

Winn Parish Council on Aging, Inc.

**Annual Financial Report
For the Year Ended June 30, 2023**



Table of Contents

INDEPENDENT ACCOUNTANTS' REPORT	1 – 2
 <u>REQUIRED SUPPLEMENTAL INFORMATION (PART I)</u>	
Management’s Discussion and Analysis	3 – 5
 <u>GOVERNMENT-WIDE FINANCIAL STATEMENTS</u>	
Statement of Net Position	6
Statement of Activities.....	7
 <u>FUND FINANCIAL STATEMENTS</u>	
Governmental Funds	
Balance Sheet.....	8
Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds to Net Position of Governmental Activities on the Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balance.....	10
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Funds to the Statement of Activities	11
Notes to Financial Statements.....	12 – 17
 <u>REQUIRED SUPPLEMENTAL INFORMATION (PART II)</u>	
Statements of Revenue, Expenditures and Changes in Fund Balance – Budget vs Actual	
General Fund.....	18
Title III-B Fund.....	19
Title III C-1 Fund.....	20
Title III C-2 Fund.....	21
Title III E Fund	22
American Rescue Plan.....	23
 <u>SUPPLEMENTAL FINANCIAL INFORMATION</u>	
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer	24
 <u>OTHER REPORTS</u>	
Independent Accountant’s Report on Applying Agreed-Upon Procedures.....	25 – 28
Management’s Corrective Action Plan.....	29
Schedule of Prior Year Findings.....	30
Louisiana Attestation Questionnaire.....	Appendix



December 20, 2023

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Winn Parish Council on Aging
Winnfield, Louisiana

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

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

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

Accountant's Conclusion

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



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

1407 Peterman Drive
Alexandria, Louisiana 71301
Online: CenlaCPAs.com

INDEPENDENT ACCOUNTANTS' REPORT

DECEMBER 20, 2023

PAGE 2

Substantial Doubt About Ability to Continue as a Going Concern

The accompanying financial statements have been prepared assuming that the Winn Council on Aging, Inc. will continue as a going concern. As discussed in Note 11, the Council on Aging has suffered recurring losses from operations, has an absence of available equity, and has stated that substantial doubt exists about the Council on Aging's ability to continue as a going concern. Management's evaluation of the events and conditions and management's plans regarding these matters are also described in Note 11. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our conclusion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the accompanying Managements' Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a required 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 and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed, or compiled the required supplementary information and we do not express an opinion, a conclusion, nor provide any assurance on it.

Supplemental Financial Information

The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. We have not audited or reviewed such information and we do not express an opinion, a conclusion, nor provide any assurance on it.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued our report dated December 20, 2023 on the results of our agreed-upon procedures.



Rozier, McKay & Willis
Certified Public Accountants
Alexandria, Louisiana

December 20, 2023

Winn Parish Council on Aging

Management's Discussion and Analysis For the Year Ended June 30, 2023

This section of The Winn Parish Council on Aging, Inc.'s annual financial report presents our discussion and analysis of the Winn Parish Council on Aging's financial performance during the year ended June 30, 2023.

OVERVIEW OF FINANCIAL STATEMENTS

The basic financial statements include government-wide financial statements and fund financial statements. These two types of financial statements present The Winn Parish Council on Aging, Inc.'s financial position and results of operations from differing perspectives, which are described as follows:

Government –Wide Financial Statements

The government-wide financial statements report information about The Winn Parish Council on Aging as a whole using accounting methods similar to those used by private-sector companies. These report all revenues and expenses regardless of when cash is received or paid. Furthermore, the government-wide statements include all of The Winn Parish Council on Aging's assets and all of its liabilities (including long-term debt). Expenses incurred in connection with the operation of The Winn Parish Council on Aging's programs are reported as governmental activities. The governmental activities are financed by grants, fees and membership dues.

Fund Financial Statements

Fund financial statements provide detailed information regarding The Winn Parish Council on Aging's most significant activities and are not intended to provide information for The Winn Parish Council on Aging as a whole. Funds are accounting devices that are used to account for specific sources of funds. The Winn Parish Council on Aging's funds are all classified as governmental funds. These funds are used to account for essentially the same functions that are reported as governmental activities in the government-wide financial statements. However, unlike government-wide financial statements, the governmental funds use a modified accrual basis of accounting that provides a short-term view of The Winn Parish Council on Aging's finances. Assets reported by governmental funds are limited to amounts that are available for current needs. In addition, liabilities are limited to amounts that are expected to be paid from currently available assets.

FINANCIAL ANALYSIS OF THE WINN PARISH COUNCIL ON AGING AS A WHOLE

Government-wide financial data for The Winn Parish Council on Aging are presented as follows:

Net Position

A condensed version of the government-wide Statement of Net Position is presented as follows:

Winn Parish Council on Aging

Management's Discussion and Analysis For the Year Ended June 30, 2023

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>Assets:</u>		
Current and Other Assets	\$ 13,382	\$ 59,665
Capital Assets	57,483	75,688
Total Assets	70,865	135,353
<u>Liabilities:</u>		
Current and Other Liabilities	42,115	1,236
Long-term Liabilities	4,407	8,149
Total Liabilities	46,522	9,385
<u>Net Position:</u>		
Invested in Capital Assets	57,483	75,688
Restricted	578	578
Unrestricted	(33,718)	49,704
Total Net Position	\$ 24,343	\$ 125,968

As the presentation appearing above demonstrates, a deficit is reported for unrestricted net position. Net position is entirely composed of amounts invested in capital assets.

Changes in Net Position

A condensed version of the government-wide Statement of Changes in Net Position is presented as follows:

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>Revenues:</u>		
Program Revenue:		
Operating Grants and Contributions	\$ 143,247	\$ 117,660
General Revenue:		
Unrestricted Grants and Contributions	202,130	140,149
Miscellaneous	30,125	10,342
Total Revenue	375,502	268,151

Winn Parish Council on Aging

Management's Discussion and Analysis

For the Year Ended June 30, 2023

	<u>June 30,</u>	
	<u>2023</u>	<u>2022</u>
<u>Program Expenses:</u>		
Support Services	175,755	145,765
Nutrition Services	108,613	70,818
Utility Assistance	----	9,588
Caregiver Support	51,962	45,302
General Senior Activities and Administration	140,797	84,684
<u>Total Expenses</u>	<u>477,127</u>	<u>356,157</u>
Change in Net Position	(101,625)	(88,006)
<u>Net Position Beginning</u>	<u>125,968</u>	<u>213,974</u>
<u>Net Position Ending</u>	<u>\$ 24,343</u>	<u>\$ 125,968</u>

As presented above, the Winn Parish Council on Aging's net position decreased as a result of using accumulated reserves to enhance services.

FINANCIAL ANALYSIS OF THE WINN PARISH COUNCIL ON AGING'S FUNDS

Financial performance of the various funds was consistent with the government-wide performance described above. The only difference were the effects of timing differences related to reporting capital assets and long-term liabilities associated with providing vacation benefits to employees.

GENERAL FUND BUDGET HIGHLIGHTS

Budget were adopted in the manner prescribed by State Law.

CAPITAL ASSET ADMINISTRATION

Capital asset activity was limited to depreciating existing capital assets.

DEBT ADMINISTRATION

For the year ended June 30, 2023, there were no outstanding debts and long-term liabilities were limited to the obligation to provide accrued vacation pay to vested employees.

FACTORS EXPECTED TO AFFECT FUTURE OPERATIONS

At the present time, no significant factors are expected to affect further operations.

Winn Parish Council on Aging, Inc.

Statement of Net Position

June 30, 2023

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 10
Receivables (net)	13,372
Capital Assets, Net of Accumulated Depreciation	
Non-Depreciable	-
Depreciable	<u>57,483</u>
Total Assets	<u>70,865</u>
<u>LIABILITIES</u>	
Cash Overdraft	3,350
Accounts Payable	38,765
Compensated Absences	<u>4,407</u>
Total Liabilities	<u>46,522</u>
<u>NET POSITION</u>	
Invested in Capital Assets	57,483
Restricted For:	
Utility Assistance	578
Unrestricted	<u>(33,718)</u>
Total Net Position (deficit)	<u><u>\$ 24,343</u></u>

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging, Inc.

Statement of Activities

For the Year Ended June 30, 2023

	<u>Expenses</u>	<u>Indirect Expense Allocation</u>	<u>Charges For Services</u>	<u>Program Revenue Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Net (Expenses) Revenue and Changes in Net Position</u>
<u>Governmental Activities</u>						
Health and Welfare						
Support Services						
Information and Assistance	\$ 18,788	\$ 8,243	\$ -	\$ 9,021	\$ -	\$ (18,010)
Outreach	2,056	896	-	985	-	(1,967)
Transportation	77,561	34,009	-	37,232	-	(74,338)
Other Services	23,780	10,422	-	11,414	-	(22,788)
Nutrition Services						
Congregate Meals	40,295	17,667	-	18,258	-	(39,704)
Home Delivered Meals	35,213	15,438	-	39,468	-	(11,183)
National Family Caregiver Support						
Respite Care	28,792	12,627	-	21,417	-	(20,002)
Other Services	7,332	3,211	-	5,452	-	(5,091)
General Senior Activities and Administration	<u>243,310</u>	<u>(102,513)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(140,797)</u>
Total Governmental Activities	<u>477,127</u>	<u>-</u>	<u>-</u>	<u>143,247</u>	<u>-</u>	<u>(333,880)</u>
General Revenues						
Grants and Contributions not Restricted to Specific Programs						202,130
Miscellaneous						<u>30,125</u>
Total General Revenues						<u>232,255</u>
Change in Net Position						(101,625)
Net Position - Beginning						<u>125,968</u>
Net Position - Ending						<u>\$ 24,343</u>

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging, Inc.

Balance Sheet - Governmental Funds

June 30, 2023

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	American Rescue Plan	Other Governmental Funds	Total Governmental Funds
Assets								
Cash and Cash Equivalents	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10
Receivables	1,226	3,507	-	3,502	4,977	160	-	13,372
Due From Other Funds	12,146	-	-	-	-	-	578	12,724
Prepaid Expenses	-	-	-	-	-	-	-	-
Total assets	\$ 13,382	\$ 3,507	\$ -	\$ 3,502	\$ 4,977	\$ 160	\$ 578	\$ 26,106
Liabilities and Fund Balance								
<u>Liabilities</u>								
Cash Overdraft	\$ 3,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,350
Accounts Payable	38,766	-	-	-	-	-	-	38,766
Due to Other Funds	578	3,507	-	3,502	4,977	160	-	12,724
Total liabilities	42,694	3,507	-	3,502	4,977	160	-	54,840
<u>Fund Balance</u>								
Restricted for:								
Energy Assistance	-	-	-	-	-	-	578	578
Unassigned	(29,312)	-	-	-	-	-	-	(29,312)
Total Fund Balances	(29,312)	-	-	-	-	-	578	(28,734)
Total Liabilities and Fund Balance	\$ 13,382	\$ 3,507	\$ -	\$ 3,502	\$ 4,977	\$ 160	\$ 578	\$ 26,106

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging, Inc.

Reconciliation of Governmental Fund Balance to Net Position
June 30, 2023

Total Fund Balances - Governmental Funds	\$	(28,734)
Amounts reported for governmental activities in the statement of net position are different because:		
Long term liabilities are not due and payable in the current period and therefore they are not reported in the Governmental Fund Balance Sheet		(4,406)
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		<u>57,483</u>
Net Position of Governmental Activities	\$	<u><u>24,343</u></u>

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in

Fund Balance - Governmental Funds

For the Year Ended June 30, 2023

	General	Title III-B	Title III C-1	Title III C-2	Title III-E	American Rescue Plan	Other Governmental Funds	Total Governmental Funds
Revenues:								
Intergovernmental								
Governor's Office of Elderly Affairs								
Parish Council on Aging Funds	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Senior Center	52,880	-	-	-	-	-	-	52,880
Supplemental Senior Center	14,455	-	-	-	-	-	-	14,455
Cenla Area Agency on Aging	-	42,084	778	36,486	26,869	34,795	-	141,012
In Kind Support	6,090	-	12,818	2,982	-	-	-	21,890
Public Support	24,000	14,711	4,662	-	-	-	-	43,373
Other	36	1,857	-	-	-	-	-	1,893
Total revenues	<u>197,461</u>	<u>58,652</u>	<u>18,258</u>	<u>39,468</u>	<u>26,869</u>	<u>34,795</u>	<u>-</u>	<u>375,503</u>
Expenditures:								
Current								
Salaries	26,730	113,391	18,700	27,706	38,991	7,809	-	233,327
Fringe	4,846	9,785	1,433	3,253	2,983	597	-	22,897
Travel	1,224	321	135	5,402	-	-	-	7,082
Operating Services	9,293	36,761	12,724	8,623	7,208	26,271	-	100,880
Operating Supplies	33,762	14,998	12,152	2,685	2,780	118	-	66,495
In Kind Labor	6,090	-	12,818	2,982	-	-	-	21,890
Other	9,595	500	-	-	-	-	-	10,095
Capital Expenditures	-	-	-	-	-	-	-	-
Total expenditures	<u>91,540</u>	<u>175,756</u>	<u>57,962</u>	<u>50,651</u>	<u>51,962</u>	<u>34,795</u>	<u>-</u>	<u>462,666</u>
Other Financing Sources (Uses)								
Operating Transfers In	78,674	117,104	39,704	11,183	25,093	-	-	271,758
Operating Transfers Out	(271,758)	-	-	-	-	-	-	(271,758)
Total Other Financing Sources (Uses)	<u>(193,084)</u>	<u>117,104</u>	<u>39,704</u>	<u>11,183</u>	<u>25,093</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(87,163)	-	-	-	-	-	-	(87,163)
Fund balance - Beginning of Year	<u>57,851</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>578</u>	<u>58,429</u>
Fund balance - End of Year	<u>\$ (29,312)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 578</u>	<u>\$ (28,734)</u>

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging, Inc.

***Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances to the Statement of Activities
For the Year Ended June 30, 2023***

Change in Fund Balances - Governmental Funds	\$	(87,163)
The liability associated with providing annual leave is reported when paid to employees by Governmental Funds but is reported when earned by employees on the Government wide presentation. This is the amount by which leave paid exceed leave earned.		
		3,742
Capital outlays are reported in Governmental Funds as expenditures; however, in the Government-Wide Statement of Activities, the cost is reported as an asset and allocated over estimated useful lives as depreciation expense. Amounts reported as capital expenditures and depreciation expense are provided as follows:		
Capital expenditures reported by Governmental Funds	-	
Depreciation expense reported on a government-wide basis	<u>(18,204)</u>	<u>(18,204)</u>
Change in Net Position - Government-Wide Statement of Activities	\$	<u>(101,625)</u>

The accompanying notes are an integral part of the financial statements.

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Winn Parish Council on Aging, Inc. is a non-profit organization organized under the Laws of the State of Louisiana. The Winn Parish Council on Aging represents a portion of Central Louisiana that includes eight (8) parishes. The Winn Parish Council on Aging is governed by a Board of Directors and members of the Board are appointed by the governing bodies of various political subdivisions that lie within the boundaries of the Winn Parish Council on Aging.

The Winn Parish Council on Aging was organized in order to promote economic development and alleviate unemployment. Its activities are financed by Federal and State grants, as well as support from local governmental units. Since The Winn Parish Council on Aging is financed by governmental sources and, since its Board of Directors is appointed by various local governments, The Winn Parish Council on Aging is considered to be a quasi-governmental unit for financial reporting purposes. The accompanying financial statements were prepared in conformity with generally accepted accounting principles for governmental units.

The following is a summary of certain significant accounting policies and practices:

Financial Reporting Entity

The Winn Parish Council on Aging is considered a legally separate stand-alone government as defined by Generally Accepted Accounting Standards. The reporting entity is composed of the activities that are under the direct control of the Board of Directors. The Winn Parish Council on Aging is not financially accountable for any organizations that maintain separate legal standing; therefore, it has no component units.

Basic Financial Statements

All of The Winn Parish Council on Aging's operations are classified as governmental activities. Governmental activities involve government services that are normally supported by intergovernmental revenues and certain fees. The basic financial statements include both government-wide and fund financial statements. The government-wide and fund financial statements present the Winn Parish Council on Aging's financial position and results of operations from differing perspectives which are described as follows:

Government-Wide Financial Statements

The Statement of Net Position and the Statement of Activities display information about The Winn Parish Council on Aging as a whole. The effect of interfund activity is eliminated from these financial statements. Furthermore, government-wide financial statements exclude any fiduciary activities which are reported in the fund financial statements.

Program revenues reported in the Statement of Activities consist of amounts that are directly associated with a governmental service. Program revenues include charges for services, fees, contributions associated with a particular function and most grants.

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

Fund Financial Statements

Funds are separate accounting entities that are designed to assist with demonstrating legal compliance and segregating transactions by activity. Major individual funds are reported as separate columns in the fund financial statements. The Winn Parish Council on Aging's major funds are described as follows:

- General Fund – The general fund is the primary operating fund and is used to account for all governmental activities that are not required to be presented elsewhere.
- Title III B – Accounts for funds dedicated to providing supportive services for seniors.
- Title C-1 – Reports activity associated with providing nutrition services at congregate meal sites.
- Title C-2 – Reports activity associated with providing nutrition services consisting of home delivered meals.
- Title III E – Accounts for funds dedicated to providing support services for caregivers.

Typically restricted resources are used for qualifying expenditures when both restricted and unrestricted funds are available.

Basis of Accounting and Measurement Focus

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The basis of accounting and measurement focus used for various financial statement presentations are described as follows:

<u>Financial Statement Presentation</u>	<u>Basis of Accounting</u>	<u>Measurement Focus</u>
Government-Wide Financial Statements	Accrual Basis	Economic Resources
Fund Financial Statements	Modified Accrual Basis	Current Financial Resources

Under the accrual basis of accounting and the economic resources measurement focus, revenues are recorded when earned and expenses are recorded when a liability is incurred.

Under the modified accrual basis of accounting and the current financial resources measurement focus revenue is recognized when it is considered measurable and available. Revenue is considered available if it is collected within 60 days of year end. In addition, expenses are generally recorded when a liability has been incurred. Furthermore, when the current financial resources measurement focus is used, amounts recorded as assets exclude capital assets and the acquisition of capital assets is treated as an expenditure of funds. In addition, long-term debts are excluded from amounts reported as liabilities. Proceeds from issuing long-term debt are reported as other financing sources and repayment of long-term debt is reported as an expenditure of funds.

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

Accumulated Unpaid Vacation

Annual leave is earned by employees at varying rates based on length of service. The amount of accumulated annual leave which can be carried forward at the end of the year is limited to a maximum of 45 days. Accrued leave is typically liquidated by the general fund.

Capital Assets

Capital assets include significant acquisitions of facilities and equipment that are expected to remain in service for a period of years. Capital assets are reported in the government-wide financial statements but are excluded from the fund financial statements. Instead, the funds report the acquisition of capital assets as expenditures rather than asset acquisitions. Capital assets are depreciated using the straight-line method and useful lives ranging from 3 years to 39 years.

Interfund Receivables and Payables

Amounts of cash held or disbursed by the General Fund on behalf of other funds are recorded as Interfund Payables and Receivables. These Interfund Payables and Receivables are eliminated from the government-wide financial statement presentation.

Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Winn Parish Council on Aging may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Credit risk associated with bank deposits is limited by requiring fiscal agent banks to pledge securities as required by State Law. Furthermore, interest rate risk associated with certificates of deposits is typically mitigated by purchasing instruments that mature in one year or less.

Use of Estimates

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

Budgets

Budgets are adopted and occasionally amended by the Board of Directors in the manner prescribed by Louisiana Law and the Governor's Office of Elderly Affairs.

Fund Balances

Portions of the fund balance are reported as restricted or committed. Restrictions that effect fund balance are imposed by external sources such as grantors or lenders. Commitments apply when the governing body sets aside resources for a particular purpose.

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

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. Indirect costs, including travel, operating services, operating supplies, and other administrative costs are allocated using a budget tool provided by the Governor's Office of Elderly Affairs which is based primarily on the relationship of direct costs a program bears to the total direct costs of all programs.

NOTE 2 – INTERNAL BALANCES AND ACTIVITY

The interfund receivables and payables at June 30, 2023 are as follows:

	Interfund Receivables	Interfund Payables
General Fund	\$ 12,146	\$ 578
Special Revenue Funds:		
Title III-B	----	3,507
Title III C-2	----	3,502
Title III-E	----	4,977
American Rescue Plan	----	160
Other	578	----
Total	\$ 12,724	\$ 12,724

Various funds deposit cash into a single bank account and money is disbursed from the account on behalf of these funds. This commingling of resources results in the interfund receivables and payables presented above.

Operating transfers for the year ended June 30, 2023 are presented as follows:

	Operating Transfers In	Operating Transfers Out	Net
General Fund	\$ 78,674	\$ 271,758	\$ (193,084)
Special Revenue Funds:			
Title III-B	117,104	----	117,104
Title III C-1	39,704	----	39,704
Title III C-2	11,183	----	11,183
Title III-E	25,093	----	25,093
Total	\$ 271,758	\$ 271,758	\$ ----

The transfers described above consist of unrestricted resources that were transferred to various special revenue funds for the purpose of enhancing activities supported by those funds.

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

NOTE 3 – CAPITAL ASSETS

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
<u>Depreciable Capital Assets:</u>				
Buildings and Improvements	\$ 161,345	\$ ----	\$ 31,160	\$ 130,185
Less Accumulated Depreciation	(85,657)	(18,205)	(31,160)	(72,702)
Total Net of Depreciation	<u>\$ 75,688</u>	<u>\$ (18,205)</u>	<u>\$ ----</u>	<u>\$ 57,483</u>

Depreciable capital assets are limited to furniture, fixtures, equipment and improvements used in the administration of The Winn Parish Council on Aging's activities. Accordingly, depreciation expense, when applicable, is reported in the accompanying government-wide financial statements as a finance and administrative expense.

NOTE 4 - LONG-TERM LIABILITIES

Long-term liabilities are limited to The Winn Parish Council on Aging's obligation to provide vacation pay to qualifying employees. Activity for the year ended June 30, 2023 is presented below:

	<u>Accrued Leave Liability</u>
Beginning of Year	\$ 8,149
Additions	----
Long-term Debt Retired	3,742
End of Year	<u>\$ 4,407</u>

NOTE 5 - ACCOUNTS RECEIVABLE

Accounts receivable at year end consisted entirely of funding that originated with the State of Louisiana. Based on collection experience, no allowance for doubtful accounts was necessary.

NOTE 6 - COMPENSATION OF BOARD MEMBERS

During the year, no compensation was paid to any member of the Winn Parish Council on Aging's Board of Directors.

NOTE 7 - CASH

At June 30, 2023 the Winn Parish Council on Aging's cash balance is fully secured by FDIC insurance.

NOTE 8 - RISK MANAGEMENT:

The Winn Parish Council on Aging is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These

Winn Parish Council on Aging

Notes to Financial Statements

June 30, 2023

risks of loss are covered by a comprehensive commercial insurance policy and worker's compensation insurance. Claims resulting from these risks have historically not exceeded insurance coverage.

NOTE 9 – CONTINGENCES

The Winn Parish Council on Aging receives state and federal assistance through various grant programs and contracts. Management is confident that all significant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.

The Winn Parish Council on Aging is a defendant litigation involving an alleged automobile accident. The matter is covered by insurance and the insurance carrier is responsible for defense. Accordingly, no liability is anticipated and no provisions for judgements or settlements have been included in the financial statements.

NOTE 10 – FUND BALANCE PRESENTATION

Portions of fund balance reported as restricted represent funding source requirements that limit expenditure of resources to specific purposes. Committed fund balances have been set aside by resolution adopted by the governing body. Under the terms of the resolution, this portion of the fund balances can only be used to fund capital expenditures, including acquisition of facilities and vehicles.

NOTE 11 – GOING CONCERN ISSUES

The Winn Council on Aging has experienced losses that have resulted in reporting a deficit for the general fund. In addition, current obligations exceed available resources. If these conditions persist it could inhibit the ability to meet obligations and sustain operations.

Management and the governing body have evaluated the situation and developed a plan to establish services levels that can be sustained with existing resources, while providing a sufficient surplus to eliminate deficits. The ability to continue as a going concern is dependent on the success of managements' plans. The financial statements do not include any adjustments that might be necessary if the Winn Council on Aging is unable to continue as a going concern.

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

General Fund

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ 100,000	\$ 100,000	\$ 100,000	-
Senior Center	50,000	52,880	52,880	-
Supplemental Senior Center	14,456	14,456	14,455	(1)
Cenla Area Agency on Aging	-	-	-	-
In Kind Support	6,090	6,090	6,090	-
Public Support	16,000	16,000	24,000	8,000
Other	-	-	36	36
Total revenues	<u>186,546</u>	<u>189,426</u>	<u>197,461</u>	<u>8,035</u>
<u>Expenditures:</u>				
Current				
Salaries	20,382	23,398	26,730	(3,332)
Fringe	1,559	1,790	4,846	(3,056)
Travel	204	211	1,224	(1,013)
Operating Services	3,482	3,595	9,293	(5,698)
Operating Supplies	5,892	5,921	33,762	(27,841)
In Kind Labor	6,090	6,090	6,090	-
Other	1,356	1,400	9,595	(8,195)
Capital Expenditures	-	-	-	-
Total expenditures	<u>38,965</u>	<u>42,405</u>	<u>91,540</u>	<u>(49,135)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	78,674	78,674
Operating Transfers Out	(131,579)	(131,021)	(271,758)	(140,737)
Total Other Financing Sources (Uses)	<u>(131,579)</u>	<u>(131,021)</u>	<u>(193,084)</u>	<u>(62,063)</u>
Net Change in Fund Balances	16,002	16,000	(87,163)	(103,163)
Fund balance - Beginning of Year	<u>57,851</u>	<u>57,851</u>	<u>57,851</u>	<u>-</u>
Fund balance - End of Year	<u>\$ 73,853</u>	<u>\$ 73,851</u>	<u>\$ (29,312)</u>	<u>\$ (103,163)</u>

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III-B

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	-
Senior Center	-	-	-	-
Supplemental Senior Center	-	-	-	-
Cenla Area Agency on Aging	42,084	42,084	42,084	-
In Kind Support	-	-	-	-
Public Support	-	-	14,711	14,711
Other	-	-	1,857	1,857
Total revenues	<u>42,084</u>	<u>42,084</u>	<u>58,652</u>	<u>16,568</u>
<u>Expenditures:</u>				
Current				
Salaries	109,829	127,912	113,391	14,521
Fringe	8,402	9,785	9,785	-
Travel	1,627	1,688	321	1,367
Operating Services	33,303	34,333	36,761	(2,428)
Operating Supplies	8,639	8,902	14,998	(6,096)
In Kind Labor	-	-	-	-
Other	5,835	6,236	500	5,736
Capital Expenditures	-	-	-	-
Total expenditures	<u>167,635</u>	<u>188,856</u>	<u>175,756</u>	<u>13,100</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	117,123	116,565	117,104	539
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>117,123</u>	<u>116,565</u>	<u>117,104</u>	<u>539</u>
Net Change in Fund Balances	(8,428)	(30,207)	-	30,207
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ (8,428)</u>	<u>\$ (30,207)</u>	<u>\$ -</u>	<u>\$ 30,207</u>

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III C-1

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	44,446	44,446	778	(43,668)
In Kind Support	12,818	12,818	12,818	-
Public Support	-	-	4,662	4,662
Other	-	-	-	-
Total revenues	<u>57,264</u>	<u>57,264</u>	<u>18,258</u>	<u>(39,006)</u>
<u>Expenditures:</u>				
Current				
Salaries	19,347	18,729	18,700	29
Fringe	1,480	1,433	1,433	-
Travel	262	242	135	107
Operating Services	4,470	4,135	12,724	(8,589)
Operating Supplies	9,895	9,810	12,152	(2,342)
In Kind Labor	12,818	12,818	12,818	-
Other	47,491	47,361	-	47,361
Capital Expenditures	-	-	-	-
Total expenditures	<u>95,763</u>	<u>94,528</u>	<u>57,962</u>	<u>36,566</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	14,456	14,456	39,704	25,248
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>14,456</u>	<u>14,456</u>	<u>39,704</u>	<u>25,248</u>
Net Change in Fund Balances	(24,043)	(22,808)	-	22,808
Fund balance - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - End of Year	<u>\$ (24,043)</u>	<u>\$ (22,808)</u>	<u>\$ -</u>	<u>\$ 22,808</u>

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III C-2

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	95,871	95,871	36,486	(59,385)
In Kind Support	2,982	2,982	2,982	-
Public Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>98,853</u>	<u>98,853</u>	<u>39,468</u>	<u>(59,385)</u>
<u>Expenditures:</u>				
Current				
Salaries	43,479	42,524	27,706	14,818
Fringe	3,326	3,253	3,253	-
Travel	10,431	10,399	5,402	4,997
Operating Services	14,135	13,592	8,623	4,969
Operating Supplies	5,085	4,945	2,685	2,260
In Kind Labor	2,982	2,982	2,982	-
Other	59,135	58,923	-	58,923
Capital Expenditures	-	-	-	-
Total expenditures	<u>138,573</u>	<u>136,618</u>	<u>50,651</u>	<u>85,967</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	11,183	11,183
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>11,183</u>	<u>11,183</u>
Net Change in Fund Balances	(39,720)	(37,765)	-	37,765
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ (39,720)</u>	<u>\$ (37,765)</u>	<u>\$ -</u>	<u>\$ 37,765</u>

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

Title III E

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	23,882	23,882	26,869	2,987
In Kind Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>23,882</u>	<u>23,882</u>	<u>26,869</u>	<u>2,987</u>
<u>Expenditures:</u>				
Current				
Salaries	24,206	23,818	38,991	(15,173)
Fringe	1,851	1,822	2,983	(1,161)
Travel	2,424	2,412	-	2,412
Operating Services	2,985	2,764	7,208	(4,444)
Operating Supplies	765	708	2,780	(2,072)
In Kind Labor	-	-	-	-
Other	1,162	1,076	-	1,076
Capital Expenditures	-	-	-	-
Total expenditures	<u>33,393</u>	<u>32,600</u>	<u>51,962</u>	<u>(19,362)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	25,093	25,093
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>25,093</u>	<u>25,093</u>
Net Change in Fund Balances	(9,511)	(8,718)	-	8,718
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ (9,511)</u>	<u>\$ (8,718)</u>	<u>\$ -</u>	<u>\$ 8,718</u>

Winn Parish Council on Aging, Inc.

Statement of Revenue, Expenditures and Changes in Fund Balance - Budget vs Actual

American Rescue Plan

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues:</u>				
Intergovernmental				
Governor's Office of Elderly Affairs				
Parish Council on Aging Funds	\$ -	\$ -	\$ -	\$ -
Cenla Area Agency on Aging	59,614	59,614	34,795	(24,819)
In Kind Support	-	-	-	-
Other	-	-	-	-
Total revenues	<u>59,614</u>	<u>59,614</u>	<u>34,795</u>	<u>(24,819)</u>
<u>Expenditures:</u>				
Current				
Salaries	7,726	7,809	7,809	-
Fringe	591	597	597	-
Travel	51	49	-	49
Operating Services	877	833	26,271	(25,438)
Operating Supplies	225	214	118	96
In Kind Labor	-	-	-	-
Other	50,178	50,161	-	50,161
Capital Expenditures	-	-	-	-
Total expenditures	<u>59,648</u>	<u>59,663</u>	<u>34,795</u>	<u>24,868</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	(34)	(49)	-	49
Fund balance - Beginning of Year	-	-	-	-
Fund balance - End of Year	<u>\$ (34)</u>	<u>\$ (49)</u>	<u>\$ -</u>	<u>\$ 49</u>

Winn Parish Council on Aging, Inc.

***Schedule of Compensation, Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the year ended June 30, 2023***

Agency Head (Executive Director)

	Joyce McElroy
Purpose:	
Compensation	<u>\$ 46,773</u>
Reimbursements	
Mileage	<u>992</u>
Travel	<u>757</u>



December 20, 2023

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Winn Parish Council on Aging
Winnfield, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Winn Parish Council on Aging, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about The Winn Parish Council on Aging's compliance with certain laws and regulations during the year ended June 30, 2023, included in the *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW:

1. Obtain documentation for all expenditures made during the year for materials and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (R.S.) 39:1551-39:1775 (the state procurement code) or R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

During the current period, there were no transactions that met the scope of the public bid law.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of the Board Members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of the Board Members and employees, as well as their immediate families.

Management provided a questionnaire completed by each active member of the Board. The questionnaires furnished a list of outside business interest and immediate family members.

3. Obtain from management a listing of all employees paid during the period under examination.



Rozier, McKay & Willis
Certified Public Accountants
Voice: 318.442.1608

1407 Peterman Drive
Alexandria, Louisiana 71301
Online: CenlaCPAs.com

WINN PARISH COUNCIL ON AGING, INC.
DECEMBER 20, 2023

Management provided us with a listing of all employees paid during the period under examination.

4. Determine whether any of those employees included in the records obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

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

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

Management provided the requested information. None of the businesses of board members, employees, and board members' and employees' immediate families appeared as vendors on the list of disbursements.

BUDGETING

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

Copies of the budget were provided.

7. Trace the budget adoption and amendments to the minute book.

Finding 2023-001:

Minutes maintained by previous management could not be located.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

Budget variances were within limits imposed by State Law.

ACCOUNTING AND REPORTING

9. Randomly select six disbursements made during the period under examination and:

(a) trace payments to supporting documentation as to proper amount and payee.

Finding 2003-002:

We randomly selected six items from the prenumbers check sequence. Supporting documentation was provided for 5 of the 6 items.

WINN PARISH COUNCIL ON AGING, INC.
DECEMBER 20, 2023

(b) determine if payments were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

(c) determine whether payments received approval from proper authorities.

Finding 2003-002:

One of the transactions was an automatic draft that was not subject reoccurring approval.

MEETINGS

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Winn Parish Council on Aging is only required to post a notice of each meeting and the accompanying agenda on the door of the meeting facility. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion.

DEBT

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected the bank deposits for the period under examination and noted no debt proceeds received.

ADVANCES AND BONUSES

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

Our review of the payroll records and board minutes for the year found that no employees received payments that would constitute a bonus, advance or gift.

STATE AUDIT LAW

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

The previous report was submitted by the statutory deadline.

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

The Agency has remained in compliance with the audit law.

PRIOR-YEAR COMMENTS

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

No findings were reported for the previous year.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management the Winn Parish Council on Aging and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Rozier, McKay & Willis
Certified Public Accountants

**WINN PARISH COUNCIL ON AGING
MANAGEMENT’S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED JUNE 30, 2023**

SECTION I - Review Report	
No findings were reported.	Response – N/A
SECTION II - Attestation Report	
Finding	Managements’ Response
<p><u>2023-001: Budget Adoption</u> Minutes were not available to support adoption of original and amended budgets.</p> <p><u>2023-002: Documentation</u> Transactions selected for testing included an electronic payment that included the following deficiencies:</p> <ul style="list-style-type: none"> • Documentation was emailed to an email address that was only accessible by the former director. • The payment is an automatic draft that is not subject to an approval process before each payment is made. 	<p><u>2023-001: Budget Adoption</u> These documents could not be located in records maintained by previous management. Under current management, regular meetings are conducted, and minutes are preserved.</p> <p><u>2023-002: Documentation</u> We are in the process of contacting the vendor to change the address for receiving supporting documentation and arranging a more functional approval process.</p>
SECTION III –Management Letter	
No findings were reported.	Response – N/A

WINN PARISH COUNCIL ON AGING
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2023

SECTION I - Review Report	
No findings were reported.	Response – N/A
SECTION II - Attestation Report	
No findings were reported.	Response – N/A
SECTION III –Management Letter	
No findings were reported.	Response – N/A

LOUISIANA ATTESTATION QUESTIONNAIRE
FOR THE YEAR ENDED JUNE 30, 2023

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Governmental Agencies)

Rozier, McKay & Willis
Post Office Box 12178
Alexandria, LA 71315

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

Public Bid Law

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

Yes No N/A

Code of Ethics for Public Officials and Public Employees

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

Yes No N/A

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

Yes No N/A

Budgeting

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

Yes No N/A

Accounting and Reporting

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

Meetings

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

Yes No N/A

Debt

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

Yes No N/A

Advances and Bonuses

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

Yes No N/A

Prior-Year Comments

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

Yes No N/A

General

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

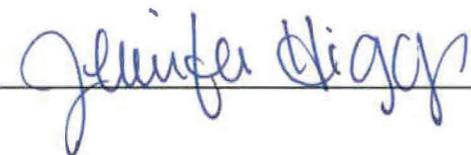
We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose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

Yes No N/A

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

Yes No N/A

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



Executive Director

12/28/23

Date