

OFFICIAL
FILE COPY
DO NOT SEND OUT
(Xerox necessary
copies from this
copy and PLACE
BACK in FILE)

RECEIVED
LEGISLATIVE AUDITOR
00 JUL 27 AM 10:43

BOYS & GIRLS CLUB OF NATCHITOCHEs, INC.
ANNUAL FINANCIAL REPORT
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 08-09-00

BOYS & GIRLS CLUB OF NATCHITOCHEs, Inc.
Annual Financial Report
DECEMBER 31, 1999

TABLE OF CONTENTS

	<u>Exhibit</u>	<u>Page</u>
Accountants' Compilation Report on the Financial Statements	---	1
<u>Financial Statements</u>		
Statement of Financial Position	A	3
Statement of Activities	B	4
Statement of Functional Expenses	C	5-7
Statement of Cash Flows	D	8
Notes to Financial Statements	---	10-12
Independent Accountants' Report on Applying Agreed Upon Procedures	E	13-16
Louisiana Attestation Questionnaire	F	17-18

Johnson, Thomas & Cunningham

Certified Public Accountants

Eddie G. Johnson, CPA - A Professional Corporation (1962-1996)

Mark D. Thomas, CPA - A Professional Corporation

Roger M. Cunningham, CPA - A Professional Corporation

*321 Bienville Street
Natchitoches, Louisiana 71457*

(318) 352-3652

Fax (318) 352-4447

ACCOUNTANTS' COMPILATION REPORT ON THE FINANCIAL STATEMENTS

To the Board of Directors of
the Boys & Girls Club of Natchitoches Inc.

We have compiled the accompanying statement of financial position of the Boys & Girls Club of Natchitoches Inc. (a non-profit organization) as of December 31, 1999, and the related statements of activities and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the modified accrual basis of accounting, which is the generally accepted accounting methods established by the Financial Accounting Standards Board for non-profit organizations.

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.

Johnson, Thomas & Cunningham
Johnson, Thomas & Cunningham, CPA's

June 27, 2000
Natchitoches, Louisiana

FINANCIAL STATEMENTS

Boys & Girls Club of Natchitoches, Inc.
Statement of Financial Position
December 31, 1999

ASSETS:	
Cash	\$43,905
Vehicles	27,999
Equipment	11,072
Less, Accumulated Depreciation	<u>(9,743)</u>
Total Assets	<u>\$73,233</u>
LIABILITIES:	
Payroll Taxes Payable	\$ 2,098
N/P Ford Motor Credit	<u>17,553</u>
Total Liabilities	<u>\$19,651</u>
NET ASSETS:	
Unrestricted	<u>\$53,582</u>
Total Liabilities & Net Assets	<u>\$73,233</u>

See accountants' compilation report and notes to financial statements.

Boys & Girls Club of Natchitoches, Inc.
Statement of Activities
For the Year Ended December 31, 1999

Unrestricted Net Assets:

Unrestricted Revenues-

Grants-

BJA	\$ 12,320
Parish Tenant Opportunity Program-	
Pecan Grove	50,077
Clarence	50,175
1997 Parish PHDEP	23,688
1998 Parish PHDEP	23,515
R.A.Y.N.E. II Program	12,703
1996 City PHDEP	8,802
1997 City PHDEP	43,870
1998 City PHDEP	32,063
1997 City PHDEP Tenant Patrol	1,500
Northwest Law Enforcement	2,468
NSU Family Empowerment	1,662
City of Natchitoches	40,000
Miscellaneous-	
Fundraisers	16,859
Other	<u>25,088</u>

 Total Unrestricted Revenues \$344,790

Expenses:

Salaries & Labor	\$149,264
Office Supplies & Printing	26,686
Maintenance & Repairs	10,471
Telephone & Utilities	9,692
Taxes	41,531
Insurance	20,341
Travel	10,029
Other	12,373
Interest	2,657
Depreciation	<u>6,445</u>

 Total Expense \$289,489

Increase (Decrease) in Net Assets \$ 55,301

Net Assets-Beginning of Year (1,719)

Net Assets-End of Year \$ 53,582

See accountants' compilation report and notes to financial statements.

Boys & Girls Club of Natchitoches, Inc.
Statement of Functional Expenses
For the Year Ended December 31, 1999

BJA-	
Salaries	\$ <u>12,320</u>
Parish Tenant Opportunity Program-	
Salaries	\$ 32,589
Vehicles	9,165
Vehicle Maintenance & Repair	1,306
Office Supplies	1,267
Printing	868
Supplies-Other	3,685
Supplies-Education	1,156
Telephone	1,611
Insurance-Auto	5,015
Payroll Taxes	5,538
Interest	2,657
Travel	451
Equipment	<u>904</u>
Total	\$ <u>66,212</u>
Parish PHDEP-	
Salaries	\$ 20,534
Office Supplies	1,657
Printing	472
Supplies-Other	1,288
Supplies-Education	2,354
Insurance-Liability	2,743
Payroll Taxes	3,877
Advertising	896
Equipment	<u>1,053</u>
Total	\$ <u>34,874</u>
R.A.Y.N.E. II Program-	
Salaries	\$ 3,034
Contract Labor	153
Printing	533
Supplies-Other	165
Payroll Taxes	<u>534</u>
Total	\$ <u>4,419</u>

Continued next page.

See accountants' compilation report and notes to financial statements.

Boys & Girls Club of Natchitoches, Inc.
Statement of Functional Expenses-Continued
For the Year Ended December 31, 1999

City PHDEP-	
Salaries	\$ 54,680
Outside Services	702
Office Supplies	368
Printing	868
Supplies-Other	1,186
Supplies-Education	129
Telephone	6,883
Utilities	1,198
Insurance-Liability	2,743
Payroll Taxes	10,246
Travel	<u>823</u>
Total	\$ <u>79,826</u>
Northwest Law Enforcement-	
Salaries	\$ <u>2,468</u>
City of Natchitoches-	
Salaries	\$ 11,974
Contract Labor	418
Dues/Fees	90
Office Supplies	1,610
Supplies-Other	3,004
Supplies-Education	2,209
Payroll Taxes	4,708
Travel	2,120
Taxes	<u>13,859</u>
Total	\$ <u>39,992</u>

Continued next page.

See accountants' compilation report and notes to financial statements.

Boys & Girls Club of Natchitoches, Inc.
Statement of Functional Expenses-Continued
December 31, 1999

Operations-	
Salaries	\$ 11,004
Contract Labor	90
Outside Services	2,942
Dues/Fees	3,692
Printing	2,180
Supplies	1,687
Rent	900
Postage	1,086
Insurance	9,840
Payroll Taxes	2,769
Travel	6,635
Equipment	108
Depreciation	<u>6,445</u>
Total	\$ <u>49,378</u>
Total Expenses	<u>\$289,489</u>

See accountants' compilation report and notes to financial statements.

Boys & Girls Club of Natchitoches, Inc.
Statement of Cash Flows
For the Year Ended December 31, 1999

CASH FLOWS FROM OPERATING ACTIVITIES:	
Increase (Decrease) in Net Assets	\$55,301
Adjustments to Reconcile Increases in Net Assets To Net Cash Provided by Operating Activities-	
Depreciation	6,445
Decrease in Payroll Tax Liabilities	<u>(3,136)</u>
Net Cash Provided by (used by) Operating Activities	<u>\$58,610</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchases of Machinery & Equipment	<u>\$ (7,615)</u>
Net Cash Provided by (used by) Investing Activities	<u>\$ (7,615)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Principal Payments	<u>\$ (9,165)</u>
Net Cash Provided by (used by) Financing Activities	<u>\$ (9,165)</u>
 Net Increase (Decrease) in Cash	 \$41,830
 Cash-Beginning of Year	 <u>2,075</u>
 Cash-End of Year	 <u>\$43,905</u>
 Other Information:	
 Interest Paid During the Year	 <u>\$ 2,657</u>

See accountants' compilation report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

Boys & Girls Club of Natchitoches, Inc.
Notes to Financial Statements
December 31, 1999

1. The Reporting Entity:

Boys & Girls Club of Natchitoches, Inc., was incorporated as a non-profit organization on April 27, 1989, under the laws of the State of Louisiana. The corporation was formed as a youth service agency to provide behavior guidance and to promote the health, social, educational, vocational and character development of youth in the city of Natchitoches and surrounding areas within the parish, with special concern for those from disadvantaged circumstances.

The corporation operates under a twenty-one member Board of Directors and is affiliated with the national organization, Boys and Girls Clubs of America, which assists the local clubs with fundraising, marketing, and training. The average number of youth participating in the Club is approximately 2,020 per year.

2. Summary of Significant Accounting Policies:

The accounting and reporting policies of Boys & Girls Club of Natchitoches, Inc., conform to generally accepted accounting principles as applicable to non-profit organizations, and are applied on a consistent basis between periods.

The following is a summary of certain significant accounting policies and practices:

- A. Financial Statement Presentation - The Organization has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations". Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a statement of cash flows. As permitted by the statement, the Organization has discontinued its use of fund accounting.
- B. Basis of Accounting - The Club uses the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized when the related fund liability is incurred. Purchase of various operating supplies are regarded as expenditures at the time purchased.
- C. Budgets and Budgetary Accounting - The Boys & Girls Club is not required to adopt a budget. Accordingly, no budget comparisons have been presented.
- D. Fixed Assets - Depreciation on all exhaustible fixed assets is charged as an expense against the operations of the Club. Assets are shown at cost. Depreciation has been provided over the estimated useful lives using the straight-line method. Accumulated depreciation at December 31, 1999, was \$9,743.
- E. Investments - Investments are stated at cost. However, the Club held no investments during the years presented herein.

Boys & Girls Club of Natchitoches, Inc.
Notes to Financial Statements
December 31, 1999

- F. Long-Term Debt - The Boys & Girls Club of Natchitoches, Inc. has long-term debt consisting of a note payable to Ford Motor Credit for the purchase of a Ford van. Monthly payments, including interest are \$980.99. Remaining balance as of December 31, 1999 is \$17,553. Payment schedule is: January 2000 through August 2000 monthly payments of \$981, then in September 2000, final balloon payment of \$9,705. These payments include interest of \$1,402.
- G. Unpaid Accumulated Vacation Pay - Employees of the Club may not carry forward unused vacation or sick time. Therefore, no accrual has been made for such pay.
- H. Cash Equivalents -- For purposes of cash flows, cash equivalents include all highly liquid deposits and debt instruments acquired with maturities of three months or less.
- I. 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.

3. Changes in Fixed Assets:

The following is a summary of changes in fixed assets for the Club for the year ended December 31, 1999:

	Balance <u>1-1-99</u>	<u>Additions</u>	Balance <u>12-31-99</u>
Machinery & Equipment	\$ 3,457	\$7,615	\$11,072
Autos & Trucks	<u>27,999</u>	<u>0</u>	<u>27,999</u>
Totals	<u>\$31,456</u>	<u>\$7,615</u>	<u>\$39,071</u>

4. Retirement Commitments:

The Club has no pension plan for its employees.

5. Lease Commitments:

There were no leases in effect during 1999.

6. Compensation Paid to Board Members:

The members of the Board of Directors receive no compensation for their services.

Boys & Girls Club of Natchitoches, Inc.
Notes to Financial Statements
December 31, 1999

7. Cash and Investments:

At December 31, 1999 cash and cash investments totaled \$43,905. Of the amounts held in commercial banks, one hundred percent was covered by federal depository insurance.

Cash and investments are categorized below to give an indication of the level of risk assumed by the Club at December 31, 1999. Category 1 includes cash that is held by the Club, cash and investments that are insured or registered, or investments held by the Club or its brokers in the Club's name. Category 2 would include uninsured and unregistered investments for which the securities are held by the broker's dealer's trust department or agent in the Club's name. Category 3 would include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Club's name.

	Category			Carrying Value	Market Value
	1	2	3		
Cash-					
Demand Deposits	<u>\$43,905</u>	<u>\$0</u>	<u>\$0</u>	<u>\$43,905</u>	<u>\$43,905</u>

8. Income Taxes:

The corporation applied for and received tax-exempt status under I.R.C. section 501(c)(3). Accordingly, the Club pays no income taxes.

9. Unrestricted Net Assets:

None of the net assets are subject to donor-imposed restrictions. Accordingly, all net assets are accounting for as unrestricted assets under SFAS No. 117.

10. Contributions:

The Boys & Girls Club of Natchitoches, Inc. has also adopted SFAS No. 116, "Accounting for Contributions Received and Contributions Made". Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor imposed restrictions. However, as disclosed above, there were no donor-imposed restrictions during the year ended December 31, 1999.

Johnson, Thomas & Cunningham
Certified Public Accountants

Exhibit E
Page 13

Eddie G. Johnson, C.P.A. - A Professional Corporation (1968-1996)

Mark D. Thomas, C.P.A. - A Professional Corporation

Roger M. Cunningham, C.P.A. - A Professional Corporation

*321 Bienville Street
Natchitoches, Louisiana 71457
(318) 352-3652
Fax (318) 352-4447*

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Boys & Girls Club of Natchitoches, Inc.

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Boys & Girls Club of Natchitoches, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluation management's assertions about the Boys & Girls Club of Natchitoches, Inc.'s compliance with certain laws and regulations during the year ended December 31, 1999, included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures 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, we 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 fiscal year, by grant and grant year.

The Boys & Girls Club of Natchitoches, Inc.'s Federal award expenditures for all Federal programs for the fiscal year follow:

<u>Federal Grant Name</u>	<u>Grant Year</u>	<u>CFDA No.</u>	<u>Amount</u>
Establishing, Enhancing, and Expanding Boys & Girls Clubs	1999	16.592	\$12,320
Total Expenditures			\$12,320

The Boys & Girls Club of Natchitoches, Inc.'s state and local award expenditures for all state and local programs for the fiscal year follow:

<u>Name</u>	<u>Grant Year</u>	<u>Amount</u>
Parish Tenant Opportunity Program	1999	\$ 66,212
Parish PHDEP	1999	34,874
R.A.Y.N.E. II	1999	4,419
City PHDEP	1999	79,826
Northwest Law Enforcement	1999	2,468
City of Natchitoches	1999	<u>39,992</u>
Total Expenditures		<u>\$227,791</u>

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

To provide that no more than thirty (30) disbursements would be selected, only four (4) disbursements were selected from each of the seven (7) awards administered.

- For the items selected in procedures 2, we traced the four (4) disbursements to supporting documentation as to proper amount and payee.

All disbursements selected were found to be for the proper amount and made to the correct payee.

- For the items selected in procedure 2, we determined if the four (4) disbursements were properly coded to the proper fund and general ledger account.

The disbursements selected were found to be coded to the proper fund and general ledger account.

- For the items selected in procedure 2, we determined whether the four (4) disbursements received approval from proper authorities.

All disbursements reviewed were approved by proper authorities for payment.

- For the items selected in procedure 2: for Federal awards, we determined whether the disbursements complied with the applicable specific program compliance requirements in the grant agreement and for state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed

All selected disbursements were reviewed for types of services allowed or not allowed. All disbursements were for allowed services.

Eligibility

All selected disbursements were reviewed for eligibility requirements. Disbursements reviewed meet all eligibility requirements.

Reporting

We reviewed all disbursements selected from procedure 2 for reporting requirements. All items reviewed met reporting requirements.

7. For the programs selected for testing in item 2 that had been closed out during the period under review, we compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

There were no close-out reports required for the period under review.

Meetings

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

The Boys & Girls Club of Natchitoches, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of their office building. Although management has asserted that such documents were properly posted. We could find no evidence supporting such assertion.

Comprehensive Budget

9. For all grants exceeding five thousand dollars, we determined that each applicable Federal, state, or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

The Boys & Girls Club of Natchitoches, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

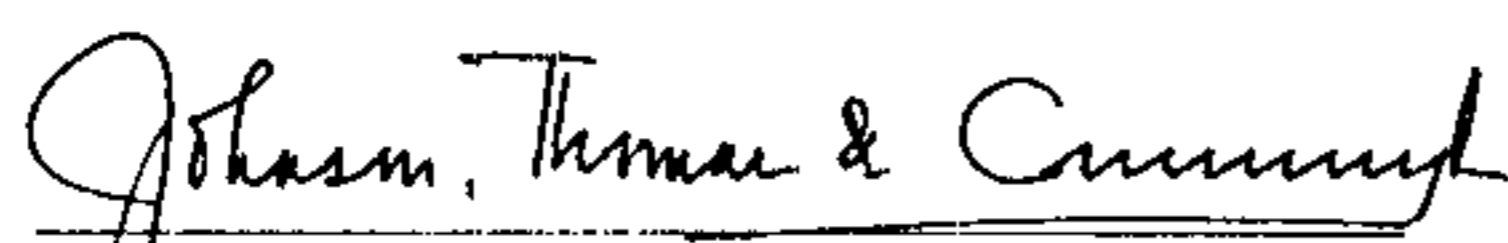
Prior Comments and Recommendations

10. We reviewed any prior-year suggestions, recommendations, and/or comments to determine that extent to which such matters have been recorded.

Not applicable.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Boys & Girls Club of Natchitoches, Inc. and the Legislative Auditor, State of Louisiana, 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.


Johnson, Thomas & Cunningham, CPA's

June 27, 2000
Natchitoches, Louisiana

**BOYS AND GIRLS CLUB
OF NATCHITOCHEs, INC.**

LOUISIANA ATTESTATION QUESTIONNAIRE

June 27, 2000

Johnson, Thomas & Cunningham, CPA's
321 Bienville Street
Natchitoches, LA 71457

In connection with your compilation of our financial statements as of December 31, 1999 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 regulations 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 April 5, 2000.

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

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.

Executive Director *Gail Jones*

Date *July 25, 2000*

Secretary _____

Date _____

Treasurer _____

Date _____

President _____

Date _____