7523 JEFFERSON HIGHWAY BATON ROUGE, LOUISIANA 70806 (504) 927-7555

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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH GENERAL REQUIREMENTS APPLICABLE TO NONMAJOR PROGRAM TRANSACTIONS

To the Board of Directors Serenity 67

I have audited the financial statements of Serenity 67 (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued my report thereon dated November 22, 1996.

I have applied procedures to test the compliance of Serenity 67 with the following requirements applicable to its federal award programs, which are identified in the accompanying Schedule of Federal Awards, for the year ended June 30, 1996:

\* Political activity

- \* Civil rights
- \* Cash management
- \* Federal financial reports
- \* Allowable costs/cost principles
- \* Drug-free Workplace Act
- \* Administrative requirements

My procedures were limited to the applicable procedures described in Office of Management and Budget's "Compliance Supplement for Audits of Institutions of Higher Learning and Other Non-Profit Institutions." My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on Serenity 67's compliance with the requirements listed in the preceding paragraph. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of my procedures disclosed no material instances of noncompliance with the requirements listed in the second paragraph of this report. With respect to items not tested nothing came to my attention that caused me to believe that Serenity 67 had not complied, in all material respects, with those requirements.

# Serenity 67 Statement of Financial Position June 30, 1996

#### ASSETS

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Current assets Cash in bank Grants receivable Prepaid rent	\$	259 7,783 1,900
Total current assets	<u>.</u>	9,942
Property, plant and equipment Office furniture and fixtures Office machinery and equipment Vehicle Leasehold improvements		5,030 20,972 12,330 8,507
Accumulated depreciation and amortization		46,839 (14,338)
Net property, plant and equipment		32,501
TOTAL ASSETS	\$	42,443
LIABILITIES AND NET ASSETS		
Current liabilities Accounts payable Accrued payroll Accrued and withheld payroll taxes Total current liabilities	\$	6,776 10,086 11,205 28,067
	<b></b>	20,001
Net assets Unrestricted		14,376
TOTAL LIABILITIES AND NET ASSETS	\$	42,443

# The accompanying notes are an integral part of these financial statements. 3

My audit was made for the purpose of forming an opinion on the basic financial statements of Serenity 67 taken as a whole. The accompanying schedule of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

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Baton Rouge, Louisiana November 22, 1996

# <u>Serenity 67</u>

# Financial Statements

# <u>June 30, 1996</u>

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### SERENITY 67

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# FINANCIAL STATEMENTS

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JUNE 30, 1996

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 Audi-

tor and, where appropriate, at the office of the parish clerk of court

Release Date DEC 18 1996

This report is intended for the information of the board of directors, management, and the Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

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Baton Rouge, Louisiana November 22, 1996



Serenity 67 Statement of Activities For the year ended June 30, 1996

SUPPORT AND REVENUE Support:	
Contributions	\$ 9,320
Total support	9,320
Revenue:	
Grant funds	310,429
Interest income	880
Miscellanous income	1,654
Total revenue	312,963
Total support and revenue	322,283

# EXPENSES

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Net assets, end of year	\$	14,376
Net assets, beginning of year	۰	(2,269)
Change in net assets		16,645
Total expenses		305,637
Supporting services Management and general		20,326
		285,311
Program services Elderly and Youth Services Drug-free and Tutorial Services Serenity 67 In-house Services		259,814 19,999 5,498

# The accompanying notes are an integral part of these financial statements. Page 4

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7523 JEFFERSON HIGHWAY BATON ROUGE, LOUISIANA 70806 (504) 927-7555

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HIGHWAY OUISIANA 70806 INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors Serenity 67

I have audited the financial statements of Serenity 67 (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued my report thereon dated November 22, 1996.

I conducted my audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to Serenity 67 is the responsibility of Serenity 67's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of Serenity 67's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of my audit of the financial statements was not to provide an opinion on overall compliance with such provisions. Accordingly, I do not express such an opinion.

The results of my tests of compliance disclosed no instances of noncompliance that are required to be reported under <u>Government Audit-</u> ing <u>Standards</u>.

This report is intended for the information of the board of directors, management, and the Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

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Baton Rouge, Louisiana November 22, 1996

relevant policies and procedures and whether they have been placed in operation, and I assessed control risk.

During the year ended June 30, 1996, Serenity 67 had no major programs and expended 100% of its total federal awards under the following nonmajor programs:

Drug-free Schools and Communities Act of 1986

U.S. Department of Health and Human Services

I performed tests of controls, as required by OMB Circular A-133, to evaluate the effectiveness of the design and operation of internal control structure polices and procedures that I considered relevant to preventing or detecting material noncompliance with specific requirements, general requirements, and requirements governing claims for advances and reimbursements and amounts claimed or used for matching that are applicable to the aforementioned nonmajor programs. My procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, I do not express such an opinion.

My 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 reportable 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 noncompliance with laws and regulations that would be material to a federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control structure and its operation that I consider to be material weaknesses as defined above.

This report is intended for the information of the board of directors, management, and the Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

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Baton Rouge, Louisiana November 22, 1996

because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, I have classified the significant internal control structure policies used in administering federal award programs in the following categories:

\* Cash

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- \* Support, revenue, and receivables
- \* Donated materials, facilities, and services
- \* Expenses for goods and services and accounts payable
- \* Payroll and related liabilities
- \* Property and equipment
- \* Debt and other liabilities
- \* Net assets
- \* Governmental financial assistance programs:

General Requirements

- \* Political activity
- \* Civil rights
- \* Cash management
- \* Federal financial reports
- \* Allowable costs/cost principles
- \* Drug-free Workplace Act
- \* Administrative requirements

Specific Requirements

- \* Types of services allowed or unallowed
- \* Eligibility
- \* Federal financial reports and claims for advances or reimbursements

#### \* Cost allocation

For all of the internal control structure categories listed in the preceding paragraph, I obtained an understanding of the design of

# Serenity 67 Notes to Financial Statements(continued) June 30, 1996

from the accounts and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred.

#### Income Taxes

Income taxes are not provided for in the financial statements since the Organization is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions. In addition, the organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 501(9) of the code.

## Revenue Recognition

Contributions are recorded when received unless susceptible to accrual. Grant revenues are recognized when program expenditures are incurred in accordance with program guidelines. Such revenue is subject to review by the funding agency and may result in disallowance in subsequent periods.

Functional Expenses

Functional expenses have been allocated between program services and supporting services based on an analysis of personnel time and space utilized for the related activities.

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.

NOTE 3-Business and Credit Concentrations

Serenity 67's primary sources of revenue are from grants administered and/or funded by the State of Louisiana. During the year presented appoximately 96% of the Organization's revenues were derived from these sources.

The Organization's clients, during the year presented, all reside within Louisiana House of Representatives District 67.

NOTE 4-Operating Leases

The Organization has two noncancelable operating leases for facilities it occupies. One lease expires in July, 1996, and is renewable for three years. The other lease was for a period of one year from May, 1994, through April, 1995, and is now on a month-to-month basis.

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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS

# INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH SPECIFIC REQUIREMENTS APPLICABLE TO NONMAJOR FEDERAL AWARD PROGRAM TRANSACTIONS

To the Board of Directors Serenity 67

I have audited the financial statements of Serenity 67 (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued my report thereon dated November 22, 1996.

In connection with my audit of the financial statements of Serenity 67 and with my consideration of the organization's internal control structure used to administer federal programs, as required by Office of Management and Budget Circular A-133, <u>Audits of Institutions of</u> <u>Higher Education and Other Nonprofit Institutions</u>, I selected certain transactions applicable to certain nonmajor federal programs for the year ended June 30, 1996. As required by OMB Circular A-133, I performed auditing procedures to test compliance with requirements governing types of services allowed or not allowed and eligibility, that are applicable to those transactions. My procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on Serenity 67's compliance with these requirements. Accordingly, I do not express such an opinion.

With respect to the items tested, the results of my procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested nothing came to my attention that caused me to believe that Serenity 67 had not complied, in all material respects, with those requirements.

This report is intended for the information of the board of directors, management, and the Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

Baton Rouge, Louisiana November 22, 1996

7523 JEFFERSON HIGHWAY BATON ROUGE, LOUISIANA 70806 (504) 927-7555

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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL CONTROL STRUCTURE USED IN ADMINISTERING FEDERAL AWARDS

To the Board of Directors Serenity 67

I have audited the financial statements of Serenity 67 (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued my report thereon dated November 22, 1996.

I conducted my audit in accordance with generally accepted auditing standards and <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, <u>Audits of Institutions of</u> <u>Higher Education and Other Nonprofit Institutions</u>. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing my audit of the financial statements of Serenity 67 for the year ended June 30, 1996, I considered the internal control structure of Serenity 67 in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements of Serenity 67 and to report on the internal control structure in accordance with OMB Circular A-133. This report addresses my consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal programs. I have addressed internal control structure policies and procedures relevant to my audit of the financial statements in a separate report dated November 22, 1996.

The management of Serenity 67 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, and that federal award programs are managed in compliance with applicable laws and regulations. Because of inherent limitations in any internal control structure, errors, irregularities, or instances of noncompliance 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

Serenity 67 Cash Flow Statements For the year ended June 30, 1996

Cash flows from operating activities:

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Net Income	\$ 16,645
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization (Gain)loss on disposal of property (Increase)decrease in grants receivable (Increase)decrease in prepaid expenses Increase(decrease) in accounts payable Increase(decrease) in accrued liabilities Increase(decrease) in deferred grant income	7,056 13,270 3,692 (1,900) (11,600) (8,893) (5,000)
Total adjustments	(3,375)

Net cash provided (used) by operating activities		13,270
Cash flows from investing activities:		
Cash payments for the purchase of property		(14,009)
Net cash provided (used) by investing activities		(14,009)
Net increase (decrease) in cash and equivalents		(739)
Cash and equivalents, beginning of year	_	998
Cash and cash equivalents, end of year	\$	259

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#### The accompanying notes are an integral part of these financial statements. Page 5

# Serenity 67 Notes to Financial Statements June 30, 1996

NOTE 1-Organization

Serenity 67 was organized in Louisiana in 1993 as a non-profit corporation for the purpose of providing human services to the residents of Louisiana House of Representatives District 67. Services provided include homemaker services for the elderly and infirm in the District, tutoring, self-esteem programs, personal hygiene programs, and drug abuse prevention and awareness counseling for the youth of the District.

NOTE 2-Summary of Significant Accounting Policies

Financial Statement Presentation

Serenity 67 follows standards of accounting and financial reporting for voluntary health and welfare organizations as described in American Institute of Certified Public Accountants' Industry Guide for Audits of Voluntary Health and Welfare Organizations. Accordingly, the financial statements are prepared on an accrual basis of accounting.

In 1996, Serenity 67 adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, Serenity 67 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) based upon the existence or absence of donor-imposed restrictions. As permitted by this new standard, Serenity 67 has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present classes of net assets. The reclassification had no cumulative effect on the change in net assets for the year ended June 30, 1996.

Property and Equipment

Property and equipment are carried at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to expense as incurred; significant renewals and betterments are capitalized.

Leasehold Improvements

Leasehold improvements are carried at cost. Amortization is computed using the straight-line method over the estimated useful lives of the respective improvements. When improvements are abandoned or otherwise disposed of, the cost and related accumulated amortization are removed

# Serenity 67 Notes to Financial Statements(continued) June 30, 1996

Rental expense for these leases consisted of \$19,500 for the year ended June 30, 1996.

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# SUPPLEMENTAL INFORMATION

# Serenity 67 Schedule of Federal Awards For the year ended June 30, 1996

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	Federal CFDA Number	Agency or Pass-through Number	Program or Award Amount	Receipts or Revenue Recognized	Federal Disbursements/ Expenditures
Federal Grantor/Pass-through					
Grantor/Program Title					
U.S. Department of Education					
Pass-through from Louisiana					
Department of Education	84.186A	N/A	\$ 20,000	\$ 19,999	\$ 19,999
<u>Substance Abuse Mental Health</u>					
Service Administration					
Pass-through from State of					
Louisiana, Department of					
Health and Hospitals/Office of	07 050	94B1LASAPT01	52 822	50 /71	50 /21
Alcohol and Drug Abuse	93.959	74D ILASAP I U I	52,822	52,431	52,431

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Total	\$ 72,822	\$ 72,430	\$ 72,430
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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS SOCIETY OF LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors Serenity 67

I have audited the financial statements of Serenity 67 (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued my report thereon dated November 22, 1996.

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

The management of Serenity 67 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, and 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 my audit of the financial statements of Serenity 67 for the year ended June 30, 1996, I obtained an understanding of the internal control structure. With respect to the internal control structure, I obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and I assessed control risk in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide an opinion on the internal control structure. Accordingly, I do not express such an opinion.

My consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might

be material weaknesses under the standards established by the American Institute of Certified Public Accountants. A material weakness is a reportable condition in which the design or operation of one or more of the internal control structure elements does not reduce to 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. I noted no matters involving the internal control structure and its operation that I consider to be material weaknesses as defined above.

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This report is intended for the information of the board of directors, management, and the Legislative Auditor. However, this report is a matter of public record, and its distribution is not limited.

Baton Rouge, Louisiana November 22, 1996

	Managme	nt	
	and		
	Genera	L	Total
Accounting	\$	\$	14,343
Advertising			1,453
Amortization		201	201
Auto expenses			7,092
Bank charges			186
Contract labor			71,098
Depreciation	6	,855	6,855
Food and snacks			10,086
Garbage pick-up			516
Insurance			11,275
Legal			180
Loss on abandonment of leasehold	13	,270	13,270
Mileage			1,307
Miscellaneous			8,152
Payroll taxes			10,661

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Total expenses	\$ 20,326 \$ 305,637
Yard services	118
Utilities	11,020
Travel and conferences	
-	2,851
Telephone	3,779
Supplies	14,342
Security	630
Salaries	95,328
Repairs	1,270
Rent	19,500
Postage	64
Pest control	60

# The accompanying notes are an integral part of these financial statements. Page 7