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**VERY SPECIAL ARTS/LOUISIANA, INC  
INDEPENDENT ACCOUNTANT'S  
COMPILATION AND ATTESTATION REPORT  
ON THE STATE FUNDED PROGRAM**

**For the Twelve Months Ended June 30, 1999**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 2-9-00

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**KEVIN F. CAIRE, CPA**  
*A Professional Accounting Corporation*

8658 Quarters Lake Road  
Baton Rouge, Louisiana 70809

Phone: (225) 922-9170  
Fax: (225) 922-9147

To The Governing Board of  
Very Special Arts/Louisiana, Inc  
Baton Rouge, Louisiana

We have compiled the accompanying Statement of Cash Receipts and Disbursements of Very Special Arts/Louisiana, Inc program grant from the Louisiana Department of Education for the fiscal year ended June 30, 1999, in accordance with Statements on Standards for Accounting and Review Services issued 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:

Management has elected to omit substantially all of the disclosures 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 entity's financial position, results of operations and changes in cash flow. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Respectfully submitted,



Kevin F. Caire  
Certified Public Accountant  
December 29, 1999

**VERY SPECIAL ARTS/LOUISIANA, INC.  
STATE FUNDED PROGRAM  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED JUNE 30, 1999**

<b>Cash Balance 07/01/1998</b>	\$	34
 <b>Cash Receipts – Program Year 1998/1999</b>		
Louisiana Department of Education – Grant Funding (Note 4)	\$ 212,852	
Interest Income	<u>27</u>	
<b>Total Cash Receipts – Current Year</b>		<u>212,879</u>
 <b>Total Cash Available</b>		 <u>212,913</u>
 <b>Cash Disbursements – Current Program Year</b>		
Artists–in–Residence Program	83,138	
Art Institute Consultant Fees	14,751	
Start With The Arts – Consultant Fees	19,768	
Consultant Fees	12,280	
Accounting Professional Fees	1,600	
Materials and Supplies	32,428	
Art and Framing Supplies	6,891	
Postage and Shipping	32	
Telephone	195	
Travel and Per Diem (Note 3)	749	
Office Expenses	1,037	
Bank Charges	34	
Equipment Maintenance	152	
Louisiana Department of Education Staff Time Expenses (Note 5)	30,000	
Prior Period Adjustment – 1998 Voided Checks	<u>(1,659)</u>	
<b>Total Cash Disbursements – Current Program Year</b>		<u>201,396</u>
 <b>Project Cash Balance, End of Period</b>	 <b>\$</b>	 <u><u>11,517</u></u>

The accompanying notes are an integral part of this financial statement.

**VERY SPECIAL ARTS/LOUISIANA, INC**  
**STATE FUNDED PROGRAM**  
**NOTES TO THE STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**For the Twelve Months Ended June 30, 1999**

**1) Summary of Program**

Very Special Arts/Louisiana, Inc was funded by a \$200,000 grant from the State of Louisiana Department of Education for the expansion of the Very Special Arts Program statewide providing additional arts programs to exceptional students and students with disabilities. The program includes the Artist-in-Residence Program, providing extensive training in the area of technology and the arts to persons with disabilities and teachers, providing consulting in the arts to Special Education adolescence at Ryan Detention Home and Louisiana Technical Institute and to continue the services of the International Technology and Learning Center.

**2) Basis of Presentation**

The accompanying statement of cash receipts and disbursements is a summary of cash activity of Very Special Arts/Louisiana, Inc for the state funded grant and income and expenses generated from the program's activities. This financial statement does not present transactions that would be included in financial statements presented on the accrual basis of accounting, as contemplated by generally accepted accounting principles. Revenue and support are reported when received, and expenses are reported when paid. All support income was received prior to the statement ending date based on actual costs submitted. Those expenses not paid by statement date were paid within a reasonable period of time after statement date.

**3) Board of Directors - Compensation & Per Diem**

No compensation or per diem expenses were paid to any board member from this program.

**4) Carry Over Funding**

The balance of the grant funds for the program year 1997-1998 in the amount of \$12,852.00 was received on 7/28/98.

**5) Louisiana Department of Education Staff Time**

Very Special Arts/Louisiana, Inc issued a check to the Louisiana Department of Education (DOE) for previously agreed enumeration of the DOE staff time and benefits used by Very Special Arts/Louisiana, Inc. Subsequent to the issuance of the check, the DOE advised that their fiscal year had closed and could not accept the payment. They further advised that they would refund the money and that the amount would be deducted from the current fiscal year funding. See Schedules A and B.

**KEVIN F. CAIRE, CPA**  
*A Professional Accounting Corporation*

8658 Quarters Lake Road  
Baton Rouge, Louisiana 70809

Phone: (225) 922-9170  
Fax: (225) 922-9147

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

To the Governing Board of  
Very Special Arts / Louisiana Inc.

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the Governing Board of Very Special Arts/Louisiana Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating the Governing Board assertions about Very Special Arts/Louisiana Inc.'s compliance with certain laws and regulations during the year ended June 30, 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.

Public Bid Law

- (1) In accordance with the provisions of LSA-RS 38:2211-2251, we found that no expenditures were made during the year for either materials and supplies exceeding \$5,000, or public works exceeding \$ 50,000.

Code of Ethics for Public Officials and Public Employees

- (2) In accordance with LSA-RS 42:1101-1124, management provided us with a list of all board members and their outside business interests.
- (3) Management also provided us with a list of all employees paid during the period.
- (4) We were able to conclude that none of the employees was an immediate family member of any board member.

Budgeting

- (5) Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and all amendments.

- (6) Trace the budget adoption and amendments to the minute book.

The budget and amendments were submitted for approval to the Department of Education. The budget was amended frequently due to actual costs and not all amendment adoptions were included in the board minutes.

- (7) Compare the revenues and expenses of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenue and expenditures of the final budget to actual revenues and expenditures. No item exceeded the budgeted amount by more than 5%.

### Accounting and Reporting

- (8) We randomly selected twenty disbursements made during the period under examination.
- (a) We traced and examined supporting documentation for each of the twenty selected disbursements and found that payment was for the proper amount and made to the correct payee.
  - (b) We determined that payments and disbursements were properly coded to the correct fund and general ledger account.
  - (c) Inspection of documentation supporting each of the twenty selected disbursements indicated proper approval from the appropriate authorities.

### Meetings

- (9) The agendas for meetings were posted or advertised as required for this entity.

### Debt

- (10) We inspected all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

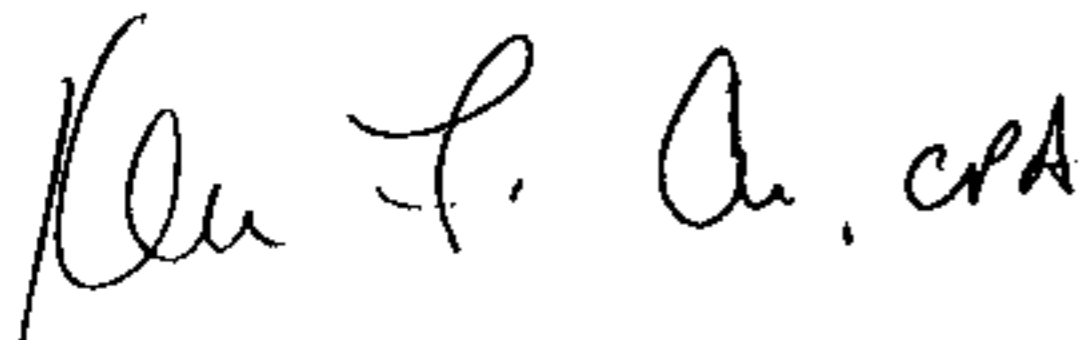
### Advances and Bonuses

- (11) A reading of the minutes for the year indicated no approval for the payments noted. We also examined the payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the Governing Board'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 the Governing Board of Very Special Arts / Louisiana 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.

Respectfully,



Kevin F. Caire, CPA  
December 29, 1999



**VERY  
SPECIAL  
ARTS  
LOUISIANA**

Board of Directors  
2758-C Brightside Lane  
Baton Rouge, Louisiana 70820  
(504) 763-3933

**Enriching the lives of people with disabilities**

Date December 20, 1999

Kevin F. Caire  
Certified Public Accountant  
8658 Quarters Lake Road  
Baton Rouge, LA 70809

Dear Mr. Caire:

In connection with your compilation of our financial statements as of June 30, 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 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 12/20/99

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of service, loan, promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes  NO

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:43.

Yes  No

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.



Yes  No

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:462, and/or 39:92,

Yes  No

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

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 foregoing 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 acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Secretary	<u>Laine August</u>	Date	<u>12/22/99</u>
Treasurer	<u>Randy P. Zima</u>	Date	<u>12/22/99</u>
President	<u>Marilyn A. Seibert</u>	Date	<u>12/23/99</u>



**VERY  
SPECIAL  
ARTS  
LOUISIANA**

Board of Directors  
2758-C Brightside Lane  
Baton Rouge, Louisiana 70821  
(504) 765-2600

**Enriching the lives of people with disabilities**

September 17, 1999

Dr. Carol S. Whelan, Director  
Louisiana Center for Educational Technology  
2758-D Brightside Lane  
Baton Rouge, LA 70820

Dear Dr. Whelan:

You will recall that our approved state contract contained a total of \$30,000.00 for the utilization of the Department of Education's staff time to accomplish VSA objectives for fiscal year 1998-99. In June 1999 of this year, we received a verbal request for payment for services rendered by Department of Education staff. This request was made by you to Mr. Parker who informed our administrative assistant to prepare a check for reimbursement. Unfortunately, I did not sign the check because it was not accompanied by an official invoice. Mr. Parker assured us, however, that you received the original request for an invoice and acted promptly by e-mailing the proper fiscal personnel. To date, we have not received an invoice from the Department, nor have we received procedures for transmittal of funds. Consequently, we are forwarding Check #1278 in the amount of \$30,000.00 as full payment for staff time per the state contract. This amount includes fringe benefits.

Thank you for agreeing to release staff during the 1998-1999 school year. If you should need to contact me further, please do not hesitate to call (225) 771-4141.

Sincerely,

Dr. Marilyn A. Seibert, President  
Board of Directors

Schedule A



**STATE OF LOUISIANA**  
**DEPARTMENT OF EDUCATION**  
POST OFFICE BOX 94064, BATON ROUGE, LOUISIANA 70804-9064  
<http://www.doe.state.la.us>

October 28, 1999

Dr. Marilyn A. Seibert, President  
Board of Directors  
Very Special Arts Louisiana  
2758-C Brightside Drive  
Baton Rouge, LA 70821

Dear Dr. Seibert:

We were indeed grateful to receive your check in the amount of \$30,000.00 on September 21, 1999 for the utilization of the Department of Education's staff in the fiscal year 1998-99. Unfortunately, as these are unexpended funds for the prior year, the Department is required to return this as income not available to the State Treasury. If there are additional funds remaining from 1998-99, this amount will be proportionately reduced from available drawdown (\$200,000) in the current fiscal year. In order to verify the remaining 1998-99 balance, please forward to my office a copy of your end-of-the-year independent audit report as soon as possible.

Also, a secondary cooperative endeavor agreement needs to be drafted for the current year so that \$30,000 can be transferred to the Department for expenses incurred relative to continued support of this program. Please contact me relative to the terms of this agreement. Thank you for your assistance and support.

Sincerely,

Carol S. Whelan, Ph.D.  
Director, Educational Technology

cc: Carole Wallin  
Marlyn Langley  
Donna Hanney  
Kitty Littlejohn  
Steve Parker  
Mazie Malveaux

Schedule B