

1089

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

**Financial Statements
For Year Ended June 30, 2012**

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 JAN 09 2013

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Financial Statements
For Year Ended June 30, 2012

TABLE OF CONTENTS

	Page
Management's Discussion and Analysis (Unaudited)	i - vii
Basic Financial Statements	
Government-wide financial statements (GWFS)	
Statement of Net Assets	1
Statement of Activities	2
Fund Financial Statements	
Balance Sheet – Governmental Funds	3
Reconciliation of the Balance Sheet - Governmental Fund to the Statement of Net Assets	4
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	5
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds to the Statement of Activities	6
Notes to the Financial Statements	7-18
Supplementary Financial Information Required by GASB Statement 34	
Budget Comparison Schedule – General Fund	19
Budget Comparison Schedule – Title III B Fund	20
Budget Comparison Schedule – Title III C-1 Fund	21
Budget Comparison Schedule – Title III C-2 Fund	22
Supplementary Financial Information Required by GOEA	
Schedule of Non-Major Special Revenue Funds	23
Comparative Schedule of Capital Assets and Changes in Capital Assets	24
Independent Auditor's Report	25-26
Report on Internal Control over Financial Reporting and on Compliance and Other Matter Based on an Audit of Financial Statements Performed in Accordance with Government Audit Standards	27-28
Schedule of Findings and Responses	29
Summary Schedule of Prior Year Audit Findings	30

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

**MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
June 30, 2012**

The following discussion and analysis of Bossier Council on Aging, Inc. (the Council or BOCA) financial performance provides an overview of the Council's financial activities for the year ending June 30, 2012. This discussion should be read in conjunction with the Audited Financial Statements, which follow this section.

Financial Highlights

- The Council had a net increase in overall net assets of \$47,545 this year.
- Net Capital Assets of the Council decreased by \$9,993.
- The Council's revenue, on a modified accrual basis, increased by \$8,607.
- No deficit fund balance exists at year-end.
- The unassigned, undesignated fund balance for the Council's General Fund was \$143,522 at year end, which is a \$47,238 increase from the prior year.
- Administrative expenses decreased this year by \$46,073 which is a 16% decrease from last year.

How to Use This Annual Report

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

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

Government-wide financial statements are comprised of the Statement of Net Assets and the Statement of Activities. These financial statements provide information about the activities of the Council as a whole and present a long-term view of the council's finances in contrast, the fund financial statements, which consist of the Balance Sheet – Governmental Funds and the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds, tell how services were financed in the short-term, as well as what remains for future spending for governmental funds. Fund financial statements also report the Council's operations in more detail than the government-wide financial statements by providing information about the Council's most significant funds.

The auditor has provided assurance in their independent auditor's report, that the Basic Financial Statements are fairly stated. The auditor has also provided assurance about Supplementary Financial Information required by GOEA that follows later in this reporting package. A user of this document should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of the financial section of the report.

BASIC FINANCIAL STATEMENTS

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

Government-Wide Financial Statements

Management's analysis of the Council as a whole begins on page 1. When reading these financial statements, an important point to consider is whether the Council's finances as a whole, are better or worse off as a result of this year's activities. The Statement of Net Assets and the Statement of Activities, referred

to collectively as the government-wide financial statements, report information about the Council as a whole and about its activities in a way that helps when considering this point. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting method used by most private-sector companies. Also, under the accrual basis, all current year revenues and expenses are taken into account regardless of when cash is received or paid.

The government-wide financial statement report the Council's net assets and changes in them. The Council has net assets invested in capital assets of \$169,354, whereas \$133,896 of the net assets are unrestricted, meaning that they can be used for any program at management's discretion. The Statement of Net Assets is designed to present the financial position of the Council as of year-end. Over time, increases or decreases in the Council's net assets are one indicator of whether its financial position is improving or deteriorating. However, to assess the overall financial position of the Council, the reader must consider other non-financial factors, such as the condition of the Council's capital assets and facilities, the addition or termination of grants and other revenue sources, and the expansion or contraction of programs and services.

The Statement of Activities provides information that shows how the Council's net assets changed as a result of the year's activities. In this statement all changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will affect cash flows in future periods. All of the Council's significant activities are reported in the Statement of Activities, including an Administration function and a Health, Welfare and Social Services function. The Health, Welfare and Social Services function is comprised of six primary programs that include supportive services, nutritional services, utility assistance, disease prevention and health promotion, national family caregiver support and Medicaid outreach. Subprogram activities are also presented, in some cases, to help the reader analyze the Council's operations in more detail. All activities of the Council are considered to be governmental activities. A governmental activity is usually one where the Council uses money it receives from government grants and contracts, along with donations from the general public, to provide services at no charge to the general public, or a segment of the general public, such as the elderly. In other words, the people benefiting from the services are not required to pay for what they receive.

Fund Financial Statements

The fund financial statements provide detailed information about the most significant funds, not the Council as a whole entity. In the fund financial statements, there are column presentation for a General Fund, and a column for the total of all remaining Special Revenue Funds, which are deemed to be "Nonmajor Funds." Major funds are those funds whose revenues, expenditures, assets, or liabilities are at least 10% of corresponding totals for all governmental funds. In addition, a major fund could be a fund that does not meet these criteria but is believed to be important for the Council's financial statement users. The General Fund is used to account for all financial resources except those that are required to be accounted for in another fund. The Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service of capital projects. By using separate funds to track revenues and expenditures, management can control funds for particular purposes or show that the fund is meeting legal responsibilities for using certain grants and other revenues.

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

NOTES TO THE FINANCIAL STATEMENTS

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

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB 34

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

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

OTHER SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

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

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

The following table reflects condensed information on the Council's assets, liabilities, and net assets for the fiscal years 2012 and 2011:

	2012	(As Restated) 2011	Increase (Decrease)
Current and other assets			
Current assets	\$ 189,383	\$ 118,023	\$ 71,360
Other assets	-	9,526	(9,526)
Capital assets, net of depreciation	<u>169,354</u>	<u>159,421</u>	<u>9,933</u>
Total assets	<u>358,737</u>	<u>286,970</u>	<u>71,767</u>
Liabilities	<u>55,487</u>	<u>31,265</u>	<u>24,222</u>
Total liabilities	<u>55,487</u>	<u>31,265</u>	<u>24,222</u>
Net Assets			
Invested in capital assets	169,354	159,421	9,933
Unrestricted	<u>133,896</u>	<u>96,284</u>	<u>37,612</u>
Total net assets	<u>\$ 303,250</u>	<u>\$ 255,705</u>	<u>\$ 47,545</u>

As of June 30, 2012, the Council "as a whole" had assets greater than its liabilities by \$303,250 whereas at June 30, 2011, net assets were \$255,705. This is an increase of \$47,545 or about 19% in net assets.

Unassigned net assets are important because they provide the discretionary resources management will need so that it can quickly adapt to changes in the economy, emergencies, unexpected needs, and reductions in or termination of grant revenues by government agencies.

The net assets that have been invested in capital assets are presented net of any related outstanding debt incurred to acquire them. For 2012 and 2011, the Council has no debt.

The table presented below illustrates a condensed presentation of the revenues and expenses that caused the increase in net assets for fiscal year 2012 and the decrease in net assets for fiscal year 2011.

	2012	% of Total	2011	% of Total
Revenues				
Program revenues				
Operating grants and contributions	\$ 628,152	62.3%	\$ 713,191	71.4%
Capital grants and contributions	54,526	5.4%	-	-
General revenues				
Charges for services	24,758	2.5%	-	-
Unrestricted grants and contributions	245,000	24.3%	232,034	23.2%
Other general revenues	55,328	5.5%	53,930	5.4%
Total revenues	<u>1,007,762</u>	<u>100.0%</u>	<u>999,155</u>	<u>100.0%</u>
Direct Program Expenses for the Health, Welfare and Social Services Function				
Supportive services				
Transportation for the Elderly	169,450	17.7%	234,871	22.3%
Other supportive services	154,899	16.1%	164,427	15.6%
Nutrition services				
Congregate meals	104,546	10.9%	79,956	7.6%
Home-delivered meals	240,901	25.1%	237,307	22.5%
Other social services programs and activities	43,552	4.5%	42,986	4.1%
Direct administrative expenses	246,869	25.7%	292,942	27.9%
Total expenses	<u>980,217</u>	<u>100.0%</u>	<u>1,052,489</u>	<u>100.0%</u>
Increase (decrease) in net assets	<u>\$ 47,545</u>		<u>\$ (53,334)</u>	

As illustrated by the table above, the Council gets most of its revenues from operating grants and contributions that are specifically related to a program and must be used in the programs to which they relate. Unrestricted grants and contributions make up the second largest percentage of revenues and this revenue is available to management to use at its discretion.

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

The Council had a \$47,545 increase in its overall net assets for fiscal year 2012, whereas the increase in net assets for assets of the governmental funds was \$47,238. There is a reconciliation that follows the Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds that presents an analysis of why there are differences between that particular fund financial statement and the government-wide Statement of Activities for fiscal year 2012.

AN ANALYSIS OF GOVERNMENTAL ACTIVITIES

When reviewing the government-wide Statement of Activities, there are relationships that are important to the understanding of the Council's operations. As you can see, the Council's largest activities are information and assistance/outreach, nutrition services and transportation. The Council's main focus is to meet the needs of the elderly citizens of Bossier Parish and right now, these services are in the greatest

demand. However, there is a growing demand for other supportive services. As these demands increase, management will adjust its annual budget to reallocate available resources to meet the demands.

Another area of interest on the Statement of Activities relates to the total governmental activities column wherein the Council shows that most of the governmental activities have more revenues than expenses. None of the programs are expected to be truly self-supporting; and management has prepared budgets accordingly. However, on occasion, a program might "breakeven" or even make a slight "profit". Traditionally, general revenues are used to cover the excess of expenses over revenues in these activities. Without the unrestricted grants and contributions, the Council would have a difficult time providing services at current levels. Further, the general nature of these revenues allows management discretion as to how to apply them in paying for the Council's current services as well as reallocating them to meet future demands.

Another indication of how money is used efficiently can be analyzed by comparing the amount of administrative costs from year to year as well as calculating the percentage administrative expenses bear in relation to total expenses. For 2012, total administration expenses were \$246,869, or 25.7% of total expenses. For 2011, total administration expenses were \$292,942, or 27.8% of total expenses. Administration expenses include indirect type costs, meaning these are costs that not specifically identified with a particular program, but which benefit all programs.

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

Fund Balances

The Council presents a combined governmental fund balance of \$143,522, (as shown on the Fund Financial Statement's Balance Sheet) at the end of this year, which is an increase of \$47,238 from 2011.

Revenues

The combined fund revenues increased by \$8,607 this year versus last year, as shown in the table below

	2012	2011	Increase (Decrease)	
			Amount	Percent
Intergovernmental	\$ 842,069	\$ 810,917	\$ 31,152	3.8%
Other	165,693	188,238	(22,545)	-12.0%
Total revenues	\$ 1,007,762	\$ 999,155	\$ 8,607	.9%

Most of the Council's activities were funded by federal, state, and local grants, which comprise the Council's intergovernmental revenues. The total of these types of grants was \$842,069 (2012) and \$810,917 (2011) and represent about 84% and 81% of the total revenues of the Council in 2012 and 2011, respectively. Most of these grants are restricted, which means that the money can only be used in certain programs. The amount of funds available from most of the grants remains rather constant from year to year, however, some grant amounts may vary based upon the level of service provided by the Council under the terms of the particular grant award.

Expenditures

Total expenditures decreased by \$53,654 this year, as shown in the table that follows.

	2012	2011	Increase (Decrease)	
			Change	Percent
Personnel	\$ 444,033	\$ 480,917	\$ (36,884)	-7.7%
Fringe	37,440	70,024	(32,584)	-46.5%
Travel	20,446	31,877	(11,431)	-35.9%
Operating services	152,576	146,622	5,954	4.1%
Operating supplies	60,154	83,007	(22,853)	-27.5%
Other costs	-	6,274	(6,274)	-100.0%
Meals	181,005	188,498	(7,493)	-4.0%
Utility assistance	818	3,442	(2,624)	-76.2%
Capital outlay	64,052	3,517	60,535	1721.2%
Total expenditures	\$ 960,524	\$ 1,014,178	\$ (53,654)	-5.3%

Even with decreased administrative expenses and decreased total expenditures, BCOA was able to continue to offer low or no cost supportive services to the elderly citizens of Bossier Parish. No services were terminated or wait listed to decrease expenses. In some areas, like senior centers and transportation, BCOA was able to expand services.

AN ANALYSIS OF MAJOR SPECIAL REVENUE BUDGETS

Over the course of the past fiscal year, the budget was amended one time. The amendment effectively approves any expenditures that had already been incurred that exceeded its original budgeted amount. The primary reasons for amending the budget are to account for unanticipated changes in both revenues and expenditures and to prevent compliance violations under the Council's grants from Capital Area Agency and GOEA.

Schedules of the original and amended budgets for the Special Revenue Funds can be found in the Supplementary Financial Information Required by GASB Statement 34 Section of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Council receives most of its funding from federal and state agencies. Because of this, the source of income for the Council is rather steady. However, some of the Council's grants and contracts are contingent upon the level of service provided by the Council, and therefore, revenues may vary from year to year. All of the Council's grants and contracts from the usual federal and state agencies have been awarded for fiscal year 2013 and there were no significant changes to the funding levels or terms of the grants and contracts. Accordingly, the initial budget has been set to provide the same programs and similar levels of service next year. GOEA has also approved the Council's budget for next year. There are no plans to add or discontinue any significant programs for next year.

ANALYSIS OF CAPITAL ASSETS AND DEBT ADMINISTRATION

Net capital assets increased by \$9,933 as shown below.

Capital Assets, net of Depreciation	2012	2011	Increase (Decrease)
Vehicles	\$ 162,791	\$ 148,407	\$ 14,384
Furniture and equipment	6,563	11,014	(4,451)
	\$ 169,354	\$ 159,421	\$ 9,933

The Council does not have any long-term debt.

CONTACTING THE COUNCIL'S MANAGEMENT

Our financial report is designed to provide government agencies and the general public an overview of the Council's finances and to demonstrate accountability for the money that it receives. If you have any questions about this report or wish to ask for more information, you should contact Tamara Crane, Executive Director, 706 Bearkat Drive, Bossier City, LA 71111, (318) 741-8302. You can also reach us at contactus@bossiercoa.org.

GOVERNMENT - WIDE FINANCIAL STATEMENTS (GWFS)

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Statement of Net Assets

June 30, 2012

Assets	
Cash	\$ 177,224
Grants and contracts receivable	12,159
Capital assets, net of accumulated depreciation	169,354
Total assets	<u>358,737</u>
Liabilities	
Accounts payable	27,485
Payroll liabilities	18,376
Accrued compensated absences	9,626
Total liabilities	<u>55,487</u>
Net Assets	
Invested in capital assets	169,354
Unrestricted	133,896
Total net assets	<u>\$ 303,250</u>

The accompanying notes are an integral part of this statement.

Bossier Council on Aging, Inc.

Bossier City, Louisiana

Statement of Activities

For the Year Ended June 30, 2012

<u>Functions/Programs</u>	<u>Direct Expenses</u>	<u>Indirect Expenses</u>	<u>Charges for Services</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Change in Net Assets</u>
				<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental Activities						Total Governmental Activities
Health, Welfare & Social Services						
Supportive services						
Transportation of the elderly	\$ 169,450	\$ 37,934	\$ -	\$ 18,856	\$ 39,626	(\$ 148,902)
Homemaker	73,923	15,276	-	99,729	-	10,530
Information and assistance	15,343	2,425	-	132,763	-	114,995
Outreach	7,608	3,168	-	6,280	-	(4,496)
Other services	53,372	8,541	-	34,530	-	(27,383)
Legal assistance	4,653	-	-	-	-	(4,653)
Nutrition services						
Congregate meals	104,546	15,274	-	78,655	-	(41,165)
Home delivered meals	240,901	49,878	-	211,744	14,900	(64,135)
Utility assistance	818	-	-	1,235	-	417
Disease prevention and health promotion	9,590	2,188	-	5,082	-	(6,696)
National family caregiver support	33,144	6,268	-	-	-	(39,412)
Title XIX medical transportation	-	-	24,758	-	-	24,758
Administration	246,869	(140,952)	-	39,278	-	(66,639)
Total governmental activities	\$ 960,217	\$ -	\$ 24,758	\$ 628,152	\$ 54,526	(252,781)
General revenues						
Grants and contributions not restricted to specific programs						245,000
Miscellaneous						55,326
Total general revenues and special items						300,326
Change in net assets						47,545
Net assets - beginning of year as previously reported						218,154
Prior period adjustment						37,551
Net assets - beginning of year as restated						255,705
Net assets - end of the year						\$ 303,250

The accompanying notes are an integral part of this statement.

FUND FINANCIAL STATEMENTS

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

Balance Sheet - Governmental Funds

June 30, 2012

	<u>General Fund</u>	<u>Title III B</u>	<u>Title III C-1</u>	<u>Title III C-2</u>	<u>Non-Major Funds</u>	<u>Total</u>
Assets						
Cash	\$ 177,224	\$ -	\$ -	\$ -	\$ -	\$ 177,224
Grants and contracts receivable	12,159	-	-	-	-	12,159
Total assets	<u>\$ 189,383</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 189,383</u>
Liabilities and Fund Balances						
Liabilities						
Accounts payable	\$ 27,485	\$ -	\$ -	\$ -	\$ -	\$ 27,485
Payroll liabilities	18,376	-	-	-	-	18,376
Total liabilities	<u>45,861</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>45,861</u>
Fund Balances						
Unassigned	143,522	-	-	-	-	143,522
Total fund balances	<u>143,522</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>143,522</u>
Total liabilities and fund balances	<u>\$ 189,383</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 189,383</u>

The accompanying notes are an integral part of this statement.

Bossier Council on Aging, Inc.
Bossier City, Louisiana

**Reconciliation of the Balance Sheet - Governmental Funds
to the Statement of Net Assets**

June 30, 2012

Total fund balances per balance sheet - Governmental funds	\$ 143,522
<i>Compensated absences are not paid out of current financial resources and therefore are reported in the funds</i>	(9,626)
<i>Net capital assets used in governmental activities which are not financial resources in the fund statements.</i>	<u>169,354</u>
Net assets of governmental activities	<u>\$ 303,250</u>

The accompanying notes are an integral part of this statement.

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds

For Year Ended June 30, 2012

	General Fund	Title III B	Title III C-1	Title III C-2	Non-Major Funds	Total Governmental Funds
Revenues						
Intergovernmental						
Governor's Office of Elderly Affairs	\$ 43,150	\$ 85,118	\$ 74,397	\$ 124,441	\$ 213,336	\$ 550,443
Bossier Parish Police Jury	105,000	-	-	-	-	105,000
City of Bossier City	140,000	-	-	-	-	140,000
DOTD	39,626	-	-	-	-	39,626
FEMA	-	-	-	-	7,000	7,000
Public support						
Unrestricted	14,676	-	-	-	-	14,676
Restricted	13,767	-	-	-	-	13,767
Fundraising	50,531	-	-	-	1,235	51,766
Client contributions	-	16,500	4,258	32,008	780	53,547
Miscellaneous	7,179	-	-	-	-	7,179
Program service fees	-	-	-	-	-	-
Title XIX Transportation	24,758	-	-	-	-	24,758
Total revenues	436,687	111,618	78,655	166,450	222,351	1,007,762
Expenditures						
Health, welfare, & social services						
Personnel	-	216,888	50,005	86,061	81,061	444,033
Fringe	(13,442)	22,518	5,952	11,764	10,628	37,440
Travel	117	8,944	1,257	5,719	4,409	20,448
Operating services	10,229	90,917	4,070	48,740	28,620	152,576
Operating supplies	199	47,811	259	5,745	6,140	60,154
Meals	-	-	27,772	153,233	-	181,005
Utility assistance	-	-	-	-	818	818
Capital outlays	64,052	-	-	-	-	64,052
Total expenditures	61,155	357,078	89,315	321,282	131,698	980,524
Excess (deficiency) of revenues over expenditures	377,532	(245,457)	(10,660)	(164,832)	90,655	47,238
Other financing sources (uses)						
Transfers in	-	245,457	10,660	164,832	28,189	449,148
Transfers out	(330,294)	-	-	-	(118,854)	(449,148)
Total other financing sources (uses)	(330,294)	245,457	10,660	164,832	(90,655)	-
Net increase in fund balances	47,238	-	-	-	-	47,238
Fund balances						
Beginning of the year, as previously reported	112,318	-	-	-	-	112,318
Prior period adjustment	(16,034)	-	-	-	-	(16,034)
Beginning of the year, as restated	96,284	-	-	-	-	96,284
End of the year	\$ 143,522	\$ -	\$ -	\$ -	\$ -	\$ 143,522

The accompanying notes are an integral part of this statement.

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

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

June 30, 2012

Total net change in fund balances - governmental funds **\$ 47,238**

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of these assets are allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay (\$64,052) exceeds depreciation (\$54,119). **9,933**

In the Statement of Activities, compensated absences are measured by the amounts earned during the year. In governmental funds, however, only the increase in the current portion of these expenditures are recorded based on the current amount expended. **(9,626)**

Change in net assets of governmental activities **\$ 47,545**

The accompanying notes are an integral part of this statement.

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Notes to the Financial Statements

June 30, 2012

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

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

Purpose of the Council on Aging

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

The primary services provided by the Council to the elderly residents of Bossier Parish include congregate and home delivered meals, nutritional education, personal care, information and assistance, outreach, utility assistance, homemaker services, telephoning, wellness medication management, family caregiver support, medic alert rentals, and transportation.

Reporting Entity

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

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

Bossier Council on Aging, Inc. is a legally separate, non-profit, quasi-public corporation. The Council incorporated under the provisions of Title 12, Chapter 2 of the Louisiana Revised Statutes on April 28, 1975.

A board of directors, consisting of 15 voluntary members, who serve three-year terms, governs the Council. The board of directors is comprised of, but not limited to, representatives of the parish's elderly population, general public, private businesses, and elected public officials.

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

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

stand-alone government; accordingly, it is applying the provisions of Statement 14 as if it were a primary government.

Basis of Presentation of the Basic Financial Statements

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

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

Government-Wide Financial Statements

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

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

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

The government-wide Statement of Activities reports both the gross and net cost of each of the Council's functions and significant programs. Many functions and programs are supported by general government revenues such as intergovernmental revenues, and public support, particularly of the function or program has a net cost. The Statement of Activities begins by presenting gross direct and indirect expenses that include depreciation, and then reduces the expenses by related program revenues, such as charges for services, operating and capital grants, and restricted contributions, to derive the net cost of each function or program. Program revenues must be directly associated with the function or program to be used to directly offset its cost. Operating grants include operating-specific and discretionary (either operating or capital) grants, while the capital grants column reflects capital-specific grants. The Council did not receive any capital-specific grants this year.

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

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

Fund Financial Statements

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

The daily accounts and operations of the Council continue to be organized using funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions

relating to certain government functions or activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

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

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

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

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

Local Programs and Funding

The Council receives revenues that are not required to be accounted for in a specific program or fund. Accordingly, these revenues have been recorded in the local program of the General Fund. These funds are mostly unrestricted, which means they may be used at management's discretion. Expenditures to acquire fixed assets, and expenditures for costs not allowed by another program due to budget limitations or the nature of the expenditures, are charged to the local program. Because of their unrestricted nature, local funds are often transferred to other programs to eliminate deficits in cases where the expenditures of the other programs exceeded their revenues. In addition, capital outlay expenditures are usually made with local funds to minimize restrictions on the use and disposition of fixed assets.

PCOA Funding

PCOA funds are appropriated annually for the Council by the Louisiana Legislature and remitted to the Council via the GOEA. The Council's management may use these "Act 735" funds at its discretion to fund any of its programs provided the program is benefiting elderly people (those who are at least 60 years old). In fiscal year 2012, the Council received this grant money into its General Fund and management transferred all \$41,413 of the PCOA funds to the Title III B Supportive Services Fund to help pay for that fund's program expenditures.

Senior Center and Supplemental Senior Center Funding

Senior Center and supplemental senior center grant funds are also appropriated annually for the Council and remitted to the Council via GOEA. These grant funds can be used at management's discretion to pay for costs of any program involving elderly persons who are at least 60 years old. To obtain supportive services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community, the elderly person will come to a "senior center." The Council maintains two senior centers in Bossier Parish. During the year, management transferred \$88,250 of its Senior Center and \$3,100 of its Supplemental Senior Center grant funds to the Title III B Fund to subsidize that program's cost of providing supportive social services to elderly persons who used the senior centers.

Audit Funding

Each year GOEA provides funds to subsidize the cost of the Council's annual audit. The funds are sent to Capital Area Agency on Aging, which in turn passes the money on to the Council. The audit funds (\$1,737 for fiscal year 2012) were received and accounted for in the General Fund and used to help pay for the cost of the annual audit.

Transportation Program Services

The Council provides various transportation services to the residents of Bossier Parish who are at least 60

years old. These are accounted for the "Elderly Transportation" program of the Title III B Fund.

Medicaid Services

The Council provides services for which it is paid a fee by Medicaid. The services consist of completing enrollment applications for people wanting to apply for Medicaid services and insurance for children. The Council is paid \$14 per application it completes.

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The term "proceeds of specific revenue sources" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund. A significant percentage of the Council's special revenue funds are provided by the United States Department of Health and Human Services – Administration on Aging to GOEA, which in turn "passes through" the funds to the Council.

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

Major Governmental Funds

Title III B Fund

The Title III B Fund is used to account for funds used to provide various types of supportive social services to the elderly. GOEA has established the criteria for a qualifying unit of service for each Title III program. Specific supportive services, along with the number of units provided during the fiscal year, are as follows:

Information and assistance	1,462
Outreach	394
Homemaker	5,388
Recreation	5,471
Transportation for people age 60 or older	4,682
Legal assistance	48

The main sources of revenues that form the basis of this fund are as follows:

- A grant from GOEA for Special Programs for the Aging_ Title III, Part B Grant for Supportive Services and Senior Centers (\$95,119).
- Restricted, voluntary public support from persons who actually received homemaker and transportation under this program.

Title III C-1 Fund

The Title III C-1 Fund accounts for funds used to provide nutritional, congregate meals to the people age 60 or older in strategically located centers throughout Bossier Parish. During the year, the Council provided 8,790 meals to people eligible to participate in this program.

There were two main sources of revenues received this year that form the basis of this fund: Special Programs for the Aging_ Title III, Part C-1_ Nutrition Services grant funds (\$74,397) and restricted, voluntary contributions from those persons who received congregate meals (\$4,258).

Title III C-2 Fund

The Title III C-2 Fund accounts for funds that are used to provide nutritional meals to homebound people who are age 60 or older. During the year, the Council provided 50,454 home-delivered meals.

The main sources of revenues received this year that form the basis of this fund Special Programs for the Aging_ Title III, Part C-2_ Nutritional Services grant funds (\$124,441), and restricted, voluntary contributions from the public (\$32,009), including those persons actually receiving home-delivered meal services.

Nonmajor Governmental Funds

Title III C AAA Fund

The Title III C Area Agency Administration (AAA) Fund is used to account for a portion of the indirect costs of administering the Council's programs. Each fiscal year GOEA provides the Council with funds to help pay for the costs of administering the Council's special programs for the elderly. The amount of funding is not enough to pay for all the indirect costs. As a result, the Council will allocate its indirect costs to this fund first. Once the GOEA funds are completely used, any indirect costs, in excess of the funds provided by GOEA, are distributed to other funds and programs using a formula based on the percentage each program's direct costs bear to direct costs for all programs except payroll and fringe benefits which are allocated on time studies.

Title III D Fund

The Title III D Fund is used to account for funds used for disease prevention and health promotion (wellness) activities. During the year the Council provided 5,219 units of wellness service and 627 units of medication management to eligible participants. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA via CAAA for Special Programs for the Aging Title III, Part D_Disease Prevention and Health Promotion Services.

Title III E Fund

The Title III E Fund is used to account for funds that are used to provide support services for family caregivers and grandparents of older individuals who are relative caregivers. During the year, the Council provided 677 units of respite care under this program. The main source of the revenue forming the basis for this fund is a grant the Council received from GOEA for the Title III, Part E_National Family Caregivers Support Program.

Medicare Improvement for Patients and Providers Act (MIPPA) Fund

The MIPPA Fund is used to account for funds relating to supporting outreach and assistance efforts directed toward Medicare beneficiaries with limited incomes who may be eligible for Medicare Part D, Low Income Subsidy (LIS) and Medicare Savings Plan (MSP) programs. The goal is to provide outreach to individuals in Bossier Parish, Louisiana with special emphasis on rural communities and to increase public awareness and enrollment into the benefits available under LIS and MSP.

Senior Center Fund

The Senior Center Fund is used to account for the administration of Senior Center program funds appropriated by the Louisiana Legislature to GOEA, which in turn "passes through" the funds to the Council. The purpose of this program is to provide a community service center at which elderly people can receive supportive social services and participate in activities which foster their independence, enhance their dignity, and encourage their involvement in and with the community. The senior centers for Bossier Parish are located in Bossier City and Plain Dealing. Senior Center funds can be used at management's discretion to support any of the Council's programs that benefit the elderly. Accordingly, during the fiscal year, the Senior Center Fund transferred all of its grant revenue to the Title III Funds to subsidize that program's cost of providing supportive services to elderly persons who use the senior center.

Supplemental Senior Center Fund

The Supplemental Senior Center Fund was established to account for funds that were appropriated by the Louisiana Legislature for the various councils on aging throughout Louisiana to supplement each council's primary grant for senior center operations and activities. The Bossier Council on Aging, Inc. was one of the Parish councils to receive a supplemental grant. The money received by this fund during the year was transferred to the Title III Funds to supplement the supportive services provided by this fund. GOEA provided these funds to the Council.

The Nutritional Services Incentive Fund (NSIP)

The NSIP Fund is used to account for the administration of the Food Distribution Program provided by the United States Department of Agriculture (USDA) through the Governor's Office of Elderly Affairs, which in turn "passes through" the funds to the Council. GOEA distributes funds to each parish council on aging in Louisiana based on how many meals each council on aging served in the previous year in relation to the total meals served statewide by all councils. The primary purpose of the NSI reimbursement is to provide money to the Council so that United States produced food and commodities may be purchased to supplement nutrition programs.

Utility Assistance Fund

This fund is used to account for the administration of the utility assistance programs that are sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on the aging throughout the state to provide assistance to the elderly for the payment of utility bills. The contributions can only be used to pay for direct services. No indirect or administration expenses can be paid for with these funds. During the year, the Council provided funds to eight different people to assist them with paying their utility bills. The maximum amount of assistance a person can receive in one year is usually limited to \$300.

EFSP Fund

The EFSP Fund is used to account for the administration of the Emergency Food and Shelter National Board Program (EFSP), the purpose of which is to supplement food and shelter assistance to individuals. Funds are provided by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to the United Way of America, which in turn "passes through" the funds to the Council. A local board working with Bossier Parish's local United Way agency assists Bossier City in obtaining EFSP funds. During the fiscal year, EFSP funds were used to supplement the home delivered meals program.

Measurement Focus and Basis of Accounting

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

Government-wide Financial Statements - Accrual Basis

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

Fund Financial Statements - Modified Accrual Basis

Governmental fund level financial statements are reported using a current financial resources measurement focus and the modified accrual basis of accounting. A current financial resources measurement focus means that only current assets and current liabilities are generally included on the fund balance sheet. The operating statements of the funds present increases (revenues and other financial sources) and decreases (expenditures and other uses) in net current assets. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction that can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Council considers revenues to be "available" if they are collected within sixty days of the current fiscal year end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred, if measurable, except for the following: (1) unmatured principal and interest on long-term debt, if any, are recorded when due, and (2) claims, judgments, and compensated absences are recorded as expenditures when paid with expendable available financial resources. Depreciation and amortization are costs that are not recognized in the governmental funds.

Interfund Activity

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

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

Cash

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

Receivables

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

Investments

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

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

Prepaid Expenses/Expenditures

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

In the fund financial statements, management has elected not to include amounts paid for future goods or services as expenditures until those services are consumed. This method of accounting for prepaid expenditures helps assure management that costs incurred will be reported in accordance with the Council's cost reimbursement grants. These types of grants do not permit the Council to obtain reimbursement for qualified expenditures until the goods and services relating to them are consumed. As a result, the prepaid expenditures are shown as an asset on the balance sheet of the fund financial statements until they are consumed. In addition, a corresponding amount of the fund balance of the General fund has been classified as nonspendable to reflect the amount of fund balance not currently available for expenditure. The Council has no prepaid expenses at year-end.

Capital Assets

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

Government-wide Financial Statements

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

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

Leasehold improvements	20 Years
Nutrition equipment	10 Years
Office equipment – other than computers	6 years
Computer equipment	5 years
Vehicles	5 years

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

Fund Financial Statements

In the fund financial statements, capital assets used in the Council's operations are accounted for as capital

outlay expenditures of the governmental fund that provided the resources to acquire the assets. Depreciation is not computed or recorded on capital assets for purposes of the fund financial statements.

Non-Current (Long-term) Liabilities

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

Unpaid Compensated Absences

The Council's policy for vacation time permits employees to accumulate earned but unused vacation leave. Accordingly, a liability for unpaid vacation leave has been recorded in the Government-Wide Statements. The amount accrued as the compensated absence liability was determined using the number of vested vacation hours for each employee multiplied by the employee's wage rate in effect at the end of the year.

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

Advances From Funding Agency

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

Deferred Revenues

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

Net Assets in the Government-wide Financial Statements

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

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

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

Fund Equity – Fund Financial Statements

Governmental fund equity is classified as fund balance. Beginning with fiscal year 2011, the Council's

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

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

Management has classified fund balance for utility assistance as being restricted due to the constraints placed on the use of the money contributed by the general public.

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

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

Management's Use of Estimates

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

Allocation of Indirect Expenses

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

Elimination and Reclassifications

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

the governmental activities column.

Note 2 - Revenue Recognition

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

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

Note 3 - Cash

The Council maintains a consolidated bank account to deposit most of the monies it collects and to pay its bills. The purpose of this consolidated bank account is to reduce administrative costs and facilitate cash management. The consolidated account also allows those funds with available cash resources to temporarily cover any negative cash balances in other funds.

Cash is reported at its carrying value, which equals its fair value. At year-end, the combined carrying amount of the Council's cash on its books, including \$400 of petty cash, was \$177,224, whereas the related bank balances totaled \$176,548. The difference in the book and bank balances for cash relates primarily to deposits made and checks written on demand deposit accounts which did not clear the bank accounts by year-end. At year-end, all of the bank balances were insured by federal depository insurance.

Note 4 - Changes in Capital Assets

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

<u>Capital Assets</u>	<u>Balance July 1, 2011</u>	<u>Additions</u>	<u>Decreases</u>	<u>Balance June 30, 2012</u>
Vehicles	\$ 263,970	\$ 64,052	\$ -	\$ 328,022
Furniture and equipment	24,430	-	-	24,430
Total capital assets	<u>288,400</u>	<u>64,052</u>	<u>-</u>	<u>352,452</u>
Less accumulated depreciation				
Vehicles	115,563	49,668	-	165,231
Furniture and equipment	13,416	4,451	-	17,867
Subtotal	<u>128,979</u>	<u>54,119</u>	<u>-</u>	<u>183,098</u>
Net assets	<u>\$ 159,421</u>	<u>\$ 9,933</u>	<u>\$ -</u>	<u>\$ 169,354</u>

None of the above amounts include any donated assets. All of the Council's vehicles are operational at year-end. The Council's management has reviewed capital assets and does not believe any capital assets are impaired as of year-end.

Depreciation was charged to governmental activities as follows:

Administration	\$ 47,413
Title III B	2,736
PCOA	3,970
	<u>\$ 54,119</u>

Note 5 - Board of Directors' Compensation

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

Note 6 - In-Kind Contributions

The Council received a variety of in-kind contributions during the year, but does not record the fair value of them

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

Note 7 - Income Tax Status

Under provisions of Section 501(c)(3) of the Internal Revenue Code and the applicable income tax regulations of the State of Louisiana, the Council is exempt from income taxes, except from unrelated business income. There were no unrelated business activities for the year ended June 30, 2012. Accordingly, no tax expense was incurred for the year ended June 30, 2012. The Council believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements. The Council is no longer subject to income tax examinations by the U.S. federal, state or local tax authorities for tax years prior to 2007.

Note 8 - Lease and Rental Commitments

The Council has an operating lease associated with a copier. The terms of the lease require the Council to pay \$480 per month over the term of this lease. The lease term runs from January 2012 to December 2016. The Council also leases GPS equipment under an operating lease requiring payments of \$252 per month over the lease term. The lease runs from May 2011 to April 2013. Rent expense for the fiscal year ended June 30, 2012 was approximately \$9,500. Minimum payments due under these lease is as follows: 2013 - \$8,280; 2014 - \$5,760; 2015 - \$5,760; 2016 - \$5,760; and 2017 - \$2,880.

Note 9 - Judgments, Claims, and Similar Contingencies

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

Note 10 - Contingencies-Grant Programs

The Council participates in a number of state and federal grant programs, which are governed by various rules and regulations. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Council has not complied with the rules and regulations governing the grants, refunds of any money received and the collectability of any related receivable at year-end may be impaired. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing state and federal grants; therefore, no provision has been recorded in the accompanying financial statements for such contingencies. Audits of prior years have not resulted in any significant disallowed costs or refunds. Any costs that would be disallowed would be recognized in the period agreed upon by the grantor agency and the Council.

Note 11 - Economic Dependency

The Council receives the majority of its revenue from other governments in the form of intergovernmental revenues. Intergovernmental type revenues are appropriated each year by the federal, state, and local governments. If significant budget cuts are made at the federal and/or state level, the amount of funds the Council receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Council will receive in fiscal year 2013 relating to its usual sources of intergovernmental revenues.

Note 12 - Risk Management

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

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

Note 13 - Interfund Receivables and Payables

Because the Council operates its programs under cost reimbursement type grants, it has to pay for costs using its General Fund money and then request reimbursement for the advanced costs under the grant programs. Such advances create short-term interfund loans. The Council had no interfund receivables or payable at year-end.

Note 14 - Related Party Transactions

There were no related party transactions during the fiscal year.

Note 15 - Interfund Transfers

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

	Operating Transfers	
	In From	Out To
General Fund		
Title III B Fund	\$ -	\$ 245,620
Title III C-1 Fund	-	10,606
Title III C-2 Fund	-	164,886
Nonmajor Funds		
Senior Center	-	5,560
Title III C AAA	-	11,458
Title III D	-	6,696
Title III E	-	4,322
Total General Fund	<u>-</u>	<u>449,148</u>
Title III B Fund		
General Fund – various funds	53,960	-
General Fund – PCOA grant	126,766	-
General Fund – Senior Center grant	61,794	-
General Fund – Supplemental Senior Center grant	3,100	-
Total Title III B Fund	<u>245,620</u>	<u>-</u>
Title III C-1 Fund		
General Fund	10,660	-
Total Title III C-1 Fund	<u>10,660</u>	<u>-</u>
Title III C-2 Fund		
General Fund	164,832	-
Total Title III C-2 Fund	<u>164,832</u>	<u>-</u>
Nonmajor Funds in the Aggregate		
General Fund	28,036	-
Total for Nonmajor Funds	<u>28,036</u>	<u>-</u>
Grand Totals	<u>\$ 449,148</u>	<u>\$ 449,148</u>

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them, and (b) to shift unrestricted revenues collected in the General Fund to finance various programs accounted for by special revenue funds to eliminate program deficits. These transfers were eliminated as a part of the consolidation process in preparing the Government-Wide Financial Statements.

Note 16 - Prior Period Adjustment

Net assets at the beginning of fiscal year 2012 has been adjusted to correct an error in reporting of capital asset balances and a minor adjustment to unrestricted net assets balance made in fiscal year 2011. Had the error not been made, change in net assets for fiscal year 2011 would have increased by \$37,551.

Note 17 - Subsequent Events

Management has evaluated subsequent events through December 11, 2012, which is the date the financial statements were available to be issued. There were no events that required disclosure.

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GASB STATEMENT 34

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

Budgetary Comparison Schedule - General Fund

For Year Ended June 30, 2012

The Council has no legal obligation to budget this fund.

See Independent Auditor's Report.

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Budgetary Comparison Schedule - Title III B Fund

For Year Ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final</u>
			<u>GAAP Basis</u>	<u>Budget</u>
				<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 95,119	\$ 95,119	\$ 95,119	\$ -
Public support	-	-	16,500	16,500
Total revenues	<u>95,119</u>	<u>95,119</u>	<u>111,619</u>	<u>16,500</u>
Expenditures				
Personnel	229,741	221,736	216,886	4,850
Fringe	41,064	24,092	22,518	1,574
Travel	8,516	7,675	8,944	(1,269)
Operating services	85,466	78,709	56,264	22,445
Operating supplies	45,851	47,506	47,811	(305)
Other costs	4,853	4,853	4,853	-
Total expenditures	<u>415,291</u>	<u>384,371</u>	<u>357,076</u>	<u>27,295</u>
Excess (deficiency) of revenues over expenditures	(320,172)	(289,252)	(245,457)	43,795
Other financing sources (uses)				
Transfers in	-	-	245,457	245,457
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>245,457</u>	<u>245,457</u>
Net increase (decrease) in fund balances	(320,172)	(289,252)	-	289,252
Fund balances				
Beginning of year	-	-	-	-
End of year	<u>(\$ 320,172)</u>	<u>(\$ 289,252)</u>	<u>\$ -</u>	<u>\$ 289,252</u>

See Independent Auditor's Report.

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

Budgetary Comparison Schedule - Title III C-1 Fund

For Year Ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final</u>
			<u>GAAP Basis</u>	<u>Budget</u>
				<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 74,427	\$ 74,427	\$ 74,397	(\$ 30)
Public support	-	-	4,258	4,258
Total revenues	<u>74,427</u>	<u>74,427</u>	<u>78,655</u>	<u>4,228</u>
Expenditures				
Personnel	55,511	42,864	50,005	(7,041)
Fringe	9,922	4,668	5,952	(1,284)
Travel	3,426	1,865	1,257	608
Operating services	10,886	4,817	4,070	747
Operating supplies	4,711	4,292	259	4,033
Meals	37,080	34,200	27,772	6,428
Total expenditures	<u>121,516</u>	<u>92,806</u>	<u>89,315</u>	<u>3,491</u>
Excess (deficiency) of revenues over expenditures	(47,089)	(18,379)	(10,660)	7,719
Other financing sources (uses)				
Transfers in	-	-	10,660	10,660
Total other financing sources and (uses)	<u>-</u>	<u>-</u>	<u>10,660</u>	<u>10,660</u>
Net increase (decrease) in fund balances	(47,089)	(18,379)	-	18,379
Fund balances				
Beginning of year	-	-	-	-
End of year	<u>(\$ 47,089)</u>	<u>(\$ 18,379)</u>	<u>\$ -</u>	<u>\$ 18,379</u>

See Independent Auditor's Report.

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

Budgetary Comparison Schedule - Title III C-2 Fund

For Year Ended June 30, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final</u>
			<u>GAAP Basis</u>	<u>Budget</u>
				<u>Favorable</u>
				<u>(Unfavorable)</u>
Revenues				
Intergovernmental				
Governor's Office of Elderly Affairs	\$ 124,441	\$ 124,441	\$ 124,441	\$ -
Public support	-	-	32,009	32,009
Total revenues	<u>124,441</u>	<u>124,441</u>	<u>156,450</u>	<u>32,009</u>
Expenditures				
Personnel	96,347	92,606	96,061	(3,455)
Fringe	17,221	10,062	11,784	(1,722)
Travel	8,781	6,733	5,719	1,014
Operating services	28,866	29,568	48,740	(19,172)
Operating supplies	13,915	13,173	5,745	7,428
Other costs	160,920	147,800	153,233	(5,433)
Total expenditures	<u>326,070</u>	<u>299,942</u>	<u>321,282</u>	<u>(21,340)</u>
Excess (deficiency) of revenues over expenditures	(201,629)	(175,501)	(164,832)	10,669
Other financing sources (uses)				
Transfers in	-	-	164,832	164,832
Total other financing sources and (uses)	<u>-</u>	<u>-</u>	<u>164,832</u>	<u>164,832</u>
Net increase (decrease) in fund balances	(201,629)	(175,501)	-	175,501
Fund balances				
Beginning of year	-	-	-	-
End of year	<u>(\$ 201,629)</u>	<u>(\$ 175,501)</u>	<u>\$ -</u>	<u>\$ 175,501</u>

See Independent Auditor's Report.

SUPPLEMENTARY FINANCIAL INFORMATION REQUIRED BY GOEA

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Schedule of Non-Major Special Revenue Funds
For Year Ended June 30, 2012

	EFSP	Title III C AAA	MIPPA	Title III D	Title III E	Senior Center	Supplemental Senior Center	NSIP	Utility Assistance	Total
Revenues										
Intergovernmental										
Governor's Office of Elderly Affai	\$ -	\$ 35,921	\$ 5,500	\$ 5,082	\$ 34,340	\$ 88,250	\$ 3,100	\$ 41,143	\$ -	\$ 213,336
FEMA	7,000	-	-	-	-	-	-	-	-	7,000
Public Support										
Restricted - Utility programs	-	-	-	-	-	-	-	-	1,235	1,235
Client contributions	-	-	-	-	780	-	-	-	-	780
Total revenues	<u>7,000</u>	<u>35,921</u>	<u>5,500</u>	<u>5,082</u>	<u>35,120</u>	<u>88,250</u>	<u>3,100</u>	<u>41,143</u>	<u>1,235</u>	<u>222,351</u>
Expenditures										
Personnel	-	18,565	-	10,147	29,468	22,901	-	-	-	81,081
Fringe	-	4,375	-	962	3,109	2,182	-	-	-	10,628
Travel	-	777	-	54	3,476	102	-	-	-	4,409
Operating services	-	22,191	100	460	1,814	4,055	-	-	-	28,620
Operating supplies	-	1,471	-	155	1,575	2,939	-	-	-	6,140
Utility assistance	-	-	-	-	-	-	-	-	818	818
Capital outlay	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>-</u>	<u>47,379</u>	<u>100</u>	<u>11,778</u>	<u>39,442</u>	<u>32,179</u>	<u>-</u>	<u>-</u>	<u>818</u>	<u>131,696</u>
Excess (deficiency) of revenues over expenditures	7,000	(11,458)	5,400	(6,696)	(4,322)	56,071	3,100	41,143	417	90,655
Other financing sources (uses)										
Operating transfers in	-	11,458	-	6,696	4,322	5,723	-	-	-	28,199
Operating transfers out	(7,000)	-	(5,400)	-	-	(61,794)	(3,100)	(41,143)	(417)	(118,854)
Net increase (decrease) in fund balances	-	-	-	-	-	-	-	-	-	-
Fund balances										
Beginning of year	-	-	-	-	-	-	-	-	-	-
End of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report.

Bossier Council on Aging, Inc.
Bossier City, Louisiana

Comparative Schedule of Capital Assets and Changes in Capital Assets

For Year Ended June 30, 2012

	<u>Balance June 30, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2012</u>
Capital assets, at cost				
Vehicles	\$ 263,970	\$ 64,052	\$ -	\$ 328,022
Furniture and equipment	24,430	-	-	24,430
Total	<u>\$ 288,400</u>	<u>\$ 64,052</u>	<u>\$ -</u>	<u>\$ 352,452</u>
Investment in capital assets				
Property acquired with funds from -				
Title III B	\$ 13,674	\$ -	\$ -	\$ 13,674
PCOA	19,850	-	-	19,850
Local	254,876	64,052	-	318,928
Total	<u>\$ 288,400</u>	<u>\$ 64,052</u>	<u>\$ -</u>	<u>\$ 352,452</u>

See Independent Auditor's Report.



Carr, Riggs & Ingram, LLC
650 Olive Street
Shreveport, Louisiana 71104

Mailing Address:
P.O. Box 4278
Shreveport, Louisiana 71134-0278

(318) 222-2222
(318) 228-7150 (fax)
www.cricpa.com

Independent Auditor's Report

To the Board of Directors
Bossier Council on Aging, Inc.
Bossier City, Louisiana

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Bossier Council on Aging, Inc., as of and for the year ended June 30, 2012, which collectively comprise the Council's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Bossier Council on Aging, Inc.'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 the 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 opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of Bossier Council on Aging, Inc. as of June 30, 2012, and the respective changes in financial position 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 11, 2012, on our consideration of the Bossier Council on Aging, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages i through vii) and budgetary comparison information (pages 19 through 22) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Bossier Council on Aging, Inc.'s financial statements as a whole. The supplementary financial

information required by GOEA (pages 23 to 24) is presented for purposes of additional analysis and is not a required part of the financial statements. The supplementary financial information required by GOEA is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The management's discussion and analysis has not been subjected to the auditing procedures applied in the audit of the basic financial, and, accordingly, we do not express an opinion or provide any assurance on them.

Carr, Riggs & Ingram, LLC
CARR, RIGGS & INGRAM, LLC

Shreveport, Louisiana
December 11, 2012

**Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with Government Auditing Standards**

To the Board of Directors
Bossier Council on Aging, Inc.
Bossier City, Louisiana

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Bossier Council on Aging, Inc. as of and for the year ended June 30, 2012, which collectively comprise Bossier Council on Aging, Inc.'s basic financial statements and have issued our report thereon dated December 11, 2012. 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

Management of Bossier Council on Aging, Inc. is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Bossier Council on Aging, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bossier Council on Aging, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described as finding 2012-1 in the accompanying schedule of findings and responses that we consider to be significant deficiencies in internal control over financial reporting. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bossier Council on 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 tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Bossier Council on Aging, Inc.'s response to the finding identified in our audit is described in the accompanying schedule of findings and responses. We did not audit Bossier Council on Aging, Inc.'s response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, others within the entity, the Board of Directors, federal awarding agencies and Legislative Auditor, State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document when published on their website.

Carr, Riggs & Ingram, LLC
CARR, RIGGS & INGRAM, LLC

Shreveport, Louisiana
December 11, 2012

Bossier Council on Aging, Inc.
Bossier City, Louisiana

SCHEDULE OF FINDINGS AND RESPONSES
For Year Ended June 30, 2012

We have audited the basic financial statements of the Bossier Council on Aging, Inc. as of and for the year ended June 30, 2012, and have issued our report thereon dated December 11, 2012. 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, 2012, resulted in an unqualified opinion.

Section I – Summary of Auditor’s Report

Type of auditor’s report issued on the basic financial statements:	Unqualified Opinion
Internal control over financial reporting:	
• Material weakness identified?	No
• Significant deficiencies identified that are not considered material weaknesses?	Yes
Noncompliance material to the basic financial statements noted?	No
Federal awards	N/A

Section II – Financial Statement Findings

Finding 2012-1 Payroll Transactions

Condition – In the course of testing a sample of payroll transactions for controls and compliance, we noted several keypunching errors were made where the employees were overpaid. The supporting documentation for these payroll transactions did not agree to the hours accumulated on the payroll records.

Criteria – OMB Circular A-87 states in part that for a cost to be allowable, it must be adequately documented with supporting documentation.

Cause – Human error and a lack of an effective review process that allow these errors to be undetected.

Recommendation – We recommend management implement alternative review procedures to detect any input errors in the accumulation of time that is reported to the third party payroll processor.

Management’s Corrective Action – Controls have been implemented to ensure accuracy in employee timesheets, and entry of employee time into the payroll system.

Controls include but not limited to:

- Supervisors and bookkeeping will utilize excel worksheet to ensure times entered match totals on timesheets-thus reducing addition errors.
- Bookkeeping will verify timesheets for accuracy before finalizing payroll batch.
- Bookkeeping will verify payroll packet with timesheet prior to distribution.
- Random monitoring of field employees to ensure accurate time keeping.

**Bossier Council on Aging, Inc.
Bossier City, Louisiana**

**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
For Year Ended June 30, 2012**

Finding 2011-1 (Year of origination – 2011)

Statement of Condition: The Council did not file its financial statement within the timeframe required by State law.

Current Status: Resolved

Finding 2011-2 (Year of origination – 2011)

Statement of Condition: The Council changed accounting software during the year. The new software utilized by the Council did not produce the year end reports in the format required by GOEA.

Current Status: Resolved

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

9/5/12 (Date Transmitted)

Roberts, Cherry & Company
650 Olive St
Shreveport, LA 71104
(Auditors)

In connection with your audit of our financial statements as of June 30, 2012
and for FY 12 (period
of audit) for the purpose of expressing an opinion as to the fair presentation of our financial
statements in accordance with accounting principles generally accepted in the United States of
America, to assess our system of internal control as a part of your audit, and to review our
compliance with applicable laws and regulations, we confirm, to the best of our knowledge and
belief, the following representations. These representations are based on the information
available to us as of 9/5/12 (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

Bossier Council on Aging
706 Bearkat Dr
Bossier City, LA 71111

2. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel].

See attached

3. Period of time covered by this questionnaire:

7/1/2011 - 6/30/12

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

La (R.S.) 46:1602

5. Briefly describe the public services provided:

Our primary services provided to senior citizens over 60 within Bossier parish are congregate & home delivered meals, nutritional education, information & assistance, material aid: fans & blankets, outreach, utility assistance via Helping Hands, homemaker & caregiver services, transportation, wellness & recreational activities.

6. Expiration date of current elected/appointed officials' terms.

See attached

Part II. Federal, State, and Local Awards

7. We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes No []

8. All transactions relating to federal grants have been properly recorded within our accounting records and reported to the appropriate federal grantor officials.

Yes No []

9. All transactions relating to state grants have been properly recorded within our accounting records and reported to the state grantor officials.

Yes No []

10. All transactions relating to local grants have been properly recorded within our accounting records and reported to the appropriate local grantor officials.

Yes No []

11. The reports filed with federal agencies are properly supported by books of original entry and supporting documentation.

Yes No []

12. The reports filed with state agencies are properly supported by books of original entry and supporting documentation.

Yes No []

13. The reports filed with local agencies are properly supported by books of original entry and supporting documentation.

Yes No []

14. We have complied with all applicable compliance requirements of all federal programs we administer, to include matters contained in the Office of Management and Budget (OMB) Circular A-133 Compliance Supplement and matters contained in the grant awards.

Yes No []

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes No []

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes No []

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes No []

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes No

Part IV. Open Meetings

19. Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:4.1 through 42:13 (the open meetings law).

Yes No

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No

21. For each grant received from the state, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose, duration, specific goals and objectives, and measures of performance.

Yes No

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No

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

<u>Kay Cole</u>	Secretary	<u>9-5-12</u>	Date
<u>Charles David Macey</u>	Treasurer	<u>9/5/12</u>	Date
<u>Stephen Romli</u>	President	<u>9/5/12</u>	Date