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**TENSAS COUNCIL ON THE AGING, INC.**

*Financial Statements  
For the Year Ended June 30, 2004*

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3-30-05



TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
FOR THE YEAR ENDED JUNE 30, 2004

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TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
FOR THE YEAR ENDED JUNE 30, 2004

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# CAMERON, HINES & HARTT

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

Mailing Address:

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (818) 323-1717

Fax (818) 322-5121

E-Mail: [chhcpas@bellsouth.net](mailto:chhcpas@bellsouth.net)

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Tensas Council on the Aging, Inc.  
St. Joseph, Louisiana

We have audited the accompanying financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Tensas Council on the Aging, Inc., as of and for the year ended June 30, 2004, which collectively comprise the basic financial statements of the Council as listed in the table of contents. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

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 for the Tensas Council on the Aging, Inc., as of June 30, 2004, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2004, on our consideration of the Council's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Board of Directors  
Tensas Council on the Aging, Inc.  
St. Joseph, Louisiana  
Page 2

As described in Note 1, the Council has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*, as of June 30, 2004.

Management’s discussion and analysis and budgetary comparison information on pages 3 through 5 and 19 through 22, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Cameron, Hines & Hartt (APAC)*

West Monroe, Louisiana  
December 2, 2004

**REQUIRED SUPPLEMENTAL INFORMATION (PART A)**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

# TENSAS COUNCIL ON AGING

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Tensas Council on Aging provides an overview of the Council's activities for the year ended June 30, 2004. Please read it in conjunction with the Council's financial statements.

## USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the Council as a whole.

### Reporting the Council as a Whole

#### The Statement of Net Assets and the Statement of Activities

These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Council's net assets and changes in them. The Council's net assets – the difference between assets and liabilities – measure the Council's financial position. The increase or decrease in the Council's net assets are an indicator of whether its financial position is improving or deteriorating.

## THE COUNCIL AS A WHOLE

For the year ended June 30, 2004:

|                        |                 |
|------------------------|-----------------|
| Beginning net assets   | \$( 6,742)      |
| Increase in net assets | <u>15,910</u>   |
| Ending net assets      | <u>\$ 9,168</u> |

In future years, a comparative analysis of beginning and ending net assets will be presented.

## THE COUNCIL'S FUNDS

The following schedule presents a summary of revenues and expenses for the fiscal year ended June 30, 2004, and the amount and percentage of increases and decreases in relation to the prior year.

**"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"**

| Revenues          | June 30, 2004    | Percent of Total | Increase (Decrease) From June 30, 2003 | Percent Increase (Decrease) |
|-------------------|------------------|------------------|----------------------------------------|-----------------------------|
| Intergovernmental | \$204,166        | 77%              | \$3,261                                | 2%                          |
| Sales Tax         | 34,889           | 13%              | \$34,889                               | 100%                        |
| Public Support    | 23,235           | 9%               | (844)                                  | -4%                         |
| Rental Income     | 3,900            | 1%               | 0                                      | 0%                          |
| <b>Totals</b>     | <b>\$266,190</b> | <b>100%</b>      | <b>\$37,306</b>                        | <b>98%</b>                  |

Revenues for the Council increased overall. In the prior year, no sales tax revenue was received. The intergovernmental revenues increased slightly from the prior year due to funding being restored in some areas of service. Public support decreased mainly due to the passage of the sales tax for support of the Council.

| Expenses     | June 30, 2004    | Percent of Total | Increase (Decrease) From 30-Jun-03 | Percent Increase (Decrease) |
|--------------|------------------|------------------|------------------------------------|-----------------------------|
| <b>Total</b> | <b>\$245,138</b> | <b>100%</b>      | <b>\$14,271</b>                    | <b>6%</b>                   |

The Council's expenses increased from the prior year. This was mainly due to the increased costs of fuel, repairs, food contract and insurance.

### **BUDGETARY HIGHLIGHTS**

The Council's total revenues in fiscal year 2004 were more than the final budget by \$19,139. Only that portion of the sales tax expected to be used to cover expenses is budgeted. Actual expenses for the Council were under the final budget by \$1,255. The General Fund is not budgeted but used in support of other programs.

### **CAPITAL ASSET AND DEBT ADMINISTRATION**

#### **Capital Assets**

At the end of June 30, 2004 and 2003, the Council had \$89,623 invested in capital assets including buildings and improvements, furniture and fixtures, equipment, and vehicles (see table next page).



|                             | <u>June 30, 2004</u> | <u>June 30, 2003</u> |
|-----------------------------|----------------------|----------------------|
| Building                    | \$20,000             | \$20,000             |
| Office Furniture & Fixtures | 8,922                | 8,922                |
| Vehicles                    | 60,701               | 60,701               |
| <br>Totals                  | <br><u>\$89,623</u>  | <br><u>\$89,623</u>  |

The Council had no major additions or deletions to the fixed assets.

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

The Council's revenues are derived mainly from three sources, United States Department of Health and Human Services Administration on Aging through the Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council, Sales Tax and Public Support. The Council does not anticipate any major increase or decrease in the revenues for the coming year.

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

The financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the Council's finances and to show the Council's accountability for the money it receives. If you have questions concerning this report or need additional financial information, contact the Tensas Council on Aging, PO Box 726 St. Joseph, LA 71366.

Clarissa C. Newman  
Director

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
STATEMENT OF NET ASSETS  
JUNE 30, 2004

|                                                    | <u>Governmental<br/>Activities</u> |
|----------------------------------------------------|------------------------------------|
| <u>ASSETS</u>                                      |                                    |
| Cash                                               | \$ 28,783                          |
| Accounts Receivable                                | 3,667                              |
| Prepaid Expenses                                   | 70                                 |
| Capital Assets:                                    |                                    |
| Depreciable                                        | 20,156                             |
| <u>TOTAL ASSETS</u>                                | <u>\$ 52,676</u>                   |
| <u>LIABILITIES</u>                                 |                                    |
| Accounts Payable                                   | \$ 16,253                          |
| Accrued Expenses                                   | 6,062                              |
| Non-Current Liabilities                            |                                    |
| Due Within One Year                                |                                    |
| Notes Payable                                      | 8,849                              |
| Due in More Than One Year                          |                                    |
| Notes Payable                                      | 12,344                             |
| Total Liabilities                                  | 43,508                             |
| <u>NET ASSETS</u>                                  |                                    |
| Invested in Capital Assets,<br>Net of Related Debt | 5,063                              |
| Restricted For:                                    |                                    |
| Utility Assistance                                 | 4,299                              |
| Unrestricted                                       | (194)                              |
| Total Net Assets                                   | 9,168                              |
| <u>TOTAL LIABILITIES AND NET ASSETS</u>            | <u>\$ 52,676</u>                   |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2004

|                                         | <u>Direct</u><br><u>Expenses</u> | <u>Indirect</u><br><u>Expenses</u> |
|-----------------------------------------|----------------------------------|------------------------------------|
| Function/Program Activities             |                                  |                                    |
| Governmental Activities:                |                                  |                                    |
| Health, Welfare and Social Services:    |                                  |                                    |
| Supportive Services:                    |                                  |                                    |
| Homemaker                               | \$ 6,211                         | \$ 3,591                           |
| Information and Assistance              | 965                              | 399                                |
| Outreach                                | 572                              | 346                                |
| Transportation                          | 15,514                           | 8,530                              |
| Other Services                          | 11,256                           | 6,489                              |
| Nutrition Services:                     |                                  |                                    |
| Congregate Meals                        | 41,651                           | 17,342                             |
| Home Delivered Meals                    | 79,680                           | 32,812                             |
| Utility Assistance                      | 3,535                            | -                                  |
| Disease Prevention and Health Promotion | 2,250                            | -                                  |
| National Family Caregiver Support       | 2,929                            | -                                  |
| Senior Activities                       | 7,070                            | -                                  |
| Administration                          | 9,138                            | -                                  |
|                                         | <u>\$ 180,771</u>                | <u>\$ 69,509</u>                   |
| Total Governmental Activities           |                                  |                                    |

| Charges for<br>Services | Program Revenues                         |                                        | Net (Expense)<br>Revenue and<br>Changes in<br>Net Assets<br>Governmental<br>Activities |
|-------------------------|------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------------|
|                         | Operating<br>Grants and<br>Contributions | Capital<br>Grants and<br>Contributions |                                                                                        |
| \$ -                    | \$ 5,903                                 | \$ -                                   | \$ (3,899)                                                                             |
| -                       | 1,107                                    | -                                      | (257)                                                                                  |
| -                       | 738                                      | -                                      | (180)                                                                                  |
| -                       | 15,127                                   | -                                      | (8,917)                                                                                |
| -                       | 14,021                                   | -                                      | (3,724)                                                                                |
| -                       | 33,842                                   | -                                      | (25,151)                                                                               |
| -                       | 98,996                                   | -                                      | (13,496)                                                                               |
| -                       | 4,972                                    | -                                      | 1,437                                                                                  |
| -                       | 2,250                                    | -                                      | -                                                                                      |
| -                       | 2,929                                    | -                                      | -                                                                                      |
| -                       | -                                        | -                                      | (7,070)                                                                                |
| -                       | 6,309                                    | -                                      | (2,829)                                                                                |
| <u>\$ -</u>             | <u>\$ 186,194</u>                        | <u>\$ -</u>                            | <u>\$ (64,086)</u>                                                                     |

General Revenues:

|                                                                 |                 |
|-----------------------------------------------------------------|-----------------|
| Grants and Contributions not Restricted<br>to Specific Programs | 41,207          |
| Sales Taxes                                                     | 34,889          |
| Rental Income                                                   | 3,900           |
| Total General Revenues                                          | <u>79,996</u>   |
| Changes in Net Assets                                           | 15,910          |
| Net Assets - Beginning                                          | <u>(6,742)</u>  |
| Net Assets - Ending                                             | <u>\$ 9,168</u> |

The accompanying notes are an integral part of this financial statement.

**FUND FINANCIAL STATEMENTS**

TENSAS COUNCIL ON THE AGING, INC.

ST. JOSEPH, LOUISIANA

BALANCE SHEET  
GOVERNMENTAL FUNDS

JUNE 30, 2004

|                                               | <u>General<br/>Fund</u> | <u>Title III B<br/>Supportive<br/>Services</u> | <u>Title C-1<br/>Congregate<br/>Meals</u> | <u>Title C-2<br/>Home Delivered<br/>Meals</u> |
|-----------------------------------------------|-------------------------|------------------------------------------------|-------------------------------------------|-----------------------------------------------|
| <u>ASSETS</u>                                 |                         |                                                |                                           |                                               |
| Cash and Cash Equivalents                     | \$ 17,666               | \$ -                                           | \$ -                                      | \$ 2,557                                      |
| Accounts Receivable                           | -                       | 2,728                                          | -                                         | -                                             |
| Prepaid Expenses                              | 70                      | -                                              | -                                         | -                                             |
| Due From Other Funds                          | 10,586                  | 8,132                                          | 4,058                                     | 6,561                                         |
| <u>TOTAL ASSETS</u>                           | <u>\$ 28,322</u>        | <u>\$ 10,860</u>                               | <u>\$ 4,058</u>                           | <u>\$ 9,118</u>                               |
| <u>LIABILITIES AND FUND BALANCE</u>           |                         |                                                |                                           |                                               |
| <u>LIABILITIES</u>                            |                         |                                                |                                           |                                               |
| Accounts Payable                              | \$ 860                  | \$ 1,577                                       | \$ 4,028                                  | \$ 9,105                                      |
| Other Accrued Expenses                        | 6,062                   | -                                              | -                                         | -                                             |
| Notes Payable - Current Portion               | 8,849                   | -                                              | -                                         | -                                             |
| Due To Other Funds                            | 19,708                  | 9,283                                          | 30                                        | 13                                            |
| Total Current Liabilities                     | 35,479                  | 10,860                                         | 4,058                                     | 9,118                                         |
| Notes Payable - Long-Term                     | 12,344                  | -                                              | -                                         | -                                             |
| Total Liabilities                             | 47,823                  | 10,860                                         | 4,058                                     | 9,118                                         |
| <u>FUND BALANCE</u>                           |                         |                                                |                                           |                                               |
| Fund Balance                                  |                         |                                                |                                           |                                               |
| Reserved for:                                 |                         |                                                |                                           |                                               |
| Utilities Assistance                          | -                       | -                                              | -                                         | -                                             |
| Unreserved, Reported In:                      |                         |                                                |                                           |                                               |
| General Fund                                  | (19,501)                | -                                              | -                                         | -                                             |
| Special Revenue Funds                         | -                       | -                                              | -                                         | -                                             |
| Total Fund Balance                            | (19,501)                | -                                              | -                                         | -                                             |
| <u>TOTAL LIABILITIES AND FUND<br/>BALANCE</u> | <u>\$ 28,322</u>        | <u>\$ 10,860</u>                               | <u>\$ 4,058</u>                           | <u>\$ 9,118</u>                               |

TENSAS COUNCIL ON THE AGING, INC  
ST. JOSEPH, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2004

|                                                                                                                                  | <u>General Fund</u> | <u>Title III B<br/>Supportive<br/>Services</u> | <u>Title C-1<br/>Congregate<br/>Meals</u> | <u>Title C-2<br/>Home Delivered<br/>Meals</u> |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------|-------------------------------------------|-----------------------------------------------|
| <b><u>REVENUES</u></b>                                                                                                           |                     |                                                |                                           |                                               |
| Intergovernmental                                                                                                                | \$ 21,048           | \$ 34,880                                      | \$ 28,453                                 | \$ 75,159                                     |
| Public Support                                                                                                                   | 5,356               | 2,016                                          | 5,389                                     | 5,502                                         |
| Rental Income                                                                                                                    | 3,900               | -                                              | -                                         | -                                             |
| Sales Tax Revenue                                                                                                                | 34,889              | -                                              | -                                         | -                                             |
| Total Revenues                                                                                                                   | <u>65,193</u>       | <u>36,896</u>                                  | <u>33,842</u>                             | <u>80,661</u>                                 |
| <b><u>EXPENDITURES</u></b>                                                                                                       |                     |                                                |                                           |                                               |
| Current:                                                                                                                         |                     |                                                |                                           |                                               |
| Salaries                                                                                                                         | -                   | 30,592                                         | 12,903                                    | 32,151                                        |
| Fringe                                                                                                                           | -                   | 4,377                                          | 1,872                                     | 4,150                                         |
| Travel                                                                                                                           | -                   | 1,789                                          | 226                                       | 5,376                                         |
| Operating Services                                                                                                               | -                   | 13,744                                         | 9,597                                     | 19,374                                        |
| Operating Supplies                                                                                                               | -                   | 3,338                                          | 728                                       | 1,922                                         |
| Other Costs                                                                                                                      | 1,365               | 33                                             | 33,667                                    | 49,519                                        |
| Interest Expense                                                                                                                 | 1,678               | -                                              | -                                         | -                                             |
| Utility Assistance                                                                                                               | -                   | -                                              | -                                         | -                                             |
| Total Expenditures                                                                                                               | <u>3,043</u>        | <u>53,873</u>                                  | <u>58,993</u>                             | <u>112,492</u>                                |
| <b><u>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</u></b>                                                              |                     |                                                |                                           |                                               |
|                                                                                                                                  | 62,150              | (16,977)                                       | (25,151)                                  | (31,831)                                      |
| <b><u>OTHER FINANCING SOURCES<br/>(USES)</u></b>                                                                                 |                     |                                                |                                           |                                               |
| Operating Transfers - In                                                                                                         | -                   | 16,977                                         | 25,151                                    | 31,831                                        |
| Operating Transfers - Out                                                                                                        | <u>(45,798)</u>     | <u>-</u>                                       | <u>-</u>                                  | <u>-</u>                                      |
| Total Other Financing Sources<br>(Uses)                                                                                          | <u>(45,798)</u>     | <u>16,977</u>                                  | <u>25,151</u>                             | <u>31,831</u>                                 |
| <b><u>EXCESS (DEFICIENCY) OF REVENUES<br/>AND OTHER FINANCING SOURCES<br/>OVER EXPENDITURES AND<br/>OTHER FINANCING USES</u></b> |                     |                                                |                                           |                                               |
|                                                                                                                                  | 16,352              | -                                              | -                                         | -                                             |
| <b><u>FUND BALANCE AT BEGINNING<br/>OF YEAR</u></b>                                                                              |                     |                                                |                                           |                                               |
|                                                                                                                                  | <u>(35,853)</u>     | <u>-</u>                                       | <u>-</u>                                  | <u>-</u>                                      |
| <b><u>FUND BALANCE AT END OF YEAR</u></b>                                                                                        |                     |                                                |                                           |                                               |
|                                                                                                                                  | <u>\$ (19,501)</u>  | <u>\$ -</u>                                    | <u>\$ -</u>                               | <u>\$ -</u>                                   |



TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2004

| <u>Nonmajor</u><br><u>Governmental</u><br><u>Funds</u> | <u>Total</u><br><u>Governmental</u><br><u>Funds</u> |                                                           |                  |
|--------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|------------------|
|                                                        |                                                     | Net Change in Fund Balances - Total<br>Governmental Funds | \$ 21,052        |
| \$ 44,626                                              | \$ 204,166                                          |                                                           |                  |
| 4,972                                                  | 23,235                                              | <i>Amounts reported for governmental activities</i>       |                  |
| -                                                      | 3,900                                               | <i>in the statement of activities are different</i>       |                  |
| -                                                      | 34,889                                              | <i>because:</i>                                           |                  |
| <u>49,598</u>                                          | <u>266,190</u>                                      | Governmental funds report capital outlays as              |                  |
|                                                        |                                                     | report depreciation expense to allocate those             |                  |
|                                                        |                                                     | expenditures over the life of the assets:                 |                  |
|                                                        |                                                     | Capital asset purchases capitalized                       | -                |
|                                                        |                                                     | Depreciation expense                                      | <u>(5,142)</u>   |
| 5,341                                                  | 80,987                                              |                                                           | <u>(5,142)</u>   |
| 645                                                    | 11,044                                              |                                                           |                  |
| 8                                                      | 7,399                                               |                                                           |                  |
| 4,914                                                  | 47,629                                              |                                                           |                  |
| 1,634                                                  | 7,622                                               | Change in Net Assets in Governmental Activities           | <u>\$ 15,910</u> |
| 660                                                    | 85,244                                              |                                                           |                  |
| -                                                      | 1,678                                               |                                                           |                  |
| <u>3,535</u>                                           | <u>3,535</u>                                        |                                                           |                  |
| <u>16,737</u>                                          | <u>245,138</u>                                      |                                                           |                  |
|                                                        |                                                     |                                                           |                  |
| 32,861                                                 | 21,052                                              |                                                           |                  |
|                                                        |                                                     |                                                           |                  |
| -                                                      | 73,959                                              |                                                           |                  |
| <u>(28,161)</u>                                        | <u>(73,959)</u>                                     |                                                           |                  |
| <u>(28,161)</u>                                        | <u>-</u>                                            |                                                           |                  |
|                                                        |                                                     |                                                           |                  |
| 4,700                                                  | 21,052                                              |                                                           |                  |
|                                                        |                                                     |                                                           |                  |
| <u>3,813</u>                                           | <u>(32,040)</u>                                     |                                                           |                  |
|                                                        |                                                     |                                                           |                  |
| <u>\$ 8,513</u>                                        | <u>\$ (10,988)</u>                                  |                                                           |                  |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 1- Summary of Significant Accounting Policies

The financial statements of the Tensas Council on the Aging, Inc. have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. These statements have also incorporated any applicable requirements set forth by *Audits of State and Local Governmental Units*, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection VI-Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contractors, and the *Louisiana Governmental Audit Guide*. The more significant to the Council's accounting policies are described below.

A. Reporting Entity

In 1964, the State of Louisiana passed Act 456 that authorized the charter of voluntary councils on aging for the welfare of the aging people in their representative parishes. Charters are issued by the Louisiana Secretary of State upon approval by the Governor's Office of Elderly Affairs. The Tensas Council on the Aging, Inc. is a non-profit, quasi-public, corporation which must comply with the policies and regulations established by the Governor's Office of Elderly Affairs, the state agency which provides the Council with most of its revenues. The Council also receives revenues from other federal, state, and local government agencies that may impose certain restrictions upon how the Council can use the money that they have provided.

The primary function of the Tensas Council on the Aging, Inc. is to improve the quality of life for the parish's elderly and to provide services to the elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the parish. Such services include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 11 voluntary members who serve three-year terms governs the Council.

The Council is not a component unit of another primary government nor does it have any component units that are related to it. Therefore, the Council has presented its financial statements as a separate special purpose government.

B. Financial Reporting

The Council follows the provisions of the Governmental Accounting Standards Board Statement, Nos. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (Statement 34), 37, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments: Omnibus* (Statement 37), and 38, *Certain Financial Statement Note Disclosures* (Statement 38), which establish the financial reporting standards for all state and local governmental entities.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 1- Summary of Significant Accounting Policies (continued)

B. Financial Reporting (continued)

The accompanying government-wide financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting and reflect transactions of behalf of the Council. The Council accounts for its funds as governmental funds.

*Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.*

Office of Elderly Affairs Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. Most of the Council's special revenue funds are provided by GOEA. The Title III funds are provided by the United States Department of Health and Human Services Administration on Aging through the Governor's Office of Elderly Affairs which in turn "passes through" the funds to the Council.

The Council reports the following major governmental funds:

General Fund

The General Fund is the general operating fund of the Council. It is used to account for all financial resources except those required to be accounted for in another fund. These discretionary funds are accounted for and reported according to the source (federal, state, or local) from which they are derived. The following types of programs comprise the Council's General Fund:

Local Funds

Local funds are received from various local sources; such funds not being restricted to any special use.

PCOA (ACT 735) Funds

PCOA (Act 735) funds are appropriated for the Governor's Office of Elderly Affairs by the Louisiana Legislature for remittance to the Council on Aging. The Council may use these "Act 735" funds at its discretion provided the program is benefiting people who are at least 60.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 1- Summary of Significant Accounting Policies (continued)

B. Financial Reporting (continued)

Title III-B Supportive Services Fund

This program provides access services, in-home services, community services, legal assistance and transportation for the elderly.

Title III C-1 Congregate Meals Fund

These funds are used to provide nutritional congregate meals to the elderly in strategically located centers.

Title III C-2 Home Delivered Meals Fund

These funds are used to provide nutritional meals to home-bound older persons.

The remaining nonmajor funds are as follows:

Senior Center Fund

This program provides community service centers at which older persons receive supportive services and participate in activities which foster their independence, enhance their dignity and encourage their involvement in and with the community.

Nutritional Services Incentive Program (NSIP)

The NSIP program (formerly USDA) is used to account for the administration of Food Distribution Program funds provided by the United States Department of Agriculture through the Louisiana Governor's Office of Elderly Affairs. This program reimburses the service provider on a per unit basis for each congregate and home-delivered meal served to an eligible participant so that the United States food and commodities may be purchased to supplement these programs.

Title III-D Disease Prevention and Health Promotion Services

This program provides funds to develop or strengthen preventive health service and health promotion systems through designated agencies.

Title III-E National Family Caregiver Support

To assist in providing multifaceted systems of support services for family caregivers and grandparents or older individuals who are relative caregivers.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 1- Summary of Significant Accounting Policies (continued)

B. Financial Reporting (continued)

Audit Funds

These funds are used to offset the cost of the annual audit. The amount received for the years ended June 30, 2004 and 2003 was \$953, respectively.

Supplemental Senior Center Fund

The Louisiana Legislature appropriated additional money for various Councils on Aging through the state to be used to supplement the primary state grant for senior centers. Tensas Council on the Aging, Inc. was one of the parish councils to receive a supplemental grant.

Utility Assistance Fund

The Utility Assistance fund is used to account for the administration of programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish Councils on Aging to provide assistance to the elderly for the payment of their utility bills.

C. Compensated Absences

Employees of the Tensas Council on the Aging, Inc. earn from 12 to 18 days of annual leave each year with 40 days allowed to be carried over to next year, depending on their length of service and the employee's working status (full-time or part-time). Provided that funds are available, employees are compensated upon termination of employment for current-year accrued annual leave up to 5 days. Employees earn up to 12 days of sick leave each year, and can accumulate up to 60 days, depending upon whether the employee is on a part-time or full-time status. Employees are not paid for accrued sick leave at termination and no accrual has been made.

D. Funding Policies and Sources of Funds

The Council receives its monies through various methods of funding. NSIP program funds are provided through the Louisiana Governor's Office of Elderly Affairs to help offset raw food cost in Title III C-1 and C-2 programs. This program is funded under the units of service provided method. The Senior Center program and State Allocation (PCOA) and Supplemental Senior Center funds are received as a monthly allocation of the total budget (grant) in advance of the actual expenditure. The Title III-B, C-1, C-2, D and E programs are funded based on actual operating cost incurred. The Council encourages and receives contributions from clients to help offset the costs of the Title III-B, C-1, and C-2 programs. Utility assistance funds are also provided by the Louisiana Association of Council on Aging to the Council under the Helping Hands and Heating Help Energy programs. All of the above mentioned funds, including any other miscellaneous income, are recorded as revenue when the cash is received because the Council cannot predict the timing and amount of receipt.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 1 - Summary of Significant Accounting Policies (continued)

E. Estimates

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

Note 2 - Cash and Certificates of Deposit

At June 30, 2004, the book balance of the Council's bank deposits was \$28,782.

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 2004 are secured as follows:

|                                       |                    |
|---------------------------------------|--------------------|
| Bank Balances                         | <u>\$ 29,523</u>   |
| Federal Deposit Insurance             | \$ 100,000         |
| Pledged Securities (Uncollateralized) | <u>          -</u> |
| Total                                 | <u>\$ 29,523</u>   |

Because the pledged securities are held by the custodial bank in the name of the fiscal agent bank rather than in the name of the Council, they are considered uncollateralized (Category 3) under the provision of GASB Codification C20.106; however Louisiana Revised Statute 39.1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Council that the fiscal agent bank has failed to pay deposited funds upon demand.

Note 3 - Receivables

Accounts receivable at June 30, 2004, consisting of reimbursements for expenses incurred under the Title III D program was \$939. Also, a receivable was due from North Delta which also consisted of reimbursements for expenses incurred was \$2,728.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 4 - Fixed Assets

Fixed asset activity for the year ended June 30, 2004 is as follows:

|                                      | <u>Balance</u><br><u>July 1, 2003</u> | <u>Additions</u>  | <u>Deletions</u> | <u>Balance</u><br><u>June 30, 2004</u> |
|--------------------------------------|---------------------------------------|-------------------|------------------|----------------------------------------|
| <b>Depreciable Assets:</b>           |                                       |                   |                  |                                        |
| Building                             | \$ 20,000                             | \$ -              | \$ -             | \$ 20,000                              |
| Vehicles                             | 60,701                                | -                 | -                | 60,701                                 |
| Furniture &<br>Fixtures              | <u>8,922</u>                          | <u>-</u>          | <u>-</u>         | <u>8,922</u>                           |
| Totals at Historical Cost            | 89,623                                | -                 | -                | 89,623                                 |
| <b>Less Accumulated Depreciation</b> |                                       |                   |                  |                                        |
| For:                                 |                                       |                   |                  |                                        |
| Building                             | ( 542)                                | ( 500)            | -                | ( 1,042)                               |
| Vehicles                             | ( 56,458)                             | ( 4,243)          | -                | ( 60,701)                              |
| Machinery &<br>Equipment             | <u>( 7,325)</u>                       | <u>( 399)</u>     | <u>-</u>         | <u>( 7,724)</u>                        |
| Total Accumulated<br>Depreciation    | <u>( 64,325)</u>                      | <u>( 5,142)</u>   | <u>-</u>         | <u>( 69,467)</u>                       |
| Fixed Assets, Net                    | <u>\$ 25,298</u>                      | <u>\$( 5,142)</u> | <u>\$ -</u>      | <u>\$ 20,156</u>                       |

Depreciation was charged to Administration activities of the Council for \$5,142.

Note 4- Long-Term Debt

|                                 | <u>Beginning</u><br><u>Balance</u> | <u>Additions</u> | <u>Reductions</u> | <u>Ending</u><br><u>Balance</u> | <u>Amounts Due</u><br><u>Within</u><br><u>One Year</u> |
|---------------------------------|------------------------------------|------------------|-------------------|---------------------------------|--------------------------------------------------------|
| <b>Governmental Activities:</b> |                                    |                  |                   |                                 |                                                        |
| <b>Notes Payable:</b>           |                                    |                  |                   |                                 |                                                        |
| Building                        | \$ 17,523                          | \$ -             | \$ 2,430          | \$ 15,093                       | \$ 2,749                                               |
| North Delta                     | <u>6,100</u>                       | <u>-</u>         | <u>-</u>          | <u>6,100</u>                    | <u>6,100</u>                                           |
| Total Long Term Debt            | <u>\$ 23,623</u>                   | <u>\$ -</u>      | <u>\$ 2,430</u>   | <u>\$ 21,193</u>                | <u>\$ 8,849</u>                                        |

A note payable in the amount of \$20,030 with an interest rate of 7.35% per year was obtained to purchase the Council on Aging's building. The Council pays \$307 per month for 5 years beginning June 2002.

The loan from North Delta Regional Planning and Development was for operating expenses. It is to be paid back in two semi-annual payments with no interest due. Beginning in the year ended June 30, 2001, North Delta withheld some of the Council's expenditure reimbursement to pay down the amount owed.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 4-Long-Term Debt (continued)

Principal and interest requirements to retire the Council's notes payable obligations are as follows:

| Year Ended<br><u>June 30,</u> | <u>Building Note</u> |                 |
|-------------------------------|----------------------|-----------------|
|                               | <u>Principal</u>     | <u>Interest</u> |
| 2005                          | \$ 2,780             | \$ 934          |
| 2006                          | 2,991                | 723             |
| 2007                          | 4,340                | 496             |
| 2008                          | <u>4,982</u>         | <u>279</u>      |
| Total                         | <u>\$ 15,093</u>     | <u>\$ 2,432</u> |

Note 5 - In-Kind Contributions

The Council received various in-kind contributions during the year. These in-kind contributions have not been recorded in the financial statements as revenues, nor has the expenditure related to the use of the in-kind been recorded. The primary in-kind contributions consisted of free rent and utilities for the senior center and meal sites, and wages and fringe benefits for volunteer workers.

Note 6 - Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. However, board members are reimbursed for out-of-town travel expenses incurred in accordance with the Council's regular personnel policy.

Note 7 - Income Tax Status

The Council, a non-profit corporation is exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code.

Note 8 - Litigation and Claims

There was no litigation pending against the Council at June 30, 2004, nor is the Council aware of any unasserted claims.

Note 9 - Federal Award Programs

The Council receives revenues from various federal and state grant programs that are subject to final review and approval as to the allowability of expenditures by the respective grantor agencies. These programs are audited in accordance with the *Single Audit Act Amendment of 1996* and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Institutions*. Any settlements or expenses arising out of a final review are recognized in the period agreed upon by the agency and the Council. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the Council's financial position.



TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 10-Economic Dependency

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

Note 11-Interfund Transfers

Operating transfers in and out are listed by fund for 2004:

|                                  | Funds Transferred Out             |                        |                         |                         |                         |                         |
|----------------------------------|-----------------------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <u>Funds Transferred In</u>      | <u>Supplemental Senior Center</u> | <u>Senior Center</u>   | <u>NSIP</u>             | <u>General Fund</u>     | <u>PCOA</u>             | <u>Total In</u>         |
| Title IIIB - Supportive Services | \$ 3,825                          | \$ 9,264               | \$ -                    | \$ 1,098                | \$ 2,790                | \$ 16,977               |
| Title III C-1                    | -                                 | -                      | 6,000                   | 12,112                  | 7,039                   | 25,151                  |
| Title III C-2                    | -                                 | -                      | 9,072                   | 11,540                  | 11,219                  | 31,831                  |
| <b>Total Out</b>                 | <b><u>\$ 3,825</u></b>            | <b><u>\$ 9,264</u></b> | <b><u>\$ 15,072</u></b> | <b><u>\$ 24,750</u></b> | <b><u>\$ 21,048</u></b> | <b><u>\$ 73,959</u></b> |

Note 12-Risk Management

The Council is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The council has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Council's insurance coverage.

Note 13-Sales Tax Revenue

During the year ended June 30, 2003, the citizens of Tensas Parish voted a ½ cent sales tax for the Tensas Council on the Aging. The first revenues were collected beginning January 2004 for \$34,889.

Note 14-Fund Deficit

At June 30, 2004, the General Fund had a fund deficit of \$20,739. This will continue to be reduced over time due to the Council receiving a minimum of \$25,000 per year up to ten years through an Economic Development Tax Fund through the Tensas Parish Police Jury.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2004

Note 15-Restatement of Beginning Fund Balance

The NSIP beginning fund balance was adjusted for a prior period adjustment dating back to 2002. The entry gets the NSIP fund in balance with the OEA financial statements that are submitted annually. The prior period adjustment had the following effect on fund balance:

|                        |             |
|------------------------|-------------|
| Beginning Fund Balance | \$ 2,653    |
| Restatement            | ( 2,653)    |
| FUND BALANCE RESTATED  | <u>\$ -</u> |

**REQUIRED SUPPLEMENTAL INFORMATION (PART B)**  
**BUDGETARY COMPARISON SCHEDULES**

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2004

|                                                              | <u>Budgeted Amounts</u> |              | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Over<br/>(Under)</u> |
|--------------------------------------------------------------|-------------------------|--------------|---------------------------|------------------------------------------------------------|
|                                                              | <u>Original</u>         | <u>Final</u> |                           |                                                            |
| <u>Revenues</u>                                              |                         |              |                           |                                                            |
| Intergovernmental                                            | \$ 18,120               | \$ 21,048    | \$ 21,048                 | \$ -                                                       |
| Public Support                                               | -                       | -            | 5,356                     | 5,356                                                      |
| Rental Income                                                | -                       | -            | 3,900                     | 3,900                                                      |
| Sales Tax Revenue                                            | 25,000                  | 20,865       | 34,889                    | 14,024                                                     |
| Total Revenues                                               | 43,120                  | 41,913       | 65,193                    | 23,280                                                     |
| <u>Expenditures</u>                                          |                         |              |                           |                                                            |
| Other Costs                                                  | -                       | -            | 1,365                     | (1,365)                                                    |
| Interest Payments                                            | -                       | -            | 1,678                     | (1,678)                                                    |
| Total Expenditures                                           | -                       | -            | 3,043                     | (3,043)                                                    |
| <u>Excess (Deficiency) of Revenues<br/>Over Expenditures</u> |                         |              |                           |                                                            |
|                                                              | 43,120                  | 41,913       | 62,150                    | 20,237                                                     |
| <u>Other Financing Uses</u>                                  |                         |              |                           |                                                            |
| Transfers Out                                                | (43,120)                | (41,913)     | (45,798)                  | (3,885)                                                    |
| <u>Net Change in Fund Balance</u>                            |                         |              |                           |                                                            |
|                                                              | -                       | -            | 16,352                    | 16,352                                                     |
| <u>Fund Balance at Beginning of Year</u>                     |                         |              |                           |                                                            |
|                                                              | (35,853)                | (35,853)     | (35,853)                  | -                                                          |
| <u>FUND BALANCE AT END OF YEAR</u>                           |                         |              |                           |                                                            |
|                                                              | \$ (35,853)             | \$ (35,853)  | \$ (19,501)               | \$ 16,352                                                  |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE III B - SUPPORTIVE SERVICES  
FOR THE YEAR ENDED JUNE 30, 2004

|                                                              | <u>Budgeted Amounts</u> |               | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Over<br/>(Under)</u> |
|--------------------------------------------------------------|-------------------------|---------------|---------------------------|------------------------------------------------------------|
|                                                              | <u>Original</u>         | <u>Final</u>  |                           |                                                            |
| <u>Revenues</u>                                              |                         |               |                           |                                                            |
| Intergovernmental                                            | \$ 34,880               | \$ 34,880     | \$ 34,880                 | \$ -                                                       |
| Public Support                                               | 4,446                   | 4,446         | 2,016                     | (2,430)                                                    |
| Total Revenues                                               | <u>39,326</u>           | <u>39,326</u> | <u>36,896</u>             | <u>(2,430)</u>                                             |
| <u>Expenditures</u>                                          |                         |               |                           |                                                            |
| Salaries                                                     | 34,470                  | 30,169        | 30,592                    | (423)                                                      |
| Fringe                                                       | 4,700                   | 5,763         | 4,377                     | 1,386                                                      |
| Travel                                                       | 3,064                   | 1,814         | 1,789                     | 25                                                         |
| Operating Services                                           | 14,861                  | 13,445        | 13,744                    | (299)                                                      |
| Operating Supplies                                           | 3,479                   | 3,961         | 3,338                     | 623                                                        |
| Other Costs                                                  | -                       | -             | 33                        | (33)                                                       |
| Total Expenditures                                           | <u>60,574</u>           | <u>55,152</u> | <u>53,873</u>             | <u>1,279</u>                                               |
| <u>Excess (Deficiency) of Revenues<br/>Over Expenditures</u> | (21,248)                | (15,826)      | (16,977)                  | (1,151)                                                    |
| <u>Other Financing Sources (Uses)</u>                        |                         |               |                           |                                                            |
| Transfers In                                                 | <u>21,248</u>           | <u>15,826</u> | <u>16,977</u>             | <u>1,151</u>                                               |
| <u>Net Change in Fund Balance</u>                            | -                       | -             | -                         | -                                                          |
| <u>Fund Balance at Beginning of Year</u>                     | -                       | -             | -                         | -                                                          |
| <u>FUND BALANCE AT END OF YEAR</u>                           | <u>\$ -</u>             | <u>\$ -</u>   | <u>\$ -</u>               | <u>\$ -</u>                                                |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE CI - CONGREGATE MEALS  
FOR THE YEAR ENDED JUNE 30, 2004

|                                          | <u>Budgeted Amounts</u> |               | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Over<br/>(Under)</u> |
|------------------------------------------|-------------------------|---------------|---------------------------|------------------------------------------------------------|
|                                          | <u>Original</u>         | <u>Final</u>  |                           |                                                            |
| <u>Revenues</u>                          |                         |               |                           |                                                            |
| Intergovernmental                        | \$ 28,453               | \$ 28,453     | \$ 28,453                 | \$ -                                                       |
| Public Support                           | 6,401                   | 6,401         | 5,389                     | (1,012)                                                    |
| Total Revenues                           | <u>34,854</u>           | <u>34,854</u> | <u>33,842</u>             | <u>(1,012)</u>                                             |
| <u>Expenditures</u>                      |                         |               |                           |                                                            |
| Salaries                                 | 17,181                  | 16,940        | 12,903                    | 4,037                                                      |
| Fringe                                   | 2,343                   | 3,998         | 1,872                     | 2,126                                                      |
| Travel                                   | 253                     | 235           | 226                       | 9                                                          |
| Operating Services                       | 7,715                   | 8,364         | 9,597                     | (1,233)                                                    |
| Operating Supplies                       | 532                     | 1,057         | 728                       | 329                                                        |
| Other Costs                              | 30,066                  | 30,066        | 33,667                    | (3,601)                                                    |
| Total Expenditures                       | <u>58,090</u>           | <u>60,660</u> | <u>58,993</u>             | <u>1,667</u>                                               |
| <u>Excess (Deficiency) of Revenues</u>   |                         |               |                           |                                                            |
| <u>Over Expenditures</u>                 | (23,236)                | (25,806)      | (25,151)                  | 655                                                        |
| <u>Other Financing Sources (Uses)</u>    |                         |               |                           |                                                            |
| Transfers In                             | <u>23,236</u>           | <u>25,806</u> | <u>25,151</u>             | <u>(655)</u>                                               |
| <u>Net Change in Fund Balance</u>        |                         |               |                           |                                                            |
|                                          | -                       | -             | -                         | -                                                          |
| <u>Fund Balance at Beginning of Year</u> |                         |               |                           |                                                            |
|                                          | -                       | -             | -                         | -                                                          |
| <u>FUND BALANCE AT END OF YEAR</u>       |                         |               |                           |                                                            |
|                                          | <u>\$ -</u>             | <u>\$ -</u>   | <u>\$ -</u>               | <u>\$ -</u>                                                |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
TITLE C2 - HOME DELIVERED MEALS  
FOR THE YEAR ENDED JUNE 30, 2004

|                                                          | <u>Budgeted Amounts</u> |                | <u>Actual Amounts</u> | <u>Variance With Final Budget Over (Under)</u> |
|----------------------------------------------------------|-------------------------|----------------|-----------------------|------------------------------------------------|
|                                                          | <u>Original</u>         | <u>Final</u>   |                       |                                                |
| <u>Revenues</u>                                          |                         |                |                       |                                                |
| Intergovernmental                                        | \$ 75,159               | \$ 75,159      | \$ 75,159             | \$ -                                           |
| Public Support                                           | 6,201                   | 6,201          | 5,502                 | (699)                                          |
| Total Revenues                                           | <u>81,360</u>           | <u>81,360</u>  | <u>80,661</u>         | <u>(699)</u>                                   |
| <u>Expenditures</u>                                      |                         |                |                       |                                                |
| Salaries                                                 | 30,752                  | 29,522         | 32,151                | (2,629)                                        |
| Fringe                                                   | 4,194                   | 7,178          | 4,150                 | 3,028                                          |
| Travel                                                   | 5,983                   | 5,651          | 5,376                 | 275                                            |
| Operating Services                                       | 16,987                  | 17,642         | 19,374                | (1,732)                                        |
| Operating Supplies                                       | 1,689                   | 2,657          | 1,922                 | 735                                            |
| Other Costs                                              | 51,194                  | 51,194         | 49,519                | 1,675                                          |
| Total Expenditures                                       | <u>110,799</u>          | <u>113,844</u> | <u>112,492</u>        | <u>1,352</u>                                   |
| <u>Excess (Deficiency) of Revenues Over Expenditures</u> |                         |                |                       |                                                |
|                                                          | (29,439)                | (32,484)       | (31,831)              | 653                                            |
| <u>Other Financing Sources (Uses)</u>                    |                         |                |                       |                                                |
| Transfers In                                             | <u>29,439</u>           | <u>32,484</u>  | <u>31,831</u>         | <u>(653)</u>                                   |
| <u>Net Change in Fund Balance</u>                        |                         |                |                       |                                                |
|                                                          | -                       | -              | -                     | -                                              |
| <u>Fund Balance at Beginning of Year</u>                 |                         |                |                       |                                                |
|                                                          | -                       | -              | -                     | -                                              |
| <u>FUND BALANCE AT END OF YEAR</u>                       |                         |                |                       |                                                |
|                                                          | <u>\$ -</u>             | <u>\$ -</u>    | <u>\$ -</u>           | <u>\$ -</u>                                    |

The accompanying notes are an integral part of this financial statement.

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO BUDGETARY COMPARISON SCHEDULES  
FOR THE YEAR ENDED JUNE 30, 2004

The Council follows these procedures in establishing the budgetary data reflected in these financial statements:

The Governor's Office of Elderly Affairs (GOEA) notifies the Council each year as to the funding levels for each program's grant award.

The Executive Director prepares a proposed budget based on the funding levels provided by GOEA and then submits the budget to the Board of Directors for approval.

The Board of Directors reviews and adopts the budget before June 30<sup>th</sup> of the current year for the next year.

The adopted budget is forwarded to the Governor's Office of Elderly Affairs for final approval.

All budgetary appropriations lapse at the end of each fiscal year (June 30).

The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparability of budgeted and actual revenues and expenditures.

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 prior approval for the Governor's Office of Elderly Affairs for funds received under grants from this state agency.

Expenditures cannot legally exceed appropriations on an individual level.

Amounts were not budgeted for revenues and expenses for the utility assistance fund because they were not legally required and the amount of revenues to be received under this program *could not be determined*.



SUPPLEMENTAL INFORMATION SCHEDULES REQUIRED BY  
GOEA

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA

GENERAL FUNDS  
COMBINING BALANCE SHEETS  
JUNE 30, 2004

|                                                   | <u>Programs of the General Fund</u> |                           | <u>Total<br/>General Fund</u> |
|---------------------------------------------------|-------------------------------------|---------------------------|-------------------------------|
|                                                   | <u>Local</u>                        | <u>PCOA<br/>(Act 735)</u> |                               |
| <br><u>ASSETS</u>                                 |                                     |                           |                               |
| Cash & Cash Equivalents                           | \$ 17,666                           | \$ -                      | \$ 17,666                     |
| Prepaid Expenses                                  | 70                                  | -                         | 70                            |
| Due From Other Funds                              | 10,586                              | -                         | 10,586                        |
| <br><u>TOTAL ASSETS</u>                           | <u>\$ 28,322</u>                    | <u>\$ -</u>               | <u>\$ 28,322</u>              |
| <br><u>LIABILITIES AND FUND BALANCE</u>           |                                     |                           |                               |
| <u>LIABILITIES</u>                                |                                     |                           |                               |
| Accounts Payable                                  | \$ 860                              | \$ -                      | \$ 860                        |
| Other Accrued Expenses                            | 6,062                               | -                         | 6,062                         |
| Notes Payable - Current Portion                   | 8,849                               | -                         | 8,849                         |
| Due To Other Funds                                | 19,708                              | -                         | 19,708                        |
| Total Current Liabilities                         | 35,479                              | -                         | 35,479                        |
| <br>Notes Payable - Long-Term                     | 12,344                              | -                         | 12,344                        |
| Total Liabilities                                 | 47,823                              | -                         | 47,823                        |
| <br><u>FUND BALANCE</u>                           |                                     |                           |                               |
| Unreserved and Undesignated                       | (19,501)                            | -                         | (19,501)                      |
| <br><u>TOTAL LIABILITIES AND<br/>FUND BALANCE</u> | <u>\$ 28,322</u>                    | <u>\$ -</u>               | <u>\$ 28,322</u>              |

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA

GENERAL FUNDS  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2004

|                                                                                                                                | <u>Programs of the General Fund</u> |                           | <u>Total<br/>General Fund</u> |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------|-------------------------------|
|                                                                                                                                | <u>Local</u>                        | <u>PCOA<br/>(Act 735)</u> |                               |
| <u>Revenues</u>                                                                                                                |                                     |                           |                               |
| Intergovernmental                                                                                                              | \$ -                                | \$ 21,048                 | \$ 21,048                     |
| Public Support                                                                                                                 | 5,356                               | -                         | 5,356                         |
| Rental Income                                                                                                                  | 3,900                               | -                         | 3,900                         |
| Sales Tax Revenues                                                                                                             | 34,889                              | -                         | 34,889                        |
| Total Revenues                                                                                                                 | <u>44,145</u>                       | <u>21,048</u>             | <u>65,193</u>                 |
| <u>Expenditures</u>                                                                                                            |                                     |                           |                               |
| Other Costs                                                                                                                    | 1,365                               | -                         | 1,365                         |
| Interest Expense                                                                                                               | 1,678                               | -                         | 1,678                         |
| Total Expenditures                                                                                                             | <u>3,043</u>                        | <u>-</u>                  | <u>3,043</u>                  |
| <u>Excess of Revenues Over</u><br><u>Expenditures</u>                                                                          | 41,102                              | 21,048                    | 62,150                        |
| <u>Other Financing Sources (Uses)</u><br>Operating Transfers Out                                                               | <u>(24,750)</u>                     | <u>(21,048)</u>           | <u>(45,798)</u>               |
| <u>Excess of Revenues and Other</u><br><u>Financing Sources Over</u><br><u>Expenditures and Other</u><br><u>Financing Uses</u> | 16,352                              | -                         | 16,352                        |
| <u>Fund Balance at Beginning of Year</u>                                                                                       | <u>(35,853)</u>                     | <u>-</u>                  | <u>(35,853)</u>               |
| <u>FUND BALANCE AT</u><br><u>END OF YEAR</u>                                                                                   | <u>\$ (19,501)</u>                  | <u>\$ -</u>               | <u>\$ (19,501)</u>            |

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2004

|                                                | <u>Senior<br/>Center</u> | <u>Title III D<br/>Disease<br/>Prevention</u> | <u>Title III E<br/>Caregiver</u> |
|------------------------------------------------|--------------------------|-----------------------------------------------|----------------------------------|
| <u>ASSETS</u>                                  |                          |                                               |                                  |
| Cash & Cash Equivalents                        | \$ -                     | \$ -                                          | \$ -                             |
| Receivables                                    | -                        | 939                                           | -                                |
| Due From Other Funds                           | 313                      | -                                             | 644                              |
| <u>TOTAL ASSETS</u>                            | <u>\$ 313</u>            | <u>\$ 939</u>                                 | <u>\$ 644</u>                    |
| <br><u>LIABILITIES AND FUND BALANCES</u>       |                          |                                               |                                  |
| <u>LIABILITIES</u>                             |                          |                                               |                                  |
| Accounts Payable                               | \$ 99                    | \$ 537                                        | \$ -                             |
| Due To Other Funds                             | 214                      | 402                                           | 644                              |
| Total Liabilities                              | <u>313</u>               | <u>939</u>                                    | <u>644</u>                       |
| <br>Fund Balances:                             |                          |                                               |                                  |
| Unreserved                                     | -                        | -                                             | -                                |
| Reserved for:                                  |                          |                                               |                                  |
| Utilities Assistance                           | -                        | -                                             | -                                |
| Total Fund Balances                            | <u>-</u>                 | <u>-</u>                                      | <u>-</u>                         |
| <u>TOTAL LIABILITIES AND<br/>FUND BALANCES</u> | <u>\$ 313</u>            | <u>\$ 939</u>                                 | <u>\$ 644</u>                    |

| <u>Audit<br/>Funds</u> | <u>Supplemental<br/>Senior Center</u> | <u>Utilities<br/>Assistance</u> | <u>Emergency<br/>Medical<br/>Services</u> | <u>NSIP</u>     | <u>Total Nonmajor<br/>Special Revenue<br/>Funds</u> |
|------------------------|---------------------------------------|---------------------------------|-------------------------------------------|-----------------|-----------------------------------------------------|
| \$ -                   | \$ -                                  | \$ 4,346                        | \$ 951                                    | \$ 3,263        | \$ 8,560                                            |
| -                      | -                                     | -                               | -                                         | -               | 939                                                 |
| -                      | -                                     | -                               | -                                         | -               | 957                                                 |
| <u>\$ -</u>            | <u>\$ -</u>                           | <u>\$ 4,346</u>                 | <u>\$ 951</u>                             | <u>\$ 3,263</u> | <u>\$ 10,456</u>                                    |
| <br>                   |                                       |                                 |                                           |                 |                                                     |
| \$ -                   | \$ -                                  | \$ 47                           | \$ -                                      | \$ -            | \$ 683                                              |
| -                      | -                                     | -                               | -                                         | -               | 1,260                                               |
| -                      | -                                     | 47                              | -                                         | -               | 1,943                                               |
| <br>                   |                                       |                                 |                                           |                 |                                                     |
| -                      | -                                     | -                               | 951                                       | 3,263           | 4,214                                               |
| -                      | -                                     | 4,299                           | -                                         | -               | 4,299                                               |
| <u>-</u>               | <u>-</u>                              | <u>4,299</u>                    | <u>951</u>                                | <u>3,263</u>    | <u>8,513</u>                                        |
| <br>                   |                                       |                                 |                                           |                 |                                                     |
| <u>\$ -</u>            | <u>\$ -</u>                           | <u>\$ 4,346</u>                 | <u>\$ 951</u>                             | <u>\$ 3,263</u> | <u>\$ 10,456</u>                                    |

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA

NONMAJOR SPECIAL REVENUE FUNDS  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2004

|                                                                                                              | Senior<br>Center | Title III D<br>Disease<br>Prevention | Title III E<br>Caregiver |
|--------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|--------------------------|
| <u>REVENUES</u>                                                                                              |                  |                                      |                          |
| Intergovernmental:                                                                                           |                  |                                      |                          |
| North Delta Regional Planning and<br>Development District                                                    | \$ -             | \$ 2,250                             | \$ 2,929                 |
| State Contract                                                                                               | 16,334           |                                      |                          |
| Public Support:                                                                                              |                  |                                      |                          |
| LA Association of Councils on Aging                                                                          | -                | -                                    | -                        |
| Client Contributions                                                                                         | -                | -                                    | -                        |
| Total Public Support                                                                                         | -                | -                                    | -                        |
| Total Revenues                                                                                               | 16,334           | 2,250                                | 2,929                    |
| <u>EXPENDITURES</u>                                                                                          |                  |                                      |                          |
| Current:                                                                                                     |                  |                                      |                          |
| Salaries                                                                                                     | 2,728            | -                                    | 2,613                    |
| Fringe                                                                                                       | 337              | -                                    | 308                      |
| Travel                                                                                                       | -                | -                                    | 8                        |
| Operating Services                                                                                           | 3,561            | 400                                  | -                        |
| Operating Supplies                                                                                           | 444              | 1,190                                | -                        |
| Other Costs                                                                                                  | -                | 660                                  | -                        |
| Total Current Expenditures                                                                                   | 7,070            | 2,250                                | 2,929                    |
| Capital Outlay                                                                                               | -                | -                                    | -                        |
| Utility Assistance                                                                                           | -                | -                                    | -                        |
| Total Expenditures                                                                                           | 7,070            | 2,250                                | 2,929                    |
| <u>EXCESS (DEFICIENCY) OF REVENUES<br/>OVER EXPENDITURES</u>                                                 | 9,264            | -                                    | -                        |
| <u>OTHER FINANCING SOURCES (USES)</u>                                                                        |                  |                                      |                          |
| Operating Transfers - In                                                                                     | -                | -                                    | -                        |
| Operating Transfers - Out                                                                                    | (9,264)          | -                                    | -                        |
| Total Other Financing Sources (Uses)                                                                         | (9,264)          | -                                    | -                        |
| <u>EXCESS OF REVENUES AND OTHER<br/>FINANCING SOURCES OVER<br/>EXPENDITURES AND OTHER<br/>FINANCING USES</u> | -                | -                                    | -                        |
| <u>FUND BALANCES AT BEGINNING OF<br/>YEAR</u>                                                                | -                | -                                    | -                        |
| <u>FUND BALANCES AT END OF YEAR</u>                                                                          | \$ -             | \$ -                                 | \$ -                     |

| <u>Audit Funds</u> | <u>Supplemental Senior Center</u> | <u>Utilities Assistance</u> | <u>Emergency Medical Services</u> | <u>NSIP</u>     | <u>Total Nonmajor Special Revenue Funds</u> |
|--------------------|-----------------------------------|-----------------------------|-----------------------------------|-----------------|---------------------------------------------|
| \$ 953             | \$ -<br>3,825                     | \$ -                        | \$ -                              | \$ 18,335       | \$ 24,467<br>20,159                         |
| -                  | -                                 | 4,972                       | -                                 | -               | 4,972                                       |
| -                  | -                                 | -                           | -                                 | -               | -                                           |
| -                  | -                                 | 4,972                       | -                                 | -               | 4,972                                       |
| 953                | 3,825                             | 4,972                       | -                                 | 18,335          | 49,598                                      |
| -                  | -                                 | -                           | -                                 | -               | 5,341                                       |
| -                  | -                                 | -                           | -                                 | -               | 645                                         |
| -                  | -                                 | -                           | -                                 | -               | 8                                           |
| 953                | -                                 | -                           | -                                 | -               | 4,914                                       |
| -                  | -                                 | -                           | -                                 | -               | 1,634                                       |
| -                  | -                                 | -                           | -                                 | -               | 660                                         |
| 953                | -                                 | -                           | -                                 | -               | 13,202                                      |
| -                  | -                                 | -                           | -                                 | -               | -                                           |
| -                  | -                                 | 3,535                       | -                                 | -               | 3,535                                       |
| 953                | -                                 | 3,535                       | -                                 | -               | 16,737                                      |
| -                  | 3,825                             | 1,437                       | -                                 | 18,335          | 32,861                                      |
| -                  | -                                 | -                           | -                                 | -               | -                                           |
| -                  | (3,825)                           | -                           | -                                 | (15,072)        | (28,161)                                    |
| -                  | (3,825)                           | -                           | -                                 | (15,072)        | (28,161)                                    |
| -                  | -                                 | 1,437                       | -                                 | 3,263           | 4,700                                       |
| -                  | -                                 | 2,862                       | 951                               | -               | 3,813                                       |
| <u>\$ -</u>        | <u>\$ -</u>                       | <u>\$ 4,299</u>             | <u>\$ 951</u>                     | <u>\$ 3,263</u> | <u>\$ 8,513</u>                             |

GENERAL FIXED ASSET ACCOUNT GROUP



TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA

SCHEDULE OF GENERAL FIXED ASSETS

JUNE 30, 2004 AND 2003

|                                                     | <u>Balance<br/>June 30,<br/>2003</u> | <u>Additions</u> | <u>Deletions</u> | <u>Balance<br/>June 30,<br/>2004</u> |
|-----------------------------------------------------|--------------------------------------|------------------|------------------|--------------------------------------|
| <u>GENERAL FIXED ASSETS</u>                         |                                      |                  |                  |                                      |
| Building                                            | \$ 20,000                            | \$ -             | \$ -             | \$ 20,000                            |
| Vehicles                                            | 60,701                               | -                | -                | 60,701                               |
| Office Furniture and Equipment                      | 8,922                                | -                | -                | 8,922                                |
|                                                     | <u>8,922</u>                         | <u>-</u>         | <u>-</u>         | <u>8,922</u>                         |
| <u>TOTAL GENERAL FIXED ASSETS</u>                   | <u>\$ 89,623</u>                     | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ 89,623</u>                     |
| <u>INVESTMENT IN GENERAL FIXED ASSET</u>            |                                      |                  |                  |                                      |
| Property Acquired Prior to July 1, 1985 *           | \$ -                                 | \$ -             | \$ -             | \$ -                                 |
| Property Acquired After July 1, 1985                |                                      |                  |                  |                                      |
| With Funds From:                                    |                                      |                  |                  |                                      |
| Title III B Supportive Services                     | 1,017                                | -                | -                | 1,017                                |
| General Fund                                        | 20,000                               | -                | -                | 20,000                               |
| Police Jury Donations                               | 8,593                                | -                | -                | 8,593                                |
| Title III- D Preventive Health                      | 2,420                                | -                | -                | 2,420                                |
| Title XIX                                           | 11,846                               | -                | -                | 11,846                               |
| Title III- C-1                                      | 968                                  | -                | -                | 968                                  |
| Title III- C-2                                      | 2,218                                | -                | -                | 2,218                                |
| Department of Transportation Sec. 5310 E&D          | 42,561                               | -                | -                | 42,561                               |
|                                                     | <u>42,561</u>                        | <u>-</u>         | <u>-</u>         | <u>42,561</u>                        |
| <u>TOTAL INVESTMENT IN GENERAL<br/>FIXED ASSETS</u> | <u>\$ 89,623</u>                     | <u>\$ -</u>      | <u>\$ -</u>      | <u>\$ 89,623</u>                     |

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

OTHER SUPPLEMENTAL INFORMATION –  
GRANT ACTIVITY

TENSAS COUNCIL ON THE AGING INC.  
ST. JOSEPH, LOUISIANA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE YEAR ENDED JUNE 30, 2004

| <u>Federal Grants/Pass Through<br/>Grantor/Program Title</u>               | <u>Federal<br/>CFDA<br/>Number</u> | <u>Program or<br/>Award Amount</u> | <u>Revenue<br/>Recognized</u> | <u>Expenditures</u> |
|----------------------------------------------------------------------------|------------------------------------|------------------------------------|-------------------------------|---------------------|
| <u>Programs Passed Through Governor's Office of</u>                        |                                    |                                    |                               |                     |
| <u>Elderly Affairs:</u>                                                    |                                    |                                    |                               |                     |
| Department of Health & Human Services -                                    |                                    |                                    |                               |                     |
| Administration on Aging:                                                   |                                    |                                    |                               |                     |
| Special Programs for the Aging:                                            |                                    |                                    |                               |                     |
| Title III, Part B - Supportive Services                                    | 93.044                             | \$ 29,908                          | \$ 29,908                     | \$ 29,908           |
| Title III, Part C - Congregate Meals                                       | 93.045                             | 28,453                             | 28,453                        | 28,453              |
| Title III, Part C - Home Delivered Meals                                   | 93.045                             | 20,076                             | 20,076                        | 20,076              |
| Title III, Part D - Disease Prevention and<br>Health Promotion Services    | 93.043                             | 2,250                              | 2,250                         | 2,250               |
| Title III, Part E - National Family Caregiver<br>Support                   | 93.052                             | 2,205                              | 2,205                         | 2,205               |
| Nutritional Services Incentive Program                                     | 93.053                             | 18,335                             | 18,335                        | 18,335              |
| Total Department of Health and Human Services -<br>Administration on Aging |                                    | <u>101,227</u>                     | <u>101,227</u>                | <u>101,227</u>      |
| <u>TOTAL FEDERAL AWARDS</u>                                                |                                    | <u>\$ 101,227</u>                  | <u>\$ 101,227</u>             | <u>\$ 101,227</u>   |

TENSAS COUNCIL ON THE AGING, INC.  
ST. JOSEPH, LOUISIANA  
NOTES TO SCHEDULE OF EXPENDITURES  
OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2004

1. General

The Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of the Council. The Council did not pass through any of its federal awards to a subrecipient during the year.

2. Basis of Accounting

The Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting as contemplated under accounting principles generally accepted in the United States of America and which is the same basis of accounting used for presenting the general purpose financial statements. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

# CAMERON, HINES & HARTT

(A Professional Accounting Corporation)

*Certified Public Accountants*

104 Regency Place

West Monroe, Louisiana 71291

**Mailing Address:**

P. O. Box 2474

West Monroe, LA 71294-2474

Phone (818) 323-1717

Fax (818) 322-5121

E-Mail: [chbcpas@bellsouth.net](mailto:chbcpas@bellsouth.net)

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 AUDIT STANDARDS

To The Board of Directors  
Tensas Council on the Aging, Inc.  
St. Joseph, Louisiana

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Tensas Council on the Aging, Inc., as of and for the year ended June 30, 2004, which collectively comprise the Council's basic financial statements and have issued our report thereon dated December 2, 2004. 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.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Tensas Council on the Aging, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Tensas Council on the Aging, Inc.'s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs as item 04-1.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

To The Board of Directors  
Tensas Council on the Aging, Inc.  
Page Two

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Tensas Council on the Aging, Inc.'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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our test disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information of management, the Governor's Office of Elderly Affairs and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:516, this report is distributed by the Legislative Auditor as a public document.

*Cameron, Hines & Hunt (APAC)*

West Monroe, Louisiana  
December 2, 2004

TENSAS COUNCIL ON THE AGING, INC  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2004

To the Board of Directors  
Tensas Council on the Aging, Inc.  
St. Joseph, Louisiana

We have audited the financial statements of the Tensas Council on the Aging, Inc. as of and for the year ended June 30, 2004, and have issued our report thereon dated December 2, 2004. 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 audit of the financial statements as of June 30, 2004, resulted in an unqualified opinion.

Section I- Summary of Auditors' Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weakness \_\_\_ yes X no Reportable Conditions \_\_\_ yes X no

Compliance

Compliance Material to Financial Statements \_\_\_ yes X no

B. Federal Awards

Internal Control

Material Weakness \_\_\_ yes X no Reportable Conditions \_\_\_ yes X no

Type of Opinion on Compliance Unqualified \_\_\_ Qualified \_\_\_  
For Major Programs (No Major Programs) Disclaimer \_\_\_ Adverse \_\_\_

Are their findings required to be reported in accordance with Circular A-133, Section .510 (a)? NO

C. Identification of Major Programs: N/A

CFDA Number(s) Name of Federal Program (or cluster)

Dollar threshold used to distinguish between Type A and Type B Programs. N/A

Is the auditee a "low-risk" auditee, as defined by OMB Circular A-133? N/A

TENSAS COUNCIL ON THE AGING, INC  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2004

(Continued)

Section II- Financial Statement Findings

**04-1 Monthly Financial Reports Submitted to GOEA**

Condition:

During the audit it was noted that the year end audited balances in the III B and C2 funds did not agree, in total, with the reports sent in monthly to GOEA.

Criteria:

The GOEA requires monthly reporting be done by each Council on Aging it funds. These reports must accurately reflect the monthly financial data that was recorded in all Title III funds.

Effect:

If the financial reports sent to GOEA do not agree with the balances in the funds, this could result in a suspension of funding.

Recommendation:

The Council should take care to reconcile all balances it reports to GOEA with the financial statements they submit.

Response:

The discrepancies occurred during the first half of the fiscal year in which a different bookkeeper was reporting the balances. She has been replaced as of January 2004 and the Council feels that these types of errors will be eliminated.

Questioned Costs

\$ 5,457

Section III- Federal Award Findings and Question Costs- N/A



TENSAS COUNCIL ON THE AGING, INC.  
SCHEDULE OF PRIOR YEAR FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2004

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

**03-1 Fund Accounting**

Condition:

The Council does not have a formal fund accounting system. Expenditures such as salaries, fringe and supplies are allocated throughout the year manually across the funds for which they apply.

Recommendation:

The Council should look into purchasing software that supports fund accounting and can allocate revenues and expenditures based on an allocation percentage.

Current Status:

The Council has hired a new outside CPA firm to maintain its books on a fund accounting system program called MIP. This CPA firm has experience with two other Councils on Aging and we feel that this is no longer an issue.

Section II- Internal Control and Compliance Material to Federal Awards

This section is not applicable for this entity.

Section III- Management Letter

No management letter was issued.