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- *Accounting & Auditing*
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 - Non-Profit Organizations
 - Governmental Organizations
- *Business & Financial Planning*
- *Tax Preparation & Planning*
 - Individual & Partnership
 - Corporate & Fiduciary
- *Bookkeeping & Payroll Services*

February 8, 2024

Louisiana Legislative Auditor (LLA)
PO Box 94397
Baton Rouge, LA 70804-9397
ereports@lla.la.gov

Re: West Carroll Parish Council on Aging, Inc., ID #1143, Report Reissue

West Carroll Council on Aging, Inc. review report for year ending June 30, 2023 was revised to correct ARP Fund Title IIID Preventive Health fund balance. The original report was issued with zero fund balance for this fund and the overage reported in the General Fund. Government Office of Elderly Affairs requested the change due to ARP funds being a multiyear contract and required to show the deficit balance of (\$420) for the year end June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cuthbert, CPA".

Jay Cuthbert, CPA

WEST CARROLL COUNCIL ON AGING, INC.

OAK GROVE, LOUISIANA

FINANCIAL STATEMENTS

AND ADDITIONAL INFORMATION

FOR THE YEAR ENDED

JUNE 30, 2023

WEST CARROLL COUNCIL ON AGING, INC.
 FINANCIAL STATEMENTS
 JUNE 30, 2023

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of
West Carroll Council on Aging, Inc.
Oak Grove, Louisiana

We have reviewed the accompanying revised financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of West Carroll Council on Aging, Inc., Oak Grove, Louisiana, (the Council) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Council's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants, and the standards applicable to review engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them

to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of West Carroll Council on Aging, Inc. and to meet other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountants' Conclusion

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and budgetary comparison information on pages 4 through 16 and 60 through 66 be presented to supplement the basic financial statements. Such 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. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

Other Information

Our review was conducted for the purpose of expressing limited assurance on the financial statements that collectively comprise the Council's basic financial statements. The Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds, the Comparative Schedule of Capital Fixed Assets and Changes in Capital Assets, and the Statement of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds, the Comparative Schedule of Capital Fixed Assets and Changes in Capital Assets, and the Statement of Compensation, Benefits, and Other Payments to Agency Head or Chief

Executive Officer are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Other Reporting Requirements

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated November 30, 2023, on the results of our agreed-upon procedures on page 72 through 76 and pages 77 through 79 present the Louisiana Attestation Questionnaire.

Johnson Perry Roussel & Cuthbert, LLP

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS
Monroe, Louisiana
January 29, 2024

**West Carroll Council on Aging
P.O. Box 1058
207 East Jefferson
Oak Grove, Louisiana 71263
(318)428-4217**

**MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.**

The following discussion and analysis of the West Carroll Council on Aging, Inc.'s (the Council) financial performance provides an overview of the Council's financial performance and activities for the year ended June 30, 2023. This document focuses on the current year's activities, resulting changes, and currently known facts. This document should be read in conjunction with basic financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- The Council showed an increase in overall net position of \$12,029, or about 10.35% this year.
- Net capital assets of the Council increased by \$14,835, or about 11.51%.
- The Council's fund revenues increased by \$26,017, or about 6.36%.
- Fund expenditures increased by \$18,089, or about 4.47%.
- The unassigned fund balance for the Council's General Fund was \$10,090 at year-end, which is a \$404, or 4.17% increase from the prior year.
- No deficit fund balances existed at year-end.
- The Council's major liabilities consisted of current liabilities of \$15,651. This includes payables to vendors of \$13,931, and advances from funding agency of \$598.
- The Council did not have any long-term liabilities.
- Administrative expenses increased this year by \$46,344, which is a 27.16% increase from last year.

HOW TO USE THIS ANNUAL REPORT

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

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

Government-wide financial statements are comprised of the Statement of Net Position and the Statement of Activities. These financial statements provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, fund financial statements, for governmental activities, tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

Council's operations in more detail than the government-wide financial statements by providing information about the Council's most significant funds.

The accountants have stated in their independent accountants' review report, located immediately before this Management's Discussion and Analysis (MD&A), that they are not aware of any material modifications that should be made to the accompanying basic financial statements in order for them to be in conformity with the accounting principles generally accepted in the United States of America. The accountants have also stated in their review report that the supplementary schedules required by the Governmental Accounting Standards Board (GASB) and the Governor's Office of Elderly Affairs (GOEA), which follow later in this reporting package, have not been subjected to the inquiry and analytical procedures they applied in the review of the basic financial statements, but were compiled from information that was the representation of management, without audit or review. Accordingly, they do not express an opinion or any other form of assurance on the supplementary information.

In addition, the independent accountants have performed certain agreed-upon procedures enumerated by the Louisiana Legislative Auditor and the results of those procedures have been set forth in the accountants' report later in this reporting package. A special questionnaire has been completed by the Council's management and given to the accountants for their use in performing the agreed-upon procedures. A copy of that questionnaire follows the accountants' report.

A user of this document should read both of the accountants' reports carefully to ascertain the level of assurance being provided for the information contained within this reporting package.

BASIC FINANCIAL STATEMENTS

The basic financial statements consist of the government-wide financial statements, fund financial statements, and the notes to the financial statements.

Government-Wide Financial Statements

Management's analysis of the Council as a whole begins on page 1. An important point to consider is whether or not the Council's finances, as a whole, are better or worse off as a result of this year's activities. The Statement of Net Position and the Statement of Activities (referred to collectively as the government-wide financial statements) reports information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

to the accounting method used by most private-sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid.

The government-wide financial statements report the Council's net position and changes in them. The Council has restricted net position of \$298, which must be used for specific purposes, whereas (\$10,090) of its net position is unrestricted, meaning that it can be used for any program at management's discretion. The Statement of Net Position is designed to present the financial position of the council as of year-end. Over time, increases or decreases in the Council's net position are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, the reader must consider other non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net position changed as a result of this year's activities. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include supportive social services, nutritional services, disease prevention and health promotion, and family caregiver support. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail. All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts, along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the service are not required to pay for what they receive. If the Council charged fees with the intention of making a profit or recovering the full cost of providing the service, that activity would be classified as a business-type activity. The Council does sell meals to the public who are ineligible because of age.

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, the reader will see a General Fund and three Special Revenue Funds that have been determined to be "Major Funds", and a column for the total of all remaining Special Revenue Funds, which are considered to be "non-major Funds." The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expend specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

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

Notes to the Financial Statements

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

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB STATEMENT 34

The Governmental Accounting Standards Board (GASB) Statement 34 requires budgetary comparison schedules for the General Fund and each major Special Revenue Fund that has an adopted annual budget. The schedules compare the original and final budgets to actual budget results for the Council's fiscal year. Positive and negative variances between the final budget and actual amounts are also presented.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but which is believed to be important to present to the Council's financial statement users. Management did not subjectively elevate any non-major fund to major fund status for purposes of financial statement presentation this year.

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

OTHER SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

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

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

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

| | 2023 | 2022 | increase (decrease) |
|---|----------------|----------------|------------------------|
| Current and Other Assets: | | | |
| Current Assets | 26,185 | 39,494 | (13,309) |
| Capital Assets, net of depreciation | 143,774 | 128,939 | 14,835 |
| Total Assets | 169,959 | 168,433 | 1,526 |
| Current Liabilities | 15,651 | 29,390 | (13,739) |
| Total Liabilities | 41,735 | 52,238 | (10,503) |
| Net Position: | | | |
| Invested in Capital Assets | 143,774 | 128,939 | 14,835 |
| Restricted | 298 | 298 | - |
| Unrestricted | (15,848) | (13,042) | (2,806) |
| Total Net Position | 128,224 | 116,195 | 12,029 |
| Total Liabilities and Net Position | 169,959 | 168,433 | 1,526 |

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

As of June 30, 2023 and 2022, the Council "as a whole" had assets greater than its liabilities of \$128,224 and \$116,195, respectively. About (12.36) % and (11.22) % of the Council's total net assets are unrestricted as of June 30, 2023 and 2022, respectively. Unrestricted net assets are important because they represent resources that management has available to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by government agencies.

The Council's restricted net position represents about .2% and .2% of the Council's total net position as of June 30, 2023 and 2022, respectively. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net position that has been invested in capital assets are presented net of any related outstanding debt incurred to acquire them. For 2023 and 2022, there is no debt that has to be subtracted from the capital asset amount. The Council's policy is to acquire capital assets by paying cash and avoiding debt. This policy helps assure management will stay within its financial means so that future revenues will be spent for client services instead of debt service.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

The following table illustrates the revenues and expenses that produced the change in net position for fiscal years 2023 and 2022.

| | 2023 | % of total | 2022 | % of total |
|--|----------------|----------------|----------------|----------------|
| Revenues | | | | |
| Program Revenues: | | | | |
| Operating Grants and Contributions | 307,769 | 70.78% | 297,125 | 72.68% |
| Charges for Services | 3,678 | 0.85% | 1,465 | 0.36% |
| General Revenues: | | | | |
| General Unrestricted | | | | |
| Grants and Contributions | 123,386 | 28.37% | 110,226 | 26.96% |
| Miscellaneous | - | | | |
| Total Revenues | 434,833 | 100.00% | 408,816 | 100.00% |
| Direct Program Expenses of the Health, Welfare, and Social Services Function: | | | | |
| Supportive Services: | | | | |
| Priority Services: | | | | |
| Transportation | 2,686 | 0.64% | 4,805 | 1.19% |
| Other supportive services | 22,551 | 5.33% | 20,108 | 4.97% |
| Nutrition Services: | | | | |
| Congregate Meals | 44,676 | 10.57% | 14,203 | 3.51% |
| Home-delivered Meals | 16,922 | 4.00% | 133,292 | 32.93% |
| Other Health, Welfare & Social Services | 118,971 | 28.14% | 61,653 | 15.23% |
| Direct Administrative Expenses | 216,998 | 51.32% | 170,654 | 42.17% |
| Total Expenses | 422,804 | 100.00% | 404,715 | 100.00% |
| Increase (Decrease) in Net Position | 12,029 | | 4,101 | |
| Net position, beginning of year | 116,195 | | 112,094 | |
| Net position, end of year | 128,224 | | 116,195 | |
| | | | | |
| | | | | |
| | | | | |

For fiscal year 2023, the Council's total revenues increased \$26,017, or 6.36% from fiscal year 2022. For fiscal year, 2022, the Council's total revenues increased \$38,170, or 10.3% from fiscal year 2021.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

When reviewing the government-wide Statement of Activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are transportation and nutrition services. The Council's main focus is to meet the needs of the elderly citizens of West Carroll Parish and to provide transportation for parish residents. There is a high demand for these services; therefore, resources are channeled to meet the demand.

Another indication of how money is used efficiently or inefficiently can be analyzed by comparing the amount of administration costs from year to year as well as calculating the percentage administration expenses bears in relation to total expenses. For 2023, total administration expenses were \$216,998, or 51.32% of total expenses, whereas these same expenses were \$170,654 or 42.17% of total expenses in 2022.

Note that most of the governmental activities have more expenses than revenues. This is expected and budgets are prepared accordingly. Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

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

Fund Balances

The Council showed a combined governmental fund balance of \$10,534 (as shown on the Fund Financial Statement's Balance Sheet) at the end of this year, which is an increase of \$430 from the prior year. The General Fund increased by \$404 this year, and one of the two fund balances (utility assistance) of the Special Revenue Funds had no change, while the prepaid expenditures increased by \$26.

The Council has implemented the provisions of Governmental Accounting Standards Board Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Revenues

The combined fund revenues increased \$15,261 this year versus last year, as shown in the table below.

| | <u>2023</u> | <u>2022</u> | <u>Increase/ (Decrease)</u> | |
|----------------------|----------------|------------------|-----------------------------|----------------|
| | | | <u>Amount</u> | <u>Percent</u> |
| Intergovernmental | 386,190 | 357,313 | 28,877 | 8.08% |
| Public Support | 98 | 112 | (14) | (12.5%) |
| Miscellaneous Income | <u>37,790</u> | <u>51,392</u> | <u>(13,602)</u> | <u>(26.5%)</u> |
| Total Revenues | <u>424,078</u> | <u>\$408,817</u> | <u>\$ 15,261</u> | <u>3.73%</u> |

Most of the Council's activities were funded by federal, state, and local grants. These grants, which comprise the Council's intergovernmental revenues, amounted to approximately 91% and 87% of the Council's total revenues in 2023 and 2022, respectively. Most of these grants are restricted, which means the money can only be used in certain programs.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

The Council also receives public support in the form of restricted and unrestricted donations from its clients and the general public. Public support allows the Council to maintain and expand services. Public support revenues represented 1% and 1% of the Council's total revenues for fiscal years 2023 and 2022, respectively. Public support comes from donations from the general public and client contributions.

Expenditures

Total expenditures increased by \$13,058 this year, as shown in the table below.

| | 2023 | 2022 | Increase/ (Decrease) | |
|-----------------------|----------------|----------------|----------------------|--------------|
| | | | Amount | Percent |
| Personnel | 175,301 | 165,896 | 9,405 | 5.67% |
| Fringe | 13,509 | 12,818 | 691 | 5.39% |
| Travel | 549 | 894 | (345) | -38.59% |
| Operating Services | 65,194 | 57,903 | 7,291 | 12.59% |
| Operating Supplies | 81,089 | 122,340 | (41,251) | -33.72% |
| Other Costs | 42,619 | 19,613 | 23,006 | 117.30% |
| Capital Outlay | 45,387 | 31,086 | 14,301 | 46.00% |
| Reimbursements to OEA | -0- | 40 | (40) | -100.00% |
| | 423,648 | 410,590 | 13,058 | 3.18% |

Most of these differences are due to having received and expended extra funding related to the Covid-19 pandemic. Extra shelf-stable meals for clients were a large part of these extra expenditures.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

AN ANALYSIS OF THE GENERAL FUND BUDGET

During the fiscal year the Council did amend its budget. Should an amendment be necessary, the primary reasons for taking this action would be to account for unanticipated, significant changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from GOEA.

AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$143,774 in capital assets net of accumulated depreciation. This amount is a net increase from last year of \$14,835.

Capital Assets, Net of Depreciation

| | <u>June 30, 2023</u> | <u>June 30, 2022</u> | <u>Increase (Decrease)</u> |
|-------------------|----------------------|----------------------|--------------------------------|
| Vehicles | 31,038 | 36,710 | (5,672) |
| Building and Land | 72,866 | 63,652 | 9,214 |
| Equipment | <u>39,870</u> | <u>28,577</u> | <u>11,293</u> |
| | <u>\$143,774</u> | <u>\$128,939</u> | <u>\$14,835</u> |

The Council had three vehicles titled in its name at the end of the fiscal year, which are included in capital assets. The Council did not have any long-term debt related to its capital assets and does not like to incur any debt as a matter of financial stewardship.

More detailed information can be found about the Council's capital assets in Note 6 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

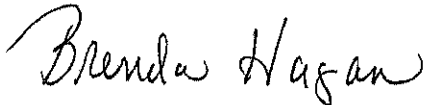
The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. All the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2024. There has been one significant change to the funding levels. There have been additional grants to mitigate effects on clients of the Covid-19 pandemic. These are not expected to continue once the pandemic has ended. There are no significant changes in the terms of the grants and contracts.

MANAGEMENT'S DISCUSSION AND ANALYSIS
West Carroll Council on Aging, Inc.
(Continued)

For FY 2024, the Council has budgeted revenues and expenditures of \$392,092. The FY 2024 budget has been approved by the Governor's Office of Elderly Affairs.

CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Brenda Hagan, Executive Director, at P.O. Box 1058; 207 Martin Way, Oak Grove, Louisiana 71263 or by phone at (318)428-4217.



Brenda Hagan, Executive Director
West Carroll Council on Aging

GOVERNMENT-WIDE FINANCIAL STATEMENTS

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2023

| | <u>Governmental Activities</u> |
|--|------------------------------------|
| <u>ASSETS</u> | |
| Cash | 15,410 |
| Accounts Receivable | 10,629 |
| Capital Assets, Net of Accumulated Depreciation | 143,774 |
| Prepaid Expenses | <u>146</u> |
| <u>TOTAL ASSETS</u> | <u>169,959</u> |
| <u>LIABILITIES AND NET POSITION</u> | |
| <u>CURRENT LIABILITIES</u> | |
| Accounts Payable | 13,931 |
| Accrued Payroll Taxes | 1,122 |
| Advances from Funding Agency | <u>598</u> |
| <u>TOTAL CURRENT LIABILITIES</u> | <u>15,651</u> |
| <u>DEBT LIABILITIES</u> | |
| Accrued Compensated Absences - Current | <u>26,084</u> |
| <u>TOTAL DEBT LIABILITIES</u> | <u>26,084</u> |
| <u>TOTAL LIABILITIES</u> | <u>41,735</u> |
| <u>NET POSITION</u> | |
| Net Investment in Capital Assets | 143,774 |
| Restricted for Utility Assistance and EFSP Funds | 298 |
| Unrestricted (Deficit) | <u>(15,848)</u> |
| <u>TOTAL NET POSITION</u> | <u>128,224</u> |
| <u>TOTAL LIABILITIES AND NET POSITION</u> | <u>169,959</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

| <u>Functions/Programs</u> | <u>Direct Expenses</u> | <u>Indirect Expenses</u> |
|---------------------------------------|----------------------------|------------------------------|
| Governmental Activities | | |
| Health, Welfare & Social Services: | | |
| IIIB Supportive Services: | | |
| Homemaker | 5,350 | 7,735 |
| Information & Assistance | 4,952 | 7,160 |
| Legal Assistance | 954 | - |
| Outreach | 3,933 | 5,686 |
| Wellness | 948 | 1,371 |
| Transportation | 2,141 | 3,096 |
| Recreation | 2,401 | 3,471 |
| Nutrition Services: | | |
| C-1 Congregate Meals | 91,811 | 53,879 |
| C-2 Home Delivered Meals | 37,739 | 27,134 |
| STPH | 3,767 | - |
| American Recovery Plan | 34,579 | 22,085 |
| National Family Caregiver Support: | | |
| Respite | 5,246 | 2,183 |
| Other | 6,322 | - |
| Disease Prevention & Health | 2,000 | 3,567 |
| Senior Center | 3,663 | - |
| Administration | <u>216,998</u> | <u>(137,367)</u> |
| <u>Totals</u> | <u>422,804</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

| <u>Functions/Programs</u> | <u>Charges For Service</u> | <u>Program Revenues Operating Grants & Contributions</u> | <u>Capital Grants & Contributions</u> |
|---------------------------------------|--------------------------------|--|---|
| Governmental Activities | | | |
| Health, Welfare & Social Services: | | | |
| IIIB Supportive Services: | | | |
| Homemaker | - | 6,373 | - |
| Information & Assistance | - | 5,899 | - |
| Legal Assistance | - | 464 | - |
| Outreach | - | 4,685 | - |
| Wellness | - | 1,129 | - |
| Transportation | - | 2,551 | - |
| Recreation | - | 2,860 | - |
| Nutrition Services: | | | |
| C-1 Congregate Meals | 3,678 | 97,336 | - |
| C-2 Home Delivered Meals | - | 47,951 | - |
| STPH | - | 3,296 | - |
| American Recovery Plan | - | 56,506 | - |
| National Family Caregiver Support: | | | |
| Respite | - | 13,115 | - |
| Other | - | - | - |
| Disease Prevention & Health | - | 2,927 | - |
| Senior Center | - | 50,000 | - |
| Administration | - | 12,677 | - |
| <u>Totals</u> | <u>3,678</u> | <u>307,769</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

| | Net (Expenses) Revenue and Increase (Decrease) <u>In Net Assets</u> Total Governmental <u>Activities</u> |
|--|--|
| <u>Functions/Programs</u> | |
| Governmental Activities | |
| Health, Welfare & Social Services: | |
| IIIB Supportive Services: | |
| Homemaker | (6,712) |
| Information & Assistance | (6,213) |
| Legal Assistance | (490) |
| Outreach | (4,934) |
| Wellness | (1,190) |
| Transportation | (2,686) |
| Recreation | (3,012) |
| Nutrition Services: | |
| C-1 Congregate Meals | (44,676) |
| C-2 Home Delivered Meals | (16,922) |
| STPH | (471) |
| American Recovery Plan | (158) |
| National Family Caregiver Support: | |
| Respite | 5,686 |
| Other | (6,322) |
| Disease Prevention & Health | (2,640) |
| Senior Center | 46,337 |
| Administration | (66,954) |
| <u>Totals</u> | (111,357) |
| General Revenues: | |
| Grants/Contributions Not Restricted | 122,658 |
| Miscellaneous | 728 |
| Total General Revenues & Special Items | <u>123,386</u> |
| (Increase) in Net Position | 12,029 |
| Net Position - Beginning of Year | <u>116,195</u> |
| Net Position - End of Year | <u>128,224</u> |

See Independent Accountants' Review Report and accompanying notes.

FUND FINANCIAL STATEMENTS

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
FUND BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2023

| | General Fund | Title III B Support Services | Title III C-1 Congregate Meals | Title III C-2 Home Delivered Meals | Non- Major Funds | Govern- mental Funds Total |
|---|-----------------|---------------------------------------|---|--|------------------------|----------------------------------|
| <u>Assets</u> | | | | | | |
| Cash | 15,272 | - | - | - | 138 | 15,410 |
| Accounts Receivable | 10,629 | - | - | - | - | 10,629 |
| Prepaid Expenses | 146 | - | - | - | - | 146 |
| <u>Total Assets</u> | <u>26,047</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>138</u> | <u>26,185</u> |
| <u>Liabilities and Fund Balance</u> | | | | | | |
| <u>Liabilities</u> | | | | | | |
| Accounts Payable | 13,931 | - | - | - | - | 13,931 |
| Accrued Payroll Taxes | 1,122 | - | - | - | - | 1,122 |
| Advances from Funding Agency | 338 | - | - | - | 260 | 598 |
| <u>Total Liabilities</u> | <u>15,391</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>260</u> | <u>15,651</u> |
| <u>Fund Balance</u> | | | | | | |
| Non-spendable: Prepaid Expenditures | 146 | - | - | - | - | 146 |
| Restricted For: Utility Assistance & EFSP Funds | - | - | - | - | 298 | 298 |
| Restricted For: ARP Title III D Preventative Health | - | - | - | - | (420) | (420) |
| Assigned | - | - | - | - | - | -0- |
| Unassigned | 10,510 | - | - | - | - | 10,510 |
| <u>Total Fund Balance (Deficit)</u> | <u>10,656</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>(122)</u> | <u>10,534</u> |
| <u>Total Liabilities and Fund Balances</u> | <u>26,047</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>138</u> | |

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 funds. 143,774

Debt liabilities, including compensated absences payable, are not due and payable in the current period and therefore are not reported in the funds. (26,084)

Net Position of Government-Wide Activities 128,224

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
- GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023

| | General Fund | Title III B Support Services | Title III C-1 Congregate Meals | Title III C-2 Home Delivered Meals |
|--|-----------------|---------------------------------------|---|--|
| <u>Revenues</u> | | | | |
| Intergovernmental | | | | |
| Governor's Office of Elderly Affairs | 160,102 | 23,961 | 76,235 | 37,632 |
| American Recovery Plan Funds | - | 15,462 | 9,980 | 16,124 |
| Public Support | | | | |
| Louisiana Association of Councils | | | | |
| On Aging | - | - | - | - |
| United Way | - | - | - | - |
| Client Contributions | - | - | 98 | - |
| <u>Miscellaneous</u> | | | | |
| Program Income | - | - | 23,065 | 10,319 |
| Contract Meal | 3,678 | - | - | - |
| Contributions | 728 | - | - | - |
| Fund-Raiser | - | - | - | - |
| Rent Income | - | - | - | - |
| <u>Total Revenues</u> | <u>164,508</u> | <u>39,423</u> | <u>109,378</u> | <u>64,075</u> |
| <u>Expenditures</u> | | | | |
| Salaries | 1,927 | 46,342 | 77,332 | 33,744 |
| Fringe | 179 | 3,545 | 5,606 | 2,948 |
| Travel | 2 | 82 | 253 | 117 |
| Operating Services | 3,876 | 12,561 | 22,789 | 17,752 |
| Operating Supplies | 37 | 2,130 | 48,554 | 26,143 |
| Other Costs | 19,753 | - | 1,136 | 293 |
| Capital Outlay | 45,387 | - | - | - |
| <u>Total Expenditures</u> | <u>71,161</u> | <u>64,660</u> | <u>155,670</u> | <u>80,997</u> |
| Excess (Deficiency) of Revenues Over Expenditures | 93,347 | (25,237) | (46,292) | (16,922) |
| <u>Other Financial Sources (Uses)</u> | | | | |
| Operating Transfers In | - | 25,237 | 46,292 | 16,922 |
| Operating Transfers Out | (92,497) | - | - | - |
| Funds Reprogrammed - Prior Year | - | - | - | - |
| Gain on Sale of Asset | - | - | - | - |
| Net Increase (Decrease) in Fund Balance | 850 | -0- | -0- | -0- |
| <u>Fund Balances (Deficits)</u> | | | | |
| Beginning of Year | <u>9,806</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| End of Year | <u>10,656</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
- GOVERNMENTAL FUNDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

| | <u>Nonmajor Funds</u> | <u>Governmental Funds Total</u> |
|---|---------------------------|---|
| <u>Revenues</u> | | |
| Intergovernmental | | |
| Governor's Office of Elderly Affairs | 32,015 | 329,945 |
| American Recovery Plan Funds | 14,679 | 56,245 |
| Public Support | | |
| Louisiana Association of Councils on Aging | - | -0- |
| United Way | - | -0- |
| Client Contributions | - | 98 |
| <u>Miscellaneous</u> | | |
| Program Income | - | 33,384 |
| Contract Meal Contributions | - | 3,678 |
| Fund-Raiser | - | 728 |
| Rent Income | - | -0- |
| <u>Total Revenues</u> | <u>46,694</u> | <u>424,078</u> |
| <u>Expenditures</u> | | |
| Salaries | 15,956 | 175,301 |
| Fringe | 1,231 | 13,509 |
| Travel | 95 | 549 |
| Operating Services | 8,216 | 65,194 |
| Operating Supplies | 4,225 | 81,089 |
| Other Costs | 21,437 | 42,619 |
| Capital Outlay | - | 45,387 |
| <u>Total Expenditures</u> | <u>51,160</u> | <u>423,648</u> |
| Excess (Deficiency) of Revenues Over Expenditures | (4,466) | 430 |
| <u>Other Financial Sources (Uses)</u> | | |
| Operating Transfers In | 4,046 | 92,497 |
| Operating Transfers Out | - | (92,497) |
| Funds Reprogrammed - Prior Year | - | -0- |
| Gain on Sale of Asset | - | -0- |
| <u>Net Increase (Decrease) in Fund Balance</u> | <u>(420)</u> | <u>430</u> |
| <u>Fund Balances (Deficits)</u> | | |
| Beginning of Year | <u>298</u> | <u>10,104</u> |
| End of Year | <u>(122)</u> | <u>10,534</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

| | |
|--|------------------|
| Net increase (decrease) in fund balances - total governmental funds | 430 |
| Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$45,387) exceeds depreciation expense (\$28,263) in the current period. | 17,124 |
| Gain (Loss) on disposition of assets | (2,289) |
| Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds. | |
| Compensated absences - Increase | (<u>3,236</u>) |
| Increase (decrease) of net position of governmental activities | <u>12,029</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

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

The accounting and reporting policies of West Carroll Council on Aging, Inc. (the Council) conform to the accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental and financial reporting principles. Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements. The following is a summary of certain significant accounting policies used by the Council:

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

a. Purpose of the Council on Aging (Continued)

The primary services provided by the Council to the elderly residents of West Carroll Parish include congregate and home-delivered meals, nutritional education, information and assistance, outreach, utility assistance, homemakers, recreation, legal assistance, disease prevention, family caregiver support, and transportation.

b. Reporting Entity

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

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

West Carroll Council on Aging, Inc. (the Council) is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on March 15, 1965, and began operations on May 19, 1969, the date in which it filed its articles of incorporation with the Secretary of State's office.

A board of directors, consisting of 11 voluntary members, who serve three-year terms, governs the

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

b. Reporting Entity (Continued)

Council. The board of directors is comprised of, but not limited to, representatives of the Parish's elderly population, general public, private businesses, and elected public officials.

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

Based on the criteria set forth in GASB Statement 14, *The Financial Reporting Entity*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. In addition, based on the criteria set forth in this statement, the Council has presented its financial statements as a special-purpose, stand-alone government; accordingly, it is applying the provisions of Statement 14 as if it were a primary government.

c. Basis of Presentation of the Basic Financial Statements

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

Both the government-wide and fund financial statements categorize primary activities as either "governmental" or "business" type. The Council's functions and programs have all been categorized as "governmental" activities.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the government-wide financial statements do not include any of these activities or funds.

Government-Wide Financial Statements:

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

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

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

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Government-Wide Financial Statements: (Continued)

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

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas the Council allocates its indirect expenses among various functions and programs in accordance with OMB Circular A-87. The Statement of Activities shows this allocation in a separate column labeled "indirect expenses."

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. Unrestricted contributions, unrestricted grants, and interest income that are not included among program revenues are reported instead as general revenues in this statement. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence and are separately reported below general revenues. The Council did not have any special items this year.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements:

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

The daily accounts and operations of the Council continue to be organized using funds and account groups. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain governmental functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are reported by generic classification within the financial statements.

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. The nonmajor funds are summarized by category or fund type into a single column in the fund financial statements.

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

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

The General Fund is the primary operating fund of the Council and is used to account for all financial resources except those required to be accounted for in another fund. The following is a brief description of the programs and funding sources that comprise the Council's General Fund:

Local Programs and Funding

The Council receives revenues that are not required to be accounted for in a specific program or fund such as unrestricted donations from the general public. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Local Programs and Funding (Continued)

another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

PCOA Funding

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council's management may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years old). In FY 2022, the Council received this grant money into its General Fund and management transferred it to other programs (as follows below) to help pay for program expenditures. PCOA funds in the amount of \$63,942 were PCOA discretionary expenditures in the general fund. Total PCOA funds received for 2023 were \$100,000.

| <u>Program</u> | <u>PCOA - Regular</u> |
|--|-----------------------|
| Title III B Support Services | 9,424 |
| Title III C-1 Area Agency Administration | 299 |
| Title III C-1 Congregate Meals | 9,003 |
| Title III C-2 Home Delivered Meals | 13,585 |
| Title III D Preventive Health | 2,640 |
| Title III E National Family Caregiver | 636 |
| STPH | <u>471</u> |
| <u>Total</u> | <u>36,058</u> |

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Senior Center and Supplemental Senior Center Funding

Senior Center, and Supplemental Senior Center, grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for costs of operating community service centers where elderly people are receiving supportive social services and participating in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The Council maintains one senior center in West Carroll Parish. Accordingly, during the year, management transferred its Senior Center grant funds to the Title III B Supportive Services Fund (\$8,000), the Title III C-1 Congregate Meals Fund (\$35,000) and Title III C-2 Home-Delivered Meals Fund (\$3,337), and transferred its Supplemental Senior Center grant funds to the Title III B Support Services Fund (\$7,813) and the Title III C-1 Congregate Meals Fund (\$2,289) to subsidize those programs' cost of providing services to elderly persons who used the senior centers.

Audit Funding

Each year GOEA provides funds to subsidize the cost of the Council's annual audit. If an audit is not required by state law, these funds can be used to offset the professional fees charged to compile or review the Council's annual financial statements. There was no subsidy for FY 2023 received to help pay for the cost of the professional services, which was \$7,130.

Transportation Program Services

The Council provides various transportation services to

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Transportation Program Services (Continued)

the residents of West Carroll Parish who are at least 60 years old, which are accounted for in the "Elderly Transportation" program of the Title III B Fund.

Workforce Investment Board (WIB)

Workforce Investment Board is a program to provide transportation for clients from Oak Grove, LA to the vo-tech in Lake Providence, LA to take classes to receive their GEDs. The council received no funds for FY 2023 from the Workforce Investment Board for these services.

Special Revenue Funds

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

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Major Special Revenue Funds:

Title III B Support Services Fund/
American Recovery Plan Title III B Support
Services Fund

The Title III B Fund is used to account for funds used to provide various types of supportive social services to the elderly. The main source of revenue forming the basis for this fund is a grant the Council received from GOEA Title III, Part B-Grants (\$23,961) for Supportive Services and Senior Centers. The Council received (\$15,462) from American Recovery Plan to supplement this fund.

GOEA has established the criteria for a qualifying unit of service for each Title III program. Specific supportive services, along with the number of units provided during the fiscal year, are as follows:

| <u>Type of Service Provided</u> | <u>Units</u> |
|--|--------------|
| Recreation | 302 |
| Homemaker | 421 |
| Information and Assistance | 382 |
| Legal Assistance | 15 |
| Outreach | 94 |
| Transportation for People Aged 60 or Older | 117 |

Title III C-1 Congregate Meals Fund/
American Recovery Plan Title III C-1 Congregate
Meals Fund

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to people aged 60 years or older in the center in West Carroll Parish.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Major Special Revenue Funds: (Continued)

Title III C-1 Congregate Meals Fund/
American Recovery Plan Title III C-1 Congregate
Meals Fund (Continued)

During the year, the Council provided 11,441 meals to people eligible to participate in this program and -0- meals to people eligible to participate in COVID-19 DNI program. The Council also provided 8 units of nutrition education under this program.

The main sources of revenues received this year that form the basis of this fund: Special Programs for the Aging Title III, Part C-1 Nutrition Services grant funds (\$54,076) received from GOEA, Nutrition Services Incentive Program (NSIP) (\$20,097), contributions from those persons who received congregate meals (\$98), program income (\$23,065) and MIPPA grant funds (\$2,062). The Council received (\$9,980) from American Recovery Plan to supplement this fund.

Title III C-2 Home Delivered Meals Fund/
American Recovery Plan Title III C-2 Home Delivered
Meals Fund

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 years or older. During the year, the Council provided 5,100 home-delivered meals and 574 home-delivered meals for CARES HDM program. The Council also provided 8 units of nutrition education under this program.

The main sources of revenues received this year that form the basis of this fund: Special Programs for the

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Major Special Revenue Funds: (Continued)

Title III C-2 Home Delivered Meals Fund/
American Recovery Plan Title III C-2 Home Delivered
Meals Fund (Continued)

Aging Title III, Part C-2 Nutrition Services grant funds (\$37,632) received from GOEA, and program income (\$10,319). The Council received (\$16,124) from American Recovery Plan to supplement this fund.

Nonmajor Special Revenue Funds:

Title III C-1 Area Agency Administration Fund/
American Recovery Plan Title III C-1 Area Agency
Administration Fund

The Title III C-1 Area Agency Administration Fund is used to account for funds received from GOEA for administrative services. The Council received (\$12,677) from GOEA and received (\$5,944) from American Recovery Plan to supplement this fund.

Title III D Preventive Health Fund/
American Recovery Plan Title III D Preventive
Health Fund

The Title III D Fund is used to account for funds used for disease prevention and health promotion (wellness) activities. During the year the Council provided 314 units of wellness service to eligible participants. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA (\$2,927)

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Nonmajor Special Revenue Funds: (Continued)

Title III D Preventive Health Fund/
American Recovery Plan Title III D Preventive
Health Fund (Continued)

for Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services. The Council received (\$4,616) from American Recovery Plan to supplement this fund.

Title III E Caregiver Fund
American Recovery Plan Title III E Caregiver Fund

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and for grandparents or older individuals who are relative caregivers. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA (\$13,115) for the Title III, Part E National Family Caregivers Support Program. The Council received (\$4,379) from American Recovery Plan to supplement this fund. The Council expended \$4,119 for year end June 30, 2023, and \$260 is carried over to year end June 30, 2024.

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

| | |
|----------------------------|-----|
| Public Education | 17 |
| Individual Counseling | 12 |
| In-Home Respite | 651 |
| Material Aid | 62 |
| Sitter | 150 |
| Information and Assistance | 11 |

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Nonmajor Special Revenue Funds: (Continued)

Title III CARES Funds

Title III C-1 Congregate Meals, III C-2 Home-Delivered Meals, III B Supportive Services, III C Meals, and III E Caregiver are used to assist the Title III Programs for the addition of the CARES Act funding for the provision of services related to the COVID-19 pandemic. The Council received no CARES Act funding for year end June 30, 2023.

Utility Assistance Fund

This fund is used to account for the administration of the utility assistance programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on aging throughout the year to provide assistance to the elderly for the payment of utility bills. The Council provided no units of service under this program.

Emergency Food and Shelter (EFSP) Fund

The EFSP Fund is used to account for the administration of the Emergency Food and Shelter Program (EFSP), the purpose of which is to supplement food and provide assistance to individuals. Funds are provided by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to the United Way of America, which in turn "passes through" the funds to the Council. The Council did not receive EFSP Funds for the year ended June 30, 2023.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

c. Basis of Presentation of the Basic Financial Statements
(Continued)

Fund Financial Statements: (Continued)

Nonmajor Special Revenue Funds: (Continued)

STPH-Expanding the Public Health Workforce

STPH funds are to provide funding to recruit, hire, and train public health workers to respond to the COVID-19 pandemic and prepare for future public health challenges. The Council received (\$3,296) for year end June 30, 2023.

The Vaccine Outreach Fund

The Vaccine Outreach Fund helps link eligible seniors with connecting and enabling them to have access to the COVID-19 vaccine. The Council did not receive any Vaccine Outreach funds for year end June 30, 2023.

Medicare Improvement for Patients and Providers Act
(MIPPA) Fund

This fund is used to account for the administration of the MIPPA program, the purpose of which is to provide outreach to individuals in West Carroll Parish with special emphasis on rural communities and increase public awareness and enrollment into the benefits available under Medicare Part D, Low Income Subsidy (LIS) and Medicare Savings Plan (MSP). The Council received (\$300) in MIPPA funds during the current year. The Council expended \$2,062 in the current year from prior year advances, and \$338 is in Advances from Funding Agency to be expended in the year end June 30, 2024. The MIPPA funds are accounted for in Title III C-1 Congregate Meals Fund for year end June 30, 2023.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

d. Measurement Focus and Basis of Accounting

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

• Government-Wide Financial Statements - Accrual Basis

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

• Fund Financial Statements - Modified Accrual Basis

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds' present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be "available" if they are collected within sixty days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when

WEST CARROLL COUNCIL ON AGING, INC.
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NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

d. Measurement Focus and Basis of Accounting (Continued)

the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation and amortization are costs that are not recognized in the governmental funds.

e. Interfund Activity

In the fund financial statements, interfund activity is reported as either loans or transfers. Loans between funds are reported as interfund receivables (due from) and payables (due to) as appropriate. Transfers represent a permanent reallocation of resources between funds. In other words, they are not expected to be repaid.

In the government-wide financial statements, all types of interfund transactions are eliminated when presenting the governmental activity information.

f. Cash

Cash includes not only currency on hand, but demand deposits with banks or other financial institutions.

For the purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

g. Receivables

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

h. Investments

GASB Statement 31 requires the Council to report its investments at fair value in the balance sheet, except for investments in non-participating interest-earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost-based measure, provided the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors. The Council did not own any investments of this type at year-end.

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

i. Prepaid Expenses/Expenditures

Prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits. The Council had \$146 in prepaid expenses/expenditures at year-end.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

i. Prepaid Expenses/Expenditures (Continued)

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

For purposes of presenting prepaid expenses in the Statement of Activities, the Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements.

j. Capital Assets

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

Government-Wide Financial Statements

Capital assets are long-lived assets purchased or acquired with an original cost of at least \$1,000 and have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the government-wide statement of Net Position. If the asset was purchased, it is recorded in

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

j. Capital Assets (Continued)

Government-Wide Financial Statements (Continued)

the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation. Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expensed as incurred.

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

Using this guideline, the estimated useful lives of the various classes of depreciable capital assets are as follows:

| | |
|-----------------------|----------------|
| Equipment | 5 to 7 Years |
| Vehicles | 5 Years |
| Computer Equipment | 5 Years |
| Building Improvements | 20 to 40 Years |

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fund Financial Statements

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

k. Non-Current (Long-Term) Liabilities

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the government-wide financial statements, all non-current liabilities that will be repaid from governmental resources are reported as liabilities. In the fund financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented elsewhere in these statements. The Council did not have any non-current liabilities at year-end.

l. Unpaid Compensated Absences

The Council's policies for vacation time permit employees to accumulate earned but unused vacation leave. Accordingly, a liability for the unpaid vacation leave has been recorded in the government-wide statements. Management has estimated the current and long-term portions of this liability based on historical trends. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect at the end of the year.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

l. Unpaid Compensated Absences (Continued)

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

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

m. Advances from Funding Agency

The Council reports advances from funding agencies on both the Statement of Net Position (government-wide) and the Balance Sheet (Fund Financial Statements). Advances from funding agencies represent unexpended balances of grants awarded to the Council that may be required to be returned to a funding agency at the end of the grant period. Funding agency advances are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. At year end, the Council had advances from MIPPA Grant (\$338), and Title III E National Family Caregiver (\$260).

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

n. Deferred Revenue

The Council reports deferred revenues on both the Statement of Net Position (government-wide) and the Balance Sheet (fund financial statements). Deferred revenues arise when the Council receives resources before it has a legal claim to them, as when grant monies are received before the occurrence of qualifying expenditures. In subsequent periods, when the Council has a legal claim to the resources, the liability for deferred revenue is removed from the Statement of Net Position and the Fund Balance Sheet, whichever the case might be, and the revenue is recognized. The Council did not have any deferred revenues at year end.

o. Net Position in the Government-Wide Financial Statements

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

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

o. Net Position in the Government-Wide Financial Statements (Continued)

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

p. Fund Equity - Fund Financial Statements

Governmental fund equity is classified as fund balance. Beginning with FY 2011, the Council's management implemented GASB Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions. This Statement provides more clearly defined fund balance categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

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

Management has classified fund balances for utility assistance and emergency food and shelter as being restricted due to the constraints placed on the use of the money contributed by the general public and Entergy Corporation.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

p. Fund Equity - Fund Financial Statements (Continued)

- Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources as of June 30, 2023.
- Assigned: This classification includes amounts that are constrained by the Council's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the executive director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned fund balance as of June 30, 2023.
- Unassigned: This classification is the residual fund balance for the General Fund and represents the amount that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

p. Fund Equity - Fund Financial Statements (Continued)

When fund balance resources are available for a specific purpose in more than one classification, the Council will generally use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, the Council's management reserves the right to selectively spend unassigned resources first and to defer the use of the other classified funds.

q. Management's Use of Estimates

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

r. Allocation of Indirect Expenses

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 1 - PURPOSE OF THE COUNCIL ON AGING AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

s. Accounting Pronouncement

The Council has adopted the provisions of Governmental Accounting Standards Board Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The main financial statement effects relating to this new accounting standard are with how the components of the Council's fund balances will be presented on the fund balance sheet and on the presentation of special revenue funds on the statement of revenues, expenditures and changes in fund balances. The number of special revenue funds will be less than in previous years because of the new definition of what constitutes a special revenue fund.

NOTE 2 - REVENUE RECOGNITION:

Revenues are recorded in the government-wide statements when they are earned using the accrual basis of accounting.

Revenues are recorded in the fund financial statements using the modified accrual basis of accounting. In applying the susceptible to accrual concept using this basis of accounting, intergovernmental grant revenues, program service fees and interest income must be both measurable and available. However, the timing and amounts of the receipts of public support and miscellaneous revenues are often difficult to measure; therefore, they are recorded as revenue in the period received.

NOTE 3 - CASH MANAGEMENT AND DEPOSITS:

The Council maintains a consolidated operating bank account at Regions Bank, which is available for use by all funds to deposit revenues and pay expenses. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 3 - CASH MANAGEMENT AND DEPOSITS: (Continued)

In addition to the consolidated bank account, the Council has a separate payroll account to transfer funds and disburse payroll checks.

As described in Louisiana law, the Council is classified as a quasi-public entity. Accordingly, the Council is not required to comply with Louisiana laws relating to the collateralization of bank deposits. However, it is the Council's policy to follow state law in an effort to minimize risks associated with bank deposits that exceed those currently covered by FDIC insurance.

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash on its books was \$15,410, whereas the related bank balances totaled \$39,807. The primary difference in these amounts relates to deposits made to and checks written.

| <u>Cash & Investments</u> | <u>Cost</u> | <u>Fair Value</u> | <u>Interest Rate</u> | <u>Maturity</u> | <u>Credit Risk Category</u> |
|-------------------------------|---------------|-------------------|----------------------|-----------------|-----------------------------|
| Cash: | | | | | |
| Regions Bank | <u>15,410</u> | <u>15,410</u> | None | Demand | Category 1 |
| Total Cash | <u>15,410</u> | <u>15,410</u> | | | |
| Unrestricted Purpose | 15,150 | | | | |
| Restricted ARP | <u>260</u> | | | | |
| Total Restricted | <u>260</u> | | | | |
| Total Cash & Investments | <u>15,410</u> | | | | |

As illustrated in the above table, some of the Council's cash and investments are restricted assets for presentation in the Statement of Net Position. Restricted net position amounts include amounts received or earned by the Council with an explicit understanding between the Council and the resource providers that the resource would be used for a specific purpose. The Council has presented these restricted

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 3 - CASH MANAGEMENT AND DEPOSITS: (Continued)

net positions as a component of current assets in the Statement of Net Position because they are available for use in current operations.

The Council had no asset that would be classified as an investment at year-end.

NOTE 4 - GOVERNMENT GRANTS AND CONTRACTS RECEIVABLE:

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds; such amounts being measurable and available as of year-end. Contracts receivable at June 30, 2023 consist of the following:

| <u>Fund</u> | <u>Amount</u> |
|--|---------------|
| Title III C-2 Home-Delivered Meals | 3,119 |
| ARP Title III B Support Services | 2,544 |
| ARP Title III C-1 Area Agency Administration | 2,285 |
| ARP Title III C-1 Congregate Meals | 1,145 |
| ARP Title III D Preventive Health | 577 |
| ARP Title III E Caregiver | <u>948</u> |
| <u>Total Contracts Receivable</u> | <u>10,618</u> |

NOTE 5 - PREPAID EXPENDITURES AND EXPENSES:

There are \$146 prepaid expenditures or prepaid expenses at June 30, 2023.

NOTE 6 - CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION:

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

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 6 - CHANGES IN CAPITAL ASSETS AND ACCUMULATED DEPRECIATION:
(Continued)

| Capital Assets Being Depreciated | Balance June 30, 2022 | Additions | Decreases | Balance June 30, 2023 |
|---------------------------------------|-----------------------------|---------------|-----------------|-----------------------------|
| Buildings | 71,717 | - | - | 71,717 |
| Improvements | 124,980 | 18,530 | - | 143,510 |
| Vehicles | 87,397 | - | - | 87,397 |
| Office Furniture and Equipment | 90,751 | 26,857 | (18,161) | 99,447 |
| Total Capital Assets | <u>374,845</u> | <u>45,387</u> | <u>(18,161)</u> | <u>402,071</u> |
| Less: Accumulated Depreciation: | | | | |
| Buildings | 71,717 | - | - | 71,717 |
| Improvements | 61,328 | 9,316 | - | 70,644 |
| Vehicles | 50,687 | 5,672 | - | 56,359 |
| Office Furniture and Equipment | 62,174 | 13,275 | (15,872) | 59,577 |
| Total Accumulated Depreciation | <u>245,906</u> | <u>28,263</u> | <u>(15,872)</u> | <u>258,297</u> |
| Capital Assets Net of Depreciation | <u>128,939</u> | <u>17,124</u> | <u>(2,289)</u> | <u>143,774</u> |

All the Council's vehicles are operational at year end. The Council's management has reviewed capital assets and does not believe any capital asset has been impaired as of year-end.

Depreciation was charged to governmental activities as follows:

| | |
|---|---------------|
| Administration | |
| Supportive Services: | 21,849 |
| Transportation of the Elderly | 5,672 |
| Nutrition Services: | |
| Congregate Meals | 484 |
| Home Delivered Meals | <u>258</u> |
| Total Depreciation Expense for Governmental Activities | <u>28,263</u> |

The \$21,849 of depreciation associated with the administration function relates to capital assets that essentially serve all functions. Accordingly, it is included as a direct expense of the administration function on the Statement of Activities and then allocated to other functions in accordance with the Council's method of allocating indirect expenses. The other depreciation amounts \$6,414 are charged as direct expenses to their related functions on the Statement of Activities.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 7 - FUND BALANCES - FUND FINANCIAL STATEMENTS:

At year-end, two special revenue funds had remaining fund balances of \$298 which were classified as restricted. Usually, the fund balances of the special revenue funds are cleared out at year-end to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants. However, there are exceptions to these policies as described in the next paragraph.

The Council had \$101 of utility assistance contributions and \$197 of Emergency Food and Shelter Program Fund contributions unspent as of year-end. The donors restrict these contributions for specific purposes. Accordingly, management separately accounts for them in a special revenue fund to ensure accountability. Utility assistance fund balances are common amongst council on aging entities. Utility assistance is a supportive service rendered under the Council's Title III B program. Rather than commingle the accounting of the receipts and disbursements of the utility assistance within the Title III B fund, GOEA prefers that councils on aging use a separate fund that can facilitate the monitoring of the Title III B activities separately from the utility assistance activities.

NOTE 8 - IN-KIND CONTRIBUTIONS:

The Council received a variety of in-kind contributions during the year but does not record the fair value of them in its government-wide and fund financial statements, except for the donation of capital assets. In the case of a donation of a capital asset, accounting principles for governmental entities require the fair value of a donated capital asset be recorded in the Statement of Activities at the time of acquisition. However, these same principles do not permit the recording of the fair value of capital assets (or other in-kind contributions) in the fund financial statements because of the measurement focus of such statements.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 8 - IN-KIND CONTRIBUTIONS: (Continued)

The in-kind contributions that the Council received during the year consisted primarily of time donated by volunteer workers at the senior center and meal sites. These contributions were not valued.

During the year the Council received no donations of capital assets.

NOTE 9 - BOARD OF DIRECTORS' COMPENSATION:

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

NOTE 10 - INCOME TAX STATUS:

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

The Council does not file a Form 990 because it has been determined to be an "affiliate of a governmental unit" within the meaning of Section 4 of Revenue Procedure 95-48, 1995-2 C.B. 418.

NOTE 11 - JUDGMENTS, CLAIMS AND SIMILAR CONTINGENCIES:

As of the end of this fiscal year, the Council's management has no knowledge of any pending litigation, lawsuits, or claims against the Council. Furthermore, the Council's management believes that any unexpected lawsuits or claims that might be filed against the Council would be adequately covered by insurance or resolved without any material impact upon the Council's financial statements.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 12 - CONTINGENCIES - GRANT PROGRAMS:

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year-end may be impaired. In management's opinion, there are no significant

NOTE 13 - ECONOMIC DEPENDENCY:

The Council receives the majority of its revenue through grants administered by the Louisiana Governor's Office of Elderly Affairs (GOEA) and the Louisiana Department of Transportation and Development (DOTD) in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal, state and/or local level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive next year relating to its usual sources of intergovernmental revenues.

NOTE 14 - RISK MANAGEMENT:

The Council is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

The Council's management has not purchased commercial insurance or made provision to cover or reduce the risk of loss, as a result of business interruption and certain acts of God.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
JUNE 30, 2023

NOTE 15 - INTERFUND RECEIVABLES AND PAYABLES-FUND FINANCIAL STATEMENTS:

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans in the fund financial statements. Any such loans are eliminated as part of the consolidation process in preparing the government-wide financial statements.

NOTE 16 - INTERFUND TRANSFERS:

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

| <u>Funds Transferred In</u> | <u>Funds Transferred Out</u> | | | <u>Total In</u> |
|------------------------------------|------------------------------|-----------------------------------|--|-----------------|
| | <u>Senior Center</u> | <u>Supplemental Senior Center</u> | <u>General Fund</u> <u>PCOA Act 735</u> | |
| Title III B | | | | |
| Supportive Services | 8,000 | 7,813 | 9,424 | 25,237 |
| Title III C-1 Area | | | | |
| Agency Administration | - | - | 299 | 299 |
| Title III C-1 | | | | |
| Congregate Meals | 35,000 | 2,289 | 9,003 | 46,292 |
| Title III C-2 Home-Delivered Meals | 3,337 | - | 13,585 | 16,922 |
| Title III D Preventive Health | - | - | 2,640 | 2,640 |
| Title III E Caregiver | - | - | 636 | 636 |
| STPH | - | - | 471 | 471 |
| <u>Total Out</u> | <u>46,337</u> | <u>10,102</u> | <u>36,058</u> | <u>92,497</u> |

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

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)
 JUNE 30, 2023

NOTE 17 - RELATED PARTY TRANSACTIONS:

There were no related party transactions during the year.

NOTE 18 - SUBSEQUENT EVENTS:

Management has evaluated subsequent events through January 29, 2024, which is the date the financial statements were available to be issued. There were no events that required disclosure.

NOTE 19 - CHANGES IN DEBT:

| | <u>Due in</u> <u>One Year</u> | <u>Due After</u> <u>One Year</u> | <u>Compensated</u> <u>Absences</u> |
|-------------------------|----------------------------------|-------------------------------------|---------------------------------------|
| Balance - July 1, 2022 | | | 22,848 |
| Increase | | | 3,236 |
| (Decrease) | | | - |
| Balance - June 30, 2023 | | | <u>26,084</u> |

NOTE 20 - UNCERTAIN TAX POSITIONS:

The Council is subject to examination by various taxing authorities. Management has reviewed the Council's activities and believes that no additional amounts or disclosures are needed, as the effect of any uncertain tax positions is not material to the financial statements.

NOTE 21 - ADOPTION OF GASB #63:

The Governmental Accounting Standard Board issued Statement Number 63 called "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Revenue and Net Position." The statement requires, among other items, that a change in terminology and classification be implemented that changes the elements of net assets to elements of net position.

NOTE 22 - RETIREMENT PLAN:

The Council does not maintain a retirement plan outside of Social Security for its employees.

SUPPLEMENTARY FINANCIAL INFORMATION
REQUIRED BY THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)
STATEMENT 34

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2023

| | Budgeted Amounts | | Actual Amounts GAAP Basis | Variance Favorable (Unfavorable) |
|---|------------------|----------------|---------------------------------|--|
| | Original | Final | | |
| <u>REVENUES</u> | | | | |
| Intergovernmental: | | | | |
| Governor's Office of Elderly Affairs | | | | |
| Audit Funds | - | - | - | -0- |
| PCOA | 100,000 | 100,000 | 100,000 | -0- |
| PCOA - Special | - | - | - | -0- |
| Senior Center | 32,813 | 57,813 | 57,813 | -0- |
| Supplemental Senior Center | 2,289 | 2,289 | 2,289 | -0- |
| Miscellaneous: | | | | |
| Contract Meal Income | 1,561 | 3,467 | 3,678 | 211 |
| WIB Income | - | - | - | -0- |
| Contributions and Other | - | - | 728 | 728 |
| Fund-Raiser | - | - | - | -0- |
| Rent Income | - | - | - | -0- |
| <u>TOTAL REVENUES</u> | <u>136,663</u> | <u>163,569</u> | <u>164,508</u> | <u>939</u> |
| <u>EXPENDITURES</u> | | | | |
| Current: | | | | |
| Salaries | 682 | 1,551 | 1,927 | (376) |
| Fringe | 53 | 122 | 179 | (57) |
| Travel | 2 | 6 | 2 | 4 |
| Operating Services | 180 | 457 | 3,876 | (3,419) |
| Operating Supplies | 639 | 1,314 | 37 | 1,277 |
| Other Costs | 5 | 17 | 19,753 | (19,736) |
| Capital Outlay | - | - | 45,387 | (45,387) |
| <u>TOTAL EXPENDITURES</u> | <u>1,561</u> | <u>3,467</u> | <u>71,161</u> | <u>(67,694)</u> |
| Excess of Revenues Over (Under) Expenditures | 135,102 | 160,102 | 93,347 | (66,755) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Operating Transfers In | - | - | - | -0- |
| Operating Transfers Out | (132,019) | (156,578) | (92,497) | 64,081 |
| Gain on Sale of Assets | - | - | - | -0- |
| Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses | 3,083 | 3,524 | 850 | (2,674) |
| <u>FUND BALANCES</u> | | | | |
| Beginning of Year | N/A | N/A | 9,806 | N/A |
| <u>END OF YEAR</u> | <u>N/A</u> | <u>N/A</u> | <u>10,656</u> | <u>N/A</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 BUDGETARY COMPARISON SCHEDULE - TITLE III B FUND - SUPPORT SERVICES
 COVID-19
 FOR THE YEAR ENDED JUNE 30, 2023

| | Budgeted Amounts | | Actual Amounts | Variance Favorable |
|---|------------------|---------------|-------------------|-----------------------|
| | Original | Final | GAAP Basis | (Unfavorable) |
| <u>REVENUES</u> | | | | |
| Intergovernmental: | | | | |
| Governor's Office of Elderly Affairs | 23,961 | 23,961 | 23,961 | -0- |
| American Recovery Plan Funds | 22,232 | 15,462 | 15,462 | -0- |
| Public Support: | | | | |
| Client Contributions | - | - | - | -0- |
| Miscellaneous: | | | | |
| Program Income | - | - | - | -0- |
| <u>TOTAL REVENUES</u> | <u>46,193</u> | <u>39,423</u> | <u>39,423</u> | <u>-0-</u> |
| <u>EXPENDITURES</u> | | | | |
| Current: | | | | |
| Salaries | 40,261 | 45,547 | 46,342 | (795) |
| Fringe | 3,118 | 3,581 | 3,545 | 36 |
| Travel | 177 | 87 | 82 | 5 |
| Operating Services | 10,516 | 12,478 | 12,561 | (83) |
| Operating Supplies | 2,924 | 2,134 | 2,130 | 4 |
| Other Costs | - | - | - | -0- |
| Capital Outlay | - | - | - | -0- |
| Reimbursements to OEA | - | - | - | -0- |
| <u>TOTAL EXPENDITURES</u> | <u>56,996</u> | <u>63,827</u> | <u>64,660</u> | <u>(833)</u> |
| Excess of Revenues Over (Under) Expenditures | (10,803) | (24,404) | (25,237) | (833) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Operating Transfers In | 10,803 | 24,404 | 25,237 | 833 |
| Operating Transfers Out | - | - | - | -0- |
| Funds Reprogrammed - Prior Year | - | - | - | -0- |
| Gain on Sale of Asset | - | - | - | -0- |
| Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses | -0- | -0- | -0- | -0- |
| <u>FUND BALANCES</u> | | | | |
| Beginning of Year | - | - | - | -0- |
| <u>END OF YEAR</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 BUDGETARY COMPARISON SCHEDULE - TITLE III C-1 FUND - CONGREGATE MEALS
 FOR THE YEAR ENDED JUNE 30, 2023

| | Budgeted Amounts | | Actual Amounts | Variance Favorable |
|---|------------------|----------------|-------------------|-----------------------|
| | Original | Final | GAAP Basis | (Unfavorable) |
| <u>REVENUES</u> | | | | |
| Intergovernmental: | | | | |
| Governor's Office of Elderly Affairs | 54,076 | 54,076 | 54,076 | -0- |
| American Recovery Plan Funds | 5,692 | 9,980 | 9,980 | -0- |
| MIPPA Grant | - | - | 2,062 | 2,062 |
| Nutrition Services Incentive Program (NSIP) | 19,968 | 20,097 | 20,097 | -0- |
| Public Support: | | | | |
| Client Contributions | - | - | 98 | 98 |
| Miscellaneous: | | | | |
| Program Income | 29,118 | 22,210 | 23,065 | 855 |
| <u>TOTAL REVENUES</u> | <u>108,854</u> | <u>106,363</u> | <u>109,378</u> | <u>3,015</u> |
| <u>EXPENDITURES</u> | | | | |
| Current: | | | | |
| Salaries | 81,577 | 70,168 | 77,332 | (7,164) |
| Fringe | 6,317 | 5,517 | 5,606 | (89) |
| Travel | 240 | 202 | 253 | (51) |
| Operating Services | 19,538 | 20,008 | 22,789 | (2,781) |
| Operating Supplies | 61,720 | 48,621 | 48,554 | 67 |
| Other Costs | 762 | 633 | 1,136 | (503) |
| Capital Outlay | - | - | - | -0- |
| <u>TOTAL EXPENDITURES</u> | <u>170,154</u> | <u>145,149</u> | <u>155,670</u> | <u>(10,521)</u> |
| Excess of Revenues Over (Under) Expenditures | (61,300) | (38,786) | (46,292) | (7,506) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Operating Transfers In | 61,300 | 38,786 | 46,292 | 7,506 |
| Operating Transfers Out | - | - | - | -0- |
| Funds Reprogrammed - Prior Year | - | - | - | -0- |
| Gain on Sale of Asset | - | - | - | -0- |
| Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses | -0- | -0- | -0- | -0- |
| <u>FUND BALANCES</u> | | | | |
| Beginning of Year | - | - | - | -0- |
| <u>END OF YEAR</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 BUDGETARY COMPARISON SCHEDULE - TITLE III C-2 FUND - HOME DELIVERED
 MEALS
 FOR THE YEAR ENDED JUNE 30, 2023

| | Budgeted Amounts | | Actual Amounts | Variance Favorable |
|---|------------------|---------------|-------------------|-----------------------|
| | Original | Final | GAAP Basis | (Unfavorable) |
| <u>REVENUES</u> | | | | |
| Intergovernmental: | | | | |
| Governor's Office of Elderly Affairs | 37,632 | 37,632 | 37,632 | -0- |
| American Recovery Plan Funds Nutrition Services Incentive Program (NSIP) | 12,476 | 16,124 | 16,124 | -0- |
| - | - | - | - | -0- |
| Public Support: | | | | |
| Client Contributions | - | - | - | -0- |
| Miscellaneous: | | | | |
| Program Income | 8,600 | 10,750 | 10,319 | (431) |
| <u>TOTAL REVENUES</u> | <u>58,708</u> | <u>64,506</u> | <u>64,075</u> | <u>(431)</u> |
| <u>EXPENDITURES</u> | | | | |
| Current: | | | | |
| Salaries | 27,088 | 36,357 | 33,744 | 2,613 |
| Fringe | 2,098 | 2,859 | 2,948 | (89) |
| Travel | 90 | 117 | 117 | -0- |
| Operating Services | 13,832 | 18,385 | 17,752 | 633 |
| Operating Supplies | 28,289 | 25,891 | 26,143 | (252) |
| Other Costs | 194 | 310 | 293 | 17 |
| Capital Outlay | - | - | - | -0- |
| <u>TOTAL EXPENDITURES</u> | <u>71,591</u> | <u>83,919</u> | <u>80,997</u> | <u>2,922</u> |
| Excess of Revenues Over (Under) Expenditures | (12,883) | (19,413) | (16,922) | 2,491 |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Operating Transfers In | 12,883 | 19,413 | 16,922 | (2,491) |
| Operating Transfers Out | - | - | - | -0- |
| Funds Reprogrammed - Prior Year | - | - | - | -0- |
| Gain on Sale of Asset | - | - | - | -0- |
| Excess of Revenues and Other Sources Over (Under) Expenditures and Other Uses | -0- | -0- | -0- | -0- |
| <u>FUND BALANCES</u> | | | | |
| Beginning of Year | - | - | - | -0- |
| <u>END OF YEAR</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 - BUDGETARY REPORTING:

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

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

- The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for each program's grant award.
- Revenue projections are also made based on grants from GOEA and other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget preparation.
- Once the information regarding projected revenues and expenditures has been obtained, the Council's executive director and bookkeeper prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting before May 31 of the current fiscal year.
- The adopted budget is forwarded to GOEA for compliance approval for the funds it will pass-through to the Council.

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 - BUDGETARY REPORTING: (Continued)

- Unused budget amounts lapse at the end of each fiscal year (June 30). However, if a grant or contract is not completed by June 30, management will automatically budget funds in the next fiscal year to complete the grant or contract. An example where this might occur is when vehicles are acquired under a federal matching program. The "match" might be made in one year and the vehicle delivered in another year.
- The budget is prepared on a modified accrual basis, consistent with the basis of accounting for governmental funds, for comparability of budgeted and actual revenues and expenditures.
- Budgeted amounts included in the accompanying required supplementary information include the original adopted budget amounts and the final budget amounts.
- Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device.
- The Council may transfer funds between line items as often as required but must obtain compliance approval from the Governor's Office of Elderly Affairs for funds received under grants and contracts from these agencies. As a part of their compliance, GOEA requires management to amend the budget in cases where actual expenditures for a particular line item exceed their budgeted amount by more than 10%, unless unrestricted funds are available to "cover" the overrun.
- Budgeted expenditures cannot exceed budgeted revenues on an individual fund level, unless a large enough fund balance exists to absorb the budgeted operating deficit.

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1 - BUDGETARY REPORTING: (Continued)

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

See Independent Accountants' Review Report and accompanying notes.

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SUPPLEMENTARY FINANCIAL INFORMATION
REQUIRED BY THE GOVERNOR'S OFFICE OF ELDERLY AFFAIRS (GOEA)
AND LEGISLATIVE AUDITOR

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
 BALANCE - NONMAJOR GOVERNMENTAL FUNDS
 FOR THE YEAR ENDED JUNE 30, 2023

| | <u>Title III C-1</u> Area Agency <u>Administration</u> | <u>Title</u> III-D Preventive <u>Health</u> | <u>Title</u> III-E Care <u>Giver</u> | <u>STPH</u> |
|--|--|--|---|--------------|
| <u>REVENUES</u> | | | | |
| Intergovernmental: | | | | |
| Governor's Office of Elderly Affairs | 12,677 | 2,927 | 13,115 | 3,296 |
| American Recovery Plan Funds | 5,944 | 4,616 | 4,119 | - |
| LA Department of Transportation and Development | - | - | - | - |
| Public Support: | | | | |
| LA Association of Councils on Aging | - | - | - | - |
| United Way | - | - | - | - |
| OJT/JTPA Reimbursements | - | - | - | - |
| Client Contributions | - | - | - | - |
| Miscellaneous: | | | | |
| Program Income | - | - | - | - |
| <u>TOTAL REVENUES</u> | <u>18,621</u> | <u>7,543</u> | <u>17,234</u> | <u>3,296</u> |
| <u>EXPENDITURES</u> | | | | |
| Current: | | | | |
| Salaries | 11,154 | 2,087 | 2,715 | - |
| Fringe | 860 | 161 | 210 | - |
| Travel | 72 | 13 | 10 | - |
| Operating Services | 5,867 | 1,134 | 1,215 | - |
| Operating Supplies | 967 | 171 | 3,087 | - |
| Other Costs | - | 7,037 | 10,633 | 3,767 |
| Capital Outlay | - | - | - | - |
| Utility Assistance | - | - | - | - |
| Reimbursements to OEA | - | - | - | - |
| <u>TOTAL EXPENDITURES</u> | <u>18,920</u> | <u>10,603</u> | <u>17,870</u> | <u>3,767</u> |
| Excess of Revenues Over (Under) Expenditures | (299) | (3,060) | (636) | (471) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | | |
| Operating Transfers In | 299 | 2,640 | 636 | 471 |
| Operating Transfers Out | - | - | - | - |
| Funds Reprogrammed - Prior Period | - | - | - | - |
| Gain on Sale of Asset | - | - | - | - |
| Excess of Revenues Over (Under) Expenditures and Other Uses | -0- | (420) | -0- | -0- |
| <u>FUND BALANCE (DEFICIT)</u> | | | | |
| Beginning of Year | -0- | -0- | -0- | -0- |
| <u>END OF YEAR</u> | <u>-0-</u> | <u>(420)</u> | <u>-0-</u> | <u>-0-</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCE - NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
FOR THE YEAR ENDED JUNE 30, 2023

| | <u>Utility Assistance</u> | <u>Emergency Food & Shelter</u> | <u>Totals</u> |
|--|-------------------------------|---|---------------|
| <u>REVENUES</u> | | | |
| Intergovernmental: | | | |
| Governor's Office of Elderly Affairs | - | - | 32,015 |
| American Recovery Plan Funds | - | - | 14,679 |
| LA Department of Transportation and Development | - | - | -0- |
| Public Support: | | | |
| LA Association of Councils on Aging | - | - | -0- |
| United Way | - | - | -0- |
| OJT/JTPA Reimbursements | - | - | -0- |
| Client Contributions | - | - | -0- |
| Miscellaneous: | | | |
| Program Income | - | - | -0- |
| <u>TOTAL REVENUES</u> | <u>-0-</u> | <u>-0-</u> | <u>46,694</u> |
| <u>EXPENDITURES</u> | | | |
| Current: | | | |
| Salaries | - | - | 15,956 |
| Fringe | - | - | 1,231 |
| Travel | - | - | 95 |
| Operating Services | - | - | 8,216 |
| Operating Supplies | - | - | 4,225 |
| Other Costs | - | - | 21,437 |
| Capital Outlay | - | - | -0- |
| Utility Assistance | - | - | -0- |
| <u>TOTAL EXPENDITURES</u> | <u>-0-</u> | <u>-0-</u> | <u>51,160</u> |
| Excess of Revenues Over (Under) Expenditures | -0- | -0- | (4,466) |
| <u>OTHER FINANCING SOURCES (USES)</u> | | | |
| Operating Transfers In | - | - | 4,046 |
| Operating Transfers Out | - | - | -0- |
| Funds Reprogrammed - Prior Period | - | - | -0- |
| Gain on Sale of Asset | - | - | -0- |
| Excess of Revenues Over (Under) Expenditures and Other Uses | -0- | -0- | (420) |
| <u>FUND BALANCE (DEFICIT)</u> | | | |
| Beginning of Year | <u>101</u> | <u>197</u> | <u>298</u> |
| <u>END OF YEAR</u> | <u>101</u> | <u>197</u> | <u>(122)</u> |

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
OAK GROVE, LOUISIANA
COMPARATIVE SCHEDULE OF CAPITAL FIXED ASSETS
AND CHANGES IN CAPITAL ASSETS
FOR THE YEAR ENDED JUNE 30, 2023

CAPITAL ASSETS

| | Balance 6/30/22 | <u>Additions</u> | <u>Decreases</u> | Balance 6/30/23 |
|-----------------------------------|--------------------|------------------|------------------|--------------------|
| Buildings | 71,717 | - | - | 71,717 |
| Improvements | 124,980 | 18,530 | - | 143,510 |
| Vehicles | 87,397 | - | - | 87,397 |
| Office Furniture and Equipment | <u>90,751</u> | <u>26,857</u> | <u>(18,161)</u> | <u>99,447</u> |
| <u>Total Capital Assets</u> | <u>374,845</u> | <u>45,387</u> | <u>(18,161)</u> | <u>402,071</u> |

INVESTMENT IN CAPITAL ASSETS

Property Acquired with Funds From:

| | Balance 6/30/22 | <u>Additions</u> | <u>Deductions</u> | Balance 6/30/23 |
|---|--------------------|------------------|-------------------|--------------------|
| Property Acquired Prior to July 1, 1985* | 48,413 | - | - | 48,413 |
| Property Acquired After July 1, 1985 | | | | |
| Title III C-1 | 15,075 | - | (2,000) | 13,075 |
| Title III C-2 | 6,972 | - | - | 6,972 |
| Title III B-AAA | 548 | - | - | 548 |
| Title III B-SS | 1,164 | - | - | 1,164 |
| ACT - 735 | -0- | - | - | -0- |
| Local Fund - Unrestricted Senior Center | 22,082 | - | - | 22,082 |
| | 8,558 | - | - | 8,558 |
| Title III - D | 1,313 | - | - | 1,313 |
| Title III - E | 107 | - | - | 107 |
| Ombudsman | -0- | - | - | -0- |
| EF&S | 5,000 | - | - | 5,000 |
| Section 5310 Vehicle | 26,129 | - | - | 26,129 |
| PCOA Supplemental Funding | 230,583 | 45,387 | (16,161) | 259,809 |
| C-1 COVID-19 | 640 | - | - | 640 |
| C-2 COVID-19 | 25 | - | - | 25 |
| CARES Funds | <u>8,236</u> | <u>-</u> | <u>-</u> | <u>8,236</u> |
| <u>TOTALS</u> | <u>374,845</u> | <u>45,387</u> | <u>(18,161)</u> | <u>402,071</u> |

*Records reflecting sources from which assets were acquired were not maintained prior to July 1, 1985.

See Independent Accountants' Review Report and accompanying notes.

WEST CARROLL COUNCIL ON AGING, INC.
 OAK GROVE, LOUISIANA
 STATEMENT OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO
 AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
 DURING FISCAL YEAR ENDED JUNE 30, 2023

AGENCY HEAD NAME/TITLE: BRENDA HAGAN, EXECUTIVE DIRECTOR

| <u>Purpose</u> | <u>Amount</u> |
|--|---------------|
| Salary | 49,337 |
| Benefits-insurance | -0- |
| Benefits-retirement | -0- |
| Benefits-other (describe) | -0- |
| Benefits-other (describe) | -0- |
| Benefits-other (describe) | -0- |
| Car allowance | -0- |
| Vehicle provided by government (enter amount reported on W-2) | -0- |
| Per diem | -0- |
| Reimbursements | 5,903 |
| Travel | 82 |
| Registration fees | -0- |
| Conference travel | -0- |
| Housing | -0- |
| Unvouchered expenses (example: travel advances, etc.) | -0- |
| Special meals | -0- |
| Other | -0- |

See Independent Accountants' Review Report and accompanying notes.

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.

VIOLET M. ROUSSEL, CPA, APC
JAY CUTHBERT, CPA, APAC
DAWN WHITSTINE, CPA, APC

PAM BATTAGLIA, CPA
JOHN R. FORSELL, IV, CPA
NICK RICHARDSON, CPA

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CHARLES JOHNSON, JR., CPA-Retired



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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors
West Carroll Council on Aging, Inc. and the Louisiana Legislative
Auditor

We have performed the procedures enumerated below on the Council's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Council's management is responsible for its financial records and compliance with applicable laws and regulations.

The Council has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the Council's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2023. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$30,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-

39:1755 (the state procurement code); R.S. 38:2211-2296 (the public bid law), or the regulations of the Division of Administration and the State Purchasing Office, whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no purchases made by the Council noted in review of the disbursements that were subject to public bid laws.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of the immediate family members of each board member as defined by R.S. 42:1101-1124 (the ethics law).

Management provided us with the requested information.

3. Obtain a list of all employees paid during the fiscal year.

Management provided us with the requested information.

4. Report whether any employees' names appear on both lists obtained in Procedures 2 and 3.

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

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

Management provided the requested information. There were no outside business interests of board members, employees, and board members' and employees' immediate families.

Budgeting

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

Management provided us with a copy of the original budget and a copy of the final budget with amendments.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there are any exceptions.

We traced adoption of the original budget to documentation in the minutes of the meeting of the Council held on May 10, 2022. We

traced approval of amendments to the budget to documentation in the minutes of the meeting of the Council held on May 9, 2023.

8. Compare revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more. (For agencies that must comply with the Licensing Agency Budget Act only, compare the expenditures of the final budget to actual expenditures, and report whether actual expenditures exceeded budgeted amounts by 10% or more per category or 5% or more in total).

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and actual expenditures were both within 5% of budgeted revenues and expenditures.

Accounting and Reporting

9. Obtain the list of all disbursements made during the fiscal year. Randomly select six disbursements, and obtain documentation from management for these disbursements. Compare the selected disbursements to the supporting documentation, and:

- a) Report whether the six disbursements agree to the amount and the payee in the supporting documentation.

Each of the six selected disbursements agreed with the amount and payee in the supporting documentation.

- b) Report whether the six disbursements were coded to the correct fund and general ledger account.

Each of the six selected disbursements were properly coded to the correct fund and general ledger account.

- c) Report whether the six disbursements were approved in accordance with management's policies and procedures.

Each of the six selected disbursements were approved by the appropriate member of the Council's management.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by R.S. 42:11 through 42:28 (the open meetings law); and report whether there are any exceptions.

Management asserted that the Council is only required to post a notice of each meeting and the accompanying agenda on the door of the Council's building. We examined copies of notices to newspapers attached to minutes supporting this assertion. Agendas were properly posted as required.

Debt

11. Obtain bank deposit slips for the fiscal year, and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the State Bond Commission, and report any exceptions.

We scanned copies of all bank deposit slips for the fiscal year, and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Obtain the list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

We scanned payroll disbursements and read the meeting minutes of the Council's board of directors for the fiscal year. We found no payments or approval for payments to employees that would constitute bonuses, advances, or gifts.

State Audit Law

13. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Council's report was due on December 31, 2022. The Council's prior year review was timely filed according to R.S. 24:513.

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

The Council did not enter into any contracts with state funds that were subject to public bid laws.

Prior-Year Comments

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

Our prior year report, dated December 5, 2022, did not include any suggestions, exceptions, recommendations, or comments.

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

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

This report is intended solely to describe the scope of testing performed on the Council's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, 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 Louisiana Legislative Auditor as a public document.

Johnson, Perry, Roussel & Cuthbert, LLP

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS
Monroe, Louisiana
November 30, 2023

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

August 8, 2023 (Date Transmitted)

Johnson, Perry, Roussel, Cuthbert, L.L.P. (CPA Firm Name)
2007 Armand Street (CPA Firm Address)
Monroe, LA 71201 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2023 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No [] N/A []

Code of Ethics for Public Officials and Public Employees

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

Yes No [] N/A []

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

Yes No [] N/A []

Budgeting

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

Yes No [] N/A []

Accounting and Reporting

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes] No [] N/A []

Meetings

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

Yes] No [] N/A []

Debt

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

Yes] No [] N/A []

Advances and Bonuses

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

Yes] No [] N/A []

Prior-Year Comments

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

Yes] No [] N/A []

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes] No [] N/A []

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes] No [] N/A []

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

Yes] No [] N/A []

We have provided you with all relevant information and access under the terms of our agreement.

Yes] No [] N/A []

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

Yes] No [] N/A []

We are not aware of any material misstatements in the information we have provided to you.

Yes] No [] N/A []

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose

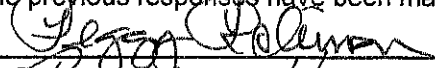

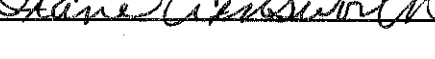
to you any such communication received between the end of the period under examination and the date of your report.

Yes] No [] N/A []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes] No [] N/A []

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

| | | | |
|---|--------------------|--------|------|
|  | Chairperson | | |
| | Secretary | 8-8-23 | Date |
|  | Executive Director | 8-8-23 | Date |
|  | President | 8-8-23 | Date |
| | Vice Chairperson | | |