

Affidavit and Revenue Certification

RECEIVED
LEGISLATIVE AUDITOR
00 APR -3 AM 10:56
Parish

MONROE SHELTERED WORKSHOP, INC.

ENTITY NAME

Ouachita

Monroe (City), Louisiana

OFFICIAL
FILE COPY

DO NOT SEND OUT

(Xerox necessary
copies from this
copy and PLACE
BACK IN FILE)

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. The certification of revenues \$50,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(l)(1)(c)(i).

Personally came and appeared before the undersigned authority, Jim Hutchison (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Monroe Sheltered Workshop, Inc. (entity name) as of December 31, 1999, 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, Jim Hutchison, (name), who, duly sworn, deposes and says that Monroe Sheltered Workshop, Inc. (entity name) received \$50,000 or less in revenues and other sources for the year ended December 31, 1999, and accordingly, is not required to have an audit for the previously mentioned year.

[Signature]
Signature

Sworn to and subscribed before me this 31st day of March, 192000.

[Signature]
NOTARY PUBLIC

Officer Name Jim Hutchison
Title President
Address 411 Cargo Lane

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.
Telephone No. Monroe, LA 71203
318-323-3540

Release Date 4/12/00

MONROE SHELTERED WORKSHOP, INC.
RECONCILIATION OF INCOME
AND
TOTALS OF ACCOUNTS RECEIVABLES, PAYABLES AND SALES
FOR THE MONTH OF 1999

INCOME:

Cash sales and received on account	3450.44 VISA \$ <u>481776.63</u>
Interest Income	<u> </u>
Donations	<u>8212.54</u>
Refunds	<u>15.22</u>
Fund Drives	<u>477.38</u>
Grants	<u>31781.20</u>
Loans	<u> </u>
Other	5082.15 Confer. 175.56 Redeposit <u>583.58 JTPA Reimburse</u>
Total Income from All Sources	\$ <u>531655.20</u>



Accounts Receivable balance, as of <u>December 31, 1999</u>	\$ <u>41015.79</u>
Accounts Payable balance, as of <u>December 31, 1999</u>	<u> </u>

SALES:

Stake Shop	<u>121964.63</u>
Pallet Shop	<u>213080.12</u>
Bench Shop	<u>21507.04</u>
Pallet Recycling L.A. OCDD	<u>54536.55</u>
Vocational Rehabilitation - LRS	<u>6491.02</u>
Medical Enrollments L.A. WAIVER	<u>82623.00</u>
Other	1466.87 Freight <u>1535.70 JTPA/OT</u> 25.45 BAREX 01 OVERPAY <u>500.00 Mobile crew</u>
TOTAL SALES	\$ <u>503735.89</u>

MONROE SHELTERED WORKSHOP, INC.
CASH FLOW REPORT FOR THE MONTH OF

Jan., 1999

Cash on Hand, as of <u>January 1, 1999</u>	<u>27343.96</u>
Cash Received, as of <u>Dec. 31, 1999</u>	<u>531,656.20</u>
TOTAL ON HAND + DEPOSITS	559,000.16

Disbursements:

Used Pallets	3527.15
Lumber.....	\$ <u>157968.82</u>
Cell. Inventory	48.63
Hardware.....	\$ <u>8523.68</u>
Butane Gas.....	\$ <u>1043.30</u>
Vehicle Repair & Maintenance....	\$ <u>3698.85</u>
Shop Supplies.....	\$ <u>2115.95</u>
Equipment Repairs & Main.....	\$ <u>2178.56</u>
Building Repairs & Main.....	\$ <u>9865.73</u>
Petty Cash.....	\$ _____
Insurance.....	\$ <u>23076.31</u>
Accounting.....	\$ <u>5509.85</u>
Wages.....	\$ <u>224963.15</u>
Advertising.....	\$ <u>430.20</u>
Postage	485.73
Office Supplies.....	\$ <u>1162.29</u>
Telephone.....	\$ <u>2692.81</u>
Utilities.....	\$ <u>10453.37</u>
Sales Taxes.....	\$ <u>3505.05</u>
Payroll Taxes.....	\$ <u>46149.68</u>
Loan Repay: 7591.49 Mileage/Travel 1694.07	
Other <u>Cardiac: 4790.50</u> <u>Diun: 453.34</u>	\$ <u>27158.48</u>

Alwards Banquet: 624.50

TOTAL

\$ 535357.54

BALANCE ON DEPOSIT, AS OF December 31, 1999

\$ 23642.62

Bank Charges	NSF Checks	Freight Out	Marketing	Rent	Security System	Education and Training	Interest
476.25	175.56	2060.36	320.08	1740.22	762.00	252.77	237.35
Cash Over (1.02)	Licenses	Asset Purchase	Checks	22.00			
	155.00	6466.12	2153.90	97.78			

MONROE SHELTERED WORKSHOP, INC.

**DBA TASKForce
411 CARGO LANE
MONROE, LA 71203
318-323-3540**

**RECONCILIATION OF INCOME
COMMUNITY DEVELOPMENT BLOCK GRANT FY/1998
OUR YEAR 1999**

Balance of 1998 CDBG carried over \$456.21

**DRAW DOWN: (All applied to staff salaries and including no overtime, sick pay,
Vacation pay or holiday pay.)**

Hours/Units	Description	Price	Total
38.53 hours	Janet P. Mack, Executive Director March 1, 1999-March 9, 1999	\$11.84	\$456.20
BALANCE			0.01

MONROE SHELTERED WORKSHOP, INC.
DBA TASKForce
411 CARGO LANE
MONROE, LA 71203
318-323-3540

RECONCILIATION OF INCOME
COMMUNITY DEVELOPMENT BLOCK GRANT FY/1999

GRANT AMOUNT: **\$25,000**

DRAW DOWN: (All applied to staff salaries and including no overtime, sick pay, vacation or holiday pay)

Hours (units)	Description	Price	Total
629.37 hours	Janet P. Mack, Executive Director May 1, 1999-August 25, 1999	\$11.84	\$7451.74
401.47	Kevin Barnes, Pallet Instructor May 1, 1999-July 28, 1999	7.00	2810.29
156.99	Kevin Barnes, Production Supervisor July 29, 1999-August 25, 1999	7.26	1139.75
264.0	Kenny E. Johnson, Office Administrator May 1, 1999-June 17, 1999	6.50	1716.00
320.0	Kenny E. Johnson, Office Administrator June 18, 1999-August 25, 1999	11.05	3536.00
307.43	Earl W. Nester Production Supervisor May 1, 1999-June 14, 1999	8.17	2511.70
159.27	Corey A. Lawson, Driver/Trainer May 1, 1999-June 23, 1999	5.15	820.24
475.82	John Faber, Staff Aide May 1, 1999-August 25, 1999	5.15	2450.47
258.88	Willie Scott, Driver/Trainer July 9, 1999-August 25, 1999	6.00	1553.28
1	Portion of payroll tax @7.65% sufficient To complete drawdown		<u>1010.53</u>
	TOTAL		<u>(25,000)</u>

MONROE SHELTERED WORKSHOP, INC.

DBA TASKForce
411 CARGO LANE
MONROE, LA 71203
318-323-3540

**RECONCILIATION OF INCOME
OUACHITA COUNCIL OF GOVERNMENTS
OUR FISCAL YEAR 1999**

GRANT AMOUNT: \$6325

2/5/99 1 st Quarter (OCOg 2 nd payment)	\$1581.25
OCOg's FY 98/99	
4/21/99 2 nd Quarter (OCOg 3 rd payment)	\$1581.25
OCOg's FY 98/99	
7/26/99 3 rd Quarter (OCOg 4 th payment)	\$1581.25
OCOg's FY 98/99	
10/22/99 4 th Quarter (OCOg 1 st payment)	\$1581.25
OCOg's FY 99/00	
	\$6325.00

DRAW DOWN:

1 ST Quarter Utilities	\$1476.10	
Office Supplies	105.15	
2 nd Quarter Utilities	1581.25	
3 rd Quarter Utilities	1581.25	
4 th Quarter Utilities	1581.25	
TOTAL	\$6325.00	(\$6325.00)

0

Grants Receivable FY99/00 balance: 4743.25