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*A Corporation Of
Certified Public Accountants*

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**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

AUDITED FINANCIAL STATEMENTS

For The Years Ended December 31, 1999 and 1998

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 19 2000**

**Post Office Box 53147, 102 Versailles Blvd. Suite 808
Lafayette, Louisiana 70505-3147**

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

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THIBODAUX**HEBERT****DESHOTELS****LEBLANC****INDEPENDENT AUDITORS' REPORT**

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*A Corporation of
 Certified Public Accountants*

The Officers and Directors
 The Family Tree Information, Education and
 Counseling Center, Inc.
 Lafayette, Louisiana

We have audited the accompanying statements of financial position of The Family Tree Information, Education and Counseling Center, Inc. (*a non-profit organization*) as of December 31, 1999 and 1998, and the related statements of activities, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audits 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 audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Family Tree Information, Education and Counseling Center, Inc. as of December 31, 1999 and 1998, and the changes in its net assets and its cash flows for the years then ended in conformity with generally accepted accounting principles.

Thibodaux Hebert Deshotels LeBlanc
 CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2000

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

**STATEMENTS OF FINANCIAL POSITION
December 31, 1999 and 1998**

	<u>1999</u>	<u>1998</u>
Assets:		
Cash and cash equivalents, including interest bearing deposits of \$107,826 and \$123,440 in 1999 and 1998, respectively	\$113,005	\$126,368
Accounts receivable	29,028	29,884
Prepaid expenses	4,233	4,607
Certificate of deposit	16,000	-
Furniture and fixtures, net	29,818	30,162
Deposits	350	350
	-----	-----
Total assets	<u>\$192,434</u>	<u>\$191,371</u>
Liabilities and net assets:		
Accounts payable	\$33,361	\$32,536
Other current liabilities	134	-
Net assets:		
Unrestricted	158,939	158,835
Total liabilities and net assets	<u>\$192,434</u>	<u>\$191,371</u>

The accompanying notes are an integral part of these financial statements.

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

**STATEMENTS OF ACTIVITIES
For The Years Ended December 31, 1999 and 1998**

	<u>1999</u>	<u>1998</u>
Changes in unrestricted net assets:		
Revenues:		
Counseling revenue	\$100,854	\$106,417
Public support donations	8,537	3,900
United Way allocation	135,674	110,167
Fundraising	58,442	84,324
Grants	197,290	179,173
Program revenue	27,188	21,655
In-kind donations	19,583	19,158
Dividends	6,136	4,900
Membership dues	2,875	2,405
Gain on sale of assets	307	-
Other revenue	178	1,306
Total unrestricted revenues	<u>557,064</u>	<u>533,405</u>
Expenses:		
Program services		
Education	64,246	62,629
Counseling	161,546	140,687
Outreach	145,057	96,874
Fund raising	30,743	53,244
Supporting services		
Administrative and general	155,368	143,479
Total expenses	<u>556,960</u>	<u>496,913</u>
Increase in unrestricted net assets	104	36,492
Unrestricted net assets at beginning of year	<u>158,835</u>	<u>122,343</u>
Unrestricted net assets at end of year	<u>\$158,939</u>	<u>\$158,835</u>

The accompanying notes are an integral part of these financial statements.

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

STATEMENTS OF FUNCTIONAL EXPENSES
For The Years Ended December 31, 1999 and 1998

	<u>Education</u>	<u>Counseling</u>	<u>Outreach</u>	<u>Fund Raising</u>	<u>Administrative and General</u>	<u>1999 Total</u>	<u>1998 Total</u>
Advertising and marketing	\$ -	\$ -	\$ -	\$ -	\$1,418	\$1,418	\$ -
Bank charges	-	-	-	-	166	166	135
Conferences and meetings	-	-	284	-	12,702	12,986	9,721
Consultants	8,626	403	144	-	-	9,173	9,265
Depreciation	-	-	-	-	7,971	7,971	5,734
Fundraising expense	-	-	-	30,743	-	30,743	53,244
In-kind donations	-	-	-	-	19,583	19,583	19,158
Insurance	4,313	7,312	6,921	-	3,225	21,771	11,040
Library	-	-	12	-	2,782	2,794	2,874
Maintenance	-	-	1,509	-	7,658	9,167	7,085
Membership dues	-	-	-	-	4,676	4,676	5,554
Miscellaneous	-	-	73	-	5,025	5,098	5,310
Newsletters and printing	-	-	-	-	5,881	5,881	10,858
Office supplies	155	155	1,099	-	5,581	6,990	9,723
Payroll taxes	4,105	10,922	7,710	-	2,684	25,421	21,235
Postage	-	-	154	-	4,710	4,864	2,991
Professional fees	-	-	-	-	5,781	5,781	6,884
Program supplies	-	-	612	-	5,110	5,722	18,406
Rent	-	-	6,489	-	200	6,689	4,170
Salaries	47,037	142,754	109,191	-	48,006	346,988	277,388
Staff mileage	-	-	8,158	-	6,430	14,588	8,706
Telephone	10	-	2,546	-	5,709	8,265	7,214
Utilities	-	-	155	-	70	225	218
Total expenses	\$64,246	\$161,546	\$145,057	\$30,743	\$155,368	\$556,960	\$496,913

The accompanying notes are an integral part of these financial statements.

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

**STATEMENTS OF CASH FLOWS
For The Years Ended December 31, 1999 and 1998**

	<u>1999</u>	<u>1998</u>
Cash flows from operating activities:		
Change in net assets	\$104	\$36,492
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	7,971	5,734
Gain on sale of assets	(307)	-
Changes in assets and liabilities:		
Accounts receivable	856	(9,481)
Prepaid expenses	374	-
Accounts payable and accrued liabilities	959	8,343
Net cash provided by operating activities	<u>9,957</u>	<u>41,088</u>
Cash flows from investing activities:		
Purchase of certificate of deposit	(16,000)	-
Proceeds from sale of assets	1,188	-
Purchase of property and equipment	(8,508)	(18,838)
Net cash used in investing activities	<u>(23,320)</u>	<u>(18,838)</u>
Net increase (decrease) in cash and cash equivalents	(13,363)	22,250
Cash and cash equivalents at beginning of year	<u>126,368</u>	104,118
Cash and cash equivalents at end of year	<u>\$113,005</u>	<u>\$126,368</u>

The accompanying notes are an integral part of these financial statements.

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

NOTES TO FINANCIAL STATEMENTS

NOTE 1: ORGANIZATION

The Family Tree Information, Education and Counseling Center, Inc., a nonprofit corporation, was established in 1980 to support, strengthen, and enlighten family life. The Center focuses on providing support through educational programs and counseling services. The Center's services are available to residents of Lafayette, Vermilion, St. Landry, St. Mary, St. Martin, Iberia, Acadia and Evangeline parishes.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Method of Accounting

Assets and liabilities, and revenues and expenses, are recognized on the accrual basis of accounting.

Property and Equipment

Property and equipment are stated at cost. Expenditures for property and equipment and items which substantially increase the useful lives of existing assets are capitalized at cost and depreciated. Routine expenditures for repairs and maintenance are expensed as incurred. The cost and related accumulated depreciation of property and equipment disposed of are eliminated from the accounts, and any resulting gain or loss is recognized.

Depreciation is provided utilizing the straight-line method. Depreciation expense amounted to \$7,971 and \$5,734 for the years ended December 31, 1999 and 1998, respectively.

Income Taxes

The Center is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Cash Flows

For purposes of the statement of cash flows, the Center considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Use of Estimates

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

Accounts Receivable

The Center considers accounts receivable to be fully collectible; accordingly no allowance for doubtful accounts is required.

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donor-Restricted Funds

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases these asset classes. However, if a restriction is fulfilled in the same time period in which the contribution is received, the Center reports the support as unrestricted.

Contributed property and equipment is recorded at fair value at the date of donation. In the absence of donor-imposed stipulations regarding how long the contributed assets must be used, the organization has adopted a policy of implying a time restriction on contributions of such assets that expires over the assets' useful lives; consequently, contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as unrestricted support.

Credit Risk

Financial instruments that potentially subject the Center to credit risk include cash and cash equivalents. At December 31, 1999 and 1998, the Center's cash and cash equivalents on deposit with financial institutions were fully insured by the FDIC and SIPC.

NOTE 3: DONATED SERVICES AND FACILITIES

The Center occupies a building at 605 West St. Mary Boulevard under an agreement with Our Lady of Lourdes Regional Medical Center. No rent or utilities are paid by the Center. The Landlord has estimated the approximate fair value of the annual rental to be \$15,600 and the fair value of the utilities to be \$3,984 and \$3,558 for the years ended December 31, 1999 and 1998, respectively. These amounts have been recorded as in-kind donations and expenses on the statement of activities.

NOTE 4: PROPERTY AND EQUIPMENT

At December 31, 1999, property and equipment consist of the following:

Office furniture and equipment	\$ 65,659
Less: accumulated depreciation	<u>35,841</u>
	<u>\$ 29,818</u>

**THE FAMILY TREE INFORMATION, EDUCATION
AND COUNSELING CENTER, INC.**

NOTES TO FINANCIAL STATEMENTS

NOTE 5: RECLASSIFICATION

Certain reclassifications have been made to the December 31, 1998 financial statements to conform to the December 31, 1999 financial presentation. Such reclassification had no effect on net assets as previously reported.

THIBODAUX

HEBERT

DESHOTELS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL STRUCTURE BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Jack B. Thibodaux, Jr.

Alan D. Hebert

Norbert A. Deshotels

Phillip P. LeBlanc

John P. Briley

Steven J. Menard

Paula P. Prejean

Howard C. Schoeffler

Judith Q. Stelly

The Officers and Directors
The Family Tree Information, Education and
Counseling Center, Inc.
Lafayette, Louisiana

We have audited the financial statements of The Family Tree Information, Education and Counseling Center, Inc. (*a non-profit organization*) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 5, 2000.

We conducted our audits in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of The Family Tree Information, Education and Counseling Center, Inc. is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

In planning and performing our audits of the financial statements of The Family Tree Information, Education and Counseling Center, Inc. for the years ended December 31, 1999 and 1998, we obtained an understanding of the internal control structure. With respect to the internal control structure, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

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Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities 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 structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of the Board of Directors and management of The Family Tree Information, Education and Counseling Center, Inc. This is not intended to limit the distribution of this report, which is a matter of public record.

Jhibodaux Herbert Deshotel Lebb
CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2000

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

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The Officers and Directors
The Family Tree Information, Education and
Counseling Center, Inc.
Lafayette, Louisiana

We have audited the financial statements of The Family Tree Information, Education and Counseling Center, Inc. (*a non-profit organization*) as of and for the years ended December 31, 1999 and 1998, and have issued our report thereon dated May 5, 2000.

We conducted our audits in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to The Family Tree Information, Education and Counseling Center, Inc. is the responsibility of management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the financial statements was not to provide an opinion on overall compliance with such provisions. 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*.

This report is intended for the information of the Board of Directors and management of The Family Tree Information, Education and Counseling Center, Inc. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Thibodaux Hebert Deshotels LeBlanc
CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2000

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