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THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
FINANCIAL STATEMENTS
DECEMBER 31, 1996

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Release Date 8-7-96

CPA 5/17/97
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LEGISLATIVE AUDITOR

Steven A. Grenier
Certified Public Accountant

THE GREATER SERVICEMEN HUMAN RELATIONS COMMISSION
SERVICEMEN, LOUISIANA

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steven a. grenier

CERTIFIED PUBLIC ACCOUNTANT

a Professional Accounting Corporation

Independent Auditor's Report

June 24, 1996

The Board of Commissioners
The Greater Shreveport Human Relations Commission
Shreveport, Louisiana

I have audited the accompanying balance sheet of The Greater Shreveport Human Relations Commission, a Louisiana nonprofit corporation, as of December 31, 1995 and the related statement of revenues, expenses and changes in fund balances, statement of functional expenses, and statement of cash flows for the year then ended. These financial statements are the responsibility of The Greater Shreveport Human Relations Commission's management. My responsibility is to express an opinion on these financial statements based on my audit.

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 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Greater Shreveport Human Relations Commission as of December 31, 1995 and the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles.



**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
BALANCE SHEET
DECEMBER 31, 1985**

ASSETS

Current Assets:	
Cash in bank and on hand	\$74,442
Prepaid expenses	1,188
Employee Receivables	_____ 298
Total Current Assets	\$76,928
Furniture and Equipment:	
Office Furniture & equipment	\$5,804
Computer equipment	_____ 5,198
	\$11,002
Accumulated depreciation	_____ 4,708
Net Furniture and Equipment	\$6,294
TOTAL ASSETS	\$83,222

LIABILITIES AND FUND BALANCE

Current Liabilities:	
Accounts payable	\$1,802
Accrued expenses	2,862
Payroll taxes payable	_____ 2,211
Total Current Liabilities	\$6,875
Fund Balance	\$76,347
TOTAL LIABILITIES AND FUND BALANCE	\$83,222

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1995**

Revenues

City of Shreveport:		
Contract	\$105,000	
Donated facilities use	<u>75,000</u>	\$180,000
Interest income		2,000
Program sponsored by revenue		<u>2,000</u>
TOTAL REVENUES		\$187,004

Expenses

Salary, wages and fringe benefits	\$78,028	
Seminar and conference costs	17,088	
Printing and materials cost	4,140	
Consultants and sub-contractors	220	
Donations & Sponsorships	1,270	
Advertising	142	
Temporary labor	6,808	
Insurance expense	700	
Miscellaneous	507	
Dues and subscriptions	1,078	
Office supplies and expense	4,000	
Postage	2,011	
Accounting	6,000	
Travel	3,800	
Rent	17,000	
Telephone	420	
Aircraft meeting cost	8,100	
Repairs and maintenance	1,100	
Interest and penalties	500	
Depreciation	<u>2,200</u>	
TOTAL EXPENSES		184,997
NET REVENUE COVER (SHORT) EXPENSES		(27,200)
FUND BALANCE BEGINNING OF YEAR		84,800
FUND BALANCE END OF YEAR		\$57,600

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 1995**

Cash flows from operating activities:		
Cash received from contract	\$125,000	
Cash received from program sponsorship	9,268	
Interest income	2,898	
Cash paid to suppliers & employees	<u>(148,877)</u>	
Net cash provided by operating activities		(13,611)
Cash flows from investing activities:		
Capital expenditures	(1,852)	
Net cash used in investing activities		(1,852)
Net increase (decrease) in cash		(15,463)
Cash at beginning of year		<u>88,233</u>
Cash at end of year		<u>\$72,770</u>
Reconciliation of net revenue to net cash provided by operating activities:		
Net revenue over (short) expenses		(27,266)
Adjustments to reconcile net revenue to net cash provided by operating activities:		
Depreciation		2,080
(Increase) Decrease in Prepaid Insurance		(5,185)
(Increase) Decrease in Employee Receivables		(448)
Increase (Decrease) in Accounts Payable		(1,277)
Increase (Decrease) in Accruals		(3,000)
Increase (Decrease) in Payroll taxes payable		<u>1,872</u>
Total adjustments		<u>(8,158)</u>
Net cash provided by operating activities		<u>\$5,556</u>

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 1995**

	PROGRAM SERVICES	MANAGEMENT & GENERAL	FUND- RAISING	TOTAL
Salary, wages and fringe benefits	50,091	20,220	4,491	\$74,802
General and conference costs	17,088			17,088
Printing and materials cost	4,143			4,143
Consultants and sub-contractors	250			250
Donations & Sponsorships	1,275			1,275
Advertising	142			142
Temporary labor		6,308	800	\$7,108
Insurance expense		752		752
Miscellaneous		227		227
Travels and subscriptions	1,078			1,078
Office supplies and expense	1,202	2,804		4,006
Postage	1,845	460		\$2,305
Accounting		6,288		6,288
Travel	5,854			5,854
Phone	3,120	11,082	650	\$14,852
Telephone	128	273	21	422
Annual meeting cost		3,180		3,180
Repairs and maintenance		1,125		1,125
Interest and penalties		582		582
Total Expenses before Depreciation	\$85,127	\$83,728	\$5,756	\$174,611
Depreciation		2,208		2,208
TOTAL EXPENSES	\$85,127	\$85,936	\$5,756	\$176,819

THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 1988

1 Organization and Summary of Significant Accounting Policies

Organization

The Greater Shreveport Human Relations Commission (the "Commission") is a non-profit corporation incorporated in the State of Louisiana on August 17, 1981. The Commission is governed by a Board of Commissioners appointed by the Mayor of Shreveport and totaling twenty-one individuals. The Commission's purposes are:

- * To advise, consult with and assist the City of Shreveport officials and departments on all matters involving prejudice or discrimination.
- * To be available to advise, consult with, and assist the Cade Parish Commission, the Cade Parish School Board, and other governing entities with jurisdiction in the Greater Shreveport Metropolitan area on all matters of prejudice and discrimination.
- * To do everything practicable which, in the judgment of the Board of Commissioners, should be done to eliminate prejudice and the practice of discrimination against individuals or groups because of race, color, creed, national origin, ancestry, disability, age, sexual orientation, or gender in metropolitan Shreveport, and to address and mitigate frictions in human relations in the interests of the public welfare of metropolitan Shreveport.
- * To develop skills in cross-cultural communication and understanding in metropolitan Shreveport.
- * To become a human relations resource to the community at large and its institutions, and identify other resources in metropolitan Shreveport.
- * To enlist the cooperation of the various racial, religious and ethnic groups, community and labor organizations, business and industrial groups, fraternal and benevolent associations, media and other groups in metropolitan Shreveport in the program and purposes of the Commission.
- * To plan, carry out, and assist in programs of neighborhood organizations to reduce group prejudice, tensions, disorder and discrimination in said neighborhoods and assist with citizen efforts to establish local neighborhood organizations.

(continued)

THE GREATER MEMPHISPORT HUMAN RELATIONS COMMISSION
MOVES TO FINANCIAL STATEMENTS (continued)
December 31, 1985

- To provide a public forum for concerns by receiving and investigating complaints, and to direct those complaints to appropriate authorities.
- To cooperate with other agencies in effectuating the amelioration of group prejudice, tensions, disorder, and discrimination.

Summary of Significant Accounting Policies

Furniture and Equipment

Furniture and equipment are stated at cost. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets, which range from 5 to 30 years.

Donated Facilities Use

The Commission occupies office space in an office building owned by the City of Memphis. The City provides the space at no cost to the Commission. The Commission records the value of this space at the current rental value charged by the city for space rented in the building. The value is recorded as donated facilities use and rent expense.

Functional Expenses

Functional expenses have been allocated between Program Services and Management & General Services and Fundraising based on an analysis of personnel time and space utilized for the related activities.

Income Tax

The Commission is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. It is also recognized as tax-exempt by the State of Louisiana.

2. Donated Facilities Tax and Rent Expense

The value of office space donated to the Commission for the current year was \$14,008 and is recorded as revenue as "Donated facilities use" and is expensed as "rent" in the financial statements.

(continued)

**THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS (continued)
December 31, 1999**

3 Seminar and Conference Costs

The Commission incurred costs associated with its participation and sponsorship of various events and forums in keeping with its purpose. These expenses included speaker fees and related travel costs, facilities use costs, catering costs, and advertising.

4 Economic Dependency

The Commission is funded by a one year contract with the City of Shreveport. The City of Shreveport also provides the office space for the Commission's operation at no cost to the Commission. A significant detrimental impact on the Commission would occur should the City of Shreveport be unable or unwilling to renew the Commission's contract.

steven a. grenier

Certified Public Accountant

a professional accounting corporation

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 Commissioners
The Greater Shreveport Human Relations Commission
Shreveport, Louisiana

I have audited the financial statements of The Greater Shreveport Human Relations Commission (the "Commission"), a Louisiana non-profit corporation, as of and for the year ended December 31, 1995, and have issued my report thereon dated June 24, 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 plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The management of The Commission 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 The Commission for the year ended December 31, 1995, 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

Board of Commissioners
The Greater Shoreport Human Relations Commission
Report on Internal Control Structure-Page 3

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 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 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.

This report is intended for the information of management, the Board of Commissioners and the various funding sources of the commission. However, this report is a matter of public record, and its distribution is not limited.



June 24, 1986

steven a. grenier

Certified Public Accountant

A professional accounting corporation

Independent Auditor's Report on Compliance Based on an Audit of Financial Statements Performed in Conformance With Government Auditing Standards

To the Board of Commissioners
The Greater Shreveport Human Relations Commission
Shreveport, Louisiana

I have audited the financial statements of The Greater Shreveport Human Relations Commission (the "Commission"), a Louisiana non-profit corporation, as of and for the year ended December 31, 1995, and have issued my report thereon dated June 24, 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. These 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 the Commission is the responsibility of the Commission's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I performed tests of the Commission'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 disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

This report is intended for the information of management, the Board of Commissioners and the various funding sources of the Commission. However, this report is a matter of public record and its distribution is not limited.



June 24, 1996