

**ST. HELENA COUNCIL ON THE AGING, INC.**  
**GREENSBURG, LOUISIANA**

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ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended June 30, 2023



**Hebert Johnson  
& Associates, Inc.**  
Certified Public Accountants

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*A Professional Accounting Corporation*

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Greensburg, Louisiana  
June 30, 2023

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CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants



**Hebert Johnson  
& Associates, Inc.**  
Certified Public Accountants

18435 HIGHWAY 22, STE. 2  
P.O. BOX 1151  
PONCHATOULA, LA 70454  
(985) 386-5740 • FAX (985) 386-5742

18890 FLORIDA BLVD., STE A  
P.O. BOX 520  
ALBANY, LA 70711  
(225) 209-6627 • FAX (225) 209-6625

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A P R O F E S S I O N A L   A C C O U N T I N G   C O R P O R A T I O N

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
St. Helena Council on the Aging, Inc.  
Greensburg, LA

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

#### *Opinions*

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

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

#### *Basis for Opinions*

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

#### *Responsibilities of Management of 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, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 4 through 18) and budgetary comparison information (pages 56 through 59) be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the

basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Council's basic financial statements. The accompanying Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds and the Comparative Schedule of Capital Assets and Comparative Schedule of Capital Assets and Changes in Capital Assets is presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA). In addition, Louisiana Revised Statute 24:513 (A)(3), as amended, requires the Council to present a supplementary Schedule of Compensation, Benefits, and Other Payments Made to the Council's Executive Director for the fiscal year. These schedules are 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 our opinion, the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 27, 2023 on our consideration of the Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Council's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Council's internal control over financial reporting and compliance.

Respectfully Submitted,

*Chris Johnson*

Hebert Johnson & Associates, Inc.  
A Professional Accounting Corporation  
Albany, Louisiana  
December 20, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### St. Helena Council on the Aging, Inc.

June 30, 2023

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

#### Financial Highlights

- The Council showed a decrease in overall net position of \$13,230.
- Capital assets, net of depreciation, increased by \$333.
- The Council's fund revenues increased by \$21,697, or about 3.4%.
- Fund expenditures decreased by \$57,972, or about 7.8%.
- The unassigned fund balance for the Council's General Fund decreased from \$78,718 to \$54,825 (decrease of \$23,893).
- No deficit fund balances existed at year-end.
- The Council had \$62,136 of long-term debt at the end of the year relating to the purchase of a building.
- Administrative expenses decreased this year by \$46,129, which is about a 21% decrease from last year.

#### How To Use this Annual Report

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

- (1) Management's discussion and analysis (this section)
- (2) The basic financial statements (government-wide, fund and footnotes)
- (3) Supplementary financial information required by GASB 34
- (4) Supplementary financial information for GOEA analysis,
- (5) Supplementary financial information required by Louisiana law, and
- (6) Auditor reports.

Government-wide financial statements are comprised of the Statement of Net Position (Exhibit A) and the Statement of Activities (Exhibit B). These financial statements provide information about the activities of the Council as a whole and present a long-term view of the Council's finances. In contrast, the fund financial statements, which consist of the Fund Balance Sheet (Exhibit C) and the Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D), tell how services were financed in the short-term, as well as what remains for future spending for governmental funds. Fund financial

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

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

The auditor has provided assurance in his independent auditor's report, located immediately before this Management's Discussion and Analysis (MD&A), that the Basic Financial Statements are fairly stated. The auditor also mentions in his report that he has performed limited procedures about Management's Discussion and Analysis and certain budgetary comparison schedules required by accounting principles generally accepted in the United States of America (specifically, GASB Statement 34) in this reporting package but did not audit them and therefore expresses no opinion on them. Finally, the auditor states in his report that he has applied certain audit procedures to the supplementary financial information presented for purposes of additional analysis by the Governor's Office of Elderly Affairs (GOEA) and a supplementary schedule of compensation, benefits, and other payments made to the Council's Executive Director as required by Louisiana law, and that this information is fairly stated in all material respects in relation to the financial statements as a whole.

On page 67 of this reporting package is a second auditor's report. This report is on the Council's compliance and internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*. In this report the auditor identified deficiencies in internal control over financial reporting that he considered to be material weaknesses. In addition, the auditor stated that his tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### BASIC FINANCIAL STATEMENTS

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

#### Government-Wide Financial Statements

Management's analysis of the Council as a whole begins on page 4. An important point to consider is whether or not the Council's finances, as a whole, are better or worse off as a result of this year's activities. The Statement of Net Position and the Statement of Activities (referred to collectively as the government-wide financial statements) reports information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

sector companies. All current year revenues and expenses are taken into account regardless of when cash is received or paid. Although the government-wide financial statements found on pages 20 and 21 report the Council's net position and changes in them, users of these financial statements must also consider 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 Net Position (Exhibit A) 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. The Council has restricted net position of \$11,499, which must be used for specific purposes, whereas \$67,660 of its net position is unrestricted, meaning that it can be used for any program at management's discretion.

The Statement of Activities (Exhibit B) provides information that shows how the Council's net position changed as a result of this year's activities. This year the Council's net position decreased by \$13,230. All changes in net position are reported as soon as the underlying event giving rise to the change occurs regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare, and Social Services function. The Health, Welfare, and Social Services function is comprised of various programs that include supportive social services, nonelderly transportation, nutritional services, and family caregiver support. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail. All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from governmental grants and contracts, along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the service are not required to pay for what they receive. If the Council charged fees with the intention of making a profit or recovering the full cost of providing the service, that activity would be classified as a business-type activity. The Council does not have any business-type activities.

## MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

### Fund Financial Statements

The fund financial statements (Exhibits C and D) provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, the reader will see a General Fund and three Special Revenue Funds that have been determined to be *Major Funds*, and a column for the total of all remaining Special Revenue Funds, which are considered to be *Nonmajor Funds*. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

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

### Notes to the Financial Statements

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

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**SUPPLEMENTARY INFORMATION REQUIRED BY GASB STATEMENT 34**

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

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

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

**SUPPLEMENTARY INFORMATION REQUIRED BY GOEA**

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

**SUPPLEMENTARY INFORMATION REQUIRED BY STATE LAW**

Act 706 of the 2014 Louisiana Legislative session amended Louisiana Revised Statute 24:513 A (3) to require a supplementary Schedule of Compensation, Reimbursements, Benefits and Other Payments to the Council's Executive Director. This information is designed to permit the public to see what the agency's head has been paid or reimbursed during the year. The objective is to make the Council's expenditures more transparent.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

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

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

	2023	2022	Increase/(Decrease)	
			Amount	Percent
Current and Other Assets:				
Current Assets	\$ 164,799	\$ 128,665	\$ 36,134	28.08%
Other Assets	5,751	9,703	(3,952)	-40.73%
Capital Assets, net of depreciation	395,625	395,292	333	0.08%
Total Assets	566,175	533,660	32,515	6.09%
Current Liabilities	95,422	43,180	52,242	120.99%
Long-term Debt	58,105	64,602	(6,497)	-10.06%
Total Liabilities	153,527	107,782	45,745	42.44%
Net Position				
Net Investment in Capital Assets	333,489	327,006	6,483	1.98%
Restricted	11,499	6,499	5,000	76.93%
Unrestricted	67,660	92,373	(24,713)	-26.75%
Total Net Position	\$ 412,648	\$ 425,878	\$ (13,230)	-3.11%

As of June 30, 2023, and 2022, the Council *as a whole* had assets greater than its liabilities of \$412,648 and \$425,878, respectively. About 16% and 22% of the Council's total net positions are unrestricted as of June 30, 2023 and 2022, respectively. Unrestricted net position is important because it represents resources that management has available to adapt to changes in the economy, emergencies, unexpected needs, and reduction in or termination of grant revenues by government agencies.

The Council's restricted net position represents about 3% and 1.5% of the Council's total net position as of June 30, 2023 and 2022, respectively. Net position is reported as restricted when the constraints placed upon the assets' use are either (a) externally imposed by a grantor, contributor, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

The net investment in the capital assets portion of net position is presented net of any related outstanding debt to acquire them. As of June 30, 2023 the Council has \$62,136 of

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

debt related to capital assets. Net investment in capital assets represents about 81% of total net position at the end of 2023 compared to 77% at the end of 2022.

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

**Condensed Statement of Activities**

<b>Revenues</b>	<b>2023</b>	<b>% of Total</b>	<b>2022</b>	<b>% of Total</b>	<b>Increase (Decrease)</b>
Program Revenues:					
Charges for services	\$ 4,727	0.72%	\$ 3,444	0.50%	\$ 1,283
Operating Grants and Contributions	294,375	44.86%	303,901	43.76%	(9,526)
General Revenues:					
Property Taxes	190,064	28.97%	180,270	25.96%	9,794
Unrestricted Grants and Contributions	161,212	24.57%	141,913	20.43%	19,299
Interest Income	360	0.05%	193	0.03%	167
Proceeds from Insurance	-	0.00%	14,349	2.07%	(14,349)
Miscellaneous Income	2,412	0.37%	2,059	0.30%	353
PPP Loan Forgiveness	-	0.00%	48,360	6.96%	(48,360)
Gain on disposal of assets	3,000	0.46%	-	0.00%	3,000
<b>Total Revenues</b>	<b>656,150</b>	<b>100.00%</b>	<b>694,489</b>	<b>100.00%</b>	<b>(38,339)</b>
<b>Direct Program Expenses of the Health, Welfare, and Social Services Function:</b>					
Supportive Services:					
Transportation of the elderly	270,614	40.43%	216,620	34.39%	53,994
Other supportive services	63,928	9.55%	49,110	7.80%	14,818
Transportation Services-non-elderly	15,143	2.26%	11,401	1.81%	3,742
Nutrition Services:					
Congregate Meals	57,223	8.55%	48,377	7.68%	8,846
Home-delivered Meals	74,546	11.14%	73,785	11.71%	761
Other Health, Welfare & Social Services	4,666	0.70%	-	0.00%	4,666
Interest Expense & Late Fees	7,395	1.10%	8,605	1.37%	(1,210)
Direct Administrative Expenses	175,865	26.27%	221,994	35.24%	(46,129)
<b>Total Expenses</b>	<b>669,380</b>	<b>100.00%</b>	<b>629,892</b>	<b>100.00%</b>	<b>39,488</b>
<b>Increase (Decrease) in Net Position</b>	<b>(13,230)</b>		<b>64,597</b>		<b>(77,827)</b>
Net position, beginning of year	425,878		361,281		64,597
<b>Net position, end of year</b>	<b>\$ 412,648</b>		<b>\$ 425,878</b>		<b>\$ (13,230)</b>

For 2023, the Council's total revenues decreased \$38,339 or about 5.5% from 2022. Total expenses for 2023 increased by \$39,488 or about 6.3% from 2022.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
(Continued)

**AN ANALYSIS OF GOVERNMENTAL ACTIVITIES**

As illustrated by the table above, the Council gets most of its revenues from **operating grants & contributions**, which are specifically related to a program and must be used in the programs to which they relate. **Property tax** revenue was the second largest source of revenue and has been a stabilizing source for many years. **Unrestricted grants and contributions** make up the third largest percentage of revenues and this revenue is available to management to use at its discretion. **Charges for services** arise from fees the Council has charged for providing a particular service and this revenue is used to pay for the expenses of the programs for which the fees were charged.

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

When reviewing the government-wide Statement of Activities (Exhibit B), there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest program activities are **supportive services**, particularly elderly transportation, and **nutrition services**. Accordingly, management allocates funds to these programs because those are the areas of greatest demand.

Another area of interest on the Statement of Activities relates to the **Total Governmental Activities** column wherein the Council shows that most of the governmental activities have more expenses than revenues. In other words, the Council's programs are generally not self-supporting. On occasion, a program might *break even* or even make a slight *profit*. The Council's ability to support all governmental activities relies heavily on general revenues. As a result, management prepares the annual budget based on this expectation, which means that general revenues will be used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would be unable to provide services at current levels. Furthermore, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council's current services, as well as reallocating them to meet changing demands.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

Another indication of how money is used efficiently or inefficiently can be analyzed by comparing the amount of administration costs from year-to-year as well as calculating the percentage administration expenses bears in relation to total expenses. For 2023, total administration expenses were \$175,865 or about 26% of total expenses, whereas these same expenses were \$221,994 or 35% of total expenses in 2022. Administration expenses include indirect-type costs, which are costs not specifically identified with a particular program but those that benefit all programs. Management would like to point out that administrative expenses are higher than expected and desired because the effects of the virus pandemic caused management to change how it had to operate. For example, some employees who were usually providing direct services had to be reassigned to doing administrative work to keep them employed. Accordingly, their time had to be coded to the administrative function and not directly to a specific program service. However, during FY23 the Council began returning to pre-pandemic operations, so employees' time has been able to be coded to the specific function to which they are assigned. This has resulted in a significant decrease in administrative costs when compared to FY22 (\$46,129 decrease, or about 21%).

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

**Fund Balances**

The focus of the Council's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Council's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. As of the end of the current fiscal year, the Council's governmental funds reported combined ending fund balances for all fund types of \$69,456 (see Exhibit C), a decrease of \$15,761 when compared to last year. The unassigned fund balance component of the General Fund was \$54,825 whereas last year it was \$78,718. The remainder of the fund balance consists of \$14,631 of restricted and nonspendable resources. None of the special revenue funds had a fund balance at year-end.

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

**Revenues**

The combined fund revenues increased \$21,697 this year versus last year, as shown in the table below.

	% of 2023		% of 2022		Increase/(Decrease)	
	2023	Total	2022	Total	Amount	Percent
Intergovernmental	\$ 450,479	68.30%	\$ 435,708	68.31%	14,771	3.39%
Property Taxes	196,438	29.78%	186,317	29.21%	10,121	5.43%
Program Service Fees	4,727	0.72%	3,444	0.54%	1,283	37.25%
Public Support	5,108	0.77%	10,106	1.58%	(4,998)	-49.46%
Interest Income	360	0.05%	193	0.03%	167	86.53%
Miscellaneous Income	2,412	0.37%	2,059	0.32%	353	17.14%
<b>Total Revenues</b>	<b>\$ 659,524</b>	<b>100.00%</b>	<b>\$ 637,827</b>	<b>100.00%</b>	<b>\$ 21,697</b>	<b>3.40%</b>

The **intergovernmental revenues** are comprised of federal and state grants. These grants amounted to approximately 68% of the Council's total revenues in 2023 and 2022. Most of these grants are restricted, which means the money can only be used in certain programs. The amount of annual funding from the grants the Council receives is usually constant from year-to-year. However, in any given year some grant amounts may change based upon the level of service provided by the Council and, on occasion, the state legislature appropriates extra funds for council on aging entities around the state.

The Council received **property tax revenue** which accounted for approximately 30% and 29% of the Council's total revenues in 2023 and 2022, respectively. The Council has no control over how much property tax revenue it receives each year because the amount depends on the assessed value of property subject to tax within St. Helena Parish. Without the property tax revenue, the Council could not provide the current level of services to its elderly clients.

**Program service** fees are mainly composed of fees charged by the Council to transport people under age 60. The fees for this service increased by \$1,283 or 37% this year because the demand for this service increased.

The Council also receives **public support** in the form of restricted and unrestricted donations from its clients and the general public. Public support helps the Council to maintain and expand services. Public support revenues represented less than 1% for fiscal year 2023 and about 1.5% of the Council's total revenues for fiscal year 2022. Public support comes from donations from the general public and client contributions. Because this source of income is voluntarily given, the Council cannot predict the amount it will

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

receive each year with certainty. This year the Council received \$1,482 of restricted public support for its home-delivered meals program and \$3,326 of restricted public support for its congregate meals program.

**Miscellaneous** revenues in 2023 include \$2,098 of dividend income from LWCC.

The other revenue sources are insignificant and require no explanation.

**Expenditures**

Total expenditures decreased overall by \$57,972 this year, as shown in the table below.

	% of 2023		% of 2022		Increase/(Decrease)	
	2023	Total	2022	Total	Amount	Percent
Personnel	\$ 367,955	53.69%	\$ 322,227	43.35%	\$ 45,728	14.19%
Fringe	32,218	4.70%	30,063	4.04%	2,155	7.17%
Travel	2,046	0.30%	1,871	0.25%	175	9.35%
Operating Services	118,314	17.26%	114,586	15.42%	3,728	3.25%
Operating Supplies	75,036	10.95%	59,138	7.96%	15,898	26.88%
Other Costs	8,441	1.23%	16,793	2.26%	(8,352)	-49.74%
Meals	44,425	6.48%	68,856	9.26%	(24,431)	-35.48%
Full Service	5,491	0.80%	4,668	0.63%	823	17.63%
Utility Assistance	2,939	0.43%	0	0.00%	2,939	0.00%
Capital Outlay	9,400	1.37%	106,816	14.37%	(97,416)	0.00%
Intergovernmental	6,374	0.93%	6,047	0.81%	327	5.41%
Debt Service	12,646	1.85%	12,192	1.64%	454	3.72%
	<u>\$ 685,285</u>	100.00%	<u>\$ 743,257</u>	100.00%	<u>\$ (57,972)</u>	<u>-7.80%</u>

**Personnel expenditures** increased about 14% when compared to last year. Each year changes in personnel costs will arise primarily because there are fluctuations in hours worked, new hires, and employee attrition. The Council typically employs about 20 people at any given time throughout the year. Several employees received an increase in pay equal to between 10% and 30% during the year.

**Fringe expenditures** increased \$2,155 primarily because FICA taxes increased. FICA taxes increased because personnel costs also increased.

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

**Travel expenditures** increased by \$175 from last year for various reasons, none of which was individually significant.

**Operating service expenditures** increased \$3,728 mainly due to increases in building maintenance (\$3,887), computer consultant (\$4,570), vehicle insurance (\$5,283) and vehicle maintenance (\$6,087). The increases were offset by decreases in dues & subscriptions (\$7,976), accounting (\$5,315) and general liability insurance (\$3,031).

**Operating supplies expenditures** increased by \$15,898 when compared to last year. The main reason for this increase was because the Council purchased more fuel (\$18,116) due to the increase in demand for transportation services.

**Other costs** decreased \$8,352 mainly due to the Council not having the audit and the cost associated with the audit occur during FY23.

**Meals expenditures** decreased \$24,431 because less meals were served. This year the Council served 23,025 home-delivered meals, whereas last year the Council served 26,774. This decrease (15,768 meals) was due to clients being able to return to the congregate meal site rather than receive their meal at home. The Council served 6,636 congregate meals this year whereas it served 11,315 during fiscal year 2022.

**Full-service expenditures** increased by \$823 this year which is not significant.

**Utility Assistance** increased by \$2,939 because this service was not offered in FY22. This service was made possible by the American Rescue Plan (ARP) grant provided through CAAA.

**Capital outlay expenditures** decreased by \$97,416 because the Council only spent about \$6,000 during FY23 on the new building (purchased in FY21) whereas it spent \$106,816 on repairs and updates to the new building during FY22.

**Intergovernmental expenditures** increased by \$327 which is not significant.

**Debt Service expenditures** increased slightly by \$454 which is not significant.

**AN ANALYSIS OF THE GENERAL FUND BUDGET**

During the fiscal year the Council did not amend its budget. However, there are occasions when budget amendments are necessary, such as, to account for unanticipated or significant changes (particularly unfavorable) in revenues and expenditures and to

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
(Continued)**

prevent compliance violations under the Council's grants from GOEA and Capital Area Agency on Aging.

The budget for the year forecasted an operating deficit of \$17,677 whereas the actual results were a deficit of \$15,761 resulting in a favorable variance of \$1,916. In many cases, favorable and unfavorable variances on the various expenditure line items of the General Fund are a result of what has occurred within the operations of the various special revenue funds. The noteworthy variances that caused this overall unfavorable variance are as follows:

- Actual capital outlay expenditures were under budget by \$25,600 because it was decided to postpone some of the building renovations that were originally planned.
- The amount of the Section 5311 reimbursement grant which was allocated to the general fund was \$16,739 less than anticipated because the transportation units provided to those under 60 were much less than expected when compared to those over 60.
- Property tax revenue was \$439 less than budgeted.
- Personnel expenditures were \$18,262 under budget.
- Proceeds from the sale of assets (\$10,000) was not accounted for in the budget as it was not known at the time the budget was prepared.
- Actual transfers out to other programs were over budget by \$34,846.

The remaining variances within the General Fund are within the expectations of management, or are insignificant, and require no further explanation.

**AN ANALYSIS OF CAPITAL ASSET AND DEBT ADMINISTRATION**

At the end of the year, the Council had \$395,625 in total capital assets, net of accumulated depreciation. This amount is a net increase from last year of \$333.

**Capital Assets, Net of Depreciation**

	<b>June 30, 2023</b>	<b>June 30, 2022</b>	<b>Increase (Decrease)</b>
Equipment	5,433	11,100	(5,667)
Building	248,376	248,376	0
Construction in Progress	112,816	106,816	6,000
Land	29,000	29,000	0
	\$ 395,625	\$ 395,292	\$ 333

The Council did not acquire any vehicles this year, nor did it dispose of any vehicles. At

## **MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)**

year-end the Council had three vans titled in its name, which are included in capital assets. Two of these vans were used to deliver meals to homebound persons. The other was not used during FY23 and is expected to be sold next year. All of the vans were operational at year-end. St. Helena Parish Police Jury (PJ) also allows the Council to have full access to eight of its vans to provide public transportation to the residents of the parish.

During FY21 the Council bought a building that it plans to renovate and use as its primary headquarters and a center at which the elderly can visit to receive program services. The building was not put into use this year but management plans to use it in the next fiscal year.

The Council sold the Lego blocks which were originally purchased in April of 2021. The Lego blocks were not approved to be used in the new building. The Council was able to sell the blocks for the same amount they purchased them for (\$10,000).

The increase/decrease column in the chart above considers the cost of the capital asset purchases, minus dispositions of capital assets and related depreciation of the capital assets. Depreciation of vehicles was \$0 and \$2,068 for office equipment.

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

For FY 2024, the management has initially budgeted \$747,135 of revenues and \$766,597 of expenditures creating a budgeted deficit of \$19,462. In setting its budget for FY 2024, it was important to management that at least the same level of service be delivered to clients and the public as were provided in FY 2023.

The Council receives most of its funding from property taxes and federal and state grants. These main revenue sources provide steady income that the Council can rely on from year-to-year. For FY 2024 the Council expects its property tax revenue to approximate \$196,877, which is about the same as FY 2023's revenue. Nothing has come to management's attention to indicate an adverse decline in property tax revenue for next year. In addition, all the Council's grants and contracts from the usual federal and state agencies have been approved for FY 2024.

The budget that was submitted to Capital Area Agency on Aging (CAAA) for the programs that CAAA will fund for FY 2024 has been approved by CAAA.

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

Our financial report is designed to provide governmental agencies and the general public

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**(Continued)**

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 Shelia Creighton, Executive Director at P.O. Box 324, Greensburg, Louisiana 70441 or by phone at (985) 514-4860. Once the Council moves into the new building the contact address will be 183 South Main Street, Greensburg, LA 70441.

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

STATEMENT OF NET POSITION  
 St. Helena Council on the Aging, Inc.  
 Greensburg, Louisiana  
 June 30, 2023

	Governmental Activities
<b>ASSETS</b>	
Current Assets:	
Cash	\$ 121,512
Property taxes receivable	94
Government grants and contracts receivable	35,923
Prepaid insurance	2,382
Prepaid rent	750
Other receivables	186
Prepaid vehicle lease	3,952
Total current assets	164,799
Other Assets:	
Other Asset - prepaid expense for long-term vehicle use	5,751
Total other assets	5,751
Capital Assets:	
Land	29,000
Building	248,376
Construction in Progress	112,816
Other capital assets, net of accumulated depreciation	5,433
Total capital assets	395,625
Total Assets	566,175
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts payable	22,815
Accrued payables	1,071
Note payable - line of credit	64,750
Accrued and withheld payroll taxes	2,755
Current maturities of long-term debt to First Guaranty Bank	4,031
Total current liabilities	95,422
Long-Term Debt:	
Mortgage note payable to First Guaranty Bank, net of current portion	58,105
Total Liabilities	153,527
<b>NET POSITION</b>	
Net investment in capital assets	333,489
Restricted for utility assistance	2,540
Restricted for material aid	8,959
Unrestricted	67,660
Total Net Position	\$ 412,648

The accompanying notes to the basic financial statements are an integral part of this statement.

STATEMENT OF ACTIVITIES

EXHIBIT B

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023

Net (Expense)  
Revenue and  
Increase  
(Decrease) in  
Net Position

Functions/Programs	Program Revenues					Total Governmental Activities
	Direct Expenses	Indirect Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>						
<b>Health, Welfare &amp; Social Services:</b>						
Supportive Services:						
Transportation of the Elderly	\$ 270,614	\$ 110,471	\$ 0	\$ 217,376	\$ 0	\$ (163,709)
Information and Assistance	37,640	15,602	0	7,420	0	(45,822)
Material Aid	4,603	1,908	0	3,525	0	(2,986)
Outreach	178	74	0	0	0	(252)
Telephoning	13,077	5,421	0	3,721	0	(14,777)
Homemaker	0	0	0	0	0	0
Medic Alert Devices	5,491	0	0	3,600	0	(1,891)
Utility Assistance	2,939	0	0	2,160	0	(779)
Transportation Services - nonelderly:						
General Public	15,143	6,183	4,727	10,552	0	(6,047)
Nutrition Services:						
Congregate Meals	57,223	18,730	0	20,161	0	(55,792)
Home Delivered Meals	74,546	17,476	0	25,860	0	(66,162)
Family Caregiver Support	0	0	0	0	0	0
Other Activities	4,666	0	0	0	0	(4,666)
<b>Interest &amp; Penalties</b>	7,395	0	0	0	0	(7,395)
<b>Administration</b>	175,865	(175,865)	0	0	0	0
<b>Total governmental activities</b>	<b>\$ 669,380</b>	<b>\$ 0</b>	<b>\$ 4,727</b>	<b>\$ 294,375</b>	<b>\$ 0</b>	<b>\$ (370,278)</b>
<b>General Revenues:</b>						
Property taxes, net of \$6,374 withheld by the sheriff for pensions					190,064	
Grants and contributions not restricted to specific programs					161,212	
Interest income					360	
Miscellaneous income					2,412	
Gain on sale of assets					3,000	
<b>Total General Revenues</b>						<b>357,048</b>
Increase (Decrease) in net position						(13,230)
Net Position - beginning of the year						425,878
Net Position - end of the year						<b>\$ 412,648</b>

The accompanying notes to the basic financial statements are an integral part of this statement.

**FUND FINANCIAL STATEMENTS**

**FUND BALANCE SHEET  
GOVERNMENTAL FUNDS**

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
June 30, 2023

	<u>General Fund</u>	<u>Title III B Fund</u>	<u>Title III C-1 Fund</u>	<u>Title III C-2 Fund</u>	<u>Non-Major Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>						
Cash	\$ 109,327	\$ 0	\$ 0	\$ 12,185	\$ 0	\$ 121,512
Property tax receivable	94	0	0	0	0	94
Government Grants and Contracts Receivable:						
St. Helena Parish Police Jury - (Section 5311)	1,111	19,849	0	0	0	20,960
Capital Area Agency on Aging (CAAA)	0	10,032	2,931	2,000	0	14,963
GOEA - MIPPA funds	0	0	0	0	0	0
Prepaid insurance	2,382	0	0	0	0	2,382
Prepaid rent	750	0	0	0	0	750
Other receivables	186	0	0	0	0	186
Due from other governmental funds	24,067	0	0	0	0	24,067
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Assets	<u>\$ 137,917</u>	<u>\$ 29,881</u>	<u>\$ 2,931</u>	<u>\$ 14,185</u>	<u>\$ 0</u>	<u>\$ 184,914</u>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Current Liabilities</b>						
Accounts payable	\$ 327	\$ 6,796	\$ 1,553	\$ 14,139	\$ -	\$ 22,815
Accrued payables	1,071	0	0	0	0	1,071
Note payable - line of credit	64,750	0	0	0	0	64,750
Accrued and withheld payroll taxes	2,313	347	49	46	0	2,755
Due to other governmental funds	0	22,738	1,329	0	0	24,067
Total Liabilities	<u>68,461</u>	<u>29,881</u>	<u>2,931</u>	<u>14,185</u>	<u>0</u>	<u>115,458</u>
<b>Fund Balances</b>						
Nonspendable - prepaid expenditures	3,132	0	0	0	0	3,132
Restricted for utility assistance	2,540	0	0	0	0	2,540
Restricted for material aid	8,959	0	0	0	0	8,959
Unassigned	54,825	0	0	0	0	54,825
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Fund Balances	<u>69,456</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>69,456</u>
Total Liabilities and Fund Balances	<u>\$ 137,917</u>	<u>\$ 29,881</u>	<u>\$ 2,931</u>	<u>\$ 14,185</u>	<u>\$ 0</u>	
<b>Amounts reported for governmental activities in the statement of net position are different because:</b>						
- Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental funds						395,625
- Prepaid expenses relating to vehicle usage are not financial resources and therefore are not reported as assets in the governmental funds						9,703
- Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds as liabilities						<u>(62,136)</u>
<b>Net Position of Governmental Activities</b>						<u>\$ 412,648</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS

St. Helena Council on the Aging, Inc.

Greensburg, Louisiana

For the year ending June 30, 2023

	General Fund	Title III B Fund	Title III C-1 Fund	Title III C-2 Fund	Nonmajor Funds	Total Governmental Funds
<b>REVENUES</b>						
Intergovernmental	\$ 171,464	\$ 237,802	\$ 16,835	\$ 24,378	\$ 0	\$ 450,479
Property tax	196,438	0	0	0	0	196,438
Program service fees	4,727	0	0	0	0	4,727
Public Support	300	0	3,326	1,482	0	5,108
Interest Income	360	0	0	0	0	360
Miscellaneous	2,412	0	0	0	0	2,412
Total revenues	<u>375,701</u>	<u>237,802</u>	<u>20,161</u>	<u>25,860</u>	<u>0</u>	<u>659,524</u>
<b>EXPENDITURES</b>						
<b>Health, Welfare, &amp; Social Services:</b>						
Current:						
Personnel	12,149	278,865	43,002	33,939	0	367,955
Fringe	1,069	24,318	3,788	3,043	0	32,218
Travel	66	1,485	317	178	0	2,046
Operating Services	4,573	89,467	8,901	15,373	0	118,314
Operating Supplies	6,052	55,591	6,777	6,616	0	75,036
Other Costs	2,694	4,477	951	319	0	8,441
Meals	0	0	12,038	32,387	0	44,425
Full Service	0	5,491	0	0	0	5,491
Utility Assistance	0	2,939	0	0	0	2,939
Capital Outlay	9,400	0	0	0	0	9,400
Intergovernmental	6,374	0	0	0	0	6,374
Debt Service - principal & interest	12,646	0	0	0	0	12,646
Total expenditures	<u>55,023</u>	<u>462,633</u>	<u>75,774</u>	<u>91,855</u>	<u>0</u>	<u>685,285</u>
Excess of revenues over (under) expenditures	<u>320,678</u>	<u>(224,831)</u>	<u>(55,613)</u>	<u>(65,995)</u>	<u>0</u>	<u>(25,761)</u>
<b>OTHER FINANCING SOURCES (USES)</b>						
Proceeds from sale of assets	10,000	0	0	0	0	10,000
Operating transfers in	0	224,831	55,613	65,995	0	346,439
Operating transfers out	<u>(346,439)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(346,439)</u>
Total other financing sources (uses)	<u>(336,439)</u>	<u>224,831</u>	<u>55,613</u>	<u>65,995</u>	<u>0</u>	<u>10,000</u>
Net increase (decrease) in fund balances	<u>(15,761)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(15,761)</u>
<b>FUND BALANCE (DEFICIT)</b>						
Beginning of year	<u>85,217</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>85,217</u>
End of year	<u>\$ 69,456</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 69,456</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

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

**St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023**

Net Increase (Decrease) in Fund Balances - Total Governmental Funds	\$ (15,761)
Governmental funds report the amounts the Council expends as local "matching" funds on capital assistance grants, which results in another government obtaining title to the capital assets acquired under the grants, as intergovernmental expenditures. However, because the Council gets to use the capital assets in lieu of having paid the required local match, the Council records the amounts it paid in the Statement of Net Assets as a prepaid expense, which will be amortized over the estimated useful lives of the capital assets. This reconciling amount represents the amount by which amortization expense (\$3,951) exceeded intergovernmental expenditures for van match (\$0) this year.	(3,951)
The repayment of the principal portion of long-term debt is reported as an expenditure when due in governmental funds but as a reduction of principal outstanding in the statement of activities.	6,150
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of capital assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay expenditures (\$9,400) exceeds depreciation expense (\$2,068) in this year.	7,332
When capital assets are disposed there could be a gain or loss on the disposition, which is included within the Statement of Activities. However, governmental funds do not present gains or losses on the disposition of capital assets because they do not represent inflows or outflows of financial resources. This reconciling item represents the book value of the asset at the time it was disposed.	(7,000)
Increase (Decrease) of Net Position of Governmental Activities	<u>\$ (13,230)</u>

The accompanying notes to the basic financial statements are an integral part of this statement.

**NOTES TO THE FINANCIAL STATEMENTS**

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**June 30, 2023**

**Note 1 - Purpose of the Council on Aging and Summary of Significant Accounting Policies**

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

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

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

The primary services provided by the Council to the elderly residents of St. Helena Parish include congregate and home-delivered meals, transportation, supportive services information and assistance, material aid, outreach, homemaker, medic alert devices, telephoning, and family caregiver support information and assistance.

## b. Reporting Entity

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

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

St. Helena Council on the Aging, Inc. (the Council) is a legally separate, non-profit, quasi-public corporation. The Council received its charter from the Governor of the State of Louisiana on March 19, 1973 and began operations on October 29, 1973, the date in which it filed its articles of incorporation with the Secretary of State's office.

A board of directors, consisting of 11 voluntary members, who serve three-year terms, governs the Council. Each board member can serve no more than two consecutive terms. 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. Reasonable efforts are made to maintain a board of directors whose composition will be representative of the population of St. Helena Parish. Board members are elected by the general membership of the Council. Membership in the Council is open at all times, without restriction, to all residents of St. Helena 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 section 2100, *The Financial Reporting Entity*, of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, the Council is not a component unit of another primary government, nor does it have any component units that are related to it. Accordingly, the Council has presented its financial statements as a special-purpose, stand-alone government by applying the provisions of section 2100 as if it were a primary government.

## c. Basis of Presentation of the Basic Financial Statements

The Council's basic financial statements consist of *government-wide* financial statements on all activities of the Council, which are designed to report the Council as a whole entity, and *fund* financial statements, which report individual major

governmental funds and combined nonmajor governmental funds.

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

### Government-Wide Financial Statements

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

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

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

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. The Statement of Activities begins by presenting gross direct and indirect expenses that includes depreciation, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and restricted contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants.

Direct expenses reported in the Statement of Activities are those that are clearly identifiable with a specific function or program, whereas, the Council allocates its

indirect expenses among various functions and programs in accordance with *Title 2 U.S. Code of Federal Regulations Part 200, - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The Statement of Activities shows this allocation in a separate column labeled *indirect expenses*.

In the Statement of Activities, charges for services represent program revenues obtained by the Council when it renders services provided by a specific function or program to people or other entities. The Council did not charge for any of the services it rendered during the year, except for when it provided nonelderly public transportation. Property taxes, unrestricted contributions, unrestricted grants, interest income, and miscellaneous revenues that are not included among program revenues are reported instead as general revenues in this statement. If a function or program has a net cost, then it was supported in some manner by the Council's general revenues. Special items, if any, are significant transactions within the control of management that are either unusual in nature or infrequent in occurrence and are separately reported below general revenues. The Council did not have any special items this year.

### **Fund Financial Statements**

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

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

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

least 10% of the corresponding total for all funds of that category or type. In addition, management may also choose to report any other governmental fund as a major fund if it believes the fund is particularly important to financial statement users. For this year, no additional funds were deemed to be major funds by management. The nonmajor funds are summarized (aggregated) by category or fund type into a single column in the fund financial statements.

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

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

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

#### **Local Programs and Funding**

The Council receives revenues that are not required to be accounted for in a specific program or fund such as proceeds from a property tax assessment by St. Helena Parish, interest income earned on unassigned fund balances, and unrestricted donations from the general public. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are generally unrestricted, which means they may be used at the Council's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

#### **PCOA Funding**

Parish Council on Aging (PCOA) funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the Governor's Office of Elderly Affairs (GOEA). The Council's management may use these *Act 735* funds at its discretion to fund any of its programs provided the program is benefiting elderly

people (those who are at least 60 years old). In FY 2023, the Council received \$100,000 of PCOA grant money into its General Fund and management transferred all of these funds to the Title III B fund to subsidize the cost of providing those services supported by that fund.

### **Senior Center and Supplemental Senior Center Funding**

Senior Center and Supplemental Senior Center grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for costs of operating community service centers where elderly people are receiving supportive social services and participating in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The Council maintained one senior center (Dennis Mills) during FY23. During the year, the Council received a primary *Senior Center* award of \$50,000 which was received into its General Fund and then the Council transferred \$20,000 to the Title III B Fund to subsidize the cost of providing supportive services and \$30,000 to the Title III C-1 Fund to help support the cost of providing meals served at the senior center. In addition, two *Supplemental Senior Center* awards were made to the Council. One of the awards was for \$3,100 and the second award was for \$7,812.50. Both amounts were received into the General Fund and then transferred to the Title III C-1 Fund to help subsidize the cost of providing congregate meals.

### **Transportation Program Services - Nonelderly**

The Council provides transportation services to the residents of St. Helena Parish who are under 60 years old for a fee. These program service fees and their related costs are accounted for within the *Nonelderly Transportation* program of the General Fund. In contrast, transportation services provided to residents who are at least 60 years old are accounted for in the *Elderly Transportation* program of the Title III B Fund. This year the Council generated \$4,727 of fees from the *Nonelderly Transportation* program. About 5% of all trips this year involved people who were under 60 years old.

### **Medicare Improvement for Patients and Providers Act (MIPPA) Program**

The MIPPA program funds are usually accounted for within the Council's General Fund. The purpose of this program is to provide education and enrollment assistance with regards to the Medicare Improvements for Patients and Provider's Act of 2008 to persons eligible to receive Medicare benefits. The Council did not provide this service in FY23 so they did not receive any of these funds. In order to have received these funds, the Council would have had to provide services which consist of hosting

outreach, enrollment, and education events in accordance with the specifications, procedures, and requirements outlined in the MIPPA Grant Taxonomy. No MIPPA services were provided this year.

### Utility Assistance

This program provides utility assistance to elderly, disabled, and handicapped people that qualify for assistance. In past years, the Council used to participate with utility companies to provide this assistance but now the Council must rely on occasional contributions from the general public to provide utility assistance. The money available for utility assistance represents unspent funds carried over from past years.

Any contributions received for this program are considered restricted public support and can only be used to pay for direct services. No indirect or administration expenses can be paid with the funds received.

**Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term *proceeds of specific revenue sources* establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

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

#### Major Special Revenue Funds:

##### Title III B Fund

The Title III B Fund is used to account for funds used to provide various units of supportive social services to the elderly. The main sources of the revenue forming the basis for this fund are as follows:

- A grant from GOEA via CAAA for *Special Programs for the Aging – Title III, Part B\_ Grants for Supportive Services and Senior Centers* (\$31,478).
- CAAA also provided \$17,787 in American Rescue Plan (ARP) grant funds to supplement the primary grant. ARP grant funds are not expected to continue after FY24.
- A grant from the Louisiana Department of Transportation and Development (DOTD) which is passed through the St. Helena Parish Police Jury (PJ) to the Council for rural transportation services. This grant is commonly referred to as

Section 5311 and generally reimburses the Council 50% of the cost of providing rural transportation services although in FY23 the reimbursement was 100% for the first half of the fiscal year (July 2022 to December 2022) and 50% the second half of the fiscal year (January 2023 to June 2023). The portion (\$188,537) of this grant that was used to pay for the rural transportation costs for elderly riders has been recorded as revenue in this fund. This year about 95% of the trips provided involved elderly people.

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

<u>Type of Service Provided</u>	<u>Units</u>
Information and Assistance	493
Medic Alert Devices	127
Material Aid	185
Telephoning	1,547
Transportation for people age 60 or older	6,179

**Title III C-1 Fund**

The Title III C-1 Fund accounts for funds used to provide meals and nutrition education in a group setting to people age 60 or older at strategically located senior centers throughout St. Helena Parish. The Council’s senior center is located at Dennis Mills and was open all year. The Council reported to CAAA that it provided 6,636 meals and 17 units of nutrition education at the senior center during FY23.

The usual sources of revenues received that form the basis of this fund are (1) *Special Programs for the Aging – Title III, Part C-1 – Nutrition Services* grant funds from GOEA via CAAA (\$9,679), (2) restricted, voluntary public support from those persons who received congregate meals (\$3,276) and (3) \$50 from a public donor.

CAAA also provided \$7,156 in American Rescue Plan (ARP) grant funds to supplement the primary grant. ARP grant funds are not expected to continue after FY24.

**Title III C-2 Fund**

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year, the Council reported to CAAA that it provided 23,025 home-delivered meals and 23 units of nutrition education to eligible participants.

The sources of revenue received this year that form the basis of this fund are as follows:

- A grant from CAAA for *Special Programs for the Aging – Title III, Part C-2 – Nutrition Services* (\$24,378), and
- Restricted, voluntary public support (\$1,482) from those persons who received home-delivered meals.

**Nonmajor Special Revenue Funds:**

**Title III E Fund**

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and for grandparents or older individuals who are relative caregivers. During the year, the Council reported to CAAA that it did not provide any units of information and assistance to eligible participants. The main source of the revenue forming the basis for this fund is usually a grant the Council receives from GOEA via CAAA for the *Title III, Part E – National Family Caregivers Support Program* which the Council did not receive during FY23 but does expect to receive in future years.

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

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

• **Government-wide Financial Statements – Accrual Basis**

The 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 are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

• **Fund Financial Statements – Modified Accrual Basis**

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating

statements of the funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. *Measurable* means the amount of the transaction can be determined and *available* means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be *available* if they are collected within sixty days of the current fiscal year-end.

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

**e. Interfund Activity**

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

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

**f. Cash**

Cash includes not only currency on hand, but demand deposits with banks or other financial institutions. Cash is reported at its carrying value, which approximates its fair value.

For the purposes of the Statement of Net Position, restricted cash are amounts received or earned by the Council with an explicit understanding between the Council and the resource provider that the resource would be used for a specific purpose. At year-end, the line item *Cash* on the Statement of Net Position is comprised of restricted cash of \$11,499 and an unrestricted cash of \$110,013. The Council has presented restricted cash as a component of current assets in the Statement of Net Position because it is available for use in current operations.

**g. Receivables**

This year management estimates that all receivables presented will be collected and has not provided an allowance for uncollectable amounts. However, if management becomes aware of information at a later date that would change its assessment about the collectability of any receivable, management would write-off the receivable as a bad debt at that time.

**h. Investments**

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

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

**i. Prepaid Expenses/Expenditures**

In the government-wide financial statements prepaid expenses include amounts paid in advance for goods and services. Prepaid expenses are shown as either current or other assets on the government-wide Statement of Net Position, depending on when management expects to realize their benefits.

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

For purposes of presenting prepaid expenses in the government-wide statements, the

Council will follow the same policy it uses to record prepaid expenditures in the fund financial statements with one exception. Disbursements made as *matching* payments to acquire vehicles that are titled to another governmental entity are recorded as a prepaid expense and amortized in the Statement of Net Position to better present the substance of this type of transaction and to keep from distorting the Council's transportation expenses in the Statement of Activities. In contrast, 100% of the *matching* payments are reported in the fund financial statements as intergovernmental expenditures when the vehicles are received. The Council did not acquire any new vehicles during FY23.

**j. Capital Assets**

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

**Government-Wide Financial Statements**

Capital assets are long-lived assets purchased or acquired with an original cost of at least \$1,000 and have an estimated useful life of greater than one year. When purchased or acquired, these assets are recorded as capital assets in the government-wide statement of Net Position. If the asset was purchased, it is recorded in the books at its cost. If the asset was donated, then it is recorded at its estimated fair market value at the date of donation. Capital assets will also include major repairs to equipment and vehicles that significantly extend the asset's useful life. Routine repairs and maintenance are expensed as incurred.

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

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

Vehicles	5 years
Computer equipment	5 years
Office Furniture & Fixtures	7-10 years
Nutrition equipment	10 years
Leasehold improvements	20 years

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

**Fund Financial Statements**

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

**k. Non-Current (Long-term) Liabilities**

The accounting treatment of non-current liabilities depends on whether they are reported in the government-wide or fund financial statements. In the *government-wide* financial statements, all non-current liabilities that will be repaid from governmental resources are reported as liabilities in the government-wide statements. In the *fund* financial statements, non-current liabilities for governmental funds are not reported as liabilities or presented anywhere else in these statements.

The Council had one long-term liability at year-end, which was a note payable to First Guaranty Bank. This note arose when the Council purchased a building during fiscal year 2021 and financed \$75,000 of the total purchase price. The unpaid principal balance of the loan will be presented in the government-wide Statement of Net Position, but not in the fund Balance Sheet. See Note 8 for more details.

**l. Unpaid Compensated Absences**

The Council's annual leave policy requires employees to consume any annual leave they might earn within the Council's fiscal year. In other words, an employee must

*use or lose* any earned leave on or before June 30<sup>th</sup> of every year. In contrast, the Council's sick leave policy allows an employee to carryover up to thirty days of sick leave. However, upon termination the employee is not paid for any unused sick leave. As a result, the Council has not accrued a liability for any unused annual or sick leave in the financial statements. The Council's management has this policy to minimize the Council's exposure to a liability for which the Council may not have the funds to pay.

**m. Advances from Funding Agencies**

Advances from funding agencies represent unexpended balances of grants awarded to the Council that are required to be returned to the funding agencies at the end of the grant period. Grant funds due back to a funding agency are recorded as a liability when the amount due becomes known, normally when a final accounting is submitted to the funding agency. At year-end, the Council did not have any advances from GOEA, CAAA, or any other funding agency.

**n. Deferred Revenue Other Than Property Taxes**

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

**o. Deferred Property Tax Revenue**

Deferred property tax revenue represents taxes expected to be collected but not within 60 days after the end of the Council's fiscal year for which the taxes were levied. Deferred property tax revenues are reported on the Balance Sheet of the fund financial statements, but not on the Statement of Net Position, because the related revenues are recognized in the Statement of Activities using the full accrual basis of accounting. In subsequent periods when the deferred property tax revenues are collected, the deferral is removed from the Balance Sheet of the fund financial statements and revenues are recognized. The Council did not present any amounts this year as deferred property tax revenue because management believes little, if any, additional property tax revenue will be collected after August 31, 2023 for the 2022 property tax assessment.

**p. Deferred Outflows and Inflows of Resources**

Deferred outflows represent the consumption of the Council's net position that is applicable to a future reporting period. Deferred inflows represent the acquisition of net position that is applicable to a future reporting period. The Council did not have any deferred outflows or inflows of resources to report in the financial statements this year.

**q. Net Position in the Government-wide Financial Statements**

Net position represents the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources.

The Council reports three categories of net position, as follows:

- *Net investment in capital assets* - This component of net position consists of capital, net of accumulated depreciation and reduced by the outstanding debt attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in this component of net position. Rather, that portion of the debt is included in the same component of net position as the unspent proceeds. At year-end, the Council's net investment in capital assets has been reduced by \$68,286 of related debt used to acquire a building.
- *Restricted net position* - This component reports the amount of net position with externally imposed constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- *Unrestricted net position* - This component is the balance (deficit) of all other elements in the statement of net position remaining after net investment in capital assets and restricted net position.

**r. Fund Equity - Fund Financial Statements**

Governmental fund equity is classified as *fund balance*, which is classified based on the relative strength of the spending constraints placed on how the fund balance resources can be used, as follows:

## Exhibit F - Continued

- *Nonspendable*: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Generally, management classifies prepaid expenditures as being nonspendable as this item is not expected to be converted to cash.
- *Restricted*: This classification includes amounts for which constraints have been placed on the use of resources and are either:
  - Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or
  - Imposed by law through constitutional provisions or enabling legislation.
- *Committed*: This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action (resolution) of the Council's board of directors, which is the Council's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the board of directors removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements. The Council did not have any committed resources at year-end.
- *Assigned*: This classification includes spendable amounts that are reported in governmental funds *other than the General Fund*, that are neither restricted nor committed, and amounts in the General Fund that are intended to be used for a specific purpose. The intent of an assigned fund balance should be expressed by the Council's (1) board of directors, (2) its finance committee, or (3) an official, such as the Executive Director, to which the board of directors has delegated the authority to assign amounts to be used for a specific purpose. The Council did not have any assigned fund balance at year-end.
- *Unassigned*: This classification is the residual fund balance or deficit for the General Fund and represents the amount that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

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

**s. Management's Use of Estimates**

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

**t. Allocation of Indirect Expenses**

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

**u. 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.

**v. Special Items**

Special items are significant transactions or events that are either unusual in nature or infrequent in occurrence and that are within the control of the Council's management. Within the control of management does not necessarily mean that management did control the transaction. It simply means that management could control it. Special items, if applicable, will be reported separately in both the government-wide statement of activities and the governmental fund statements of revenues,

expenditures, and changes in fund balances. This year the Council had no special items to report.

**Note 2 - Revenue Recognition**

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

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

**Note 3 - Revenue Recognition - Property Tax**

The Council receives funds from a property tax that was adopted by the voters of St. Helena Parish on October 4, 2008 to specifically provide money to finance the Council's operations. The St. Helena Parish Assessor began assessing the ten-year property tax in 2009 and continued to do so through 2018. On November 8, 2016 the voters of St. Helena Parish renewed this tax for another ten years (through 2028). The tax is based upon the assessed (appraised) value, less homestead exemptions, on all real and business personal property located within the Parish. The 1<sup>st</sup> day of January preceding the annual levy date (November 15<sup>th</sup>) is used as the date to value the property subject to tax and make the annual assessment.

The gross assessed value as of January 1, 2022, of the certified roll was \$74,299,950. After applying homestead exemptions and other reductions of \$18,841,867, the net assessed value upon which the Council's property tax was computed was \$55,458,803.

The Council's management elected to have the Parish assess the millage of 3.55 mills for tax year 2022. Accordingly, management initially accrued property tax revenue of \$196,877. Subsequently, \$142 of adjustments were made by the sheriff for supplements, reductions, adjudicated/exempt taxes and refunds. Accordingly, the Council's gross property tax revenue was adjusted to \$196,735. In addition, the Council also collected \$103 of previously unpaid property taxes and wrote off \$400 of property tax revenue this year. As a result, the adjusted property tax revenue presented in this year's financial statements is \$196,438.

Property taxes are levied in November and are considered delinquent if not paid by December 31 (the lien date). Most of the property taxes are collected during the months of December, January, and February. The St. Helena Parish Sheriff acts as the collection agent for the Parish's property taxes. The Sheriff will have a *tax sale* each year to collect as much of the taxes due as possible. The tax sale date for St. Helena Parish for the 2022 tax assessment was May 17, 2023 and the tax liens were recorded on May 24<sup>th</sup> and 25<sup>th</sup> of 2023.

For the fund financial statements, property taxes are recorded as receivables and deferred revenues at the time the tax levy is billed. As the taxes are collected and remitted to the Council, they are recorded as revenues in accordance with the modified accrual basis of accounting. The Council also has a policy of accruing as current year revenues any property taxes it receives within 60 days of year-end because it considers those amounts to be measurable and available. In addition, the Council did not present any amounts this year as deferred property tax revenue because management estimates little, if any, property taxes will be collected after August 31, 2023 for the 2022 property tax assessment.

For purposes of accruing property tax revenues in the government-wide financial statements, the Council follows the full accrual basis of accounting. This requires the Council to recognize property tax revenue based on the net assessed value provided by the Parish's assessor less any allowance for uncollectible amounts. Deferred property tax revenue is not recognized in the government-wide statements in contrast to the fund financial statements. If the fund financial statements do not present any amounts for deferred property tax revenues, then the amount of property tax revenues presented in the government-wide statements and the fund financial statements will be the same, which is the case this year.

Property tax revenues of \$196,438 on the fund financial Statement of Revenues, Expenditures, and Changes in Fund Balances (Exhibit D) have not been reduced by \$6,374 withheld by the Sheriff for *on-behalf payments for fringe benefits*, which represent the Council's pro rata share of pension plan contributions for the following governmental agencies:

Assessor's retirement fund	\$ 749
Clerks' of Court Retirement & Relief Fund	560
District Attorney's Retirement System	448
Municipal Employee's Retirement System	560
Parochial Employees' Retirement System	560
Registrar of Voters Employees' Retirement System	140
Sheriffs' Pension & Relief Fund	1,119
Teachers' Retirement System	2,238
Total	<u>\$ 6,374</u>

Instead, the \$6,374 has been presented as intergovernmental expenditures on Exhibit D. In contrast, for purposes of the government-wide Statement of Activities (Exhibit B), property tax revenues of \$196,438 were reduced by the \$6,374 of on-behalf payments to present a net amount of \$190,064 for general revenues. See Note 10 to these financial statements for more information.

**Note 4 - Cash Management and Deposits**

The Council maintains a consolidated operating bank account at First Guaranty Bank, which is available for use by all funds to deposit revenues and pay expenses. The purpose of this consolidated account is to reduce administration costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds. The Council added an additional checking account during FY23 which holds no more than \$1,500 at any given time. The purpose of this account is to facilitate the director’s ability to pay for travel expenses related to training conferences or other unexpected expenses that require larger amounts than the regular petty cash.

The Council maintains a \$200 petty cash fund to pay for small, unexpected expenses that might arise during daily operations.

The Council's policy is to follow state law in an effort to minimize risks associated with bank deposits that exceed those currently covered by FDIC insurance. Currently, only the first \$250,000 of deposits at each bank are covered by FDIC insurance. At year-end, all of the bank balances were insured 100% by federal depository insurance thereby making them a Category 1 type credit risk.

Cash	Cost	Fair Value	Interest Rate	Maturity	Credit Risk Category
Cash:					
First Guaranty Bank #1	\$ 121,178	\$ 121,178	None	Demand	Category 1
First Guaranty Bank #2	\$ 134	\$ -			
Petty Cash	200	200	None	N/A	None
<b>Total Cash</b>	<b>\$ 121,512</b>	<b>\$ 121,378</b>			
Unrestricted Purpose	\$ 110,013				
Restricted Purpose:					
Material Aid	8,959				
Utility Assistance	2,540				
<b>Total Cash</b>	<b>\$ 121,512</b>				

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

**Note 5 - Government Grants and Contracts Receivable**

Government grants and contracts receivable represent amounts owed to the Council under a grant award or contract with a provider of federal, state, or local funds.

At year end, the Council had \$35,923 of government grants and contracts receivable as follows:

- \$20,960 from the St. Helena Parish Police Jury relating to amounts reimbursable under the Section 5311 rural transportation grant (which originates with DOTD).
- \$14,963 from Capital Area Agency on Aging related to Title IIIB supportive services (\$10,032), Title III C-1 Congregate Meals (\$2,931), and Title III C-2 Home Delivered Meals (\$2,000).

**Note 6 - Prepaid Expenditures and Expenses**

At year-end, the Council had \$3,132 of prepaid expenditures related to insurance premiums (\$2,382) and prepaid rent (\$750) reported on the Fund Balance Sheet.

In contrast, prepaid expenses in the Statement of Net Position consisted of the following:

	Current Portion	Noncurrent Portion
Prepaid Insurance	\$ 2,382	\$ 0
Prepaid Rent	750	-
Unamortized vehicle usage	3,952	5,751
Total prepaid expenses	<u>\$ 7,084</u>	<u>\$ 5,751</u>

The current portion of prepaid expenses represents the amount that management expects the Council to consume and economically benefit from in the next fiscal year. The noncurrent portion represents the amount that will be amortized in future years.

The difference, if any, between prepaid expenditures and prepaid expenses arises from transactions wherein the Council has put up (in previous years) *matching funds* under capital assistance grants the St. Helena Parish Police Jury (PJ) entered into with the Louisiana Department of Transportation and Development (DOTD) to acquire vehicles. The vehicles are titled in the name of the PJ, but the Council uses the vehicles for its

transportation programs and must pay for all the operating costs. The funds the Council expends as *matching funds* are first recorded as van deposits in its fund Balance Sheet when the funds are remitted to DOTD. Upon delivery of the vehicles to the COA, the deposits are reversed as intergovernmental expenditures in the Council's fund financial statements. However, in the government-wide financial statements, the *matching funds* are classified as prepaid expenses and amortized over the estimated useful lives of the vehicles (100,000 miles - approximately 60 months). The Council's management believes presenting the matching transactions in this manner in the government-wide financial statements best presents the economics of the transactions. No written lease exists between the PJ and the Council that sets forth the terms of the agreement to use the PJ's vehicles. However, this type of cooperative endeavor agreement to provide similar general public transportation in other parishes in Louisiana has been used for many years.

**Note 7 - Changes in Capital Assets and Accumulated Depreciation**

A summary of changes in capital assets that are being depreciated and their related accumulated depreciation is as follows:

Capital Assets Being Depreciated	Balance June 30, 2022	Additions	Decreases	Balance June 30, 2023
Vehicles	\$ 59,406	\$ 0	\$ 0	\$ 59,406
Office furniture and equipment	24,099	3,400	(10,000)	17,499
<b>Total Capital Assets</b>	<b>83,505</b>	<b>3,400</b>	<b>(10,000)</b>	<b>76,905</b>
Less Accumulated Depreciation:				
Vehicles	59,406	0	0	59,406
Office furniture and equipment	12,999	2,068	(3,000)	12,067
<b>Total Accumulated Depreciation</b>	<b>72,405</b>	<b>2,068</b>	<b>(3,000)</b>	<b>71,473</b>
<b>Capital Assets Net of Depreciation</b>	<b>\$ 11,100</b>	<b>\$ 1,332</b>	<b>\$ (7,000)</b>	<b>\$ 5,432</b>

All the Council's vehicles are operational at year-end. The Council's management has also reviewed the other capital assets and believes none are impaired as of year-end.

The Council also acquired a new building (\$248,376) and land (\$29,000) during FY21 which the Council made minor changes to during FY23 and, as of year end, the updates and repairs were not complete. The building was not placed in service as of year-end and therefore, was not depreciated, but is a component of capital assets. Construction in progress for the new building is listed at June 30, 2023 is \$112,816.

Depreciation was charged to governmental activities in Exhibit B as follows:

**Exhibit F - Continued**

Administration	\$ 1,680
Supportive Services - elderly transportation	368
Transportation of the nonelderly	20
Total depreciation expense for governmental activities	\$ 2,068

The \$1,680 of depreciation associated with the administration function relates to capital assets that essentially serve all functions. The depreciation amounts (\$388) are charged as direct expenses to their related functions on the Statement of Activities.

**Note 8 - Long-term Debt**

On March 4, 2021 the Council purchased a building with a total cost of \$277,376 of which \$200,000 was donated to the Council by the seller, \$75,000 was financed with proceeds from a loan from First Guaranty Bank, and the remaining \$2,376 was paid in cash by the Council. The terms of the loan require the Council to pay \$616.93 monthly for 59 months beginning April 12, 2021 with a balloon payment of \$57,246 due March 12, 2026. The loan bears interest at an annual rate of 5.5% and the building is the security for the loan. The interest paid this year on the note was \$3,653.

The loan activity of the fiscal year is as follows:

The loan activity of the fiscal year is as follows:

Beginning balance	\$ 68,286
Principal payments	(6,150)
Ending Balance	\$ 62,136

Future maturities of the principal balance on this note payable at year-end are as follows:

	Principal	Interest	Total
FY 2024	\$ 4,031	\$ 3,373	\$ 7,404
FY 2025	4,271	3,133	7,404
FY 2026	53,834	2,184	56,018
Total	\$ 62,136	\$ 8,690	\$ 70,826

**Note 9 - Fund Balances - Fund Financial Statements**

At year-end, none of the special revenue funds had any remaining fund balance. The fund balances of the special revenue funds are cleared out at year-end to comply with the administration and accounting policies of the grantor agencies that have awarded the Council certain grants.

The Council's General Fund had a fund balance at year-end of \$69,456. The composition of the fund balance is presented on the face of Exhibit C - Fund Balance Sheet.

**Note 10- On-Behalf Payments for Fringe Benefits**

Because the Council is one of several governmental agencies receiving proceeds from a property tax assessment, state law (Revised Statute 11:82) requires the Council to bear a pro-rata share of the pension expense relating to various statewide public retirement systems (see Note 3 for a detailed list). The Council's pro-rata share of the required contribution was \$6,374 that was withheld by the St. Helena Parish Sheriff from property tax collections to satisfy the Council's obligation. The Sheriff withholds the entire amount of this obligation in December each year even though some of the property tax assessments may be decreased later or never be collected. None of the Council's employees participate in or benefit from any pension plan relating to this expenditure.

**Note 11- In-Kind Contributions**

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

The in-kind contributions that the Council received during the year consisted primarily of free rent and utilities relating to the use of the main administration office in Greensburg and senior center at Dennis Mills.

Starting March 1, 2020, the Council moved into a new administrative building located at 53 South Main St. in Greensburg. The rent for this building is \$1,500 per month of which the Parish pays half (\$750) on-behalf of the Council.

**Note 12 -Board of Directors' Compensation**

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

**Note 13 - Income Tax Status**

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

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

**Note 14 - Lease and Rental Commitments**

On March 22, 2022 the Council entered into a month to month lease agreement with Robert J. Carter to lease a building to be used as the administrative office. The terms of the lease require the Council to pay \$750 per month.

**Note 15 - Judgments, Claims, and Similar Contingencies**

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

**Note 16 - Contingencies - Grant Programs**

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year end may be impaired. In management's opinion, there are no significant 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 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 17 -Economic Dependency**

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

The Council also receives a significant amount of revenue from its property tax. If the property in St. Helena Parish were to be assessed at lower values due to natural disaster or another unpredictable event, the amount of property tax revenue that the Council receives could be adversely affected. Management is not aware of any actions or events that will adversely affect next year's property tax revenue

**Note 18 -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 (workman's compensation insurance); and natural disasters. The Council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage from the prior year. No settlements were made during the current or prior three fiscal years that exceeded the Council's insurance coverage.

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

The Council does not provide any type of personal health insurance coverage to its employees.

**Note 19 - Interfund Receivables and Payables - Fund Financial Statements**

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. A summary of these interfund loans, at year-end, is as follows:

	<u>Receivable From</u>	<u>Payable To</u>
General Fund:		
Major Funds:		
Title III B	\$ 22,738	\$ 0
Title III C-1	1,329	0
Nonmajor Funds in the aggregate	0	0
Totals for the General Fund	<u>\$ 24,067</u>	<u>\$ 0</u>
Special Revenue Funds:		
Major Funds:		
Title III B:		
General Fund	\$ 0	\$ 22,738
Title III C-1:		
General Fund	0	1,329
Nonmajor Funds in the aggregate:		
General Fund	0	0
Totals for All Funds	<u>\$ 24,067</u>	<u>\$ 24,067</u>

Note 20 - Interfund Transfers

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

	Operating Transfers	
	In From	Out To
General Fund:		
Title III B Fund	\$ 0	\$ 224,831
Title III C-1 Fund	0	55,613
Title III C-2 Fund	0	65,995
Total General Fund	0	346,439
Title III B - Fund:		
General Fund - local funds	\$ 104,831	\$ 0
General Fund - PCOA regular grant	100,000	0
General Fund - Senior Center grant	20,000	0
Total Title III B Fund	224,831	0
Title III C-1 Fund:		
General Fund - Senior Center grant	\$ 30,000	\$ 0
General Fund - Sup. Senior Center grant 1	3,100	0
General Fund - Sup. Senior Center grant 2	7,812	0
General Fund - local funds	14,701	0
Total Title III C-1 Fund	55,613	0
Title III C-2 - Fund:		
General Fund - local funds	\$ 65,995	\$ 0
Total Title III C-2 Fund	65,995	0
Nonmajor Funds in the Aggregate:		
General Fund	\$ 0	\$ 0
Total for Nonmajor Funds	0	0
Grand Totals	\$ 346,439	\$ 346,439

Transfers are used (a) to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (b) to shift unrestricted revenues collected in the General Fund and certain Special Revenue Funds to finance various programs accounted for in other funds and to eliminate program deficits. Transfers are eliminated as part of the consolidation process in preparing the government-wide financial statements.

**Note 21 -Note Payable - Line of Credit**

The Council has a \$100,000 line of credit with First Guaranty Bank. The line of credit is to be used in case funds are not received on time to pay bills. Below is a chart that illustrates the activity on the line of credit for the fiscal year.

Balance at beginning of year	\$	-
Current year borrowings		70,000
Current year repayments		<u>(5,250)</u>
Balance at year end	\$	<u>64,750</u>

**Note 22 -Related Party Transactions**

There were no related party transactions during the fiscal year.

**Note 23 -Subsequent Events**

Management has evaluated subsequent events through December 27, 2023, which is the date the financial statements were available to be issued.

As of the date of this report, the Council on Aging has a balance of \$150,000 in its line of credit with First Guaranty Bank. Management believes the increase was necessary to help pay operational costs while they wait on the receipt of the property tax revenue which is expected to occur in January 2024.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB 34**

**Budgetary Comparison Schedule - General Fund**  
**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**For the year ending June 30, 2023**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget
	Original (Unamended)	Modified Accrual Basis	Favorable (Unfavorable)
<b><u>REVENUES</u></b>			
Intergovernmental:			
Governor's Office of Elderly Affairs:			
PCOA	\$ 100,000	\$ 100,000	\$ 0
Senior Center	50,000	50,000	0
Supplemental Senior Center 1	3,100	3,100	0
Supplemental Senior Center 2	7,812	7,812	0
St. Helena Parish Police Jury - Section 5311 funds	27,291	10,552	(16,739)
Property Tax	196,877	196,438	(439)
Program Service Fees - transportation	4,816	4,727	(89)
Public Support	0	300	300
Interest Income	182	360	178
Miscellaneous	0	2,412	2,412
Total revenues	<u>390,078</u>	<u>375,701</u>	<u>(14,377)</u>
<b><u>EXPENDITURES</u></b>			
Current:			
Personnel	30,411	12,149	18,262
Fringe	2,407	1,069	1,338
Travel	134	66	68
Operating Services	10,445	4,573	5,872
Operating Supplies	6,149	6,052	97
Other Costs	1,342	2,694	(1,352)
Capital Outlay	35,000	9,400	25,600
Intergovernmental	6,374	6,374	0
Debt Service - principal & interest	3,900	12,646	(8,746)
Total expenditures	<u>96,162</u>	<u>55,023</u>	<u>41,139</u>
Excess of revenues over expenditures	<u>293,916</u>	<u>320,678</u>	<u>26,762</u>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>			
Proceeds from the sale of assets	0	10,000	10,000
Transfers in	0	0	0
Transfers out	(311,593)	(346,439)	(34,846)
Total other financing sources (uses)	<u>(311,593)</u>	<u>(336,439)</u>	<u>(24,846)</u>
Net increase (decrease) in fund balance	<u>\$ (17,677)</u>	<u>(15,761)</u>	<u>\$ 1,916</u>
<b><u>FUND BALANCE</u></b>			
Beginning of year		<u>85,217</u>	
End of year		<u>\$ 69,456</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III B Fund**

**St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023**

	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original (Unamended)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b><u>REVENUES</u></b>			
Intergovernmental:			
Capital Area Agency on Aging	\$ 49,957	\$ 49,265	\$ (692)
St. Helena Parish Police Jury - (Section 5311)	154,650	188,537	33,887
Total revenues	<u>204,607</u>	<u>237,802</u>	<u>33,195</u>
<b><u>EXPENDITURES</u></b>			
Current:			
Personnel	237,046	278,865	(41,819)
Fringe	18,762	24,318	(5,556)
Travel	1,046	1,485	(439)
Operating Services	84,874	89,467	(4,593)
Operating Supplies	44,282	55,591	(11,309)
Other Costs	10,590	4,477	6,113
Full Service	4,025	5,491	(1,466)
Utility Assistance	2,533	2,939	(406)
Capital Outlay	0	0	0
Total expenditures	<u>403,158</u>	<u>462,633</u>	<u>(59,475)</u>
Excess of expenditures over revenues	<u>(198,551)</u>	<u>(224,831)</u>	<u>(26,280)</u>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>			
Transfers in	198,551	224,831	26,280
Transfers out	0	0	0
Total other financing sources (uses)	<u>198,551</u>	<u>224,831</u>	<u>26,280</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b><u>FUND BALANCE</u></b>			
Beginning of year		0	
End of year		<u>\$ 0</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III C-1 Fund**

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023

	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original (Unamended)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b><u>REVENUES</u></b>			
Intergovernmental:			
Capital Area Agency on Aging	\$ 20,794	\$ 16,835	\$ (3,959)
Restricted Public Support - client contributions	3,384	3,326	(58)
Total revenues	<u>24,178</u>	<u>20,161</u>	<u>(4,017)</u>
<b><u>EXPENDITURES</u></b>			
Current:			
Personnel	35,610	43,002	(7,392)
Fringe	2,819	3,788	(969)
Travel	171	317	(146)
Operating Services	19,525	8,901	10,624
Operating Supplies	5,168	6,777	(1,609)
Other Costs	1,728	951	777
Meals	20,744	12,038	8,706
Capital Outlay	0	0	0
Total expenditures	<u>85,765</u>	<u>75,774</u>	<u>9,991</u>
Excess of expenditures over revenues	<u>(61,587)</u>	<u>(55,613)</u>	<u>5,974</u>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>			
Transfers in	61,587	55,613	(5,974)
Transfers out	0	0	0
Total other financing sources (uses)	<u>61,587</u>	<u>55,613</u>	<u>(5,974)</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b><u>FUND BALANCE</u></b>			
Beginning of year		<u>0</u>	
End of year		<u>\$ 0</u>	

See notes to required supplementary information.

**Budgetary Comparison Schedule - Title III C-2 Fund**

**St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023**

	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original (Unamended)</u>	<u>Modified Accrual Basis</u>	<u>Favorable (Unfavorable)</u>
<b><u>REVENUES</u></b>			
Intergovernmental:			
Capital Area Agency on Aging - Primary	\$ 35,272	\$ 24,378	\$ (10,894)
Restricted Public Support - client contributions	1,601	1,482	(119)
Total revenues	<u>36,873</u>	<u>25,860</u>	<u>(11,013)</u>
<b><u>EXPENDITURES</u></b>			
Current:			
Personnel	27,574	33,939	(6,365)
Fringe	2,183	3,043	(860)
Travel	137	178	(41)
Operating Services	9,683	15,373	(5,690)
Operating Supplies	11,031	6,616	4,415
Other Costs	1,389	319	1,070
Meals	35,322	32,387	2,935
Capital Outlay	0	0	0
Total expenditures	<u>87,319</u>	<u>91,855</u>	<u>(4,536)</u>
Excess of expenditures over revenues	<u>(50,446)</u>	<u>(65,995)</u>	<u>(15,549)</u>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>			
Transfers in	50,446	65,995	15,549
Transfers out	0	0	0
Total other financing sources (uses)	<u>50,446</u>	<u>65,995</u>	<u>15,549</u>
Net increase (decrease) in fund balance	<u>\$ 0</u>	<u>0</u>	<u>\$ 0</u>
<b><u>FUND BALANCE</u></b>			
Beginning of year		<u>0</u>	
End of year		<u>\$ 0</u>	

See notes to required supplementary information.

## NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

St. Helena Council of Aging, Inc.  
Greensburg, Louisiana  
For the Year Ended June 30, 2023

### Note 1 - Budgetary Reporting

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

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

- The Capital Area Agency on Aging - District II Inc., (CAAA) notifies the Council each year as to the funding levels for each program's grant award.
- Revenue projections are also made based on grants from GOEA and other agencies, program service fees, public support (including client contributions), interest income, and other miscellaneous sources.
- Management makes projections of property tax revenues based on past trends and data available at the Parish Assessor's office to form expectations of future revenues.
- Expenditure projections are developed using historical information and changes to the upcoming year that management is aware of at the time of budget the preparation.
- Once the information regarding projected revenues and expenditures has been obtained, the Council's Executive Director and bookkeeper prepare a proposed budget based on the projections. The proposed budget is submitted to the Board of Directors for final approval.
- The Board of Directors reviews and adopts the budget for the next fiscal year at a regularly scheduled board meeting before May 31 of the current fiscal year.
- The adopted budget is forwarded to CAAA for compliance approval for the funds it will pass through to the Council from GOEA.

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
**(Continued)**

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

**Note 2 - General Fund's Budgeted Operating Surplus (Deficit)**

Management budgeted an operating deficit in the Council's General Fund this year of \$17,677.

**SUPPLEMENTARY FINANCIAL INFORMATION FOR GOEA ANALYSIS**

COMBINING SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
NONMAJOR GOVERNMENTAL FUNDS

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023

	Title III E Fund	Totals
<b><u>REVENUES</u></b>		
Intergovernmental:		
Capital Area Agency on Aging (CAAA)	\$ 0	\$ 0
Total revenues	0	0
<b><u>EXPENDITURES</u></b>		
Current:		
Personnel	0	0
Fringe	0	0
Travel	0	0
Operating Services	0	0
Operating Supplies	0	0
Other Costs	0	0
Total expenditures	0	0
Excess of revenues over (under) expenditures	0	0
<b><u>OTHER FINANCING SOURCES (USES)</u></b>		
Operating transfers in	0	0
Operating transfers out	0	0
Total other financing sources (uses)	0	0
Net increase (decrease) in fund balances	0	0
<b><u>FUND BALANCE (DEFICIT)</u></b>		
Beginning of year	0	0
End of year	\$ 0	\$ 0

See independent auditor's report.

**COMPARATIVE SCHEDULE OF CAPITAL ASSETS  
AND CHANGES IN CAPITAL ASSETS**

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
For the year ending June 30, 2023

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023
<b><u>Capital Assets</u></b>				
Vehicles	\$ 59,406	\$ 0	\$ 0	\$ 59,406
Office furniture and equipment	24,099	3,400	(10,000)	17,499
Building	248,376	0	0	248,376
Construction in Progress - Building	106,816	6,000	0	112,816
Land	29,000	0	0	29,000
Total capital assets	<u>\$ 467,697</u>	<u>\$ 9,400</u>	<u>\$ (10,000)</u>	<u>\$ 467,097</u>
<b><u>Investment in Capital Assets</u></b>				
Property acquired with funds from -				
PCOA	\$ 59,482	\$ 0	\$ 0	\$ 59,482
Local	208,215	9,400	(10,000)	207,615
Noncash donation by seller of building	200,000	0	0	200,000
Total investment in capital assets	<u>\$ 467,697</u>	<u>\$ 9,400</u>	<u>\$ (10,000)</u>	<u>\$ 467,097</u>

See independent auditor's report.

**SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY LOUISIANA LAW**

**Schedule of Compensation, Benefits and Other Payments to the Council's Executive Director**

**St. Helena Council on Aging, Inc.**

**Greensburg, Louisiana**

**For the year ended June 30, 2023**

**Executive Director's Name: James Robb & Shelia Creighton**

<b>Purpose</b>	<b>Jim Robb</b>	<b>Shelia Creighton</b>	<b>Total</b>
	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Salary	\$ 27,025.32	\$ 14,371.55	\$ 41,396.87
Benefits-insurance (health and life)	-		-
Benefits-retirement	-		-
Benefits-other (FICA & LUTA)	2,100.95	1,171.04	\$ 3,271.99
Reimbursements - various office supplies and services	119.99	421.35	\$ 541.34
Travel including parking, mileage reimbursements for using personal car on Council business	535.00	67.60	\$ 602.60
<b>Total</b>	<b>29,781.26</b>	<b>16,031.54</b>	<b>45,812.80</b>

See independent auditor's report.

CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants



**Hebert Johnson  
& Associates, Inc.**  
Certified Public Accountants

18435 HIGHWAY 22, STE. 2  
P.O. BOX 1151  
PONCHATOULA, LA 70454  
(985) 386-5740 • FAX (985) 386-5742

18890 FLORIDA BLVD., STE A  
P.O. BOX 520  
ALBANY, LA 70711  
(225) 209-6627 • FAX (225) 209-6625

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A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

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**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**

To the Board of Directors  
St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the St. Helena Council on the Aging Inc., Greensburg, Louisiana, (the Council) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued our report thereon dated December 27, 2023.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Current Year Audit Findings, Recommendations and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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. We consider the deficiencies described in the accompanying Schedule of Current Year Audit Findings, Recommendations and Responses as items 2022-02 through 2022-03 to be material weaknesses.

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. We consider the deficiencies described in the accompanying Schedule of Current Year Audit Findings, Recommendations and Responses as item 2022-01 to be a significant deficiency.

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

As part of obtaining reasonable assurance about whether the Council's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements; noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Current Year Audit Findings, Recommendations and Responses as items 2022-04 through 2022-05.

### **St. Helena Council on the Aging's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Council's response to the findings identified in our audit and described in the accompanying Schedule of Current Year Audit Findings, Recommendations and Responses. The Council's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

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

Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Chris Johnson*

Hebert Johnson & Associates, Inc.  
A Professional Accounting Corporation  
Albany, Louisiana  
December 27, 2023

St. Helena Council on the Aging, Inc.  
Greensburg, Louisiana  
Schedule of Current Year Audit Findings, Recommendations and Responses  
For the Year Ended June 30, 2023

**SECTION I - SUMMARY OF AUDITOR'S REPORTS**

- A. Type of auditor's report issued on the financial statements: Unmodified
- B. 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*:
- Internal control over financial reporting:
- Material weaknesses identified? Yes
  - Significant deficiencies identified? Yes
- Noncompliance material to the financial statements identified? Yes
- C. Federal Awards:
- Auditor's reports on compliance for each major federal award program and on internal control over federal awards are not applicable because federal award expenditures were less than \$750,000 and a single audit was not required this year.
- D. Was a management letter issued for this year's audit? No

**SECTION II - FINANCIAL STATEMENT FINDINGS**

**INTERNAL CONTROL**

**2023-01 Budget Monitoring**

**Criteria:**

Management and board members should be provided a budget-to-actual financial statement on a monthly basis in order to monitor revenues and expenditures throughout the year.

**Condition:**

The Council does not receive budget to actual financial statements monthly. The budget shows anticipated revenues and expenditures. It should be reviewed along with actual revenue and expenditures in order to make informed decisions regarding the organization.

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**Schedule of Current Year Audit Findings, Recommendations and Responses**  
**For the Year Ended June 30, 2023**

**Cause:**

The Council receives a balance sheet, profit and loss, and occasionally will receive a budget-to-actual financial statement.

**Effect:**

Without receiving a monthly budget-to-actual financial statement, board members may not be able to measure the Council's performance during the year based off of its projected budgeted.

**Recommendation:**

We recommend that management work with its CPA in order to create a budget-to-actual financial statement for management and its board members. Management should list this as an agenda item and discussions should be documented in the minutes.

**Management's Response:**

Management will be working with its CPA to create a budget-to-actual financial statement on a monthly basis. Responsible party is Shelia Creighton, Executive Director, 225-222-6070.

**2023-02 Incomplete Client Files**

**Criteria:**

The Council on Aging should have controls in place to ensure that client files are being maintained appropriately, and service units are being accurately reported as required by Capital Area Agency on Aging, Inc.

**Condition:**

In the November 2023, Capital Area Agency on Aging, Inc. conducted a fiscal and programmatic assessment of St. Helena Council on the Aging, Inc. for November 2022 and August 2023. According to the Capital Area Agency on Aging, Inc., staff personnel are having the following issues:

- Staff personnel are not updating client files accurately and/or timely
- Backup documentation is not being kept for units serviced in the nutrition education program.
- Service units are not being accurately reported in the program software

**Cause:**

The Council on Aging does not have adequate procedures in place to ensure that client files are appropriately maintained and service units are accurately reported.

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**Schedule of Current Year Audit Findings, Recommendations and Responses**  
**For the Year Ended June 30, 2023**

**Effect:**

Many of the Council on Aging's client files are either incomplete and/or overdue. Service units are also being inaccurately reported.

**Recommendation:**

We recommend management properly train staff in their respective jobs and review the work of the staff to ascertain that they are applying their training properly and minimizing errors. We also recommend the Executive Director or a supervisor perform spot checks on a regular basis to verify the staff have retained their instructions. The client files selected should be documented along with the date and individual performing the monitoring.

**Management's Response:**

The Executive Director will schedule formal training for staff with Capital Area Agency on Aging (CAAA). The training is expected to be by February 23, 2024. Periodic spot checks will be performed upon staff training completion. Responsible party is Shelia Creighton, Executive Director, 225-222-6070.

**2023-03 Approval of Payroll**

**Criteria:**

A personnel file should be maintained for each employee that contains, at a minimum, (1) the employment application form that includes background information (employee's name, address, date of birth, emergency contact) and work experience of the employee; (2) the approved starting salary or rate of pay amount; (3) the Federal Employee's Withholding Certificate Form W-4 and Louisiana Employee Withholding Exemption Certificate Form L-4; (4) approved salary or hourly pay rate increases/decreases; (5) employee authorized deductions (e.g., insurance, deferred compensation plan); (6) performance appraisals; (7) promotions; and (8) disciplinary actions.

**Conditions:**

As part of our internal control procedures, we reviewed a sample of personnel files. We noted eleven employee files did not contain the approved starting salary or subsequent changes to pay rates.

**Cause:**

This appears to be an oversight by management.

**Effect:**

We were not able to determine if the employees in our sample were paid the correct rate of pay.

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**Schedule of Current Year Audit Findings, Recommendations and Responses**  
**For the Year Ended June 30, 2023**

**Recommendation:**

We recommend management include in each employee's file (1) the employment application form that includes background information (employee's name, address, date of birth, emergency contact) and work experience of the employee; (2) the approved starting salary or rate of pay amount; (3) the Federal Employee's Withholding Allowance Certificate Form W-4 and Louisiana Employee Withholding Exemption Certificate Form L-4; (4) approved salary or hourly pay rate increases/decreases; (5) employee authorized deductions (e.g., insurance, deferred compensation plan); (6) performance appraisals; (7) promotions; and (8) disciplinary actions. We also recommend the Council approve all current pay rates for employees to save as a record in each personnel file to document proper pay rates going forward.

**Management's Response:**

The Executive Director will delineate staff roles and responsibilities. The bookkeeper will be assigned to maintain personnel records. Personnel records will be updated by January 31, 2024 to include all necessary documentation. The Executive Director will review personnel files quarterly. Responsible party is Shelia Creighton, Executive Director, 225-222-6070.

**Compliance**

**2023-04 Capital Area Agency on Aging Fiscal and Programmatic Assessment Report**

**Criteria:**

The Council on Aging is required to follow certain guidelines by the Capital Area Agency on Aging and policies within the Governor's Office of Elderly Affairs Policy Manual.

**Condition:**

In the November 2023, Capital Area Agency on Aging, Inc. conducted a fiscal and programmatic assessment of St. Helena Council on the Aging, Inc. for November 2022 and August 2023. According to the Capital Area Agency on Aging, Inc., staff personnel are having the following issues:

- Screenings and background checks of new staff could not be provided.
- Monthly invoices, bank statements, receipts and deposits could not be located.
- Participant contributions were not reported on the monthly invoice in August as required.
- Out of the thirty-two client files selected, twenty-eight were either incomplete, overdue, or did not match information listed on the database of Capital Area.
- Backup documentation is not being kept for units serviced in the nutrition education.
- Telephoning service units are not being accurately reported in the program software.
- November meals on client sign in sheets were not counted correctly nor were the meals from August counted correctly.

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**Schedule of Current Year Audit Findings, Recommendations and Responses**  
**For the Year Ended June 30, 2023**

**Cause:**

Staff members have been trained and advised by Capital Area Agency on Aging however they are not following the training and guidelines subscribed by these agencies.

**Effect:**

The Council is not in compliance with Capital Area Agency on Aging and the Governor's Office of Elderly Affairs guidelines.

**Recommendation:**

We recommend the following:

- All client files must be updated yearly.
- Staff tasked with data entry must be trained in proper documentation required to claim units of service.
- Staff tasked in reporting units must be trained to count the correct number units and to enter the correct number of units.
- We also recommend the Executive Director or a supervisor perform spot checks on a regular basis to verify the staff have retained their instructions. The client files selected should be documented along with the date and individual performing the monitoring.

**Management's Response:**

The Executive Director will schedule formal training for staff with Capital Area Agency on Aging (CAAA). The training is expected to be by February 23, 2024. Periodic spot checks will be performed upon staff training completion. Responsible party is Shelia Creighton, Executive Director, 225-222-6070.

**2023-05 Sexual Harassment Training**

**Criteria:**

LRS 42:343 requires public servants to receive a minimum of one hour of education and training preventing sexual harassment during each full calendar year of the public servant's term of office.

**Condition:**

The Council on Aging did not have documentation of the required sexual harassment training for any employees for the year ending June 30, 2023.

**Cause:**

This was an oversight by management.

**St. Helena Council on the Aging, Inc.**  
**Greensburg, Louisiana**  
**Schedule of Current Year Audit Findings, Recommendations and Responses**  
**For the Year Ended June 30, 2023**

**Effect:**

Noncompliance with the revised statute listed in the criteria.

**Recommendation:**

The Council on Aging should ensure all employees and board members complete the required training during each year. The Council on Aging should set a completion deadline for all board members and employees to complete the required training.

**Management's Response:**

The Council has set a deadline of January 31, 2024 for sexual harassment training to be completed by all employees and board members. Responsible party is Shelia Creighton, Executive Director, 225-222-6070.

## SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

St. Helena Council on the Aging, Inc.

Greensburg, Louisiana

For the year ended June 30, 2023

### 2022-01 Segregation of Duties

#### Condition:

Due to the small number of employees involved in the daily operations of the financial process there are not sufficient segregation of duties. We noted the following:

- The accountant and another individual count cash contributions. Once counted the amount is totaled, the accountant delivers the deposit to the bank and receives a deposit receipt. No other individual is reviewing the deposit receipt.

#### Recommendation:

We recommend management continue to perform the following:

- The Executive Director should review the monthly bank statement and related bank reconciliations (including all cancelled checks) and document the review and approval of the items clearing the bank statement by initialing and dating the face of the bank statement.

We recommend management perform the following:

- The Council should have someone other than the accountant deliver deposits to the bank. The deposit receipt should be returned to the accountant to match the amount on the deposit receipt to the copy of the deposit slip.

#### Resolved:

Fully

### 2022-02 Possible Misappropriations of Fuel Charges

#### Condition:

In June 2023, the Council's Board President discovered unauthorized fuel charges on one of its fuel cards. Total amount of unauthorized charges total \$2,310.08. This card was cancelled after the Board President noticed these charges on the fuel statement. The Council has filed a police report with the St. Helena Parish Sheriff's office on July 13, 2023.

The Council informed the cardholders about these unauthorized charges. The cardholder stated these charges would not be refunded since the cardholder agreement states "that in any event that if at any time you have been issued ten or more cards at your request, then you waive any and all limitations of liability for unauthorized use of such cards."

## SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

St. Helena Council on the Aging, Inc.

Greensburg, Louisiana

For the year ended June 30, 2023

### **Recommendation:**

We recommend the Council on Aging determine the amount of unauthorized charges, and inform the Louisiana Legislative Auditor and turn the matter over to the local law enforcement and file a police report.

We also recommend reducing the amount of fuel cards so that if any unauthorized use happens in the future, the unauthorized charges would be refunded.

### **Resolved:**

The Council informed the local sheriff's office in July 2023 of the total amount of unauthorized charges and informed the local district attorney's office and the Louisiana Legislative Auditor's Office in August 2023. The unauthorized charges will not be reimbursed since the Council had ten or more fuel cards. Since then, the Council has reduced the amount of fuel cards to comply with the agreement of the cardholder company.

### **2022-03 Incomplete Client Files**

#### **Condition:**

According to the Capital Area Agency on Aging, Inc., staff personnel are having the following repeated issues:

- Staff personnel are not updating client files accurately and/or timely
- Backup documentation is not being kept for units serviced in the nutrition education and telephoning program
- Service units are not being accurately reported in the program software
- Staff are continuing to assess people who do not have any services, and are not assessing clients who are currently receiving services

#### **Recommendation:**

We recommend management properly train staff in their respective jobs and review the work of the staff to ascertain that they are applying their training properly and minimizing errors. We also recommend the Executive Director or a supervisor perform spot checks on a regular basis to verify the staff have retained their instructions. The client files selected should be documented along with the date and individual performing the monitoring.

#### **Resolved:**

Unresolved

## SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

St. Helena Council on the Aging, Inc.

Greensburg, Louisiana

For the year ended June 30, 2023

### 2022-04 Capital Area Agency on Aging Fiscal and Programmatic Assessment Report

#### **Condition:**

The Capital Area Agency on Aging issued a report to the Council for a review performed from records in March 2022 . The following findings were listed:

- Out of the twenty-nine client files pulled during the CAAA Audit, 17 files were incomplete or corrective action was needed.
- Staff are continuing to assess people who do not have any services, and are not assessing clients who are currently receiving services.
- Some Information and Assistance services being report to Capital Area are not meeting the taxonomy definition of the service.
- Supporting documentation of some services are missing.
- Reported amounts of contributions are not reconciling to the bank statement.
- Units serviced were being reported for clients that were not living alone and have no family support.
- Units serviced for transportation were not accurately submitted to Capital Area Agency on Aging. The Council's client logs did not match what was being submitted to Capital Area Agency on Aging.
- Signed board minutes were not given to Capital Area Agency on Aging, Inc. as required by GOEA Policy Manual.
- \$1,307.50 of reported participant contributions were not reported to Capital Area Agency on Aging.

#### **Recommendation:**

We recommend the following:

- All client files must be updated yearly.
- Staff tasked with data entry must be trained in proper documentation required to claim units of service.
- Staff tasked in reporting units must be trained to count the correct number units and to enter the correct number of units.
- We also recommend the Executive Director or a supervisor perform spot checks on a regular basis to verify the staff have retained their instructions. The client files selected should be documented along with the date and individual performing the monitoring.

#### **Resolved:**

Unresolved

## SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

St. Helena Council on the Aging, Inc.

Greensburg, Louisiana

For the year ended June 30, 2023

### 2022-05 Late Filing of Annual Financial Report

**Condition:**

The audit engagement was not completed within six months of the close of the Council's fiscal year.

**Recommendation:**

Management should discuss with the outside accounting firm the necessity to prepare the financial statements in a timely manner to allow the audit to be completed by December 31.

**Resolved:**

Fully

### 2022-06 Ethics and Sexual Harassment Training

**Condition:**

The Council on Aging did not have documentation of the required ethics and sexual harassment training for board members or employees for the year ending June 30, 2022.

**Recommendation:**

The Council on Aging should ensure all employees and board members complete the required training during each year. The Council on Aging should set a completion deadline for all board members and employees to complete the required training.

**Resolved:**

Partially Resolved

**ST. HELENA COUNCIL ON THE AGING, INC.  
GREENSBURG, LOUISIANA**

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**STATEWIDE AGREED-UPON PROCEDURES REPORT**

Fiscal Period July 1, 2022 through June 30, 2023

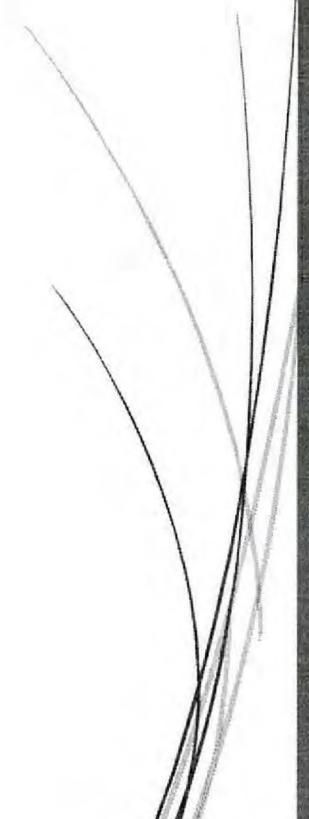


**Hebert Johnson  
& Associates, Inc.**  
Certified Public Accountants

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*A Professional Accounting Corporation*

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CHARLES P. HEBERT, CPA  
CHRISTOPHER S. JOHNSON, CPA, MBA  
ADAM C. HEBERT, CPA

MEMBER  
American Institute of Certified Public Accountants  
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**Hebert Johnson  
& Associates, Inc.**  
Certified Public Accountants

18435 HIGHWAY 22, STE. 2  
P.O. BOX 1151  
PONCHATOULA, LA 70454  
(985) 386-5740 • FAX (985) 386-5742

18890 FLORIDA BLVD., STE A  
P.O. BOX 520  
ALBANY, LA 70711  
(225) 209-6627 • FAX (225) 209-6625

A PROFESSIONAL ACCOUNTING CORPORATION

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of St. Helena Council on the Aging, Inc.  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. St. Helena Council on the Aging, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

St. Helena Council on the 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 findings are as follows:

***1) Written Policies and Procedures***

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
  - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - b) ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
  - c) ***Disbursements***, including processing, reviewing, and approving.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*Exception: The Council had written policies and procedures for pay approval, travel and expense reimbursement, and a sexual harassment policy. The remaining categories did not have written policies and procedures.*

*Management's Response: The Council is currently working on a policy and procedure manual.*

## **2) Board or Finance Committee**

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2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
  - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Exception: The Council did not receive written updates of management's corrective action plan of any unresolved findings.*

*Management's Response: The Executive Director will provide updates of any prior year findings to the board.*

## **3) Bank Reconciliations**

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3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the

entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*No exceptions were found as a result of these procedures.*

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

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- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
  - i. Employees responsible for cash collections do not share cash drawers/registers;
  - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
  - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
  - i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.

*No exceptions were found as a result of these procedures.*

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

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

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

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

- 10. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
  - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- 11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*Exception: The person responsible for processing payments will mail out the signed checks.*

*Management's Response: Management will designate another individual not responsible for processing payments to sign checks.*

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

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- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names

- of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*No exceptions were found as a result of these procedures.*

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions were found as a result of these procedures.*

#### **8) Contracts**

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- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
  - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
  - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*No exceptions were found as a result of these procedures.*

#### **9) Payroll and Personnel**

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

*Exception: One of the five employees selected did not the authorized pay rate in their personnel file.*

*Management's Response: Management will review personnel files to ensure all approved rates are listed in each file.*

## **10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- a. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

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

*Exception: Out of the five employees selected, three did not have their ethics certificates.*

*Management's Response: Management has addressed this issue and employees have started taking their ethics course for 2023.*

### ***11) Debt Service***

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(The procedures are not applicable to the Council on the Aging)

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

### ***12) Fraud Notice***

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- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

*Exception: In May 2023, the Council had unauthorized fuel charges of \$2,310.08 likely due to a third-party fraud. This was listed in the audit report for the year ending June 30, 2022 in the Schedule of Current Year Audit Findings, Recommendations, and Responses.*

*Management's Response: The Council filed a police report with the Sheriff's Office, and informed the District Attorney and the Legislative Auditor's Office.*

### ***13) Information Technology Disaster Recovery/Business Continuity***

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- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

### ***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

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

*Exception: None of the employees selected took the sexual harassment training. The Council did not have the harassment policy posted. The annual sexual harassment report was not completed.*

*Management's Response: Management has posted the sexual harassment policy. Employees have started taking the one hour sexual harassment course and will complete the annual report timely.*

We were engaged by St. Helena Council on the 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*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

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

*Chris Johnson*

Hebert Johnson & Associates, Inc.  
A Professional Accounting Corporation  
Albany, Louisiana  
December 27, 2023