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SUPPLEMENTARY INFORMATION

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HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

COMPLIANCE--SINGLE AUDIT ACT--SPECIFIC REQUIREMENTS--NONMAJOR PROGRAMS

We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated October 21, 1996.

In connection with our audit of the general purpose financial statements of the Association for

Retarded Citizens--Iberville, Inc., and with our consideration of the Association for Retarded Citizens--Iberville, Inc., internal control structure used to administer federal financial assistance programs, as required by Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions," we selected certain transactions applicable to certain nonmajor federal financial assistance programs for the year ended June 30, 1996. As required by OMB Circular A-133, we have performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed; eligibility; and other tests that are applicable to those transactions. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the Association for Retarded Citizens--Iberville, Inc., compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures disclosed no material instances of noncompliance with the requirements listed in the preceding paragraph. With respect to items not tested, nothing came to our attention that caused us to believe that the Association for Retarded Citizens--Iberville, Inc., had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of noncompliance with those requirements.

This report is intended for the information of the Board of Directors, management, and Federal regulatory bodies. However, this report is a matter of public record and its distribution is not limited.

Plaquemine, Louisiana October 21, 1996

P.O. Box 482 / 58225 Belleview Drive / Plaquemine, Louisiana / 70765-0482 / (504) 687-6630 / FAX (504) 687-0365

FINANCIAL STATEMENTS

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ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. BALANCE SHEET JUNE 30, 1996

ASSETS

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| Current Assets | #00.400 |
|-------------------------------|----------------|
| Cash | \$90,190 |
| Accounts receivablecontracts | 83,446 |
| Prepaid insurance and expense | |
| Total Current Assets | 173,636 |
| Property and Equipment | 102 926 |
| Vehicles | 103,836 |
| Workshop tools | 9,581 |
| Furniture and fixtures | 32,916 |
| | 146,333 |
| Less secure depreciation | (110,283) |

| Less accumulated depreciation | (110,283) |
|---|----------------|
| Total Property and Equipment | 36,050 |
| Other Assets | 25 |
| Utility deposit | |
| TOTAL ASSETS | \$209,711 |
| LIABILITIES AND FUND BALANCE | |
| Current Liabilities | \$1,079 |
| Account payable Payroll taxes withheld and accrued | 7,674 |
| Note payable | 3,092 |
| Total Current Liabilities | 11,845 |
| Long-Term Liabilities | |
| Note payable | 7,403 |
| Fund Balance | <u>190,463</u> |
| TOTAL LIABILITIES AND FUND BALANCE | \$209,711 |

The accompanying notes are an integral part of this statement

AND CHANGES IN FUND BALANCE ASSOCIATION FOR RETARDED CITIZENS-IBERVILLE, INC.

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| STATEN | NENT OF REVEN | STATEMENT OF REVENUE, EXPENSES, AI FOR THE YEAR ENDED | | CHANGES IN FUND NE 30, 1996 | D BALANCE | | |
|---------------------|---------------|--|---------------------|--------------------------------|------------|------------------|----------|
| | | Adult | | Infant/ | Supervised | Personal Care | In-Home |
| | Total | Day Care | MR-DD | Toddler | Living | Attendant | Respite |
| litation Services) | \$143,815 | \$143,815 | י ל י | י איז | ب ب | י א | ۰ ج |
| vlice Jury | 19,968 | 19,968 | ı | ŀ | I | ı | I |
| nent of Education | ı | I | ı | ı | 1 | ı | ı |
| ork, Inc. | 90,220 | 90,220 | ı | I | ı | I | ł |
| | 75,903 | 75,903 | ı | ı | • | 1 | ı |
| hity Services, Div. | | | | | | | |
| n Services | 19,985 | 19,985 | I | · | I | ı | ſ |
| ed Way Allocation | 12,607 | 12,607 | ı | I | · | 1 | I |
| Program | 81,726 | 81,726 | ı | I | · | 1 | ı |
| • | 827 | 827 | I | ı | 1 | ı | 1 |
| | 325 | 325 | 1 | I | ſ | ı | I |
| | 300 | 300 | ı | ŀ | · | ŀ | I |
| | 1,631 | 1,631 | ı | I | ı | 4 | I |
| | 5,652 | 5,652 | I | ı | ı | ı | ł |
| | 286,640 | 33,140 | t | 1 | 100,506 | 124,033 | 28,961 |
| TOTAL REVENUE | \$739,599 | \$486,099 | - ج | \$ | \$100,506 | \$124,033 | \$28,961 |

The accompanying notes are an integral part of this statement.

Social (Adult Habilit Louisiana Departme of Rehabilitation Iberville Parish Polid Office of Communit Structured Work Pr Capital Area United Community Networ Allied Health Care Miscellaneous Contributions REVENUE Recycling Medicaid Interest Dues

(Continued)

STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN FUND BALANCE ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC.

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| | Ō | FOR THE YEAR ENDED | DED JUNE 30 | , 1996 hfant/ | Sunarvisad | Personal Care | in-Home |
|------------------|-----------|--------------------|-------------|-------------------|------------|------------------|----------|
| | Total | Day Care | MR-DD | Toddler | Living | Attendant | Respite |
| | \$469,080 | \$328.722 | ነ ሪን | י א | \$70,179 | \$63,161 | \$7,018 |
| | 45,430 | 31,232 | 1 | ı | 7,099 | 6'389 | 710 |
| tenance | 1,133 | 1,133 | ı | ı | I | I | I |
| | 7,851 | 5,495 | ۱ | ı | 1,570 | 393 | 393 |
| | 53,624 | 52,996 | ı | I | 314 | 157 | 157 |
| | 4,302 | 3,011 | I | I | 1,291 | I | ı |
| | 926 | 649 | ı | ı | 185 | 46 | 46 |
| | 7,560 | ı | ı | ł | 7,560 | I | I |
| | 30,157 | 24,317 | ı | ı | 2,920 | 2,920 | ı |
| | 2,390 | 2,006 | ı | ı | 192 | 192 | I |
| | 10,977 | 8,783 | ı | ı | 1,097 | 1,097 | ı |
| | 11,680 | 11,680 | I | ł | ŀ | ł | I |
| | 9,875 | 9,875 | 1 | I | I | 1 | ŀ |
| ings | 1,177 | 941 | I | ı | 118 | 118 | 1 |
| 0 | 276 | I | I | ı | 92 | 92 | 92 |
| | 21,500 | 17,925 | ı | I | 1,788 | 1,608 | 179 |
| | 1,140 | 1,140 | ı | 1 | ٩ | ł | ţ |
| | 1,195 | 1,195 | ı | I | I | I | I |
| kshops | 702 | 255 | J | I | 189 | 129 | 129 |
| - | 949 | 949 | I | 1 | | | - |
| ES | 681,924 | 502,304 | 1 | I | 94,594 | 76,302 | 8,724 |
| VENUE (EXPENSES) | 57,675 | (16,205) | 1 | t | 5,912 | 47,731 | 20,237 |
| E, BEGINNING | 132,788 | 131,607 | (1,861) | (6, 197) | (11,522) | 6,498 | 14,263 |
| of fund balance | | (8,058) | 1,861 | 6,197 | 1 | | , |
| E, ENDING | \$190,463 | \$107,344 | Å | ц | (\$5,610) | \$54,229 | \$34,500 |
| | | | | | | | |

The accompanying notes are an integral part of this statement.

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TOTAL EXPENSES EXCESS OF REVE Repairs and mainte Training and works Convention meetin FUND BALANCE, Reclassification of FUND BALANCE Professional fees Miscellaneous Depreciation Payroll taxes EXPENSES Occupancy Telephone Insurance Materials Licenses Cleaning Supplies Postage Interest Salaries Utilities Travel Dues

SCHEDULE 1

. . .

| | Term in Months | 27 | 4 | 4 |
|---|-------------------|--|---|-----------------------------------|
| | Inception Date | July 1, 1995 | July 1, 1995 | April 1, 1996 |
| CITIZENSIBERVILLE, INC. N FORCE 1996 (ted) | Amount | BI & PD Combined \$1,000,000 per occurence | Statutory | \$1,000,000 |
| ASSOCIATION FOR RETARDED CITI INSURANCE IN FC JUNE 30, 199 (Unaudited) | Type of Coverage | Comprehensive General Liability and Comprehensive Auto and Liability | Workers' Compensation | NARC Director/Officers' Liability |
| | Insure | St. Paul Insurance Company | Louisiana Habilitation Providers, Inc. | Seabord Surety Company |

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Louisiana Habi Providers, In Seabord Surefy

ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. NOTES TO FINANCIAL STATEMENTS JUNE 30,1996

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Association is not a component unit of another primary government nor does it have any component units which are related to it. Therefore, the Association has presented its financial statements as a separate special-purpose government.

Basis of accounting

The financial statements are prepared on the accrual basis wherein revenues are recognized when earned and expenses are recognized when incurred.

Property and equipment and depreciation

Property and equipment is stated at cost, unless donated. Donated property and equipment is stated at fair value as of the date of the gift. Depreciation is charged to operations using the straight-line method at various rates calculated to extinguish the book value of items over their useful lives.

Income taxes

The Association is a nonprofit organization and has been granted tax exempt status under Section 501(c) (3) of the Internal Revenue Code of 1954.

NOTE B - PROPERTY AND EQUIPMENT

Property and equipment is scheduled as follows:

| | BALANCE <u>6/30/96</u> | ADDITIONS | DELETIONS | BALANCE <u>6/30/96</u> |
|--|------------------------------------|------------------------|------------------|-------------------------------------|
| Vehicles Workshop tools Furniture and fixtures | \$74,254 9,581 <u>32,516</u> | \$29,582 <u>400</u> | \$ - - | \$103,836 9,581 <u>32,916</u> |
| | 116,351 | 29,982 | - | 146,333 |
| Accumulated depreciation | <u>98,603</u> | <u>11,680</u> | - | <u>110,283</u> |
| TOTAL PROPERTY AND EQUIPMENT | <u>\$17,748</u> | | | <u>\$36,050</u> |

HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

SCHEDULE 2

Board of Directors Association for Retarded Citizens--Iberville, Inc.

REPORT ON SUPPLEMENTARY INFORMATION--SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc. as of and for the year ended June 30, 1996 and have issued our report thereon dated October 21, 1996. These general purpose financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office and Management Budget Circular A-133, "Audits of Institutions of Higher Education and other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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 audit provides a reasonable basis for our opinion.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc. taken as a whole. The accompanying schedule of federal financial assistance is presented for purposes of additional analysis and is not a required part of the general purpose financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Plaquemine, Louisiana October 21, 1996

P.O. Box 482 / 58225 Belleview Drive / Plaquemine, Louisiana / 70765-0482 / (504) 687-6630 / FAX (504) 687-0365

SCHEDULE 3

| | ASSOC | HEDULE OF FEDER FOR THE YEAR | ASSOCIATION FOR RETARDED CITIZENSIBERVILLE, INC. SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE FOR THE YEAR ENDED JUNE 30, 1996 | ERVILLE, INC. ISTANCE 96 |
|---|---------------------------|-------------------------------------|--|--------------------------------------|
| Federal Grantor/ Pass-Through Grantor/ Program Title | Federal CFDA Number | Pass-through Grantor's Number | Cash/Accrued of (Deferred) Revenue at June 30, 1995 | Receipts or Revenue Recognized |
| S. Department of Health and Human Services ssed through State Department of Health and Human Services via Community Network, Inc. | 13-714 | | \$7,422 | \$90,22(|
| ther Federal Assistance assed through State Department Division of Rehabilitation Services | 1 | I | r | 19,98 |
| assed through Allied Health Care, Inc. | ſ | I | 5,443 | 75,90 |
| TOTAL FEDERAL ASSISTANCE | | | \$12,865 | \$186,10 |
| | | | | |

| | SCI | HEDULE OF FEDER | SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE FOR THE YEAR ENDED JUNE 30, 1996 | ISTANCE 96 | | |
|--|---------------------------|-------------------------------------|--|--------------------------------------|--------------------------------|--|
| <i>Grantor/</i> gh Grantor/ m Title | Federal CFDA Number | Pass-through Grantor's Number | Cash/Accrued of (Deferred) Revenue at June 30, 1995 | Receipts or Revenue Recognized | Disbursements/ Expenditures | Cash/Accrued or (Deferred) Revenue at June 30, 1996 |
| <i>if Health</i> <i>rices</i> ate Department man Services etwork, Inc. | 13-714 | | \$7,422 | \$90,220 | \$90,292 | \$7,350 |
| sistance ate Department bilitation Services | ١ | I | F | 19,985 | 19,985 | ł |
| ied Health | t | I | 5,443 | 75,903 | 73,250 | 8,096 |
| AL ASSISTANCE | | | \$12,865 | \$186,108 | \$183,527 | \$15,446 |
| | | | | | | |

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Other Federal Assist Passed through State Division of Rehabilit Passed through Allie Care, Inc.

 Federal Gra

 Federal Gra

 Pass-Through

 Program I

 Program I

ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 1996

CASH FLOWS FROM OPERATING ACTIVITIES

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| Operating income (loss) | \$57,675 |
|---|----------|
| Adjustments to reconcile operating income to net cash | 407,070 |
| provided by operating activities: | |
| Depreciation | 11,680 |
| Changes in assets and liabilities: | ,,, |
| (Increase) in accounts receivable | (15,427) |
| Decrease in prepaid insurance and expense | 634 |
| Increase in payroll taxes withheld | 7,246 |
| Increase in accounts payable | 1,079 |

NET CASH PROVIDED (USED)

BY OPERATING ACTIVITIES

62,887

| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | |
|---|----------|
| Proceeds from note payable | 11,931 |
| Acquisition of capital assets | (29,982) |
| Principal payments on note payable | (1,436) |
| NET CASH USED FOR CAPITAL AND | |
| RELATED FINANCING ACTIVITIES | (19,487) |
| NET INCREASE (DECREASE) IN | |
| CASH AND CASH EQUIVALENTS | 43,400 |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | 46,790 |
| CASH AND CASH EQUIVALENTS AT END OF YEAR | \$90,190 |

The accompanying notes are an integral part of this statement.

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HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

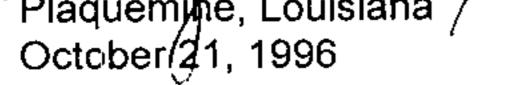
FINANCIAL STATEMENTS

We have audited the accompanying general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc. as of June 30, 1996, as listed in the table of contents. These general purpose financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Association for Retarded Citizens--Iberville, Inc. as of June 30, 1996, and the results of its operations and cash flows for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc. Such information, except for the Schedule of Insurance in Force marked "unaudited", on which we express no opinion, has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.



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HUGH F. BAXLEY, CPA A Professional Accounting Corporation

Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

COMPLIANCE--SINGLE AUDIT ACT--GENERAL REQUIREMENTS

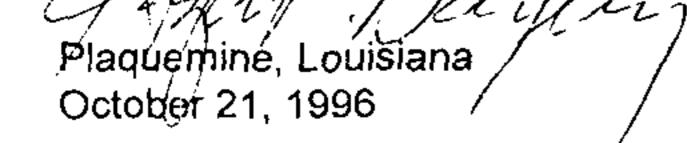
We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc., for the year ended June 30, 1996, and have issued our report thereon dated October 21, 1996.

We have applied procedures to test the Association for Retarded Citizens--Iberville, Inc.'s compliance with the following requirements applicable to each of its federal financial assistance programs, which are identified in the schedule of federal financial assistance, for the year ended June 30, 1996: political activity, Davis-Bacon Act, civil rights, cash management, relocation assistance and real property acquisition, federal financial reports, allowable costs/cost principles, Drug-free Workplace Act, or administrative requirements.

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

With respect to the items tested, the results of those 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 our attention that caused us to believe that the Association for Retarded Citizens--Iberville, Inc. had not complied, in all material respects, with those requirements. Also, the results of our procedures did not disclose any immaterial instances of noncompliance with those requirements.

This report is intended for the information of the Board of Directors, management, and federal regulatory/bodies. However, this report is a matter of public record and its distribution is not limited.



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HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

COMPLIANCE--GOVERNMENT ACCOUNTING OFFICE

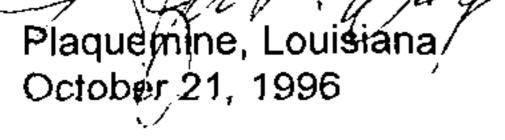
We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated October 21, 1996.

We conducted our audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

Compliance with laws, regulations, contracts, and grants applicable to the Association for Retarded *Citizens--Iberville, Inc. is the responsibility of the Association's management.* As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we performed tests of the Association for Retarded Citizen's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the general purpose 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, management, and federal regulatory bodies. However, this report is a matter of public record and its distribution is not limited.



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INTERNAL CONTROL--SINGLE AUDIT

For the purpose of this report, we have classified the significant internal control structure policies and procedures used in administering federal financial assistance programs in the following categories:

Financing Revenues/receipts Purchases/disbursements External financial reporting

For all of the internal control structure categories listed above, we obtained an understanding of the design of relevant policies and procedures and determined whether they have been placed in operation, and we assessed control risk.

During the year ended June 30, 1996, Association for Retarded Citizens--Iberville, Inc. has no major federal financial assistance programs and expended 89 percent of its total federal financial assistance under the following nonmajor federal financial assistance programs: Community Network, Inc., and Allied Health Care, Inc.

We performed tests of controls, as required by OMB Circular A-133, to evaluate the effectiveness of the design and operation of internal control structure policies and procedures that we have 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 federal financial assistance programs. Our procedures were less in scope than would be necessary to render an opinion on these internal control structure policies and procedures. Accordingly, we do not express such an opinion.

We noted no matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the Association for Retarded Citizens--Iberville, Inc.'s ability to administer federal financial assistance programs in accordance with applicable laws and regulations.

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 financial assistance program may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure policies and procedures used in administering federal financial assistance would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above.

This report is intended for the information of the Board of Directors, management, and federal regulatory bodies. However, this report is a matter of public record and its distribution is not limited. Plaquemine, Louisiana October 21, 1996

HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

INTERNAL CONTROL--SINGLE AUDIT

We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc., as of and for the year ended June 30, 1996, and have issued our report thereon dated October 21, 1996.

We conducted our audits in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States and Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

In planning and performing our audit for the year ended June 30, 1996, we considered the internal control structure of the Association for Retarded Citizens--Iberville, Inc., in order to determine our auditing procedures for the purpose of expressing our opinions on the Association for Retarded Citizens--Iberville, Inc.'s general purpose financial statements, and to report on the internal control structure in accordance with OMB Circular A-133. This report addresses our consideration of internal control structure policies and procedures relevant to compliance with requirements applicable to federal financial assistance programs. We have addressed internal control structure policies and procedures relevant to our audit of the general purpose financial statements in a separate report dated October 21, 1996.

The management of the Association 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 general purpose financial statements in accordance with generally accepted accounting principles, and that federal financial assistance 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 because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

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INTERNAL CONTROL--GOVERNMENT ACCOUNTING OFFICE (continued)

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

<u>Note Payable</u>

<u>Findings</u>

During the audit, a note outstanding for \$10,495 was detected which had been unrecorded at June 30, 1996.

Recommendation

Proper recording of outstanding notes should be instituted to insure generating appropriate interim financial statements. An appropriate set of financial statements would assist management in making certain that funds are available for making prompt principal and interest payments.

Management's Response

Management agrees with the finding and will make the correction within the accounting system.

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 errors or irregularities in amounts that would be material in relation to the general purpose 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.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

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

Plaquemine, Louisiana October 21, 1996

HUGH F. BAXLEY, CPA A Professional Accounting Corporation Hugh F. Baxley, CPA/PFS Kent Craft, CPA Margaret A. Pritchard, CPA

Board of Directors Association for Retarded Citizens--Iberville, Inc.

INTERNAL CONTROL--GOVERNMENT ACCOUNTING OFFICE

We have audited the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc. for the year ended June 30, 1996, and have issued our report thereon dated October 21, 1996.

We conducted our audits in accordance with generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States and Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and other Nonprofit Institutions." Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement.

The management of the Association 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 transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of general purpose 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 audit of the general purpose financial statements of the Association for Retarded Citizens--Iberville, Inc., for the year ended June 30, 1996, 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 general purpose 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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P.O. Box 482 / 58225 Belleview Drive / Plaquemine, Louisiana / 70765-0482 / (504) 687-6630 / FAX (504) 687-0365

ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. NOTES TO FINANCIAL STATEMENTS

NOTE C - ACCOUNTS RECEIVABLE

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| State of Louisiana Department of Health & Hospitals, | |
|--|----------|
| Office of Human Services, Division of Mental | |
| Retardation: Cost Reimbursement | \$11,359 |
| Community Network, Inc. | 7,350 |
| Allied Health Care, Inc. | 8,096 |
| Louisiana Rehabilitation Services | 6,259 |
| Other Receivables (including Medicaid) | 50,382 |
| | |

TOTAL ACCOUNTS RECEIVABLE

\$83,446

NOTE D - CASH AND CASH EQUIVALENTS

For purposes of the statement of cash flows, the Association for Retarded Citizens--Iberville, Inc. considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. TABLE OF CONTENTS JUNE 30, 1996

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ASSOCIATION FOR RETARDED CITIZENS--IBERVILLE, INC. PLAQUEMINE, LOUISIANA ANNUAL FINANCIAL REPORT

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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 Auditor and, where appropriate, at the office of the parish clerk of court Release Date JAN 08 1997

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