

CHARMAINE PHILIPS-PLATENBURG  
Certified Public Accountant

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*Financial Statements*

*Of*

*New Orleans Career Development Center, Inc.  
For the Twelve Months Ended December 31, 1999*

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 JUL 12 2000

*See Accompanying Accountant's Compilation Report.*

**CHARMAINE PHILIPS-PLATENBURG**  
*Certified Public Accountant*

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**To the Board of Directors of  
New Orleans Career Development Center, Inc.  
New Orleans, LA**

We have compiled the accompanying statement of financial position of New Orleans Career Development Center, Inc. as of December 31, 1999 and the related statements of activities for the twelve months then ended, in accordance with Statements on Standards for Accounting and Review Services established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of the departures from generally accepted accounting principles described in the following paragraphs.

Management has elected to omit substantially all of the disclosures, the statement of retained earnings and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the business's assets, liabilities, equity, revenue, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

*Charmaine Philips-Platenburg, CPA*

Charmaine Philips-Platenburg, CPA  
March 27, 2000

**NEW ORLEANS CAREER DEVELOPMENT CENTER, INC.**  
**Statement of Financial Position**  
As of December 31, 1999

	Dec 31, '99
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Checking	6,365.80
Total Checking/Savings	6,365.80
Accounts Receivable	
Accounts Receivable	10,582.53
Total Accounts Receivable	10,582.53
Other Current Assets	
Deposits	2,500.00
Total Other Current Assets	2,500.00
Total Current Assets	19,448.33
Fixed Assets	
Furniture and Equipment	19,730.34
Less - Accumulated Deprecation	(8,512.80)
Total Fixed Assets	11,217.54
<b>TOTAL ASSETS</b>	<b>30,665.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	247.24
Total Accounts Payable	247.24
Other Current Liabilities	
Loans From Stockholders	6,645.00
Payroll Liabilities	11,620.05
Payroll Taxes Payable	
Federal & FICA Taxes Payable	2,259.57
State W/H Taxes Payable	196.30
Total Payroll Taxes Payable	2,455.87
Total Other Current Liabilities	20,720.92
Total Current Liabilities	20,968.16
Long Term Liabilities	
Line of Credit - Hibernia	3,433.82
Total Long Term Liabilities	3,433.82
Total Liabilities	24,401.98
Equity	
Common Stock	17,022.00
Unrestricted Net Assets	(6,923.96)
Net Income	(3,834.15)
Total Equity	6,263.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,665.87</b>

**NEW ORLEANS CAREER DEVELOPMENT CENTER, INC.**  
**Statement of Activities**  
 January through December 1999

	Jan - Dec '99	% of Income
Ordinary Income/Expense		
Income		
OFS Reimbursement	143,232.67	100.0%
<b>Total Income</b>	<b>143,232.67</b>	<b>100.0%</b>
Expense		
Accounting	4,600.00	3.2%
Bank Service Charges	86.00	0.1%
Certification & Licenses	1,042.00	0.7%
Computer Maintenance	2,780.40	1.9%
Contract Labor	33,900.30	23.7%
Depreciation Expense	3,404.40	2.4%
Insurance		
Liability Insurance	2,457.75	1.7%
Work Comp	418.00	0.3%
<b>Total Insurance</b>	<b>2,875.75</b>	<b>2.0%</b>
Interest Expense		
Finance Charge	538.80	0.4%
<b>Total Interest Expense</b>	<b>538.80</b>	<b>0.4%</b>
Late Fees & Penalties	47.39	0.0%
Maintenance	630.00	0.4%
Miscellaneous	80.17	0.1%
Office	103.91	0.1%
Office Supplies	8,188.13	5.7%
Payroll Expenses	68,822.28	48.0%
Payroll Taxes		
State Unemployment Tax	280.18	0.2%
<b>Total Payroll Taxes</b>	<b>280.18</b>	<b>0.2%</b>
Postage	19.20	0.0%
Rent	13,750.00	9.6%
Supplies	346.42	0.2%
Taxes		
State	138.91	0.1%
<b>Total Taxes</b>	<b>138.91</b>	<b>0.1%</b>
Telephone		
Cell Phone	631.87	0.4%
Telephone - Other	3,115.32	2.2%
<b>Total Telephone</b>	<b>3,747.19</b>	<b>2.6%</b>
Uncategorized Expenses	0.00	0.0%
Utilities	1,685.39	1.2%
<b>Total Expense</b>	<b>147,066.82</b>	<b>102.7%</b>
<b>Net Ordinary Income</b>	<b>(3,834.15)</b>	<b>(2.7)%</b>
<b>Net Income</b>	<b>(3,834.15)</b>	<b>(2.7)%</b>

**NEW ORLEANS CAREER DEVELOPMENT CENTER, INC.**  
**Statement of Activities**  
December 1999

	Dec '99	% of Income
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
OFS Reimbursement	21,136.78	100.0%
<b>Total Income</b>	21,136.78	100.0%
<b>Expense</b>		
Accounting	600.00	2.8%
Computer Maintenance	175.00	0.8%
Contract Labor	2,984.60	14.1%
Depreciation Expense	3,404.40	16.1%
Insurance		
Liability Insurance	100.00	0.5%
<b>Total Insurance</b>	100.00	0.5%
Interest Expense		
Finance Charge	51.79	0.2%
<b>Total Interest Expense</b>	51.79	0.2%
Late Fees & Penalties	3.92	0.0%
Maintenance	120.00	0.6%
Office Supplies	333.75	1.6%
Payroll Expenses	5,348.27	25.3%
Rent	1,250.00	5.9%
Telephone		
Cell Phone	289.10	1.4%
Telephone - Other	555.38	2.6%
<b>Total Telephone</b>	844.48	4.0%
<b>Total Expense</b>	15,216.21	72.0%
<b>Net Ordinary Income</b>	5,920.57	28.0%
<b>Net Income</b>	<u>5,920.57</u>	<u>28.0%</u>

**CHARMAINE PHILIPS-PLATENBURG**  
*Certified Public Accountant*

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*New Orleans Career Development Center, Inc.*

*Independent Accountant's Report*  
*on*  
*Agreed-Upon Attestation Procedures*  
  
*For the Year Ended*  
  
*December 31, 1999*

*See Accompanying Accountant's Agreed-Upon Attestation Report.*

**New Orleans Career Development Center, Inc.**

**Table of Contents**

Independent Accountant's Report on Agreed Upon Attestation Procedures .....	1-3
Louisiana Attestation Questionnaire .....	4-6

**CHARMAINE PHILIPS-PLATENBURG**  
*Certified Public Accountant*

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**INDEPENDENT ACCOUNTANTS' REPORT  
ON  
AGREED-UPON ATTESTATION PROCEDURES**

Ms. Adelaide A. Farve  
New Orleans Career Development Center, Inc.

At your request, Charmaine Philips-Platenburg, CPA firm has performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of New Orleans Career Development Center, Inc. (the Center) and the Legislative Auditor, State of Louisiana, and applicable state grantor agency solely to assist the users in evaluating management's assertion about the Center's compliance with certain laws and regulations during the year ended December 31, 1999, included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedure engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

FEDERAL, STATE, AND LOCAL AWARDS

1. Determine the amount of federal, state and local award expenditures for the twelve (12) months ended December 31 1999, by grant and grant year.

The Center's federal and state award expenditures for the program for the twelve (12) month period are as follows:

<u>Federal/State Grant Name</u>	<u>Grant Year</u>	<u>CFDA/ Budget No.</u>	<u>Amount</u>
<b><u>STATE AGENCY:</u></b> Department of Social Services, Office of Family Support-Project Independence			147,233

2. For each federal, state, and local award, I randomly selected six (6) disbursements from each award administered during the period under examination, provided that no more than thirty (30) disbursements would be selected.



3. For the items selected in procedure 2, I traced the six (6) disbursements to supporting documentation noting proper amount and payee.
4. For the items selected in procedure 2, I determined that the six (6) disbursements were properly coded to the correct fund and general ledger account.
5. For the items selected in procedure 2, I determined that the six (6) disbursements received approval from proper authorities.
6. For the items selected in procedure 2, I determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the Compliance Supplement (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, I determined whether the disbursements complied with the grant agreement, relating to:

#### **Activities allowable or unallowable**

I reviewed the previously listed disbursements for types of services allowable or not allowable. The disbursements complied with the allowability requirements.

#### **Eligibility**

I reviewed the previously listed disbursements for eligibility requirements. All the disbursements met the eligibility requirements.

#### **Reporting**

I reviewed the previously listed disbursements for reporting requirements. All the disbursements were properly reported.

7. For the program selected for testing in item 2 that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree. I noted no program that was closed during the attestation period.

#### **Meetings**

8. I examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law)

#### **Comprehensive Budget**

9. For all grants exceeding five (5) thousand dollars, I determined that each applicable federal, state, or local grantor agency was provided with a comprehensive budget of those grants that

**CHARMAINE PHILIPS-PLATENBURG**

*Certified Public Accountant*

1340 Poydras Street • Suite 2130  
New Orleans, LA 70112

included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

## **Findings, Comments and Recommendations**

### **Prior Year**

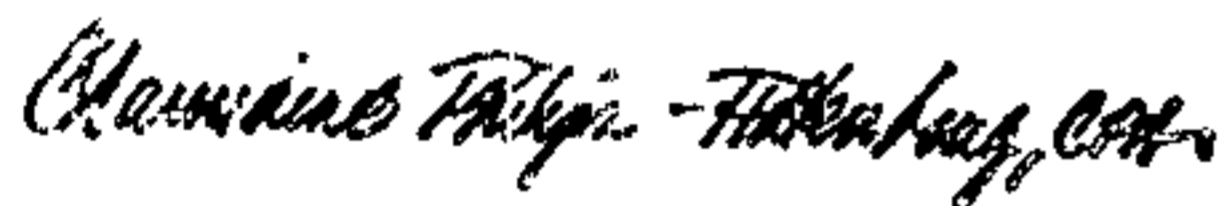
10. There were no prior year findings.

### **Current Year**

11. There were no current year findings.

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

This report is intended solely for the use of management of New Orleans Career Development Center, Inc. and the Legislative Auditor, State of Louisiana, and the applicable state grantor agency and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Charmaine Philips-Platenburg, CPA  
March 24, 2000

**LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Quasi-public Entities)**

July 7, 2000 (Date Transmitted)

Charmaine Philips Platenburg  
Certified Public Accountant  
1340 Poydras Street, Suite 2130  
New Orleans, LA 70112  
(Auditors)

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In connection with your compilation of our financial statements as of \_\_\_\_\_ and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

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 [ ]

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

Yes [] No [ ]

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

Yes [] No [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [] No [ ]

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes [] No [ ]

**Budget**

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

Yes [] No [ ]

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PAGE 03

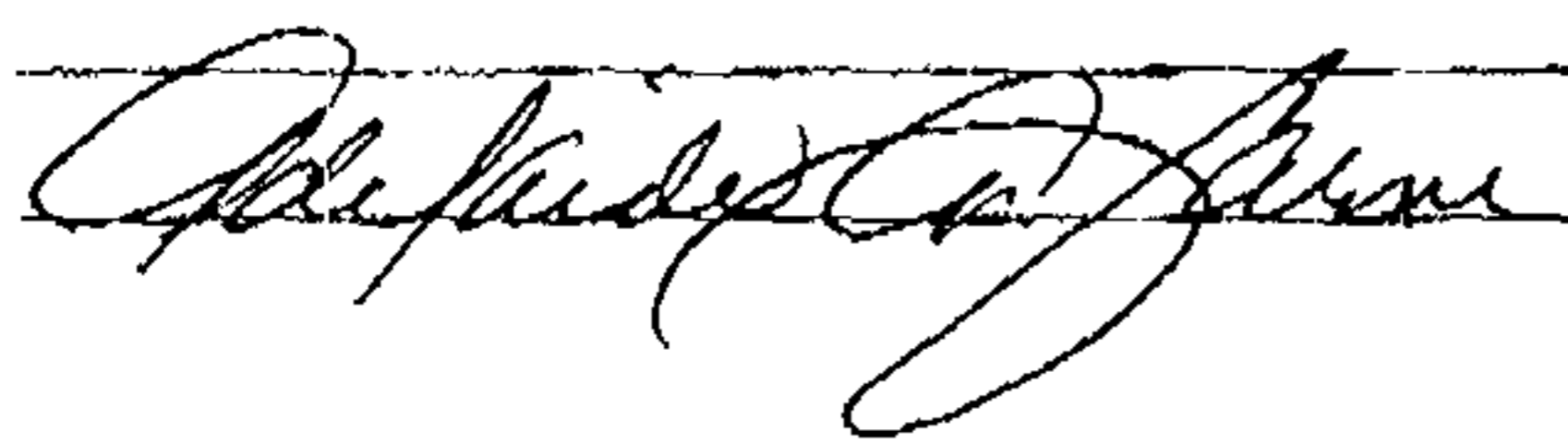
**Prior Year Comments**

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

Yes [] No [ ]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

	Secretary		Date
	Treasurer		Date
	President	7/7/2000	Date