

Affidavit and Revenue Certification

Manners of the Heart Community Fund

ENTITY NAME

East Baton Rouge Parish

Baton Rouge (City), Louisiana

**ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$50,000 OR LESS (if applicable)**

The annual sworn financial statements are required by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. If applicable, the certification of revenues \$50,000 or less is required by Louisiana Revised Statute 24:513(l)(1)(c)(i). (The threshold is \$200,000 for Justices of the Peace and Constables.)


Personally came and appeared before the undersigned authority, Jill Garner (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of (entity name) as of June 30, 2021, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, Jill Garner, (name), who, duly sworn, deposes and says that Manners of the Heart Community Fund (entity name) received \$50,000 (\$200,000) or less in revenues and other sources for the year ended June 30, 2021, and accordingly, is not required to have an audit for the previously mentioned year.


Signature

Sworn to and subscribed before me this 24th day of MARCH, 2022


NOTARY PUBLIC
*Justis E. Johnson
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA
My Commission Expires on 07/31/2024
P.O. No. 07581*

Officer Name	<u>Jill Garner</u>
Title	<u>Founder/Creative Director</u>
Address	<u>763 North Blvd.</u>
	<u>Baton Rouge, LA 70802</u>
Telephone No.	<u>(225) 383-3235</u>
Fax No.	<u>(225) 381-3090</u>

Sworn Financial Statements and Certification of Revenues \$75,000 or Less

Entity Name: Manners of the Heart Community Fund Fiscal Year End: June 30, 2021

Statement C

Schedule of Compensation, Benefits and Other Payments to Entity Head

Agency Head Name and Title: Jill Garner, Founder/Executive Director

Purpose	Dollar Amount
1. Salary	1. 55,000
2. Benefits-insurance	2. 3,055
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10.
11. Travel	11. 640
12. Registration fees	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of line 1-17)	18. 58,695

Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasi-public) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

MANNERS OF THE HEART COMMUNITY FUND

Statement of Financial Position

As of June 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Business First	66,479.49
Merrill Lynch Savings	93,489.09
Total Bank Accounts	\$159,968.58
Accounts Receivable	
Accounts Receivable	2,368.95
Pledges Receivable	0.00
Total Accounts Receivable	\$2,368.95
Other Current Assets	
Inventory Asset	20,147.57
Prepaid Liability Insurance	0.00
Security Deposits	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$20,147.57
Total Current Assets	\$182,485.10
Fixed Assets	
Accumulated Amortization	(44,753.79)
Accumulated Depreciation	(19,929.87)
Capital Work In Progress	0.00
Equipment	20,629.59
Trademark	37,117.00
Website	25,927.00
Total Fixed Assets	\$18,989.93
TOTAL ASSETS	\$201,475.03

MANNERS OF THE HEART COMMUNITY FUND

Statement of Financial Position

As of June 30, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
CitiBusiness Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Accrued Salaries	0.00
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Louisiana Department of Revenue Payable	0.00
Louisiana, East Baton Rouge Parish Payable	0.00
OLD ST Payable	0.00
Out Of Scope Agency Payable	0.00
Payroll Liabilities	0.00
Fed Unemployment	0.00
Federal Liabilities	0.00
Health Insurance (pre-tax)	0.00
LA Unemployment	0.00
State Withholding	455.91
Total Payroll Liabilities	455.91
SBA Loan	0.00
Total Other Current Liabilities	\$455.91
Total Current Liabilities	\$455.91
Total Liabilities	\$455.91
Equity	
Opening Balance Equity	0.00
Retained Earnings	0.00
Unrestricted Net Assets	272,575.85
Net Revenue	(71,556.73)
Total Equity	\$201,019.12
TOTAL LIABILITIES AND EQUITY	\$201,475.03

MANNERS OF THE HEART COMMUNITY FUND

Statement of Activity

July 2020 - June 2021

	TOTAL
Revenue	
Contributions	
Annual Giving	115,811.20
Evelyn McDonald Fund (deleted)	250.00
General	21,116.53
Grants	65,300.00
Total Contributions	202,477.73
In-Kind Rent Donation	24,000.00
Sales	319.98
Book Royalties	1,613.10
Book Sales	(397.77)
School Curriculum Sales	39,805.68
Total Sales	41,340.99
Training	
Educator Development	40,300.00
Parenting Development	1,200.00
Total Training	41,500.00
Total Revenue	\$309,318.72
Cost of Goods Sold	
Cost of Goods Sold	20,039.14
Inventory Shrinkage	(270.66)
Total Cost of Goods Sold	\$19,768.48
GROSS PROFIT	\$289,550.24
Expenditures	
Bank Service Charges	234.52
Conferences & Conventions	968.50
Contract Labor	
Ambassadors	1,571.73
Total Contract Labor	1,571.73
Credit Card Merchant Fees	148.38
Design Work	2,362.30
COR	18,500.00
Second Edition	17,780.00
Web site development	2,545.00
Total Design Work	41,187.30
Dues & Subscriptions	
General	3,818.80
Tech Subscriptions	7,435.89
Web hosting	260.64
Total Dues & Subscriptions	11,515.33

MANNERS OF THE HEART COMMUNITY FUND

Statement of Activity

July 2020 - June 2021

	TOTAL
Equipment Rental	5,902.07
Fundraising Expenses	
Event/Group Expenses	300.00
Total Fundraising Expenses	300.00
In-Kind Rent Expense	24,000.00
Insurance	
Health Insurance	13,366.46
Liability	2,224.65
Workers Comp	4,703.00
Total Insurance	20,294.11
Interest	69.86
Kindful Fee	80.17
Marketing	3,750.00
Meals & Entertainment	823.71
Office Supplies/Expenses	2,244.59
Payroll Expenses	
Payroll Fees	133.38
Payroll Tax Expense	16,099.06
Salaries	
Communications Coordinator	19,858.00
Communications/Marketing Dir	860.00
Curriculum Coordinator	1,240.00
Donor Development Director	1,615.38
Executive Director	54,999.88
Marketing Coord/Admin Assist.	0.00
Office Manager	42,192.22
Operations & Development Dir.	70,476.14
School Services Director	35,461.58
Social Media Director	650.00
Total Salaries	227,353.20
Total Payroll Expenses	243,585.64
Postage & Delivery	1,326.04
Printing	3,465.31
COR	656.85
Total Printing	4,122.16
Production Costs	
Radio Minutes	6,375.00
Second Edition	10,490.00
Videography	68.00
Total Production Costs	16,933.00

MANNERS OF THE HEART COMMUNITY FUND

Statement of Activity

July 2020 - June 2021

	TOTAL
Professional Fees	
Accounting	11,602.60
Consulting	45,724.50
Consulting - COR	1,812.50
Legal	2,521.25
Total Professional Fees	61,660.85
Program Expenses	
Program Supplies	869.14
Total Program Expenses	869.14
Sales Tax Expense	147.00
Storage Unit Rental	2,200.00
Telephone/Internet	4,109.84
Travel	639.50
Total Expenditures	\$448,683.44
NET OPERATING REVENUE	\$ (159,133.20)
Other Revenue	
Change in FMV of Investments	2,124.19
Interest Income	205.65
Miscellaneous Revenue	96,305.50
Total Other Revenue	\$98,635.34
Other Expenditures	
Amortization Expense	9,835.53
Depreciation Expense	1,814.75
Miscellaneous Expenses	(591.41)
Total Other Expenditures	\$11,058.87
NET OTHER REVENUE	\$87,576.47
NET REVENUE	\$ (71,556.73)