100,000)</u>	<u>\$ (91,161)</u>	<u>\$ (91,161)</u>	<u>\$ -</u>
Net change in fund balances	\$ -	\$ (1,161)	\$ 17,365	\$ 18,526
Fund balances, beginning of year	<u>250,000</u>	<u>261,111</u>	<u>261,111</u>	<u>-</u>
Fund balances, end of year	<u>\$ 250,000</u>	<u>\$ 259,950</u>	<u>\$ 278,476</u>	<u>\$ 18,526</u>

Title III C-1 Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences
				Over (Under)
<b>REVENUES</b>				
GOEA support	\$ 43,298	\$ 43,938	\$ 41,402	\$ (2,536)
GOEA - ARP	-	1,388	11,647	10,259
Participant contributions	2,000	2,700	2,773	73
In-kind support	193	193	193	-
Total revenues	<u>\$ 45,491</u>	<u>\$ 48,219</u>	<u>\$ 56,015</u>	<u>\$ 7,796</u>
<b>EXPENDITURES</b>				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 28,611	\$ 19,620	\$ 26,646	\$ (7,026)
Travel	339	94	13	81
Operating services	4,879	3,456	3,341	115
In-kind operating services	193	193	193	-
Operating supplies	940	518	511	7
Other meals	62,500	74,050	62,695	11,355
Total expenditures	<u>\$ 97,462</u>	<u>\$ 97,931</u>	<u>\$ 93,399</u>	<u>\$ 4,532</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (51,971)</u>	<u>\$ (49,712)</u>	<u>\$ (37,384)</u>	<u>\$ 12,328</u>
Other financing sources (uses)				
Transfers in	\$ 51,971	\$ 49,712	\$ 30,522	\$ (19,190)
Transfers out	<u>-</u>	<u>-</u>	<u>(11,318)</u>	<u>(11,318)</u>
Total other financing sources (uses)	<u>\$ 51,971</u>	<u>\$ 49,712</u>	<u>\$ 19,204</u>	<u>\$ (30,508)</u>
Net change in fund balances	\$ -	\$ -	\$ (18,180)	\$ (18,180)
Fund balances, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (18,180)</u>	<u>\$ (18,180)</u>

Title III C-2 Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences
				Over (Under)
<b>REVENUES</b>				
GOEA support	\$ 95,075	\$ 95,075	\$ 97,611	\$ 2,536
GOEA - ARP	-	33,758	30,945	(2,813)
GOEA - CARES Act	-	-	32,113	32,113
Participant contributions	5,000	11,000	9,822	(1,178)
Total revenues	<u>\$ 100,075</u>	<u>\$ 139,833</u>	<u>\$ 170,491</u>	<u>\$ 30,658</u>
<b>EXPENDITURES</b>				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 28,639	\$ 32,061	\$ 26,652	\$ 5,409
Travel	364	153	13	140
Operating services	4,887	5,648	3,565	2,083
Operating supplies	942	847	516	331
Other-meals	250,000	246,825	249,286	(2,461)
Total expenditures	<u>\$ 284,832</u>	<u>\$ 285,534</u>	<u>\$ 280,032</u>	<u>\$ 5,502</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (184,757)</u>	<u>\$ (145,701)</u>	<u>\$ (109,541)</u>	<u>\$ 36,160</u>
Other financing sources (uses)				
Transfers in	<u>\$ 184,757</u>	<u>\$ 145,701</u>	<u>\$ 143,854</u>	<u>\$ (1,847)</u>
Net change in fund balances	\$ -	\$ -	\$ 34,313	\$ 34,313
Fund balances, beginning of year	-	-	-	-
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,313</u>	<u>\$ 34,313</u>

Title III B Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balances  
 Budget and Actual  
 For the Year Ended June 30, 2022

	Budgeted Amounts		Actual Amount	Budget to Actual
	Original	Final		Differences Over (Under)
<b>REVENUES</b>				
GOEA support	\$ 65,574	\$ 65,574	\$ 65,574	\$ -
GOEA - ARP	-	-	31,629	31,629
Participant contributions	1,000	1,500	1,714	214
In-kind support	4,838	4,838	4,838	-
Total revenues	<u>\$ 71,412</u>	<u>\$ 71,912</u>	<u>\$ 103,755</u>	<u>\$ 31,843</u>
<b>EXPENDITURES</b>				
Program services:				
Health, Welfare and Social services				
Salaries and benefits	\$ 76,692	\$ 69,704	\$ 76,955	\$ (7,251)
Travel	431	342	40	302
Operating services	16,718	17,470	13,396	4,074
In-kind operating services	4,838	4,838	4,838	-
Operating supplies	3,380	2,659	2,391	268
Total expenditures	<u>\$ 102,059</u>	<u>\$ 95,013</u>	<u>\$ 97,620</u>	<u>\$ (2,607)</u>
Excess (deficiency) of revenues over expenditures	<u>\$ (30,647)</u>	<u>\$ (23,101)</u>	<u>\$ 6,135</u>	<u>\$ 29,236</u>
Other financing sources (uses)				
Transfers in	<u>\$ 30,647</u>	<u>\$ 23,101</u>	<u>\$ -</u>	<u>\$ (23,101)</u>
Net change in fund balances	\$ -	\$ -	\$ 6,135	\$ 6,135
Fund balances, beginning of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,135</u>	<u>\$ 6,135</u>

SUPPLEMENTARY INFORMATION REQUIRED BY GOEA



Schedule of Non-Major Special Revenues Funds  
 Combining Statement of Revenues and Expenditures  
 For the Year Ended June 30, 2022

	NSIP Fund	United Way Fund	Title III D Fund	Title III E Fund	AAA Fund	Senior Center Supplemental Fund	Utility Assistance Fund	Senior Center Fund	Covid-19 Vaccination Fund	Total
<b>REVENUES</b>										
Intergovernmental										
Governor's Office of Elderly Affairs	\$ 29,763	\$ -	\$ 5,294	\$ 34,055	\$ 31,784	\$ 10,913	\$ -	\$ 43,731	\$ 9,558	\$ 165,098
Governor's Office of Elderly Affairs - ARP	-	-	2,708	5,646	10,462	-	-	-	-	18,816
United Way of America	-	30,000	-	-	-	-	-	-	-	30,000
Public support										
Utility assistance	-	-	-	-	-	-	1,501	-	-	1,501
In-kind support	-	-	1,380	-	1,189	-	-	3,079	-	5,648
Total revenues	<u>\$ 29,763</u>	<u>\$ 30,000</u>	<u>\$ 9,382</u>	<u>\$ 39,701</u>	<u>\$ 43,435</u>	<u>\$ 10,913</u>	<u>\$ 1,501</u>	<u>\$ 46,810</u>	<u>\$ 9,558</u>	<u>\$ 221,063</u>
<b>EXPENDITURES</b>										
Health and Welfare and Social Services										
Salaries and benefits	\$ -	\$ -	\$ 3,582	\$ 3,348	\$ 25,845	\$ -	\$ -	\$ 25,034	\$ -	\$ 57,809
Travel	-	-	2	1	24	-	-	22	-	49
Operating services	-	-	605	25,421	6,457	-	1,674	9,077	-	43,234
Operating supplies	-	-	86	45	873	-	-	995	2,608	4,607
In-kind operating services	-	-	1,380	-	1,189	-	-	3,079	-	5,648
Total expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,655</u>	<u>\$ 28,815</u>	<u>\$ 34,388</u>	<u>\$ -</u>	<u>\$ 1,674</u>	<u>\$ 38,207</u>	<u>\$ 2,608</u>	<u>\$ 111,347</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 29,763</u>	<u>\$ 30,000</u>	<u>\$ 3,727</u>	<u>\$ 10,886</u>	<u>\$ 9,047</u>	<u>\$ 10,913</u>	<u>\$ (173)</u>	<u>\$ 8,603</u>	<u>\$ 6,950</u>	<u>\$ 109,716</u>
Other financing sources (uses)										
Operating transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating transfers out	(28,683)	(30,000)	-	-	-	(10,913)	-	(2,301)	-	(71,897)
Total other financing sources (uses)	<u>\$ (28,683)</u>	<u>\$ (30,000)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (10,913)</u>	<u>\$ -</u>	<u>\$ (2,301)</u>	<u>\$ -</u>	<u>\$ (71,897)</u>
Net change in fund balances	\$ 1,080	\$ -	\$ 3,727	\$ 10,886	\$ 9,047	\$ -	\$ (173)	\$ 6,302	\$ 6,950	\$ 37,819
Fund balances at beginning of year	57,520	10,209	-	-	-	-	12,090	-	-	79,819
Fund balances at end of year	<u>\$ 58,600</u>	<u>\$ 10,209</u>	<u>\$ 3,727</u>	<u>\$ 10,886</u>	<u>\$ 9,047</u>	<u>\$ -</u>	<u>\$ 11,917</u>	<u>\$ 6,302</u>	<u>\$ 6,950</u>	<u>\$ 117,638</u>

Comparative Schedule of General Fixed Assets  
and Changes in General Fixed Assets  
For the Year Ended June 30, 2022

	Beginning Balance	Increase	Decrease	Ending Balance
General Fixed Assets				
Buildings	\$ 6,200	\$ -	\$ -	\$ 6,200
Machinery and equipment	13,605	-	-	13,605
Vehicles	26,137	-	-	26,137
	<u>45,942</u>	<u>-</u>	<u>-</u>	<u>45,942</u>
Total capital assets being depreciated	<u>\$ 45,942</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,942</u>
Invested in General Fixed Assets				
Property acquired with funds from				
Senior Center	\$ 81	\$ -	\$ -	\$ 81
Title III C AAA	399	-	-	399
Title III B	537	-	-	537
Title III C-1	75	-	-	75
Title III C-2	75	-	-	75
Title III D	42	-	-	42
Title III E	17	-	-	17
PCOA Supplement	16,039	-	-	16,039
Local Funds	28,677	-	-	28,677
	<u>45,942</u>	<u>-</u>	<u>-</u>	<u>45,942</u>
Total Invested in General Fixed Assets	<u>\$ 45,942</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,942</u>

OTHER SUPPLEMENTAL INFORMATION

Schedule of Compensation, Benefits and  
Other Payments to Agency Head  
For the Year Ended June 30, 2022

Agency Head Name - Tina Tucker

Purpose	Amount
Salary	\$ 52,704
Benefits - insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - other (Fringe)	-
Car allowance	-
Vehicle provided by government	-
Cell phone	-
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	99
Registration fees	50
Conference	30
Housing	-
Unvouchered expenses	-
Special meals	34
Other	-

## OTHER REPORTS

Schedule of Prior Year Audit Findings  
Year Ended June 30, 2022

There were no prior year audit findings reported as of June 30, 2021.

Schedule of Current Year Audit Findings and Management’s Response  
Year Ended June 30, 2022

Findings – Financial Statement Audit

Audit Finding No. 2022-1

Prevention of Sexual Harassment Law Requirement Not Met

- Condition: Neither board members, officials, nor the employees of the Council met the one hour requirement training on the Prevention of Sexual Harassment Law.
- Criteria: As of January 1, 2019 all public servants are required by R.S. 42:343 to complete one hour per year training on the Prevention of Sexual Harassment Law.
- Cause and Condition: This was an oversight by the board members, officials and employees that did not get the one hour ethics course completed during the year.
- Effect of Condition: Violation of R.S. 42:343.
- Recommendation: We recommend that all board members, officials and employees of the Council take the required one hour sexual harassment training each year and that the Director monitor the board members’ and employees’ compliance and file the proper reporting at year end.

Audit Finding No. 2022-2

Bank Deposits Not Being Made Timely

- Condition: Bank deposits were not made daily. Some were held for several days before being deposited.
- Criteria: Bank deposits should be made daily unless the deposit is less than \$100 and then the cash should be stored securely.
- Cause and Condition: Management was not aware that deposits needed to be made daily.
- Effect of Condition: Cash being held that long could be misappropriated and checks could be misplaced or lost.
- Recommendation: We recommend that deposits be made daily if more than \$100, and if not, be stored in a locked safe or drawer.

Schedule of Current Year Audit Findings and Management's Response  
Year Ended June 30, 2022

Finding – Financial Statement Audit

Audit Finding No. 2022-3

Ethics Requirement Not Met

Condition: Not all of the board members, officials or employees of the Council met the one hour requirement training on the Code of Governmental Ethics.

Criteria: As of January 1, 2012 all public employees are required by R.S. 42:1170 to complete one hour per year training on the Code of Governmental Ethics.

Cause and Condition: This was an oversight by the board members, officials and employees that did not get the one hour ethics course completed during the year, and a lack of monitoring contributed to the oversight.

Effect of Condition: Violation of R.S. 42:1170.

Recommendation: We recommend that all board members, officials and employees of the Council take the required one hour ethics training each year and that the Director monitor the board members, officials and employees' compliance.





Beauregard Council on Aging  
104 W Port Street  
DeRidder, La 70634  
(337) 463-6578 or (337)463-9694

Michael J. "Mike" Waguespack, CPA  
Louisiana Legislative Auditor  
1600 North Third Street  
P.O. Box 94397  
Baton Rouge, Louisiana 70804-9397

This letter is the Management's Response in regards to Schedule 9 of Current Year Audit Findings for Year Ended June 30, 2022:

- *Audit Finding No. 2022-1: Prevention of Sexual Harassment Law~ This was an oversight and will be rectified immediately. All board members, officials, and employees of the Council will complete one hour of training on the Prevention of Sexual Harassment annually in July.*
- *Audit Finding No. 2022-2: Bank Deposits Not Being Made Timely~ Management was unaware of this stipulation. We typically held deposits for donations received and completed the deposit on a weekly basis. To rectify this, we will make daily deposits of funds, unless less than \$100 and then the cash will be stored securely.*
- *Audit Finding No. 2022-3: Ethics Training Requirement~ This was an oversight and will be rectified immediately. All board members, officials, and employees of the Council will complete one hour of training on the Prevention of Sexual Harassment annually in July.*

With Sincere Thanks,

A handwritten signature in black ink that reads "Tina Tucker".

Tina Tucker  
Beauregard Council on Aging, Executive Director

# Windham & Reed, L.L.C.

*Certified Public Accountants*

1620 North Pine Street  
DeRidder, LA 70634  
Tel: (337) 462-3211  
Fax: (337) 462-0640

John A. Windham, CPA  
Charles M. Reed, Jr., CPA

## INDEPENDENT AUDITOR'S 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

The Board of Directors  
Beauregard Council on Aging, Inc.  
DeRidder, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Beauregard Council on Aging, Inc. (a nonprofit organization) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Beauregard Council on Aging, Inc.'s basic financial statements, and have issued our report thereon dated December 15, 2022.

### **Report on Internal Control over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of current year audit findings and management's response as item Audit Finding 2022-2.

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

As part of obtaining reasonable assurance about whether Beauregard Council on Aging, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other

and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of current year audit findings and management's response as Audit Finding No. 2022-1 and Audit Finding No. 2022-3.

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

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

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



DeRidder, Louisiana  
December 15, 2022

# Windham & Reed, L.L.C.

*Certified Public Accountants*

1620 North Pine Street  
DeRidder, LA 70634  
Tel: (337) 462-3211  
Fax: (337) 462-0640

John A. Windham, CPA  
Charles M. Reed, Jr., CPA

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Board of Directors  
Beauregard Council on Aging, Inc.  
DeRidder, Louisiana

We have performed the procedures enumerated below, which were agreed to by Beauregard Council on Aging, Inc. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. 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.

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - 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(s) rate 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) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*The Council does not have written policies and procedures; they follow the policies of the Governor's Office of Elderly Affairs.*

#### ***Board or Finance Committee***

---

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.  
*No exceptions noted.*
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds<sup>7</sup>.  
*Alternately, for those entities reporting on the nonprofit 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.*  
*No exceptions noted.*
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.  
*Not applicable.*

#### ***Bank Reconciliations***

---

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

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);  
*No exceptions noted.*
- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and  
*Bank reconciliations do not include evidence of review by anyone.*
- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.  
*No exceptions noted.*

***Collections (excluding electronic funds transfers)***

---

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.  
*No exceptions noted.*
- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.  
*No exceptions noted.*
- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.  
*Receipts are not sequentially pre-numbered.*
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
*No exceptions noted.*

- c) Trace the deposit slip total to the actual deposit per the bank statement.  
*No exceptions noted.*
- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).  
*Deposits were not made within one business day of receipt.*
- e) Trace the actual deposit per the bank statement to the general ledger.  
*No exceptions noted.*

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

---

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.  
*No exceptions noted.*
  - b) At least two employees are involved in processing and approving payments to vendors.  
*No exceptions noted.*
  - 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.  
*The employee that processes payments can add or modify 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.  
*The employee that mails the checks can also process payments.*

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.  
*No exceptions noted.*
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.  
*Disbursement documentation does not include evidence of segregation of duties.*

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

---

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

12. 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]  
*No exceptions noted.*
  - b) Observe that finance charges and late fees were not assessed on the selected statements.  
*The fuel card did have finance charges.*
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.  
*No exceptions noted.*

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

---

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).  
*No exceptions noted.*
  - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.  
*No exceptions noted.*
  - c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).  
*No exceptions noted.*
  - d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.  
*Director approves her own reimbursement.*

***Contracts***

---

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



Board of Directors  
Beauregard Council on Aging, Inc.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.  
*Not applicable.*
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).  
*No exceptions noted.*
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).  
*Not applicable.*
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.  
*No exceptions noted.*

***Payroll and Personnel***

---

- 16. 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.  
*No exceptions noted.*
- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.  
*No exceptions noted.*
- 18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.  
*No exceptions noted.*
- 19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.  
*No exceptions noted.*

**Ethics**

---

20. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.  
*Not all employees or officials completed the one hour ethics training.*
  - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity’s ethics policy during the fiscal period, as applicable.  
*Not applicable.*

**Debt Service – Not Applicable**

---

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management’s representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.
22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Fraud Notice**

---

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.  
*Not applicable.*
24. Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.  
*No exceptions noted.*

**Information Technology Disaster Recovery/Business Continuity**

---

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
  - b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.  
*No exceptions noted.*

***Sexual Harassment***

---

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.  
*Neither employees nor officials completed the one hour sexual harassment training.*
27. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).  
*The entity does not have a sexual harassment policy.*
28. Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:  
*Annual sexual harassment report not prepared.*
- a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e) Amount of time it took to resolve each complaint.
- Not applicable.*

We were not engaged to and did not conduct an examination or review, 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.

The purpose of this report is 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.

Windham & Reed CPA, L.L.C.  
DeRidder, Louisiana  
December 15, 2022