

R E P O R T

PLAQUEMINES COUNCIL ON AGING, INC.

JUNE 30, 2003

PLAQUEMINES COUNCIL ON AGING, INC.

INDEX TO REPORT

JUNE 30, 2003

	<u>PAGE</u>
INDEPENDENT AUDITOR'S REPORT .....	1
FINANCIAL STATEMENTS:	
General Purpose Financial Statements:	
Combined Balance Sheet - All Fund Types and Account Groups.....	3
Combined Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Fund Types.....	4
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Budget (GAAP Basis) and Actual - Special Revenue Funds (Excluding Utilities Help Fund).....	5
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget (GAAP Basis) and Actual - General Fund- PCOA (Act 735).....	6
Notes to Financial Statements.....	7 - 17
SUPPLEMENTARY INFORMATION:	
General Funds:	
Combining Statement of Revenues, Expenditures and Changes in Fund Balances .....	18
Special Revenue Funds:	
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances .....	19
Schedule of Program Expenditures - Budget & Actual for the General Funds (Excluding Local (Unreserved) Fund) and Special Revenue Funds (Excluding Helping Hands and Heating Help Fund) .....	20 - 22
Comparative Statement of General Fixed Assets and Changes in General Fixed Assets ...	23
SCHEDULE OF PRIORITY SERVICES .....	24
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS.....	25
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS.....	26 - 27



DUPLANTIER, HRAPMANN,  
HOGAN & MAHER, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

MICHAEL J. O'ROURKE, C.P.A.  
WILLIAM G. STAMM, C.P.A.  
CLIFFORD J. GIFFIN, JR., C.P.A.  
DAVID A. BURGARD, C.P.A.  
LINDSAY J. CALUB, C.P.A., L.L.C.  
GUY L. DUPLANTIER, C.P.A.  
MICHELLE H. CUNNINGHAM, C.P.A.  
DENNIS W. DILLON, C.P.A.

ANN M. HARGES, C.P.A.  
ROBIN A. STROHMEYER, C.P.A.

KENNETH J. BROOKS, C.P.A., ASSOCIATE

1340 Poydras St., Suite 2000 - New Orleans, LA 70112  
(504) 586-8866  
FAX (504) 525-5888  
cpa@dhhmcpa.com

A.J. DUPLANTIER JR., C.P.A.  
(1919-1985)  
FELIX J. HRAPMANN, JR., C.P.A.  
(1919-1990)  
WILLIAM R. HOGAN, JR., C.P.A.  
(1920-1996)  
JAMES MAHER, JR., C.P.A.  
(1921-1999)

MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LA C.P.A.'S

## INDEPENDENT AUDITOR'S REPORT

October 13, 2003

Board of Directors  
Plaquemines Council on Aging, Inc.  
Port Sulphur, Louisiana

We have audited the accompanying general purpose financial statements of the Plaquemines Council on Aging, Inc., as of and for the year ended June 30, 2003. These financial statements are the responsibility of management of the Plaquemines Council on Aging, Inc. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Plaquemines Council on Aging, Inc., as of June 30, 2003, and the results of operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

We have audited the general purpose financial statements of the Plaquemines Council on Aging, Inc. for the year ended June 30, 2003 and issued our unqualified opinion on such general purpose financial statements. Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary information on pages 18-25 is presented for purposes of additional analysis and is not a part of the financial statements of the Plaquemines Council on Aging, Inc. The supplementary information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated October 13, 2003 on our consideration of the Plaquemines Council on Aging's internal control over financial reporting and on its compliance with laws and regulations. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Duplantier, Hrapmann, Hogan, & Maher, LLP*

PLAQUEMINES COUNCIL ON AGING, INC.  
ALL FUND TYPES AND ACCOUNT GROUPS  
COMBINED BALANCE SHEET  
JUNE 30, 2003

	<u>GOVERNMENTAL FUND TYPES</u>		<u>ACCOUNT GROUP</u>	<u>TOTALS</u> (MEMORANDUM ONLY)	
	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>General Fixed Assets</u>	<u>June 30, 2003</u>	<u>June 30, 2002</u>
<u>ASSETS</u>					
Cash (Note 2)	\$ 136,648	\$ 4,442	\$ -	\$ 141,090	\$ 108,354
Grants receivable	-	-	-	-	2,050
Inventories	2,545	-	-	2,545	2,935
Prepaid expenses	-	-	-	-	3,038
Vehicles and equipment (Note 4)	-	-	185,441	185,441	187,657
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TOTAL ASSETS	<u>\$ 139,193</u>	<u>\$ 4,442</u>	<u>\$ 185,441</u>	<u>\$ 329,076</u>	<u>\$ 304,034</u>
 <u>LIABILITIES AND FUND EQUITY</u>					
<u>LIABILITIES:</u>					
Accounts payable	\$ 11,456	\$ -	\$ -	\$ 11,456	\$ 8,574
Other payables	3,870	-	-	3,870	3,797
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total liabilities	<u>15,326</u>	<u>-</u>	<u>-</u>	<u>15,326</u>	<u>12,371</u>
 <u>FUND EQUITY:</u>					
Reserved	-	4,442	-	4,442	4,230
Unreserved	123,867	-	-	123,867	99,776
Investment in general fixed assets (Note 4)	-	-	185,441	185,441	187,657
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total fund equity	<u>123,867</u>	<u>4,442</u>	<u>185,441</u>	<u>313,750</u>	<u>291,663</u>
TOTAL LIABILITIES AND FUND EQUITY	<u>\$ 139,193</u>	<u>\$ 4,442</u>	<u>\$ 185,441</u>	<u>\$ 329,076</u>	<u>\$ 304,034</u>

See accompanying notes.

PLAQUEMINES COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE  
 GOVERNMENTAL FUND TYPES  
FOR THE YEARS ENDED JUNE 30, 2003 AND 2002

	General Fund	Special Revenue Funds	TOTALS (MEMORANDUM ONLY)	
			June 30, 2003	June 30, 2002
REVENUES: (Note 1)				
Intergovernmental	\$ 18,120	\$ 259,245	\$ 277,365	\$ 259,965
Grant income	214,950	-	214,950	234,950
Interest income	-	167	167	407
Public support	4,829	14,728	19,557	26,064
In-kind contributions (Note 9)	66,500	-	66,500	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	304,399	274,140	578,539	521,386
EXPENDITURES: (Note 1)				
Personal services	-	224,925	224,925	226,138
Employee related benefits	-	28,591	28,591	29,378
Travel	1,603	911	2,514	4,479
Operating services	521	85,808	86,329	86,119
Operating supplies	-	119,299	119,299	115,735
Contracted services	-	13,861	13,861	17,203
Other	-	1,940	1,940	-
Capital outlay	3,499	-	3,499	9,745
Utility assistance	-	6,778	6,778	-
In-kind expenses (Note 9)	66,500	-	66,500	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	72,123	482,113	554,236	488,797
Excess (deficiency) of revenues over expenditures	<hr/>	<hr/>	<hr/>	<hr/>
	232,276	(207,973)	24,303	32,589
OTHER FINANCING SOURCES (USES):				
Operating transfers in (Note 12)	-	236,037	236,037	254,041
Operating transfers out (Note 12)	(208,185)	(27,852)	(236,037)	(254,041)
Total other financing sources (uses)	<hr/>	<hr/>	<hr/>	<hr/>
	(208,185)	208,185	-	-
Excess of revenues and other sources over expenditures and other uses	<hr/>	<hr/>	<hr/>	<hr/>
	24,091	212	24,303	32,589
FUND BALANCE, BEGINNING OF YEAR	<hr/>	<hr/>	<hr/>	<hr/>
	99,776	4,230	104,006	71,417
FUND BALANCE, END OF YEAR	<hr/>	<hr/>	<hr/>	<hr/>
	\$ 123,867	\$ 4,442	\$ 128,309	\$ 104,006

See accompanying notes.

PLAQUEMINES COUNCIL ON AGING, INC.  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCE - BUDGET (GAAP BASIS) AND ACTUAL -  
 SPECIAL REVENUE FUND  
 (EXCLUDING UTILITIES HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
REVENUES:			
Intergovernmental:			
GOEA	\$ 253,338	\$ 235,218	\$ (18,120)
Nutritional Services Incentive Program	24,027	24,027	-
Interest	-	167	167
Client contributions	<u>5,782</u>	<u>5,334</u>	<u>(448)</u>
Total revenues	<u>283,147</u>	<u>264,746</u>	<u>(18,401)</u>
EXPENDITURES:			
Personal services	224,076	223,898	178
Employee related benefits	29,201	28,437	764
Travel	583	900	(317)
Operating services	88,330	84,788	3,542
Operating supplies	112,506	119,143	(6,637)
Contracted services	16,789	13,825	2,964
Other	<u>-</u>	<u>1,940</u>	<u>(1,940)</u>
Total expenditures	<u>471,485</u>	<u>472,931</u>	<u>(1,446)</u>
EXCESS OF EXPENDITURES OVER REVENUES	(188,338)	(208,185)	(19,847)
OTHER FINANCING SOURCES (USES):			
Operating transfers in	188,338	236,037	47,699
Operating transfers out	<u>-</u>	<u>(27,852)</u>	<u>(27,852)</u>
Total other financing sources (uses)	<u>188,338</u>	<u>208,185</u>	<u>19,847</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	-	-	-
FUND BALANCES AT BEGINNING OF YEAR	<u>-</u>	<u>2,330</u>	<u>2,330</u>
FUND BALANCE AT END OF YEAR	<u>\$ -</u>	<u>\$ 2,330</u>	<u>\$ 2,330</u>

See accompanying notes.

PLAQUEMINES COUNCIL ON AGING, INC.  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET (GAAP BASIS) AND ACTUAL -  
PCOA (ACT 735)  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES:			
Intergovernmental	\$ 18,120	\$ 18,120	\$ -
EXPENDITURES:	-	-	-
EXCESS REVENUES OVER (UNDER) EXPENDITURES	18,120	18,120	-
OTHER FINANCING SOURCES (USES):			
Operating transfers out	(18,120)	(18,120)	-
EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	-	-	-
FUND BALANCE BEGINNING OF YEAR	-	-	-
FUND BALANCES AT END OF YEAR	\$ -	\$ -	\$ -

See accompanying notes.

PLAQUEMINES COUNCIL ON AGING  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The following is a summary of the corporation's significant accounting policies, which have been consistently applied in the preparation of the accompanying financial statements:

REPORTING ENTITY:

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

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

The primary function of Plaquemines Council on Aging, Inc. is to improve the quality of life for the Parish's elderly as well as coordinate and monitor the services of other local agencies serving the aging people of the Parish. Such services include providing meals, nutritional education, information and referral services, legal assistance, homemaker services, operating senior centers, and transportation. A Board of Directors, consisting of 13 voluntary members who serve three-year terms, govern the council.

PRESENTATION OF FINANCIAL STATEMENTS:

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate accounting principles generally accepted in the United States of America and reporting standards with respect to activities and transactions of state and local governmental entities. In November of 1984, the GASB issued a codification of Governmental Accounting and Financial Reporting Standards. This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments.

The accompanying financial statements conform to accounting principles generally accepted in the United States of America for state and local governmental units as prescribed by the GASB. These statements have also incorporated any applicable requirements set forth by *Audits of State and Local Governmental Units*, the industry audit guide issued by the American Institute of Certified Public Accountants; Subsection VI - Annual Financial Reporting, accounting manual for Governor's Office of Elderly Affairs contractors; and the *Louisiana Governmental Audit Guide*.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF PRESENTATION

The accounts of the Council on Aging are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The fund categories, fund types and account groups presented in the financial statements are described as follows:

General Fund

The general operating fund of the Council accounts for all financial resources, except those required to be accounted for in the special revenue funds.

Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes.

General Fixed Assets Account Group

An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The General Fixed Asset Account Group accounts for the fixed assets (capital outlays) used in governmental fund type operations of Plaquemines Council on Aging, Inc. The fixed assets are recorded as expenditures in the governmental fund types when purchased.

BASIS OF ACCOUNTING

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds, including the General and Special Revenue Funds, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets.

Governmental funds are maintained on the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

BASIS OF ACCOUNTING (Continued)

Advances between funds which are not expected to be repaid are accounted for as transfers. In those cases where repayment is expected, the advances are classified as due from other funds or due to other funds on the balance sheet. Short-term interfund loans are classified as interfund receivables/payables.

BUDGETARY PRACTICES

The proposed budget for the year ending June 30, 2003, was submitted to and approved by the board of directors on May 21, 2002 and a revised budget was approved on June 11, 2003. The budget, which included proposed expenditures and the means of financing them for all the special revenue funds, except for the Helping Hands and Heating Help Funds, was also submitted to the Louisiana Governor's Office of Elderly Affairs. The Helping Hands and Heating Help Funds are not required to submit a budget because funding is received in the form of individual donations. Consequently, the amount of funding is uncertain from year to year.

Unobligated grant funds at year end that were received through the Louisiana Governor's Office of Elderly Affairs must be returned to the office. Revenues earned or donated to the Council may be carried into the ensuing year. The budget is prepared on a modified accrual basis, consistent with the basis of accounting, for comparing budgeted and actual revenues and expenditures. Actual amounts are compared to budgeted amounts periodically during the fiscal year as a management control device. The Council does not recognize or record encumbrances in its budget practices. All budgetary appropriations lapse at the end of each fiscal year (June 30).

Generally, the Council may transfer funds between line items as often as required without prior approval from the Governor's Office of Elderly Affairs. However, the Council must obtain prior approval to increase capital outlay. The Council is allowed only a one-time transfer of amounts from one program to another and is never permitted to transfer amounts from services to administration.

Budgeted amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments for all programs that require budgeting.

FIXED ASSETS

Fixed assets of the governmental funds are recorded as expenditures at the time purchased or constructed, and the related assets are capitalized (reported) in the general fixed assets account group. No depreciation has been provided on general fixed assets.

The account group is not a fund. It is concerned only with the measurement of financial position, not with measurement of results of operations.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND EQUITY

Reserves

Reserves represent those portions of fund equity not appropriable for expenditures or legally segregated for a specific use.

COMPENSATED ABSENCES

Employees of the Council earn from 10 to 24 days of noncumulative vacation leave each year, depending on their length of service and employee status (full-time or part-time). Employees earn up to 15 days of sick leave each year. Sick leave may be accumulated to a maximum of 30 days; however, unused sick leave is forfeited upon termination of employment. At June 30, 2003, the Council has no accumulated benefits relating to leave privileges that require disclosure to conform with accounting principles generally accepted in the United States of America.

FUNDING POLICIES AND SOURCES OF FUNDS

The Council receives its monies through various methods of funding. Most of the funds are received on a grant basis. Under this method, funds are received on a monthly allocation of the total budget (grant). Any funds not used by year end are due back to the granting agency. The following programs are handled in this manner: Title III-B Supportive Services, Title III-C-1 Area Agency Administration, Title III-C-1 Congregate Meals, Title III-C-2 Home Delivered Meals, Title III-D Preventive Health, Title III-E Caregiver, Senior Center, Supplemental Senior Center, Audit and the State of Louisiana Allocations Program (Act 735 of 1979).

The Council received funds under the Nutritional Services Incentive Program (NSIP).

The Council encourages and receives contributions from clients and private entities to help offset the costs of programs. In addition, various fundraisers were held during the year.

The Council also receives funds through a contract with the Plaquemines Parish Government.

COMPARATIVE DATA

Comparative data for the prior year has been presented in the accompanying financial statements to provide an understanding of changes in the Council's financial position and operations. However, presentation of comparative data by fund type has not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

TOTAL COLUMNS ON COMBINED STATEMENTS

The total columns on the combined statements are captioned Memorandum Only (overview) to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with accounting principles generally accepted in the United States of America. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

FUND DESCRIPTIONS

GENERAL FUND:

Local (Unreserved) Program

The Local (Unreserved) Program is a general operating program of the Council. The funds are received from local sources, such as the parish government.

PCOA (Act 735)

The PCOA Program is a general operating program of the Council and accounts for funds received from the State of Louisiana. The funds are appropriated to the Governor's Office of Elderly Affairs by the Louisiana Legislature for remittance to the parish council. The Council may use these "Act 735" funds at its discretion.

SPECIAL REVENUE FUNDS:

Title III-B Supportive Services Fund

The Title III-B Supportive Services Fund accounts for the administration of the Special Programs for Aging. Title III-B funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for access services, in-home services, community services, transportation and legal assistance for the elderly.

Title III-C-1 Area Agency Administration Fund

The Title III-C-1 Area Agency Administration Fund accounts for the administration of the Special Programs for the Aging. Title III-C funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to fund administrative costs associated with the Title III and Senior Center programs.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS (Continued)

SPECIAL REVENUE FUNDS: (Continued)

Title III-C-1 Congregate Meals Fund

The Title III-C-1 Congregate Meals Fund accounts for the administration of the Special Programs for the Aging. Title III-C-1 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to provide nutritional congregate meals to the elderly in strategically located centers.

Title III-C-2 Home Delivered Meals Fund

The Title III-C-2 Home Delivered Meals Fund accounts for the administration of the Special Programs for the Aging. Title III-C-2 funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs and are allocated to provide nutritional meals to home-bound older persons.

Nutritional Services Incentive Program (NSIP)

The Nutritional Services Incentive Program (NSIP) Fund accounts for funds received from the United States Department of Administration on Aging through the Louisiana Governor's Office of Elderly Affairs for the Nutritional Services Incentive Program. The funds are allocated to the Title III-C-1 and Title III-C-2 Funds, as needed, to purchase meals for these programs. The grantor agency has directed that the funds received under the Nutritional Services Incentive Program be reported separately in the financial statements.

Senior Center Fund

The Senior Center Fund accounts for the administration of Senior Center Program funds appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs for distribution to the parish councils on aging. This program provides community service centers at which older persons receive supportive services and participate in activities that foster their independence, enhance their dignity, and encourage their involvement in and with the community.

Audit Fund

The Audit Fund accounts for funds that are appropriated by the Louisiana Legislature to the Governor's Office of Elderly Affairs for distribution to the parish councils on aging. These funds are used to obtain independent audits of annual financial statements.

PLAQUEMINES COUNCIL ON AGING, INC.  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

FUND DESCRIPTIONS (Continued)

SPECIAL REVENUE FUNDS: (Continued)

Helping Hands and Heating Help Funds

The Helping Hands and Heating Help Fund accounts for the administration of the Helping Hands and Heating Help Program that is sponsored by local utility companies. The companies collect contributions from service customers and remit the funds to the parish councils on aging to provide assistance to the elderly for the payment of utilities.

Title III-D Preventive Health

The Title III-D Preventive Health Fund accounts for the administration of the Special Programs for the Aging. Title III-D funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for disease prevention and health promotion activities for the elderly.

Title III-E Caregiver Fund

The Title III-E Caregiver Fund accounts for the administration of the Special Programs for the Aging. Title III-E funds are provided by the United States Department of Health and Human Services through the Louisiana Governor's Office of Elderly Affairs. This program provides for multifaceted systems of support services for family caregivers and grandparents or older individuals who are relative caregivers.

Belle Chasse Special

The Belle Chasse Special Fund accounts for funds raised by fund raisers. These funds are to be used discretionally but specifically for the elderly citizens of Belle Chasse, LA.

Port Sulphur Special

The Port Sulphur Special Fund accounts for funds raised by fund raisers. These funds are to be used discretionally but specifically for the elderly citizens of Port Sulphur, LA.

Boothville Special

The Boothville Special Fund accounts for funds raised by fund raisers. These funds are to be used discretionally but specifically for the elderly citizens of Boothville, LA.

PLAQUEMINES COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

2. CASH:

At June 30, 2003, the Council has cash in interest bearing accounts (book balances) totaling \$140,940. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. At June 30, 2003, the Council has \$148,089 in deposits (collected bank balances). Of the bank balances, \$140,334 was fully secured through federal deposit insurance and \$7,755 was not covered by federal deposit insurance.

3. RECONCILIATION - ACTUAL AND BUDGET:

The following reconciles the excess of revenues and other sources over expenditures shown on the Statement of Budget and Actual with the amount on the Statement of Revenues, Expenditures and Changes in Fund Balance for the special revenue funds.

Excess of revenues and other sources over expenditures and other uses (budget and actual statement)	\$ --
To adjust for the Helping Hands and Heating Help Fund	<u>212</u>
Excess of revenues and other sources over expenditures and other uses (statement of revenue and expenditures)	\$ <u>212</u>

4. FIXED ASSETS:

All fixed assets are stated at historical cost or estimated historical cost, if actual historical cost is not available. Donated fixed assets are stated at their estimated fair market value on the date donated. No depreciation has been provided on general fixed assets.

The changes in general fixed assets are as follows:

	<u>Vehicle</u>	<u>Equipment</u>	<u>Balance</u>
Balance at July 1, 2002	\$ 136,716	\$ 50,941	\$ 187,657
Current year acquisitions	--	3,499	3,499
Deletions	--	<u>(5,715)</u>	<u>(5,715)</u>
Balance at June 30, 2003	<u>\$ 136,716</u>	<u>\$ 48,725</u>	<u>\$ 185,441</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

5. INCOME TAX STATUS:

The Plaquemines Council on Aging, Inc., a nonprofit corporation, is exempt from federal income taxes under Section 501(C)(3) of the Internal Revenue Code.

6. ECONOMIC DEPENDENCY:

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

7. FUND BALANCE RESERVES:

Helping Hands and Heating Help Reserve

This reserve is established for obligations outstanding for low income, handicapped, elderly persons' utility bills.

A summary of the change in the combined reserve funds balances follows:

	<u>Special Revenue</u>
Reserve - June 30, 2002	\$ 1,900
Collections - June 30, 2003	9,394
Payments - June 30, 2003	<u>(9,182)</u>
Reserve - June 30, 2003	<u>\$ 2,112</u>

Special Reserves

These reserves were established to aid the elderly in each respective location at the Council's discretion. The balances in these funds at June 30, 2003 are as follows:

Belle Chasse	\$ 455
Port Sulphur	1,899
Boothville	<u>(24)</u>
Total Special Reserves	<u>\$ 2,330</u>

There was no change to the reserve balances during the year end June 30, 2003.

PLAQUEMINES COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

8. USE OF ESTIMATES:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

9. TRANSACTION WITH PARISH GOVERNMENT:

Grant Income

The Council on Aging receives a grant from the Plaquemines Parish Government. The Council on Aging agrees to provide programs and activities to the senior population in Plaquemines Parish. As of June 30, 2003, the amount of funds received by Plaquemines Council on Aging was \$214,950.

In-Kind Contributions:

The Council received \$66,500 in in-kind contributions from the parish government during the year which have been valued at their estimated fair market value and presented in this report as revenue. Related expenditures, equal to the in-kind revenues, have also been presented, thereby producing no effect on net income.

A summary of the in-kind contributions and their respective assigned value are as follows:

Supplies and miscellaneous expenses	\$ 1,000
Rent, repairs and maintenance building and equipment	54,000
Senior Community Service Project labor and related expenses	<u>11,500</u>
Total	<u>\$ 66,500</u>

The Plaquemines Parish Government owns the building in which the Council operates. The Council uses this building rent free.

The Council received additional support through services contributed by volunteers that does not meet the criteria for recognition under generally accepted accounting principles because the Council would not hire additional paid employees to perform these services if volunteers were not available.

PLAQUEMINES COUNCIL ON AGING, INC.  
 NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003

10. IRC SECTION 457 DEFERRED COMPENSATION PLAN:

In July, 1984, the Council established an Internal Revenue Code Section 457 deferred compensation plan for its full time employees. Under this plan an eligible employee can elect to have a portion of his/her compensation reduced to have invested for retirement. There is no cost associated with this plan to the Council on Aging and participation is at the option of each full time employee.

11. LITIGATION:

The Plaque mines Council on Aging is involved with a pending case in which the amount of loss cannot be determined. Furthermore, the Council's management believes that any potential loss would be adequately covered by insurance.

12. NET TRANSFERS:

Operating transfers in and out are listed by fund for 2003:

<u>Funds Transferred In</u>	<u>Funds Transferred Out</u>				
	<u>Supplemental Senior Center</u>	<u>NSIP</u>	<u>PCOA</u>	<u>Local</u>	<u>Total In</u>
Title III-B- Supportive Services	\$ 3,825	\$ --	\$ 9,060	\$ 45,780	\$ 58,665
Title III-C-1	--	8,890	--	54,361	63,251
Title III-C-2	--	15,137	9,060	77,725	101,922
Title III-D Preventive Health	--	--	--	6,961	6,961
Title III-E – Caregiver	--	--	--	3,183	3,183
Senior Center	<u>--</u>	<u>--</u>	<u>--</u>	<u>2,055</u>	<u>2,055</u>
<b>TOTAL OUT</b>	<b><u>\$ 3,825</u></b>	<b><u>\$ 24,027</u></b>	<b><u>\$ 18,120</u></b>	<b><u>\$ 190,065</u></b>	<b><u>\$ 236,037</u></b>

## GENERAL FUNDS

The general operating funds account for all financial resources, except for those required to be accounted for in the special revenue funds.

PLAQUEMINES COUNCIL ON AGING, INC.  
 GENERAL FUNDS  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Local Program</u>	<u>PCOA (ACT 735)</u>	<u>Total</u>
<b>REVENUES:</b>			
Intergovernmental:			
Governor's Office of Elderly Affairs	\$ -	\$ 18,120	\$ 18,120
Contract income	214,950	-	214,950
Public support:			
Client contributions - unrestricted	4,829	-	4,829
In-kind contributions	<u>66,500</u>	<u>-</u>	<u>66,500</u>
Total revenues	<u>286,279</u>	<u>18,120</u>	<u>304,399</u>
<b>EXPENDITURES:</b>			
Travel	1,603	-	1,603
Operating services	521	-	521
Capital outlay	3,499	-	3,499
In-kind expenses	<u>66,500</u>	<u>-</u>	<u>66,500</u>
Total expenditures	<u>72,123</u>	<u>-</u>	<u>72,123</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<u>214,156</u>	<u>18,120</u>	<u>232,276</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers out	<u>(190,065)</u>	<u>(18,120)</u>	<u>(208,185)</u>
Total other financing sources (uses)	<u>(190,065)</u>	<u>(18,120)</u>	<u>(208,185)</u>
<b>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	24,091	-	24,091
<b>FUND BALANCES, BEGINNING OF YEAR</b>	<u>99,776</u>	<u>-</u>	<u>99,776</u>
<b>FUND BALANCE, JUNE 30, 2003</b>	<u>\$ 123,867</u>	<u>\$ -</u>	<u>\$ 123,867</u>

## SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds that are legally restricted to expenditures for specific purposes.



Supplemental Senior Center	Audit	Title III E Caregiver	Helping Hands and Heating Help	Title III D Preventive Health	Belle Chasse Special	Port Sulphur Special	Booth- ville Special	Total
\$ -	\$ -	\$ 16,894	\$ -	\$ 3,339	\$ -	\$ -	\$ -	\$ 183,230
3,825	1,080	5,631	-	-	-	-	-	76,015
-	-	-	-	-	-	-	-	167
-	-	-	9,394	-	-	-	-	9,394
-	-	-	-	-	-	-	-	5,334
<u>3,825</u>	<u>1,080</u>	<u>22,525</u>	<u>9,394</u>	<u>3,339</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>274,140</u>
-	-	7,766	1,027	5,451	-	-	-	224,925
-	-	976	154	625	-	-	-	28,591
-	-	40	11	21	-	-	-	911
-	1,080	2,203	1,020	737	-	-	-	85,808
-	-	7,217	156	3,434	-	-	-	119,299
-	-	7,506	36	32	-	-	-	13,861
-	-	-	-	-	-	-	-	1,940
-	-	-	-	-	-	-	-	-
-	-	-	6,778	-	-	-	-	6,778
<u>-</u>	<u>1,080</u>	<u>25,708</u>	<u>9,182</u>	<u>10,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>482,113</u>
<u>3,825</u>	<u>-</u>	<u>(3,183)</u>	<u>212</u>	<u>(6,961)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(207,973)</u>
-	-	3,183	-	6,961	-	-	-	236,037
<u>(3,825)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(27,852)</u>
<u>(3,825)</u>	<u>-</u>	<u>3,183</u>	<u>-</u>	<u>6,961</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>208,185</u>
-	-	-	212	-	-	-	-	212
-	-	-	1,900	-	455	(24)	1,899	4,230
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,112</u>	<u>\$ -</u>	<u>\$ 455</u>	<u>\$ (24)</u>	<u>\$ 1,899</u>	<u>\$ 4,442</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 SCHEDULE OF PROGRAM EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING HELPING HANDS AND HEATING HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>PCOA (ACT 735)</u>			
Transfer to other funds:			
Title III C-2 Home Delivered Meals	\$ 9,060	\$ 9,060	\$ -
Title III B Supportive Services	9,060	9,060	-
TOTAL	<u>\$ 18,120</u>	<u>\$ 18,120</u>	<u>\$ -</u>
<u>TITLE III B - SUPPORTIVE SERVICES</u>			
Personal services	\$ 73,182	\$ 73,048	\$ 134
Employee related benefits	9,552	9,241	311
Travel	126	199	(73)
Operating services	20,474	19,389	1,085
Operating supplies	8,330	7,991	339
Contracted services	6,159	3,468	2,691
Other	-	1,940	(1,940)
TOTAL	<u>\$ 117,823</u>	<u>\$ 115,276</u>	<u>\$ 2,547</u>
<u>TITLE III C - ADMINISTRATIVE SERVICES</u>			
Personal services	\$ 9,487	\$ 9,502	\$ (15)
Employee related benefits	1,223	1,242	(19)
Travel	92	133	(41)
Operating services	8,836	8,673	163
Operating supplies	1,176	1,289	(113)
Contracted services	415	388	27
TOTAL	<u>\$ 21,229</u>	<u>\$ 21,227</u>	<u>\$ 2</u>
<u>TITLE III - C-1 - CONGREGATE MEALS</u>			
Personal services	\$ 45,968	\$ 46,214	\$ (246)
Employee related benefits	5,992	5,905	87
Travel	117	194	(77)
Operating services	20,026	20,073	(47)
Operating supplies	34,288	36,911	(2,623)
Contracted services	963	933	30
TOTAL	<u>\$ 107,354</u>	<u>\$ 110,230</u>	<u>\$ (2,876)</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 SCHEDULE OF PROGRAM EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING HELPING HANDS AND HEATING HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<u>TITLE III C-2 HOME DELIVERED MEALS</u>			
Personal services	\$ 65,518	\$ 65,886	\$ 3,308
Employee related benefits	8,533	8,421	112
Travel	182	305	(123)
Operating services	31,651	31,714	(63)
Operating supplies	57,781	62,228	(4,447)
Contracted services	1,553	1,487	66
TOTAL	<u>\$ 165,218</u>	<u>\$ 170,041</u>	<u>\$ (4,823)</u>
<u>SENIOR CENTER</u>			
Personal services	\$ 16,002	\$ 16,031	\$ (29)
Employee related benefits	2,089	2,027	62
Travel	23	8	15
Operating services	2,211	919	1,292
Operating supplies	294	73	221
Contracted services	104	11	93
TOTAL	<u>\$ 20,723</u>	<u>\$ 19,069</u>	<u>\$ 1,654</u>
<u>NSIP</u>			
Transfers to other funds:			
Title III C-1 Congregate Meals	\$ 8,890	\$ 8,890	\$ -
Title III C-2 Home Delivered Meals	15,137	15,137	-
TOTAL	<u>\$ 24,027</u>	<u>\$ 24,027</u>	<u>\$ -</u>
<u>AUDIT FUND</u>			
Operating services	\$ 1,080	\$ 1,080	\$ -
TOTAL	<u>\$ 1,080</u>	<u>\$ 1,080</u>	<u>\$ -</u>
<u>SUPPLEMENTAL SENIOR CENTER</u>			
Transfers to other funds:			
Title III B Supportive Services	\$ 3,825	\$ 3,825	\$ -
TOTAL	<u>\$ 3,825</u>	<u>\$ 3,825</u>	<u>\$ -</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 SCHEDULE OF PROGRAM EXPENDITURES - BUDGET & ACTUAL FOR THE GENERAL  
 FUNDS (EXCLUDING LOCAL (UNRESERVED) FUND) AND SPECIAL REVENUE  
 FUNDS (EXCLUDING HELPING HANDS AND HEATING HELP FUND)  
FOR THE YEAR ENDED JUNE 30, 2003

	Budget	Actual	Variance Favorable (Unfavorable)
<b>TITLE III E CAREGIVERS</b>			
Personal services	\$ 8,565	\$ 7,766	\$ 799
Employee related benefits	1,114	976	138
Travel	31	40	(9)
Operating services	2,871	2,203	668
Operating supplies	6,871	7,217	(346)
Contracted services	<u>7,539</u>	<u>7,506</u>	<u>33</u>
TOTAL	<u>\$ 26,991</u>	<u>\$ 25,708</u>	<u>\$ 1,283</u>
 <b>TITLE III D - PREVENTIVE HEALTH</b>			
Personal services	\$ 5,354	\$ 5,451	\$ (97)
Employee related benefits	698	625	73
Travel	12	21	(9)
Operating services	1,181	737	444
Operating supplies	3,766	3,434	332
Contracted services	<u>56</u>	<u>32</u>	<u>24</u>
TOTAL	<u>\$ 11,067</u>	<u>\$ 10,300</u>	<u>\$ 767</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS AND  
 CHANGES IN GENERAL FIXED ASSETS  
FOR THE YEAR ENDED JUNE 30, 2003

	<u>Balance at</u> <u>6/30/2002</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance at</u> <u>6/30/2003</u>
<b>FIXED ASSETS AT COST:</b>				
Vehicles	\$ 136,716	\$ -	\$ -	\$ 136,716
Equipment	<u>50,941</u>	<u>3,499</u>	<u>5,715</u>	<u>48,725</u>
Total fixed assets at cost	<u>\$ 187,657</u>	<u>\$ 3,499</u>	<u>\$ 5,715</u>	<u>\$ 185,441</u>
<b>INVESTMENT IN FIXED ASSETS:</b>				
Property acquired prior to 1988 (no records)	\$ 1,675	\$ -	\$ -	\$ 1,675
Title III C Senior Center	7,909	-	2,915	4,994
Parish Funds	-	-	-	-
Parish Funds	162,931	500	-	163,431
PCOA (Act 735)	-	-	-	-
Private Donations	<u>15,142</u>	<u>2,999</u>	<u>2,800</u>	<u>15,341</u>
Total investment in fixed assets	<u>\$ 187,657</u>	<u>\$ 3,499</u>	<u>\$ 5,715</u>	<u>\$ 185,441</u>

PLAQUEMINES COUNCIL ON AGING, INC.  
 SCHEDULE OF PRIORITY SERVICES  
 TITLE III, PART B - GRANT FOR SUPPORTIVE SERVICES  
FOR THE YEAR ENDED JUNE 30, 2003

			% of GOEA <u>Grant</u>
Access (30%):	Transportation	\$ 51,131	
	Information and assistance	15,560	
	Outreach	<u>3,305</u>	
	Total access expenses	69,996	<u>123.96%</u>
In-Home (15%)	Homemaker and personal care	9,809	<u>17.37%</u>
Legal (5%)	Legal assistance	2,937	<u>5.20%</u>
Non-priority services		<u>32,533</u>	
Total Title III B - Supportive services expenditures		115,275	
Less: Participant contributions		(145)	
Transfers in		<u>(58,665)</u>	
Title III B-Supportive services grant		56,465	
Less: Transfers of contract allotments		<u>    --</u>	
	Original grant award net of additional state homemaker and transportation funds and transfers of contract allotments	\$ <u>56,465</u>	

PLAQUEMINES COUNCIL ON AGING, INC.  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2003

<u>Federal Grantor/ Pass-Through Grantor Name/</u>	<u>CFDA Number</u>	<u>Program or Award Amount</u>	<u>Revenue Recognized</u>	<u>Expenditures</u>
United States Department of Administration on Aging passed through Louisiana Governor's Office of Elderly Affairs - Nutritional Services Incentive Program	93.053	\$ <u>24,027</u>	\$ <u>24,027</u>	\$ <u>24,027</u>
United States Department of Health & Human Services passed through Louisiana Governor's Office of Elderly Affairs. Special Programs for the Aging:				
Title III-B Supportive services	93.044	48,413	48,413	48,413
Title III-C-1 Administrative	93.045	15,920	15,920	15,920
Title III-C-1 Congregate meals	93.045	43,759	43,759	43,759
Title III-C-2 Home delivered meals	93.045	30,878	30,878	30,878
Title III-D Preventive Health	93.043	3,339	3,339	3,339
Title III-E Caregiver	93.052	<u>16,894</u>	<u>16,894</u>	<u>16,894</u>
Total United States Department of Health & Human Services		<u>159,203</u>	<u>159,203</u>	<u>159,203</u>
Total federal financial assistance		\$ <u>183,230</u>	\$ <u>183,230</u>	\$ <u>183,230</u>



DUPLANTIER, HRAPMANN,  
HOGAN & MAHER, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

MICHAEL J. O'ROURKE, C.P.A.  
WILLIAM G. STAMM, C.P.A.  
CLIFFORD J. GIFFIN, JR., C.P.A.  
DAVID A. BURGARD, C.P.A.  
LINDSAY J. CALUB, C.P.A., L.L.C.  
GUY L. DUPLANTIER, C.P.A.  
MICHELLE H. CUNNINGHAM, C.P.A.  
DENNIS W. DILLON, C.P.A.

ANN M. HARGES, C.P.A.  
ROBIN A. STROHMEYER, C.P.A.

KENNETH J. BROOKS, C.P.A., ASSOCIATE

1340 Poydras St., Suite 2000 - New Orleans, LA 70112  
(504) 586-8866  
FAX (504) 525-5888  
cpa@dhhmcpa.com

A.J. DUPLANTIER JR., C.P.A.  
(1919-1985)  
FELIX J. HRAPMANN, JR., C.P.A.  
(1919-1990)  
WILLIAM R. HOGAN, JR., C.P.A.  
(1920-1996)  
JAMES MAHER, JR., C.P.A.  
(1921-1999)

MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LA C.P.A.'S

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

October 13, 2003

Board of Directors  
Plaquemines Council on Aging, Inc.  
Port Sulphur, Louisiana

We have audited the general purpose financial statements of Plaquemines Council on Aging, Inc., as of and for the year ended June 30, 2003, and have issued our report thereon dated October 13, 2003. 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.

Compliance

As part of obtaining reasonable assurance about whether Plaquemines Council on Aging, Inc.'s general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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 that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Plaquemines Council on Aging, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Directors of the Plaquemines Council on Aging, Inc., management and the Legislative Auditor of the State of Louisiana and is not intended to be and should not be used by anyone other than those specified. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Duplantier, Hrapmann, Hogan & Maher, LLP*



DUPLANTIER, HRAPMANN,  
HOGAN & MAHER, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

MICHAEL J. O'ROURKE, C.P.A.  
WILLIAM G. STAMM, C.P.A.  
CLIFFORD J. GIFFIN, JR, C.P.A.  
DAVID A. BURGARD, C.P.A.  
LINDSAY J. CALUB, C.P.A., L.L.C.  
GUY L. DUPLANTIER, C.P.A.  
MICHELLE H. CUNNINGHAM, C.P.A.  
DENNIS W. DILLON, C.P.A.

ANN M. HARGES, C.P.A.  
ROBIN A. STROHMEYER, C.P.A.

KENNETH J. BROOKS, C.P.A., ASSOCIATE

1340 Poydras St., Suite 2000 · New Orleans, LA 70112  
(504) 586-8866  
FAX (504) 525-5888  
cpa@dhhmcpa.com

A.J. DUPLANTIER JR, C.P.A.  
(1919-1985)  
FELIX J. HRAPMANN, JR, C.P.A.  
(1919-1990)  
WILLIAM R. HOGAN, JR. C.P.A.  
(1920-1996)  
JAMES MAHER, JR, C.P.A.  
(1921-1999)

MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LA C.P.A.'S

October 13, 2003

Legislative Auditor  
Engagement Processing  
Post Office Box 94397  
Baton Rouge, LA 70804

SCHEDULES AND DATA COLLECTION FORM  
SECTION 1: SUMMARY OF AUDITOR'S REPORT

A. FINANCIAL STATEMENT AUDIT OPINION:

We have audited the financial statements of the Plaquemines Council on Aging, Inc. as of and for the year ended June 30, 2003 and have issued our report thereon dated October 13, 2003. 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, 2003 resulted in an unqualified opinion.

B. REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING:

Internal Control:

Material weaknesses – none noted  
Reportable conditions – none noted

Compliance:

Noncompliance material to financial statements - none noted

C. FEDERAL AWARDS:

N/A

SECTION 2: FINANCIAL STATEMENT FINDINGS

A. CURRENT YEAR FINDINGS:

None

B. PRIOR YEAR FINDINGS (OTHER MATTERS):

None