

**CONCORDIA COUNCIL ON AGING, INC.
FERRIDAY, LOUISIANA**

**FINANCIAL STATEMENTS
AND
AUDITORS' REPORTS**

June 30, 2023

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June 30, 2023

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MANAGEMENT'S DISCUSSION AND ANALYSIS (MD &A)

The following discussion and analysis of Concordia Council on Aging's financial performance provides an overview of the Council's financial activities for the year ended June 30, 2023. Please read it in conjunction with the financial statements, which begin on page 11.

FINANCIAL HIGHLIGHTS

- > The Council showed a net increase in overall net position of \$ 82,232 or 9% this year.
- > Net Capital Assets of the Council decreased by \$ 2,583 or 5%.
- > No deficit fund balances exist at year-end.
- > The unrestricted fund balance for the Council's General Fund was \$ 1,012,384 at year-end, which is a \$ 84,815 increase from the prior year.

HOW TO USE THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of net position and the Statement of Activities (on pages 11 and 12) provide information about the activities of the Council as a whole and present a longer-term view of the Council's finances. Fund financial statements begin on page 15. For governmental activities, these statements tell how services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Council's operations in more detail than the government-wide statements by providing information about the Council's most significant funds.

Our auditor has provided assurance in his independent auditor's report, located immediately after this Management's Discussion and Analysis, that the Basic Financial Statements are fairly stated. The auditor is providing varying degrees of assurance about Supplementary Financial Information Required by GASB Statement 34 and Supplementary Financial Information Required by GOEA that follow later in the reporting package. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

Reporting the Council as a Whole Using Government-Wide Statements

Our analysis of the Council as a whole begins on page 11. An important question to ask about the Council's finances is, "Is the Council as a whole better off or worse off as a result of the year's activities?" The Statement of net position and the Statement of Activities (referred to collectively as the Government-Wide financial Statements) report information about the Council as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar the to 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 statements can be found on pages 11 and 12 and report the council's net assets and changes in them. Some of the net position are restricted which means they can only be used for a specific purpose. 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, you will need to 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 of the Council's significant activities are reported in the Statement of Activities. These activities include a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include various supportive social services, nutritional services, and utility assistance. All activities of the Council are considered to be governmental activities. A governmental activity is one where the Council uses money it received from government grants and contracts, along with donations from the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive. If the Council charged fees to cover all or most of the cost of providing a service, that activity would be classified as a business-type activity. The Council does not have any business-type activities.

Reporting the Council's Most Significant Funds Using Fund Financial Statements

Our analysis of the Council's major funds begins on page 15. The Fund Financial Statements can be found on pages 15 to 17 and provide detailed information about the most significant funds-not the Council as a whole. In the Fund Financial Statements you will see a General Fund and a variety of Special Revenue Funds. The General Fund is used to account for proceeds that are not legally restricted to expenditure for specified purposes. By using separate funds to track revenues and expenditures, we can control and manage funds for particular purposes or we can show that the fund is meeting legal responsibilities for using certain grants and other money.

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 you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Council's programs. We have presented the difference between the net position of governmental activities and the fund balances of the governmental funds in a reconciliation at the bottom of the Balance Sheet for Governmental Funds. In addition, the difference between the change in net position for the governmental funds and the change in net position for the governmental activities has been presented in a reconciliation on a separate page that follows the statement of Revenues, Expenditures, and Changes in Fund Balances for the Governmental 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 can be found on pages 19 to 29. You should read the notes 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 a legally adopted annual budget. The schedules compare the original and final appropriated budgets to actual budget results for the Council's fiscal year. We have also presented positive and negative variances between the final budget and actual amounts.

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 we believe is important to present for the Council's financial statement users.

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

Other Supplementary Financial Information Required by GOEA

The Council has also presented other required supplemental information in this report package.

The Governor's Office of Elderly Affairs (GOEA) has required the Council to present as schedules the information on pages 35 and 36. This information will be used by GOEA to verify the accuracy of information the Council submitted to it during the year and 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 net position:

	<u>2022</u>	<u>2023</u>
Current and other assets	\$935,159	\$1,034,213
Capital Assets, net of depreciation	57,220	54,637
Total Assets	<u>992,379</u>	<u>1,088,850</u>
Current Liabilities	7,590	21,901
Compensated absences	25,200	25,200
Total Liabilities	<u>32,790</u>	<u>47,101</u>
Invested in capital assets, net of related debt	57,220	54,637
Restricted	-	-
Unrestricted	902,369	987,184
Total net position	<u>\$959,589</u>	<u>\$1,041,821</u>

As of June 30, 2023, the Council "as a whole" had assets greater than its liabilities by \$ 1,041,821. The Council's total net position increased from \$ 959,589 to \$ 1,041,821. This equates to an increase of 9%.

The Council's unrestricted net position increased by \$ 84,815 over the year. About 95% of the Council's net position are unrestricted as of June 30, 2023. It is important that the Council have unrestricted net position so that we will have resources 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 had no increase or decrease. Net position is reported as restricted when the constraints placed upon the asset's 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 have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them.

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

The Council's activities are funded by federal and state grants, and tax revenues. Grants amount to approximately 24% of the revenues of the Council in 2022 and 17% in 2023. Some of these grants are restricted where as that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may change based upon the level of service by the Council under terms of the particular grant award.

The Council also receives donations from its clients and millage tax revenues. These revenues help to lessen the financial burden on the Council and allow it to maintain and expand services. Public support and tax revenues represented 76% and 69% of the total revenues of 2022 and 2023 respectively.

The Council invests idle funds and is able to earn some interest on this money each year. The investment earnings are used or accumulated as necessary to meet expenses each year.

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 read, the Council's largest activities are related to nutrition services. The Council's main focus is to meet the needs of the elderly citizens of Concordia Parish. There is a high demand for these services; therefore, resources are channels to meeting the demand.

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

Fund Balances

The Council showed a combined governmental fund balance of \$ 1,012,384 (as shown on the Fund Financial Statement's balance sheet at page 15) at the end of this year, which is a increase of \$ 84,815. However, when you look at the funds individually you will see that the Council's General Fund increased by \$ 84,815 this year, while the Special Revenue Funds had a combined fund balance that neither increased or decreased.

In addition, the General Fund also transferred funds to cover the deficits of some of the Special Revenue Funds. The tax millage collections are the main reason for the increase in the General Fund's fund balance this year.

Revenues

The combined fund revenues increased \$ 106,360 this year versus last year or less than 12%.

Expenditures

Total expenditures increased by \$ 123,499 this year, or 16%.

AN ANALYSIS OF THE GENERAL FUND BUDGET

The original and final budgets for the General, Title III-B, Title III C-1, and Title III C-2 funds are located in the Supplementary Financial Information Required by GASB Statement 34 section of this report on pages 31 to 33. When you review the budget versus actual schedule, you will note that the favorable and unfavorable variances are not very large. This is a result of the budget amendment process, which allows us the opportunity to use hindsight to adjust the forecast made at the beginning of the year, if necessary.

AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION

At the end of the year, the Council had \$ 54,637 in fixed assets net of accumulated depreciation of \$ 208,841. This amounted to a net decrease of \$ 2,583 from last year.

Capital Assets, Net of Depreciation at Year End

	Governmental Activities	
	<u>2022</u>	<u>2023</u>
Land	\$5,000	\$5,000
Furniture & Equipment	2,771	2,196
Buildings	49,949	47,441
Vehicles	-	-
	<u>\$57,720</u>	<u>\$54,637</u>

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Council receives most of its funding from a the local Police Jury from a tax milage passed through the Concordia Police Jury. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. In setting the budget for fiscal year 2024, it was important that we deliver at least the same level of service to our clients and the public as we did in 2023. All of the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2024. There have been no significant changes to the funding levels or terms of the grants and contracts. Accordingly, we have set our initial budget to provide the same programs and levels of service next year. There are no plans to add any significant programs for the next year.

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 Patsy Smith, the Council's Executive Director, at the Council's main office located at 1106 2nd Street, Ferriday, Louisiana, by phone at 318-437-7071.

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Concordia Council on Aging, Inc.
Ferriday, Louisiana

Report on the Financial Statements

Opinions

I have audited the accompanying financial statements of Concordia Council on Aging, Inc., (a non-profit, quasi-public organization) as of and for the year ended June 30, 2023, and the related notes to the financial statements which collectively comprise the Council's basic financial statements as listed in the table of contents.

In my opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of Concordia Council on Aging, Inc., as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States.

Basis for Opinions

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

Management's Responsibilities 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.

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, I

exercise professional judgement and maintain professional skepticism throughout the audit.

identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriated in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, no such opinion is expressed.

evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

conclude whether, in my judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and although not a part of the basic financial statements, is required by the Government 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. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during by audit of the basic financial statements. I do not express an opinion or provide

any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The Non-Major schedule, Schedule of fixed assets and Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the accompanying Non-major, Fixed assets and Compensation , Benefits and Other Payments to Agency Head or Chief Executive Officer schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, I have also issued my report dated January 5, 2024 on my consideration of the Council's internal control over financial reporting and my test of its compliance with certain provisions of laws, regulations, contracts and agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, I have issued a report, dated January 5, 2024, on the results of my statewide agreed-upon procedures performed 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*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.



Paul Dauzat
Certified Public Accountant
January 5, 2024

GOVERNMENT WIDE FINANCIAL STATEMENTS

**CONCORDIA
COUNCIL ON AGING, INC.
FERRIDAY, LOUISIANA**

**STATEMENT OF NET POSITION
JUNE 30, 2023**

	<u>Governmental Activities</u>
Assets	
Cash	\$ 1,026,458
Accounts Receivable	<u>7,755</u>
Total Current	<u>1,034,213</u>
Capital Assets (net of accumulated depreciation)	<u>54,637</u>
Total Assets	<u>1,088,850</u>
LIABILITIES	
Accounts Payable	<u>21,901</u>
Total Current	<u>21,901</u>
Compensated Absences Payable	<u>25,200</u>
Total Liabilities	<u>47,101</u>
Net Position	
Investment in Capital Assets	54,637
Unrestricted	<u>987,184</u>
Total Net Position	<u><u>\$ 1,041,821</u></u>

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING
FERRIDAY, LOUISIANA

GOVERNMENT WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

Function/Programs	Direct Expenses	In-Direct Expenses	Program Revenues		Net (Expenses)
			Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Increases (Decreases) in Net Position
Governmental Activities					Total Governmental Activities
Health, Welfare, & Social Services:					
Supportive Services:					
Other Services	\$ 64,497	\$ 16,346	\$ 15,091	\$ -	\$ (65,752)
Information and Assistance	6,548	285	2,083	-	(4,750)
Outreach	1,094	285	346	-	(1,033)
Transportation	54,366	13,762	17,781	-	(50,347)
Nutrition Services:					
Congregate Meals	42,852	10,854	19,376	-	(34,330)
Home Delivered Meals	208,106	52,711	5,480	-	(255,337)
Family Caregiver:					
Respite	16,424	4,165	16,318	-	(4,271)
Other	9,603	2,427	4,246	-	(7,784)
Utility Assistance	16,820	-	-	-	-
Other Senior Activities	272,333	107,330	42,062	-	(337,601)
Total Governmental Activities	<u>\$ 692,643</u>	<u>\$ 208,165</u>	<u>\$ 122,783</u>	<u>\$ -</u>	<u>(761,205)</u>
General Revenues:					
Grants and Contributions not restricted to specific programs					169,212
Tax Revenues					670,414
Unrestricted Investment Income					3,811
Total General Revenues and Special Items					<u>843,437</u>
Increase (Decrease) in Net Position					82,232
Net Position - Beginning of the year					959,589
Net Position - End of the year					<u>\$ 1,041,821</u>

The accompanying notes are an integral part of this statement

**Concordia Council on Aging, Inc.
Ferriday, La.**

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

Year Ended June 30, 2023

Total Fund Balance - Governmental Fund	\$ 1,012,384
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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 governmental funds.

Cost of assets	\$ 263,479	
Accumulated depreciation	\$ (208,842)	54,637

Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.

Compensated absences	(25,200)
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Total Net Position of Governmental Activities	\$ 1,041,821
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The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**CONCORDIA COUNCIL ON AGING, INC.
FERRIDAY, LOUISIANA**

**BALANCE SHEET
GOVERNMENTAL FUNDS**

JUNE 30, 2023

	<u>General Fund</u>	<u>Title III B</u>	<u>Title III C-2</u>	<u>Non-Major Funds</u>	<u>Total</u>
Assets					
Cash	\$ 1,026,458	\$ -	\$ -	\$ -	\$ 1,026,458
Due from Special Revenue Funds	7,755	-	-	-	7,755
Accounts Receivable	-	2,997	-	4,758	7,755
Total Assets	<u>\$ 1,034,213</u>	<u>\$ 2,997</u>	<u>\$ -</u>	<u>\$ 4,758</u>	<u>\$ 1,041,968</u>
Liabilities					
Accounts Payable	21,829	-	-	-	21,829
Due to General Fund	-	2,997	-	4,758	7,755
Total Liabilities	<u>21,829</u>	<u>2,997</u>	<u>-</u>	<u>4,758</u>	<u>21,829</u>
Fund Balances:					
Unassigned					
General Fund	<u>1,012,384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,012,384</u>
Total Fund Balances	<u>1,012,384</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,012,384</u>
Total Liabilities and Fund Balances	<u>\$ 1,034,213</u>	<u>\$ 2,997</u>	<u>\$ -</u>	<u>\$ 4,758</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.

54,637

Compensated absences payable is not reported in the funds

(25,200)

Net Position of Governmental Activities

\$ 1,041,821

The accompanying notes are an integral part of this statement.

**CONCORDIA COUNCIL ON AGING, INC.
FERRIDAY, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES-GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>General Fund</u>	<u>Title III-B</u>	<u>Title III C-2</u>	<u>Non-Major Funds</u>	<u>Totals</u>
Revenues					
Intergovernmental:					
Governor's Office of Elderly Affairs	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Senior Center	58,174	-	-	-	58,174
Supplemental Senior Ctr.	10,913	-	-	-	10,913
Passed through Cenla Area Agency on Aging, Inc.	-	36,235	-	74,715	110,950
Millage Tax-Police Jury	611,484	-	-	-	611,484
CPPJ Road Tax	58,930	-	-	-	58,930
Interest Income	3,811	-	-	-	3,811
Public Support:					
Contributions	6,465	-	80	634	7,179
In-Kind Revenue	5,400	-	5,400	10,800	21,600
Total Revenues	<u>855,177</u>	<u>36,235</u>	<u>5,480</u>	<u>86,149</u>	<u>983,041</u>
Expenditures					
Health, Welfare & Social Services					
Current:					
Salaries	258,097	93,582	51,636	34,382	437,697
Fringe	19,745	7,159	3,950	2,631	33,485
Travel	1,199	19,097	50,734	16,511	87,541
Operating Services	32,138	33,413	143,742	27,547	236,840
Operating Supplies	15,029	1,505	1,521	7,220	25,275
Other Costs	7,115	3,791	3,834	24,228	38,968
In-Kind Expenses	5,400	-	5,400	10,800	21,600
Utility Assistance	-	-	-	16,820	16,820
Total Expenditures	<u>338,723</u>	<u>158,547</u>	<u>260,817</u>	<u>140,139</u>	<u>898,226</u>

**CONCORDIA COUNCIL ON AGING, INC.
FERRIDAY, LOUISIANA**

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES-GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2023**

Excess (Deficiency) of revenues Over Expenditures	516,454	(122,312)	(255,337)	(53,990)	84,815
Other financing Sources (Uses)					
Operating Transfers In	77,605	122,312	255,337	53,990	509,244
Operating Transfers Out	<u>(509,244)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(509,244)</u>
Total Other Financing Sources (Uses)	<u>(431,639)</u>	<u>122,312</u>	<u>255,337</u>	<u>53,990</u>	<u>-</u>
Net Increase (Decrease) in Fund Balances	84,815	-	-	-	84,815
Fund Balance, Beginning of Year	<u>927,569</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>927,569</u>
Fund Balance, End of Year	<u><u>\$ 1,012,384</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 1,012,384</u></u>

The accompanying notes are an integral part of this statement.

**Concordia Council on Aging, Inc.
Ferriday, Louisiana**

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

Year Ended June 30, 2023

Net Increase (Decrease) in fund balances - total governmental funds	\$ 84,815
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 that depreciation exceeds capital outlays.	<u>(2,583)</u>
Increase (Decrease) of net position of governmental activities	<u><u>\$ 82,232</u></u>

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

NOTE 1 Purpose of the Council on Aging and Summary of Significant Accounting Policies

A. Purpose of the Council on Aging

The purpose of the Council is to collect facts and statistics and make special studies of conditions pertaining to the employment, financial status, recreation, social adjustment, mental and physical health or other conditions affecting the welfare of the aging people in the parish; to keep abreast of the latest developments in these fields of activity throughout Louisiana and the United States; to interpret its findings to the citizens of the parish and state level; to conduct public meetings to make recommendations for needed improvements and additional resources; to promote the welfare of aging people when requested to do so; to coordinate and monitor services of other local agencies serving the aging people of the parish; and to assist and cooperate with the Governor's Office of Elderly Affairs (GOEA) and other departments of state and local governments serving the elderly; and to make recommendations relevant to the planning and delivery of services to the elderly of the parish.

Specific services provided by the Council to the elderly residents of the parish include providing congregate and home delivered meals, nutritional education, wellness, information and assistance, outreach, chore, telephoning, medication management, recreation 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. However, before the council on aging can begin operations in a specific parish, its application for a charter must receive approval from the Governor's Office of Elderly Affairs pursuant to LA R.S. 46:1602. The functions of each council on aging in Louisiana must comply with the objectives of state laws and are governed by the policies and regulations established by GOEA.

The Organization is a legally separate, non-profit, quasi-public corporation. It received its charter and began operations on July 8, 1969. A board of directors, consisting of 12 voluntary members, who serve three year terms, governs the Council. The board of directors is comprised of, but not limited to representatives of the Parish's elderly population, general public, private businesses and elected public officials. Board members are elected annually.

Membership in the Council is open at all times, without restriction, to all residents of the 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 Council on Aging is not a component unit of another primary government nor does it have any component units that are related to it. In addition, based on the criteria set forth in GASB Codification Section 2100, the Council has presented its financial statements as a primary government, because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As previously

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

mentioned, GOEA establishes the policies and regulations that all councils must follow. Included in its policies is a provision that the Council's budget be approved by GOEA. However, this approval process is part of GOEA's general oversight responsibility for the Council and is more ministerial or compliance oriented than substantive.

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

C. Presentation of Statements

The Council's statements are prepared in accordance with accounting principles generally accepted (GAAP) in the United States of America as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). 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 Council has the option to apply FASB pronouncements issued after that date to its business-type activities and enterprise funds; however, the Council has chosen not to do so because it does not have any business-type activities or enterprise funds. The more significant accounting policies established in GAAP and used by the Council are discussed below.

The Council's financial statements are presented in accordance with Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* which include the following:

- * A Management Discussion and Analysis (MD & A) section providing an analysis of the Council's overall financial position and results of operations.
- * Government-Wide Financial statements prepared using full accrual accounting for all of the Council's activities.
- * A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements). The Council was required to implement the general provisions of GASB Statement No. 34 in the fiscal year ended June 30, 2004.

D. Government-Wide Statements

The Council's basic financial statements include both Government-Wide (reporting the Council as a whole) and fund financial statements (reporting the Council's major funds). Both the Government-Wide and Fund Financial Statements categorize primary activities as either governmental or business type. The Council's functions and programs have been classified as governmental activities. The Council does not have any business-type activities, fiduciary funds, or any component units that are fiduciary in nature. Accordingly, the Government-Wide financial statements do not include any of these activities or funds.

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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

The Council's policy is to use restricted resources first to finance its activities. Quite often unrestricted resources are available for use that must be consumed or they will have to be returned to GOEA. In such cases it is better for management to elect to apply and consume the unrestricted resources before using the restricted resources. As a result, the Council will depart from its usual policy of using restricted resources first.

The Government-Wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues like intergovernmental revenues and unrestricted investment income, particularly if the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues such as operating and capital grants and contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

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

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

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

E. Fund Financial Statements

The financial transactions of the Council are reported in individual funds in the Fund Financial Statements. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. Resources are allocated to and accounted for in individual funds based on 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 fund measurement (in the fund statements) is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources) rather than on net income. An additional emphasis is placed on major funds within the governmental fund types. A fund is considered major if it is the primary operating fund of the Council or if its total assets, liabilities, revenues or expenditures are at least 10 % of the corresponding total for all funds of that category or type.

Governmental fund equity is classified as 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.

Nonspendable: This classification includes amounts that cannot be spent because they are either in spendable form or they are legally or contractually required to be maintained intact.

Restricted: This classification includes amounts for which constraints have been placed on the use of resources either externally or imposed by law.

Committed: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Council's board of directors.

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.

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

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

- * *The General Fund* is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. The following is a brief description of the programs that comprise the General Fund:

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Local Fund

This fund is used to account for revenues that are not required to be accounted for in a specific program or fund. These funds are mostly unrestricted and can be used at management's discretion. Local funds are oftentransferred to other programs to eliminate deficits.

PCOA Funding

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council through 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 the elderly people of at least 60 years of age.

Senior Center and Supplemental Senior Center Funding

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, who passes on the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior centers are located in Vidalia and Ferriday, La. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Accordingly, during the fiscal year, the senior center funds were used to support senior center operations.

The Supplemental Senior Center Fund was established to account for funds that are appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Council was one of the parish councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III B Fund to supplement the senior center services purchased from this fund.

- * *Special Revenue Funds* are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. A large percentage of the Council's special revenue funds are Title III funds. These funds are provided by the United States Department of Health and Human Services-Administration on Aging to the Governor's Office of Elderly Affairs, which in turn passes through the funds to the Cenla Area Agency on Aging, which passes through the funds to the Council on a predetermined unit cost reimbursement basis.

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

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

Major Special Revenue Funds

The Title III B Fund is used to account for funds which are used to provide various units of supportive social services to the elderly. GOEA has established the criteria for defining a qualifying unit of service for each Title III B program. Specific services are information and assistance, outreach, homemaker, telephoning, transportation, and utility assistance.

The Title III C-2 Fund is used to account for funds that are used to provide nutritional meals to homebound older persons. The Council served 52,673 meals during the year to people eligible to participate in this program.

Non-Major Special Revenue Funds

The Council had non-major special revenue funds consisting of Title 111E and Title 111C-1 programs.

The Title III C-1 Fund is used to account for funds that are used to provide nutritional, congregate meals to the elderly at meal sites located in the Parish. During the year the Council served 17,183 meals to people eligible to participate in this program.

F. Measurement Focus and Basis of Accounting

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

*** Accrual Basis-Government-Wide Financial Statements (GWFS)**

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

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

* **Modified Accrual Basis-Fund Financial Statements (FFS)**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Government fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Council considers all revenues available if they are collected within 60 days after year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that un-matured principle and interest on long-term debt, if any, are recorded when due, and claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

G. Interfund Activity

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

H. Cash and Cash Equivalents

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

I. Investments

GASB Statement No. 31 requires the Council to report its investments at fair value, except for investments in non-participating interest earning contracts, such as non-negotiable certificates of deposit with redemption terms that do not consider market rates. This type of investment is reported using a cost based measure, provided that the fair market value of the contract is not significantly affected by the impairment of the credit standing of the issuer or other factors.

Investments that include securities traded on a national or international exchange are valued based on their last reported sales price. Investments that do not have an established market are reported at estimated fair value.

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

J. Capital Assets

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

Capital assets recorded in the Government-Wide Financial Statements are depreciated using the straight-line method for the assets estimated useful lives. The estimated useful lives of the various classes of capital assets are as follows:

Buildings	30 years
Building Improvements	20 years
Equipment	5-10 years
Furniture	10 years
Vehicles	5 years
Computers	3 years

Salvage values have not been estimated by management when calculating how much of an asset's cost needs to be depreciated except for vehicles. For that category of capital assets, management has used 10 % of the vehicle's initial cost as a salvage value estimate.

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

K. Compensated Absences

Annual leave is earned by employees and may be carried over into the next year at a rate of no more than one year's accumulation. This amount has been recorded in the financial statements.

L. Management's Use of Estimates

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

M. Elimination and Reclassifications

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

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

NOTE 2 Revenue Recognition

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

NOTE 3 Cash

The Council maintains bank accounts at Concordia Bank and Tensas Bank. The consolidated bank account is available for use by all funds. The purpose of this account is to reduce administration costs and facilitate cash balances to cover any negative cash balances in other funds at year end. At June 30, 2023, the balance of the Council's bank accounts totaled \$ 1,026,258. Deposits were covered by FDIC up to \$ 250,000. Deposits not covered by FDIC were collateralized with securities held by the pledging financial institution. GASB Statement No. 3 as amended by No. 40 categorized the credit risk of these deposits as category 1 and category 2. The collected bank balances totaled \$ 937,269. The market value of pledged securities held in the Council's name at June 30, 2023 were \$ 1,100,000. The Council maintains a money market account at an institution in an amount of \$ 107,479.

NOTE 4 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.

Grants and contracts receivable at year end June 30, 2023 were \$ 7,755.

NOTE 5 Changes in Property and Equipment

A summary of changes in property and equipment follows:

	Balance 6/30/2022	Additions	Deletions	Balance 6/30/2023
Land	\$ 5,000	\$ -	\$ -	\$ 5,000
Buildings	93,734	-	-	93,734
Furniture and Equipment	16,560	-	-	16,560
Vehicles	148,185	-	-	148,185
Totals	\$ 263,479	\$ -	\$ -	\$ 263,479

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

Depreciation was charged to governmental activities as follows:

Supportive Services:

Recreation and Transportation	\$ 2,582
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Accumulated Depreciation	\$ 208,841
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NOTE 6 Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for any out of pocket costs that they might incur on behalf of the Council in accordance with the Council's applicable reimbursement policy.

NOTE 7 Income Tax Status

The Council is a non-profit corporation and is exempt from Federal income taxation under Section 501 (c) (3) of the Internal Revenue Code, and as an organization that is not a private foundation as defined in Section 509 (a) of the code. It is also exempt from Louisiana income tax. The Council's tax returns remain subject to audit by the IRS for three years after filing. At June 30, 2023, the returns for tax years 2021, 2022, and 2023 remain open.

NOTE 8 Judgments, Claims and Similar Contingencies

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

NOTE 9 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 collection of any related receivable at year end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing State and Federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

NOTE 10 Economic Dependency

The Council receives the majority of its revenue through grants from the Louisiana Governor's Office of Elderly Affairs (GOEA) and awarded to the Cenla Area Agency on Aging, Inc. who awards these grants to the Council on a per unit of service provided. The grant amounts are appropriated each year by Federal and State governments. The Council also receives a substantial amount of tax revenues from the Concordia Parish Police Jury and has 9 years remaining on the tax renewal. If significant budget cuts are made at the Federal and/or State level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in the next fiscal year.

CONCORDIA COUNCIL ON AGING, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2023

NOTE 11 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 have been made.

NOTE 12 Inter-fund Transfers

Operating transfers in and out are listed by fund for fiscal year ended 2023:

Transferred In	Transferred		Out		Supp Senior Center	MIPPA	Title 111C-1	Total In
	Local	PCOA	Senior Center	Senior Center				
Title 111 B	\$ 72,312	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	122,312
Title 111 C-1	42,272	-	-	-	-	-	-	42,272
Senior Center	66,692	-	-	10,913	-	-	-	77,605
Title 111 E	11,718	-	-	-	-	-	-	11,718
Title 111 C-2	205,337	50,000	-	-	-	-	-	255,337
Total Out	\$ 398,331	\$ 100,000	\$ -	\$ 10,913	\$ -	\$ -	\$ -	509,244

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

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

NOTE 14 Related Party Transactions

There were no related party transactions during the year.

NOTE 15 Tax Revenue

Concordia Parish passed a (4) mill tax call on November 4, 2008 and was renewed during the fiscal year 2019. The purpose of the tax is to acquire, improve, maintain and operate facilities, equipment, programs and services for senior citizens in the parish. The Council receives it's revenues from this tax substantially in the months of November, December, January, February and March each fiscal year. The tax referendum is a 10 year assessment. Tax receivable is measurable 60 days subsequent to year end.

NOTE 16 Subsequent Events

Management has evaluated subsequent events through January 5, 2024 which is the date the financial statements were available to be issued. There were no events that required disclosure.

REQUIRED SUPPLEMENTAL INFORMATION

CONCORDIA COUNCIL ON AGING, INC.

Ferriday , Louisiana

Budgetary Comparison Schedule-General Fund For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Senior Center	50,000	58,173	58,174	1
Supplemental Senior Center	10,913	10,913	10,913	-
Millage Tax-Police Jury	556,320	556,320	611,484	55,164
CPPJ Road Tax	-	45,900	58,930	13,030
Investment Income	3,479	3,479	3,811	332
In-Kind Revenue	5,400	5,400	5,400	-
Public Support	-	-	6,465	6,465
Total Revenues	726,112	780,185	855,177	74,992
EXPENDITURES				
Current:				
Salaries	228,133	227,309	258,097	(30,788)
Fringe	19,901	19,929	19,745	184
Travel	2,909	3,186	1,199	1,987
Operating Services	28,867	28,457	32,138	(3,681)
Operating Supplies	11,392	12,737	15,029	(2,292)
Other Costs	5,837	6,410	7,115	(705)
In-Kind Expenses	5,400	5,400	5,400	-
Total Expenditures	302,439	303,428	338,723	(35,295)
Excess (Deficiency) of Revenues Over Expenditures	423,673	476,757	516,454	39,697
OTHER FINANCING SOURCES(USES)				
Transfers In	-	-	77,605	77,605
Transfers Out	(346,664)	(376,558)	(509,244)	(132,686)
Total Other Financing Sources and Uses	(346,664)	(376,558)	(431,639)	(55,081)
Net Increase (Decrease) in Fund Balances	77,009	100,199	84,815	(15,384)
FUND BALANCES				
Beginning of Year	927,569	927,569	927,569	-
End of Year	\$ 1,004,578	\$ 1,027,768	\$ 1,012,384	\$ (15,384)

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Ferriday , Louisiana

Budgetary Comparison Schedule-Title III B Fund
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final	GAAP Basis	Favorable (Unfavorable)
REVENUES				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ -	\$ -	\$ -	\$ -
Passed through Cenla Area Agency on Aging	36,235	36,235	36,235	-
Public Support	-	-	-	-
Total Revenues	36,235	36,235	36,235	-
EXPENDITURES				
Current:				
Salaries	118,256	129,603	93,582	36,021
Fringe	10,316	11,306	7,159	4,147
Travel	12,887	18,923	19,097	(174)
Operating Services	15,477	15,672	33,413	(17,741)
Operating Supplies	2,087	2,256	1,505	751
Other Cost	3,130	3,871	3,791	80
Total Expenditures	162,153	181,631	158,547	23,084
Excess (Deficiency) Of Revenues Over Expenditures	(125,918)	(145,396)	(122,312)	23,084
OTHER FINANCING SOURCES(USES)				
Transfers In	125,918	145,396	122,312	(23,084)
Transfers Out	-	-	-	-
Total Other Financing Sources and Uses	125,918	145,396	122,312	(23,084)
Net Increase (Decrease) in Fund Balances	-	-	-	-
FUND BALANCES				
Beginning of Year	-	-	-	-
End of Year	\$ -	\$ -	\$ -	\$ -

The accompanying notes are an integral part of this statement.

CONCORDIA COUNCIL ON AGING, INC.
Ferriday , Louisiana

Budgetary Comparison Schedule-Title III C-2 Fund
For The Year Ended June 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>GAAP Basis</u>	<u>Favorable (Unfavorable)</u>
REVENUES				
Intergovernmental:				
Governor's Office of Elderly Affairs				
Passed through Cenla Area Agency on Aging	\$ 47,414	\$ 47,414	\$ -	\$ (47,414)
In-Kind Revenue	16,200	16,200	5,400	(10,800)
Public Support	9,570	9,570	80	(9,490)
 Total Revenues	 73,184	 73,184	 5,480	 (67,704)
EXPENDITURES				
Current:				
Salaries	46,478	40,043	51,636	(11,593)
Fringe	4,054	3,493	3,950	(457)
Travel	46,666	50,945	50,734	211
Operating Services	35,836	46,348	143,742	(97,394)
Operating Supplies	20,670	22,721	1,521	21,200
Other Cost	3,344	3,914	3,834	80
In-Kind Expense	16,200	16,200	5,400	10,800
 Total Expenditures	 173,248	 183,664	 260,817	 (77,153)
 Excess (Deficiency) of Revenues Over Expenditures	 (100,064)	 (110,480)	 (255,337)	 (144,857)
OTHER FINANCING SOURCES(USES)				
Transfers In	100,064	110,480	255,337	144,857
Transfers Out	-	-	-	-
 Total Other Financing Sources and Uses	 100,064	 110,480	 255,337	 144,857
 Net Increase (Decrease) in Fund Balances	 -	 -	 -	 -
FUND BALANCES				
Beginning of Year	-	-	-	-
 End of Year	 \$ -	 \$ -	 \$ -	 \$ -

The accompanying notes are an integral part of this statement.

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

CONCORDIA COUNCIL ON AGING, INC.

Ferriday , Louisiana

SCHEDULE OF NON-MAJOR SPECIAL REVENUE FUNDS

For the Year Ended June 30, 2023

	<u>Title 111C-1</u>	<u>Title III - E</u>	<u>American Rescue</u>	<u>Total</u>
REVENUES				
Intergovernmental:				
Governor's Office of				
Elderly Affairs	\$ -	\$ -	\$ -	\$ -
Passed through Cenla Area Agency on Aging	-	20,901	53,814	74,715
Public Support				
Contributions	634	-	-	634
In-Kind Revenue	10,800	-	-	10,800
Total Revenues	<u>11,434</u>	<u>20,901</u>	<u>53,814</u>	<u>86,149</u>
EXPENDITURES				
Current:				
Salaries	22,103	10,557	1,722	34,382
Fringe	1,691	808	132	2,631
Travel	385	13,248	2,878	16,511
Operating Services	1,468	1,087	24,992	27,547
Operating Supplies	329	244	6,647	7,220
Other Cost	16,930	6,675	623	24,228
Utility Assistance	-	-	16,820	16,820
In-Kind Expenses	10,800	-	-	10,800
Total Expenditures	<u>53,706</u>	<u>32,619</u>	<u>53,814</u>	<u>140,139</u>
Excess (Deficiency) of Revenues				
Over Expenditures	<u>\$ (42,272)</u>	<u>\$ (11,718)</u>	<u>\$ -</u>	<u>\$ (53,990)</u>
OTHER FINANCING SOURCES(USES)				
Transfers In	42,272	11,718	-	53,990
Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Financing Sources and Uses	<u>42,272</u>	<u>11,718</u>	<u>-</u>	<u>53,990</u>
Net Increase (Decrease) in Fund Balances	-	-	-	-
FUND BALANCES				
Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
End of Year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

The accompanying notes are an integral part of this statement

CONCORDIA COUNCIL ON AGING, INC.

Ferriday, Louisiana

**COMPARATIVE SCHEDULE OF GENERAL FIXED ASSETS
AND CHANGES IN GENERAL FIXED ASSETS**

For the Year Ended June 30, 2023

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023
GENERAL FIXED ASSETS, AT COST				
Land	\$ 5,000	\$ -	\$ -	\$ 5,000
Buildings	93,734	-	-	93,734
Vehicles	148,185	-	-	148,185
Furniture and Equipment	16,560	-	-	16,560
Total General Fixed Assets	<u>\$ 263,479</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 263,479</u>
INVESTMENT IN GENERAL FIXED ASSETS				
Senior Center	\$ 9,203	\$ -	\$ -	\$ 9,203
General/ Local	254,276	-	-	254,276
Total Investment In General Fixed Assets	<u>\$ 263,479</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 263,479</u>

The accompanying notes are an integral part of this statement.

**OTHER REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Concordia Council on Aging, Inc.
Ferriday, Louisiana

I have audited the financial statements of the Concordia Council on Aging, Inc. as of and for the year ended June 30, 2023, and the related notes to the financial statements and have issued my report thereon dated January 5, 2024. I conducted my audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the Louisiana *Governmental Audit Guide*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Concordia Council on Aging, Inc.'s internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Concordia Council on Aging, Inc.'s internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Concordia Council on Aging, Inc.'s internal control over financial reporting.

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

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses and therefore, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Concordia Council on Aging, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings as item 2023-01.

Purpose of This Report

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

A handwritten signature in black ink, appearing to read "Paul Dauzat". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Paul Dauzat
Certified Public Accountant
January 5, 2024

CONCORDIA COUNCIL ON AGING, INC.
SCHEDULE OF AUDIT FINDINGS
For The Year Ended June 30, 2023

I have audited the financial statements of Concordia Council on Aging, Inc. as of and for the year ended June 30, 2023, and have issued my report thereon dated January 5, 2024. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 2023 resulted in an unmodified opinion.

Section 1-Summary of Auditor's Reports

Report on Internal Control and Compliance Material to the Financial Statements
Internal Control:

Material Weaknesses ☐ Yes ☒ No Reportable Conditions ☐ Yes ☒ No

Compliance:

Non Compliance Material to Financial Statements ☒ Yes ☐ No

Section 11-Financial Statement Findings

There were no financial statement findings.

Section 111-Compliance Findings

Non-Compliance

2023-01 Failure to complete and file audit report within six months after year end.

Criteria- Louisiana RS 24:513 requires the audit report be completed and filed with the Louisiana Legislative Auditor's office within six months after the close of the Council's year end.

Condition- Not in compliance with RS 24:513

Cause- Accounting records were not available in a timely manner in order to meet the filing deadline.

Effect- The Council can be placed in non-compliance status and be withheld state funding.

Recommendation- The Council should ensure that they comply with La. RS 24:513.

Section 1V-Management's Response

We will ensure that the accounting records are available in a timely manner in order to comply with R.S. 24:513 in the future.

CONCORDIA COUNCIL ON AGING, INC.
SCHEDULE OF PRIOR YEAR FINDINGS
For The Year Ended June 30, 2023

Section 1-Internal Control and Compliance Material to the Financial Statements

There were no internal control or compliance findings for the year ended June 30, 2022.

Concordia Council on Aging, Inc.

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer

Year Ended June 30, 2023

Agency Head Name: Beatrice Williams, Executive Director

Purpose	Amount	Amount
Salary	\$51,698	
Benefits-Insurance	None	
Benefits-Retirement	None	
Accrued Leave	None	
Car Allowance	None	
Vehicle Provided By Government	None	
Per Diem	None	
Reimbursements	None	
Travel	None	
Registration Fees	None	
Conference Travel	None	
Continuing Professional Education Fees	None	
Housing	None	
Unvouchered Expenses	None	
Special Meals	None	

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

To: The Board of Directors
Concordia Council on Aging, Inc.
of Concordia Parish

I have performed the procedures attached, which were agreed to by the Concordia Council on Aging, Inc. and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period July 1, 2022 through June 30, 2023. The Entity's management is responsible for those C/C areas identified in the SAUPs.

Concordia Council on Aging, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are presented in the accompanying Schedule of Procedures, Results and Managements' response where applicable.

I was engaged by Concordia Council on Aging, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of Concordia Council on Aging, Inc. and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



By: Paul Dauzat, CPA
Alexandria, Louisiana
January 5, 2024

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

WRITTEN POLICIES AND PROCEDURES		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
1 Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions: * Budgeting * Purchasing * Disbursements * Receipts/Collections * Payroll/Personnel * Contracting * Credit Cards * Travel and expense reimbursements * Ethics * Debt * Disaster Recovery/Business Continuity * Sexual Harassment	No No No No No Not Applicable No No No Not Applicable No No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

	Board (or Finance Committee)	
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>2 Obtain and review the board/committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws in effect during the period.</p> <p>a) Observe that the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter or bylaws.</p> <p>b) Report whether the minutes reference or included monthly budget to actual comparisons on the general fund and any funds identified as major funds, as well as monthly financial statements.</p> <p>c) For Governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted fund balance in the prior year audit report, observe that the minutes for at least one meeting referenced or included a formal plan to eliminate the negative unrestricted fund balance.</p> <p>d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the finding(s) are resolved.</p>	<p>No</p> <p>No</p> <p>Not Applicable</p> <p>No</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Agreed-Upon Procedure	Bank Reconciliations Exceptions Found	Managements' Response
<p>3 Obtain a listing of client bank accounts from management and management's representation that listing is complete. Identify the main operating account.</p> <p>Using the listing provided by management select the main operating account and a minimum of four (4) additional accounts or all if less than four (5) and report whether:</p> <p>a) Bank reconciliations have been prepared. within 2 months of the related statement closing date.(initialed and dated) (electronically logged)</p> <p>b) Bank reconciliations include evidence that a member of management or a board member who does not handle cash or issue checks has reviewed each bank reconciliation.</p> <p>c) If applicable, management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months as of the end of the fiscal period.</p>	<p>No</p> <p>No</p> <p>N/A</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Agreed-Upon Procedure	Collections (excluding EFTs) Exceptions Found	Managements' Response
<p>4 Obtain a listing of cash/check/money order (cash) deposit sites and management's representation that the listing is complete. Select a minimum of five (5) or all if less than 5 deposit sites.</p> <p>5 For each deposit site, obtain a listing of collection locations and management's representation that listing is complete. Select one collection location for each deposit site, obtain and inspect written policies and procedures relating to employee job duties or inquire of employees about their job duties and observe that job duties are properly segregated.</p> <p>a) Employees responsible for cash collections do not share cash drawers/registers.</p> <p>b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits unless another employee/official is responsible for reconciling collection documentation to the deposit.</p> <p>c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.</p> <p>d) The employee responsible for reconciling cash collections to the general ledger is not responsible for collecting cash unless another employee/official verifies the reconciliation.</p>	<p>Yes</p> <p>No</p> <p>No</p> <p>No</p>	<p>Limited staff 1 office person</p>
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CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

6 Obtain a copy of the bond or insurance policy for theft covering all employees who have access to cash and determine that the policy was in force during the period.	No	
Collections		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
7 Select (2) deposit dates for each of the bank accounts selected for procedure #3 above and obtain supporting documentation for each of the 10 deposits and:		
a) observe that receipts are sequentially pre-numbered.	Yes	
b) Trace pre-numbered receipts, reports and other collection documentation to deposit slip.	No	
c) Trace the deposit slip total to the actual deposit per the bank statement.	No	
d) Observe the deposit was made within 1 business day of receipt or 1 week if the deposit is less than \$100.	Yes	Deposits are made weekly
e) Trace the actual deposit per the bank statement to the general ledger.	No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Non-Payroll Disbursements-General (excluding credit/debit/fuel card/P-card purchases or payments)		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>8 Obtain a listing of entity disbursements locations from management and representation that listing is complete. Randomly select 5 locations or all if less than five (5).</p> <p>9 For each location above obtain a listing of employees involved with non-payroll purchasing and payment function. Obtain documentation of employee job duties and/or inquire of employees about their job duties and and observe that job duties are properly segregated such that:</p> <p>a) At least 2 employees are involved in initiating a purchase request, approving a purchase and placing an order.</p> <p>b) At least 2 employees are involved in processing and approving payments to vendors.</p> <p>c) The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes.</p> <p>d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.</p> <p>10 For each location selected under #8 above, obtain the non-payroll disbursement transaction population and obtain representation that the population is complete. Select 5 disbursements for each location and obtain supporting documentation for each transaction and:</p>	<p>Yes</p> <p>No</p> <p>Yes</p> <p>No</p>	<p>Limited Staff</p> <p>Limited Staff</p> <p>Limited Staff</p>
	49	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

a) Observe whether the disbursement matched the related original itemized invoice it indicates deliverables were received.	No	
Non-Payroll Disbursements-General		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
11 b) Observe whether disbursement documentation included evidence of segregation of duties tested under #9 above. Using the entity's main operating account and the month selected in bank reconciliations procedure #3A, randomly select 5 non-payroll related electronic disbursements or all if less than 5 and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds per the entity's policy, and (b) approved by the required number of authorized signers per the policy.	Yes	All disbursements are prepared using a voucher system that is approved
	No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

	Credit Cards/Debit Cards/Fuel Cards	
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>12 Obtain from management a listing of all active credit cards, bank debit cards and fuel cards including card numbers and the names of persons who maintained possession of the cards, and representation that list is complete.</p> <p>13 Randomly select 5 cards (or all if less than 5). Randomly select one monthly statement and obtain supporting documentation and:</p> <p style="padding-left: 40px;">a. Observe whether there is evidence that the monthly statement and supporting documentation were reviewed and approved, in writing, by someone other than the authorized card holder.</p> <p style="padding-left: 40px;">b. Observe that finance charges and late fees were not assessed.</p> <p>14 Using the monthly statements selected under #12 above excluding fuel cards, randomly select 10 transactions (or all if less than 10) from each statement, and obtain supporting documentation for the transactions and observe it is supported by and original itemized receipt that identifies what was purchased, written documentation of the business purpose, and documentation of the individuals participating in meals (for meal charges only).</p>	<p style="text-align: center;">No</p> <p style="text-align: center;">No</p> <p style="text-align: center;">No</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONSE
For The Year Ended June 30, 2023

Travel and Expense Reimbursement		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>15 Obtain from management a listing of all travel and related expense reimbursements and representation that listing is complete. Randomly select 5 reimbursements and obtain expense reimbursement form and supporting documentation.</p> <p>a. If reimbursed using a per diem, observe the approved reimbursement rate is no more that those rates established either by the State of Louisiana or the U.S. General Services Administration.</p> <p>b. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt of what was purchased.</p> <p>c. Observe each reimbursement is supported by documentation of the business purpose and identifies the names of individuals participating.</p> <p>d. Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.</p>	<p>No</p> <p>Not Applicable</p> <p>No</p> <p>No</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

	Contracts	
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>16 Obtain a listing of all contracts in effect during the fiscal period that were initiated or renewed and representation that the list is complete. Select 5 contracts or all if less than 5 and:</p> <p>a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law, if required.</p> <p>b) Observe whether the contract was approved by the governing body, if required by policy or law.</p> <p>c) If the contract was amended, observe the original contract terms provided for such an amendment and that amendments were mad in compliance with the contract terms.</p> <p>d) Select 1 payment for each contract, obtain supporting invoice, agree the invoice to the contract terms and report compliance with the terms of the contract.</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Agreed-Upon Procedure	Payroll and Personnel Exceptions Found	Managements' Response
17 Obtain a listing of employees (elected officials, if applicable) with their related salaries, and obtain management's representation that the list is complete. Randomly select 5 employees/officials, obtain their personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.	No	
18 Select 1 pay period during the fiscal year. For the employees/officials selected above, obtain attendance records and leave documentation for the pay period and:		
a) Observe employees documented their daily attendance and leave.	No	
b) Observe whether supervisors approved the attendance and leave of the employee or official.	No	
c) Observe any leave accrued or taken during the pay period is reflected in the cumulative leave records.	No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANAGERMENTS' RESPONE
For The Year Ended June 30, 2023

Payroll and Personnel		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>19 Obtain a listing of employees or officials that received termination payments during the year and representation that listing is complete. Select 2 employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculation and the termination policy. Agree the hours to the cumulative leave records, agree the pay rates to the authorized pay rates in the personnel files.</p>	Not Applicable	
<p>20 Obtain representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed by required deadlines.</p>	No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Agreed-Upon Procedure	Ethics Exceptions Found	Managements' Response
<p>21 Using the five randomly selected employees/officials, from #17 above obtain ethics compliance documentation from management and:</p> <p>a) Observe whether the documentation demonstrates each employee/official completed 1 hour of ethics training during the fiscal period.</p> <p>b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.</p> <p>22 Inquire and/or observe whether the entity has appointed an ethics designee as required by R.S. 42:1170.</p>	<p>Yes</p> <p>Not Applicable</p> <p>No</p>	<p>Not all employee/officials completed the training as required. We will make a concerted effort to comply in the next fiscal year.</p>

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONSE
For The Year Ended June 30, 2023

Debt Service		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
23 Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and representation that the listing is complete. Select all debt instruments, obtain supporting documentation, and observe State Bond commission approval was obtained.	Not Applicable	
24 Obtain a listing of bonds/notes outstanding at the end of the period and representation that the list is complete.	Not Applicable	

Fraud Notice		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
25 Obtain a listing of misappropriations of public funds and assets during the fiscal period and representation that listing is complete. Select all misappropriations, obtain supporting documentation, and observe that the entity reported the misappropriations to the Legislative Auditor and the District Attorney of the parish in which the entity is domiciled.	Not Applicable	
26 Observe the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.	No	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANagements' RESPONE
For The Year Ended June 30, 2023

Information Technology Disaster Recovery/Business Continuity		
Agreed-Upon Procedure	Exceptions Found	Managements' Response
<p>27 Perform the following procedures, verbally discuss the results with management.</p> <p>a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data and observe that such backup occurred within the past week. If backups are stored on a physical medium, observe evidence that backups are encrypted before being transported.</p> <p>b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored and observe evidence that the test/verification was successfully performed within the past 3 months.</p> <p>c) Obtain a listing of the entity's computers currently in use and their related locations and representation that the listing is complete. Select 5 computers or all if less than 5, and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting software in use are currently supported by the vendor.</p>	<p>I performed the procedure and discussed the results with management.</p> <p>I performed the procedure and discussed the results with management.</p> <p>I performed the procedure and discussed the results with management.</p>	
<p>28 Randomly select 5 terminated employees, or all if less than 5, using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.</p>	<p>Not Applicable</p>	

CONCORDIA COUNCIL ON AGING, INC.
STATEWIDE AGREED-UPON PROCEDURES
SCHEDULE OF PROCEDURES, EXCEPTIONS AND MANAGERMENTS' RESPONSE
For The Year Ended June 30, 2023

Agreed-Upon Procedure	Sexual Harassment Exceptions Found	Managements' Response
<p>29 Using the selected employees/officials from #17 above, obtain sexual harassment training documentation and observe the documentation demonstrates each employee/official completed at least 1 hour of sexual harassment training during the calendar year.</p>	<p>Yes</p>	<p>We will complete the required training in the nex</p>
<p>30 Observe the entity has posted its sexual harassment policy and complaint procedure on its website or in a conspicuous location on premises.</p>	<p>No</p>	
<p>31 Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R. S. 42:344:</p>	<p>Yes No report prepared</p>	<p>We will become familiar with the requirements to ensure compliance in the future.</p>
<p>a) Number and percentage of public servants in the agency who have completed the training requirements.</p>	<p>Yes See # 31 above</p>	
<p>b) Number of sexual harassment complaints received by the agency.</p>	<p>Yes See # 31 above</p>	
<p>c) Number of complaints which resulted in a finding that sexual harassment occurred.</p>	<p>Yes See # 31 above</p>	
<p>d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.</p>	<p>Yes See # 31 above</p>	
<p>e) Amount of time it took to resolve each complaint.</p>	<p>Yes See # 31 above</p>	