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Community Support Programs, Inc. Shreveport, Louisiana

Financial Statements

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.



Community Support Programs, Inc.

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Certified Public Accountants

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

Independent Auditors' Report

To the Board of Directors Community Support Programs, Inc.

We have audited the accompanying statement of financial position of Community Support Programs, Inc. (a nonprofit organization) as of June 30, 1996, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the entity's

management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion the financial statements referred to above present fairly, in all material respects, the financial position of Community Support Programs, Inc. at June 30, 1996, and the changes in its net assets and its cash flows for the year then ended, in conformity with generally accepted accounting principles.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated October 4, 1996 and shown on pages 22–23 on our consideration of Community Support Programs, Inc.'s internal control structure and a report dated October 4, 1996 and shown on page 24 on its compliance with laws and regulations.

The accompanying information on page 16-17 is presented for additional analysis and is not a required part of the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying supplemental schedule, listed as "Supplemental Information Schedule – Contracts with the State of Louisiana" in the table of contents and shown on page 18, is presented for the purpose of providing various funding sources of Community Support Programs, Inc. additional individual contract analysis and is not a required part of the basic financial statements. The information is prepared on a prescribed basis of the various funding sources of Community Support Programs, Inc. This schedule is not presented in accordance with generally accepted accounting principles. Accordingly, the schedule mentioned previously on page 18 is not intended to present financial position and results of operations in conformity with generally accepted accounting principles. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in our opinion is fairly stated on the basis of accounting practices prescribed by the various funding sources.

Cook Morehan

Cook & Morehart Certified Public Accountants October 4, 1996

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Community Support Programs, Inc. Statement of Financial Position June 30, 1996

Assets

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Current assets:	
Cash	\$ 692
Grant receivables	85,813
Other receivables	20
Prepaid expenses	<u> </u>
Total current assets	87,059
Noncurrent assets:	
Property and equipment	327,987
Accumulated depreciation	<u>(77,423</u>)
Total noncurrent assets	250,564
Total Assets	<u>\$ 337,623</u>

Liabilities and Net Assets

Current liabilities:	
Line of credit	\$ 31,587
Construction line of credit	75,888
Current portion of long-term debt	4,560
Accounts payable	10,106
Accrued expenses	<u>29,359</u>
Total current liabilities	151,500
Long-term debt, less current portion	<u> 12,171</u>
Total liabilities	163,671
Net assets, restated:	
Unrestricted:	
Operating	(724)
Fixed assets	174,676
Total net assets	173,952
Total Liabilities and Net Assets	<u>\$ 337,623</u>

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

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Community Support Programs, Inc. Statement of Activities For the Year Ended June 30, 1996

	Unrestricted
Revenues, Gains and Other Support:	
Contractual revenue – grants	\$ 919,008
Client fees	30,111
Miscellaneous revenues	17,369
Gain on sale of property	19,338
Total revenues, gains, and other support	985,826
Functional Expenses:	
Program services	870,291
General administration	79,806
Total expenses	<u>950,097</u>

Change in net assets	35,729
Net assets as of beginning of year, restated	138,223
Net assets as of end of year	<u>\$ 173,952</u>

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

Community Support Programs, Inc. Statement of Functional Expenses For the Year Ended June 30, 1996

	Program <u>Services</u>		General <u>Administration</u>		<u> </u>	
Expenses:						
Salaries and wages Payroli taxes and benefits Operating services Professional fees Supplies Travel Interest Depreciation	540,906 84,674 159,594 6,653 23,350 25,667 9,263 20,184	\$	36,686 6,862 18,781 3,635 1,492 7,967 2,725 1,658	\$	577,592 91,536 178,375 10,288 24,842 33,634 11,988 21,842	
Total expenses	\$ <u>870,291</u>	\$	<u>79,806</u>	\$	<u>950,097</u>	

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

Community Support Programs, Inc. Statement of Cash Flows For the Year Ended June 30, 1996

Operating activities

Change in net assets	\$	35,729
Adjustments to reconcile change in net assets to		
net cash provided by operating activities:		01.040
Depreciation		21,842
Gain on sale of property	(19,338)
(Increase) decrease in operating assets:		
Grant receivables		51,230
Prepaid expenses	(534)
Other assets		24
Increase (decrease) in operating liabilities:		
Accounts payable	(63,632)
Accrued liabilities	(3,659)

Net cash provided by operating activities	21,662
Investing Activities	
Proceeds from sale of property Payments for property and equipment	74,123 <u>(128,407</u>)
Net cash used in investing activities	<u>(54,284</u>)
Financing Activities	
Proceeds from line of credit	358,422
Payments on line of credit	(401,622)
Proceeds from construction line of credit	75,888
Payments of long-term debt	<u>(9,770</u>)
Net cash provided in financing activities	<u>22,918</u>
Net (decrease) in cash and cash equivalents	(9,704)
Cash and cash equivalents as of beginning of year	, 10,396
Cash and cash equivalents as of end of year	<u>\$ 692</u>

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

Community Support Programs, Inc. Notes to Financial Statements June 30, 1996

- Summary of Significant Accounting Policies (1)
 - A. Nature of Activities

Community Support Programs, Inc., (CSP) is a nonprofit corporation under the laws of the State of Louisiana. CSP was established to serve persons with chronically severe and persistent mental illness and to enhance each client's opportunity to live successfully in the community. The following programs are administered by CSP with their approximate percentages of total revenues:

Case Management (22%) - Provides mentally ill adults and children services such as: assistance in securing decent and stable housing, encouraging self management of the client's mental illness, and enhancing social support networks. Funding is provided by an agreement with the State of Louisiana Medicaid Office based upon units of service provided.

Crisis Line (.7%) - Provides a 24-hour information and referral line as a contact point by which clients can access crisis intervention services. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Crisis Transportation (7%) - Ensures the safety and well-being of the staff and clients of the Shreveport Mental Health Center and assists the Crisis Shelter staff in emergencies with residents who are in crisis. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Crisis Shelter (17%) - Provides a 24-hour short term (less than 45 days) residence to homeless chronically mentally ill adults. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Project Reach (1%) - Provides a resident facility with a capacity of nine beds for dually diagnosed adults. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Project Life (14%) – Provides supportive services for severe and persistently mentally ill individuals who have resided in a treatment facility for at least one year or longer. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Project Aspire (.1%) - Provides psychosocial skills training and other treatment modalties in a therapeutic manner to children with emotional/behavioral disorder and their families and/or adults with serious mental illness. Funding is provided by an agreement with the State of Louisiana Medicaid Office based upon units of service provided.



Housing (12%) – Provides a housing program for homeless families and individuals diagnosed with severe and persistent mental illness who are clients of the Community Mental Health Centers. Funding is provided by state funds from the State of Louisiana, Department of Health and Hospitals, Division of Mental Health.

Community Housing Development Organization (3%) – Provides families with decent, safe, sanitary, and affordable housing and expands the long-term supply of affordable housing. Funding is provided by federal funds from the U.S. Department of Housing and Urban Development passed through the Louisiana Housing Finance Agency.

Transitions (9%) – Provides up to 24 months of supported living services for the homeless mentally ill. This is a 5 year grant funded by the U.S. Department of Housing and Urban Development.

Emergency Shelter Grants (3%) - Account for certain expenditures designed to improve the quality of emergency shelters for the homeless. This program helps maintain the agency's crisis shelter and transitional housing. This program is funded by federal funds from the U.S. Department of Housing and Urban Development passed through the City of Shreveport.

Rehabilitation Services (7%) – Provides an array of services to eligible severe and persistently mentally ill children and adults. Funding is provided by an agreement with the State of Louisiana Medicaid Office based upon units of service provided.

CDBG (Community Development Block Grant) (4%) - Provided funds to enable CSP to purchase and renovate a house which was subsequently sold to a family with a mentally ill member. Funding was provided by federal funds from the U.S. Department of Housing and Urban Development passed through the City of Shreveport.

B. Basis of Accounting

The financial statements of CSP have been prepared on the accrual basis of accounting.

C. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, <u>Financial Statements of</u> <u>Not-for-Profit Organizations</u>. 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.



D. Income Tax Status

CSP is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code, and therefore, is not subject to income taxes. However, income from certain activities not directly related to CSP's tax-exempt purpose is subject to taxation as unrelated business income. CSP had no such income for this audit period.

E. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

CSP's cash, as stated for cash flow purposes, consists entirely of non-interest bearing bank accounts. CSP has no other assets which are considered cash equivalents.

G. Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful life of each asset. The State of Louisiana and the federal government have a reversionary interest in property purchased with state and federal funds. Its disposition as well as the ownership of any proceeds therefrom is subject to state and federal regulations.

H. Revenue and Support

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Contractual grant revenue is reported as unrestricted support due to the restrictions placed on those funds by the funding sources being met in the same reporting period as the revenue is earned.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on



the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

I. Compensated Absences

Employees may accrue annual leave up to 15 days. Upon an employee's separation of employment, earned and/or accrued leave will be paid up to a maximum of 15 days. Employees can also accrue sick leave, but accumulated sick leave is forfeited upon separation of employment.

(2) Change in Accounting Principles

CSP elected to adopt Statement of Financial Accounting Standards (SFAS) No. 116, <u>Accounting for</u> <u>Contributions Received and Contributions Made</u>, during the year ended June 30, 1996. In accordance with

SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. This adoption had no effect on the change in net assets for the year ended June 30, 1996.

During the year ended June 30, 1996, CSP elected to adopt Statement of Financial Accounting Standards (SFAS) No. 117, <u>Financial Statements of Not-for-Profit Organizations</u>. Under SFAS No. 117, CSP 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, CSP is required to present a Statement of Cash Flows. CSP has, accordingly reclassified its financial statements to present the three classes of net assets required. This reclassification had no effect on the change in net assets for the year ended June 30, 1996.

(3) Concentrations of Credit Risk

Financial instruments that potentially subject CSP to concentrations of credit risk consist principally of temporary cash investments and grant revenue receivable.

Concentrations of credit risk with respect to grant revenue receivable are limited due to these amounts being due from governmental agencies under contractual terms. As of June 30, 1996, CSP had no significant concentrations of credit risk in relation to grant revenue receivable.

CSP maintains cash balances at several financial institutions. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000. At June 30, 1996 there were no uninsured balances at these institutions.



(4) Grant Receivables

Various funding sources provide reimbursement of allowable costs and payment on units of service in connection with providing services under contracts or agreements. This balance represents amounts due from funding sources at June 30, 1996, but received after that date.

(5) **Property and Equipment**

Property and equipment consist of the following:

operty and equipment convict of	Estimated Depreciable Life	Wit Or	irchased th State Federal <u>Funds</u>	۱ Op	rchased Nith erating Funds		<u>Total</u>
Land Construction in progress Buildings and improvements Vehicles Furniture and equipment Accumulated depreciation	n/a n/a 20–30 years 5 years 5–7 years	\$ (21,056 158,828 14,750 60,953 71,582)	\$ (- 64,111 - 8,289 5,841)	\$ (21,056 64,111 158,828 14,750 69,242 77,423)
Net investment in property ar	nd equipment	\$	<u>184,005</u>	\$	66,559	\$	250,564

Depreciation expense for the year ended June 30, 1996 was \$21,842.

(6) Line of Credit

The agency has a line of credit at a local bank, with an adjustable interest rate of 1.0% per annum above the prime lending rate of Chase Manhattan Bank. The loan is secured by any and all of CSP's; present and future accounts, accounts receivable, and other receivables; present and future inventory, related equipment and other personal property; present and future general intangibles.

Line of Credit Limit	\$ 125,000
Outstanding Loan Balance	31,587

(Continued)

(7) Construction Line of Credit

CSP received a letter of committment from the City of Shreveport dated July 14, 1995 for a grant of \$200,000 Community Development Block Grant Funds. These funds were delayed while the City awaited their funds from the U.S. Department of Housing and Urban Development. In the interim, CSP used this letter of committment to obtain a \$200,000 line of credit from the Charles T. Beaird Foundation in order to begin construction of the new Project Reach facility for which these funds were intended.

As of June 30, 1996, CSP had an outstanding balance of \$75,888 against this line of credit. The line of credit has an interest rate of 5% per annum, with principal and interest due upon CSP's receipt of the funds from the city, but no later than December 31, 1996.

(8) Long-Term Debt

Community Support Programs, Inc., had long-term debt at June 30, 1996 as follows:

Note payable to a bank dated March 10, 1994, secured by all deposits and certificates of deposit at the bank, all accounts receivable owned or hereafter acquired, all inventory, raw materials used or consumed in the Agency's business, all Agency equipment owned or hereafter acquired, together with substitutes and replacements thereof, and all fixtures. The note's interest rate is 8% and is a five year amortization with payments of \$450 a month for 59 monthly payments and one final installment consisting of the remaining principal and interest due on March 10, 1999.

The following is a schedule of the debt maturing in subsequent fiscal years:

June 30	Amount	
1997	\$ 4,560	
1998	4,938	
1999	7,233	
	<u>\$ 16,731</u>	

Total interest expense paid on all notes and debt during the year ended June 30, 1996 was \$11,988.



(9) Accrued Expenses

An analysis of accrued expenses at June 30, 1996 follows:

Accrued salaries and wages	\$ 12,513
Accrued leave payable	15,282
Accrued payroll taxes	957
Accrued interest	<u> 607</u>
	\$ 29,359

(10) Unrestricted, Operating Net Asset Deficits

The deficits for individual programs within the unrestricted, operating net assets totaling \$(24,385), are the result of overexpending funds in certain years. These deficits will be eliminated by transfers from

unobligated funds as they become available.

The programs are as follows:

Case Management	\$ (23,659)
Rehabilitation Services	<u>(726</u>)
	<u>\$ (24,385</u>)

(11) Contractual Revenue – Grants

During the year ended June 30, 1996, CSP received contractual revenue from federal and state grants in the amount of \$919,008. The continued existence of these funds is based on annual contract renewals with various funding sources.

(12) Leases

CSP leases office space from unrelated parties under an operating lease. Rental costs for the year ended June 30, 1996 on that lease was \$30,834. There were no lease agreements that had initial or remaining non-cancellable terms in excess of one year.



(13) Pension Plan

On June 1, 1993, CSP established a defined contribution pension plan. All employees of CSP are eligible to participate in the plan. CSP's employer's contribution on behalf of the participant is 4% of the participant's compensation. The amount contributed by CSP during the year end June 30, 1996 was approximately \$23,761.

(14) Fair Value of Financial Instruments

Statement of Financial Accounting Standards No. 107, "Disclosures About Fair Value of Financial Instruments", requires that CSP disclose estimated fair values for its financial instruments. The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

Cash and cash equivalents:

The carrying amount approximates fair value.

Line of credit:

The carrying amount approximates fair value.

Construction line of credit:

The carrying amount approximates fair value.

Long-term debt:

The fair value of long-term debt is estimated based on the current rates CSP could obtain on debt of the same remaining maturities.

The estimated fair values of CSP's financial instruments as of June 30, 1996 are as follows:

	Carrying <u>Amount</u>	Fair <u>Value</u>
Cash Line of credit Construction line of credit Long-term debt	\$ 692 31,587 75,888 16,731	31,587 75,888

(15) Partnership Investments

During July, 1995, CSP entered into a limited partnership with the following details:

CSP serves as the Managing General Partner for Alexander Place Apartments, a Louisiana Partnership in Commendam, organized and operated for the construction, ownership and management of a forty unit apartment complex in Arcadia, Louisiana known as Alexander Place Apartments, permanent financing provided with funds provided by the Home Affordable Rental Housing Program through regulatory agreements with Louisiana Housing Finance Agency.

CSP entered into a Management Sub-Contract with Calhoun Property Management, Inc., in which they will co-manage the Partnership. CSP's ownership percentage of the partnership is .5%.

	Project Aspire	916 953	1,869	1,935 350 130 74 74	2,493 (624)	1,513 457 1,970	(257) \$ 1,089
	Project Life	132,942 - 193 -	133, 135	68,663 12,408 29,093 1,193 2,000 5,282 -	119,910	(634) 3,182 2,548	476 (14,340) \$ 1,909
	Project <u>Reach</u>	10,000	10,000	3,595 291 235 109 606	4,876 5,124	1 1 1	(1,071) \$ 4,053
	Crisis Shelter	149,816 10,419 5 5 (227)	160,013	102,628 15,772 11,654 8,311 8,311 1,599 1,238	141,762 18,251	8,237 4,923 13,160	(16,052) \$ 15,359
nse Classification	Crisis Transportation	690'09	66,069	44,611 8,868 3,681 400 1,500 -	59,523 6,546	- 179 179	(6,607) \$ 118
munity Support Programs, Inc. of Activities by Natural Expense June 30, 1996	Crisis Line	6,719	6,719	2,673 1,000 1,000 641 970 -	6,245 474	- 718 718	(720) \$ 472
Community Support Programs, Combining Schedule of Activities by Natural E June 30, 1996	Case Management	\$ 220,847 - 3,000	223,847	144,900 20,580 36,764 2,000 1,393 9,138 9,138 9,14	221,225	(40,228) 3,435 (36,793)	35,015 (24,503) <u>\$ (23,659</u>)
		sr Support: grants	ins and other support	ţ	d losses	ng of year sets ing of year, as restated	year

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(Continued)

levenues, Gains and Other Su Contractual revenue – gran Restatement of fixed assets Net assets, as of beginning o Miscellaneous revenues Gain (loss) on sale of propt Total revenues, gains Payroll taxes and benefits Net assets as of end of ye Net assets as of beginning Revenues, Gains and Other Total expenses and Miscellaneous revenues **General administration** Salaries and wages Change in net assets **Operating services** Expenses and losses: Professional fees Depreciation Net assets **Client fees** Supplies Transfers: Interest Travel

	General Administration Total	- \$ 919,008 - 30,111 2,529 17,369 - 19,338	2,529 985,826	36,686 577,592 6.862 91,536	•		1,658 21,842 79,806 950,097	35,729	12,039 (60,562)	16,145 138,223) { 476} - 76,107 -	\$ 14,499 \$ 173,952
	COBG	33,716 - 10,596	44,312	1 1	9,297 -	1 I I	9,297	35,015	1		(35,015)	1
	Rehabilitation Services	66,542 1,642 437	68,621	39,104 5,693	11,752	1,536 545 2,991	1,166 63,862	4,759	(39,656)	(36,703)	39,108 (7,890)	\$ (726)
s, Inc. Expense Classification	Emergency Shelter Grants	27,448 -	27,448	1	19,882	7,566	27,448		I		11	1
Program Natural ed) 1996	Transitions	77,045 12,300 91	89,436	59,664	3, 139 12, 195 500	1,208 1,938 -	11,423 96.067	6,631)	(2,835)	103,816 100,981	11	\$ 94,350
Community Support Combining Schedule of Activities by (Continu June 30, `	Community Housing Development Organization	28,948	28,948	20,689	2,410 3,020 -	188 2,476 -	1,000	(835)	(167)	4,166	1)	\$ 3,331
Combining Sc	Housing	\$ 98,000 5,750 10,161 8,969	122,880	52,444	8,163 21,402 875	65 2,110	2,791	35,080	1,169	70,683	(39,108) (4,667)	\$ 63,157
		Support: ants perty	s and other support		5			105555	of year	ts g of year, as restated		ear

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Net assets as of beginning of Restatement of fixed assets Revenues, Gains and Other Sup Contractual revenue – grants Total expenses and lo Net assets as of end of yea Gain (loss) on sale of prop Payroll taxes and benefits Net assets, as of beginning Total revenues, gains General administration Miscellaneous revenues Salaries and wages Change in net assets Operating services Expenses and losses: Professional fees Depreciation Net assets **Client fees** Supplies Travel Transfers: Interest

Project Life Contract # 54592	\$ 132,942 - 193	133,135	68,663 12,408 5,282 29,093 2,000 15,533 132,979 \$ 156
Crisis Transportation Contract # 54595	\$ 66,069 -	69,069	44,611 8,868 1,500 3,681 402 7,007 *
Crisis Line Contract # 55884	\$ 6,719 -	6,719	2,673 1,000 970 641 641 641 641
Clinical Services Contract # 54548	\$ 107,000 -	107,000	64,652 9,665 2,000 12,843 12,885 3,100 3,100
Crossroads Contract # 54584	\$ 149,816 10,419 5	160,240	102,628 15,772 15,772 1,599 8,310 8,310 16,612 547 547 547 547
Project Reach Contract # 55888	\$ 10,000 -	10,000	- 1,071 8,929
Housing Contract # 54709	\$ 98,000 5,750 10,161	113,911	52,444 8,163 2,110 2,110 65 65 65 65 65 65 886

Schedule of Revenues and Expenditures Contracts with the State of Louisiana Department of Health and Hospitals For the Periods Ended June 30, 1996 Community Support Programs, Inc. Division of Mental Health

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Excess revenues (expenditures) Total expenditures Professional services Total revenues Operating services Personal services **Related benefits** Capital assets **Client fees** Expenditures: Supplies Travel 0ther

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Revenues:

Contract revenue

Certified Public Accountants

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<u>Report on Schedule of Federal Awards</u>

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. for the year ended June 30, 1996, and have issued our report thereon dated October 4, 1996. These financial statements are the responsibility of Community Support Programs, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards; <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States and OMB Circular A-133, <u>Audits of</u> <u>Institutions of Higher Education and Other Nonprofit Organizations</u>. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principals 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 made for the purpose of forming an opinion on the financial statements of Community Support Programs, Inc. 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 financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

Cook Morehast

Cook & Morehart Certified Public Accountants October 4, 1996



CO	nmunity Support Programum Shreveport, Louisia Schedule of Federal A the Year Ended June	rams, Inc. Ina wards 30, 1995			
' Pass-Through Grantor / Program Title	Federal CFDA Number	Project Number	Grant Period	Expenditures	ures
GRAMS					
f Housing and Urban Development					
ousing Demonstration – Transitional Housing	14.235	LA48T91-1016	02/01/95 - 01/31/96 02/01/96 - 01/31/97	به 4. ي	43,413 33,632
the City of Shreveport:					
meiler urants rrogram	14.231	N/A	1		3,091 0 E 1 0
1 - Crossroads 1 - Transitions 11 - Crossroads 11 - Transitions	14.231 14.231 14.231	N/A N/A N/A	01/04/95 - 12/31/95 01/04/95 - 06/30/96 07/01/95 - 09/30/96 07/01/95 - 09/30/96		0,210 9,500 1,123 5,216
Development Block Grant	14.218	N/A	NIA	e	33,716
Louisiana Housing Finance Agency: Housing Development Organization	14.239	M92SG220100-08	06/01/94 - 05/31/97	5	28,948
enditures				\$	167 <u>,157</u>

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Federal Grantor / Pa NONMAJOR PROGRA NONMAJOR PROGRA U.S. Department of Ho Direct Program: Supportive Housi Supportive Housi Passed through the Round XVI -Round Round Round -Round -Round

Reports Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

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Report on Internal Control Structure Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. as of and for the year ended June 30, 1996, and have issued our report thereon dated October 4, 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of Community Support Programs, Inc. is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, 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 our audit of the financial statements of Community Support Programs, 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 financial statements and not to provide an opinion on the internal control structure. Accordingly, we do not express such an opinion.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that error or irregularities in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operation that we consider to be material weaknesses as defined above.

This report is intended for the information of management, the Board of Directors and the various funding sources of the Agency. This restriction is not intended to limit the distribution of this report.

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Cook & Morehart Certified Public Accountants October 4, 1996



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<u>Compliance Report Based on an Audit of Financial</u> <u>Statements Performed in Accordance With Government Auditing Standards</u>

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. as of and for the year ended June 30, 1996, and have issued our report thereon dated October 4, 1996.

We conducted our audit in accordance with generally accepted auditing standards and <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States. Those standards require that we 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 Community Support Programs, Inc. is the responsibility of Community Support Programs, Inc.'s management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of Community Support Programs, Inc.'s compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on overall compliance with such provisions was not an objective of our audit of the financial statements. 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 <u>Government Auditing Standards</u>.

This report is intended for the information of management, the Board of Directors and the various funding sources of the organization. This restriction is not intended to limit the distribution of this report.

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Reports in Accordance With OMB Circular A-133

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<u>Report on the Internal Control Structure</u> <u>Used in Administering Federal Awards</u>

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. as of and for the year ended June 30, 1996, and have issued our report thereon dated October 4, 1996.

We conducted our audit in accordance with generally accepted auditing standards; <u>Government Auditing</u> <u>Standards</u>, issued by the Comptroller General of the United States; and Office of Management and Budget (OMB)

Circular A-133, <u>Audits of Institutions of Higher Education and Other Nonprofit Institutions</u>. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

In planning and performing our audit for the year ended June 30, 1996, we considered Community Support Programs, Inc.'s internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on Community Support Programs, Inc.'s 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 programs. We have addressed policies and procedures relevant to our audit of the financial statements in a separate report dated October 4, 1996.

The management of Community Support Programs, Inc. is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal awards 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.

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

Accounting controls

Cash Revenue, receivables and receipts Expenditures for goods and services and accounts payable Payroll and related liabilities Property, equipment and capital expenditures Debt and other liabilities Governmental financial assistance programs

Controls used in administering individual federal programs

General requirements

Political activity Civil Rights Cash management Federal financial reports Allowable costs/cost principles Administrative requirements Drug-free workplace

Specific requirements

Types of services Eligibility Matching level of effort Reporting Cost allocation Special requirements if any

Claims for advances and reimbursements

Amounts claimed or used for matching

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, Community Support Programs, Inc. had no major programs and expended 51% of its total federal awards under the following nonmajor program:

U.S. Department of Housing and Urban Development – Direct Program – Supportive Housing Demonstration – Transitional Housing CFDA #14.235

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 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 program. 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.

Our consideration of the internal control structure policies and procedures used in administering federal awards would not necessarily disclose all matters in the internal control structure that might constitute material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control structure elements does not reduce to a relatively low level the risk that noncompliance with laws and regulations that would be material to a federal awards program may occur and not be detected within a timely period by

employees in the normal course of performing their assigned functions. We noted no matters involving the internal control structure and its operations that we consider to be material weaknesses as defined above.

This report is intended for the information of management, the Board of Directors and the various funding sources of the Agency. This restriction is not intended to limit the distribution of this report.

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Cook & Morehart Certified Public Accountants October 4, 1996

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<u>Report on Compliance With General</u> <u>Requirements Applicable to Federal Programs</u>

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. as of and for the year ended June 30, 1996, and have issued our report thereon dated October 4, 1996.

We have applied procedures to test Community Support Programs, Inc.'s compliance with the following

requirements applicable to its federal programs, which are identified in the accompanying schedule of federal awards for the year ended June 30, 1996:

Political activity Civil Rights Cash management Drug free workplace Federal financial reports Allowable costs / costs principles Administrative requirements

Our procedures were limited to the applicable procedures described in the Office of Management and Budget's <u>Compliance Supplement for Audits of Institutions of Higher Learning and Other Non-Profit Institutions</u>. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on Community Support Programs, 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 our 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 carne to our attention that caused us to believe that Community Support Programs, Inc. had not complied, in all material respects, with those requirements.

This report is intended for the information of management, the Board of Directors and the various funding sources of the Agency. This restriction is not intended to limit the distribution of this report.

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Cook & Morehart

Certified Public Accountants

October 4, 1996

Certified Public Accountants

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Report on Compliance With Specific Requirements Applicable to Nonmajor Federal Program Transactions

To the Board of Directors Community Support Programs, Inc. Shreveport, Louisiana

We have audited the financial statements of Community Support Programs, Inc. as of and for the year ended June 30, 1996, and have issued our report thereon dated October 4, 1996.

In connection with our audit of the financial statements of Community Support Programs, Inc., and with our consideration of Community Support Programs, Inc.'s internal control structure used to administer federal programs, as required by Office of Management and Budget (OMB) Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations, we selected certain transactions applicable to its nonmajor federal programs for the year ended June 30, 1996. As required by OMB Circular A-133, we performed auditing procedures to test compliance with the requirements governing types of services allowed or unallowed and eligibility 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 Community Support Programs, Inc.'s compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of our 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 Community Support Programs, Inc., had not complied, in all material respects, with those requirements.

This report is intended for the information of management, the Board of Directors and the various funding sources of the Agency. This restriction is not intended to limit the distribution of this report.

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Cook & Morehart **Certified Public Accountants** October 4, 1996

Community Support Programs, Inc.

Schedule of Findings and Questioned Costs

June 30, 1996

There were no findings or questioned costs for the year ended June 30, 1995.

There are no findings or questioned costs for this audit for the year ended June 30, 1996.