

## STATEMENT OF CASH FLOWS

Volunteer and Information Agency, Inc.

For the year ended June 30, 1996

<b>Cash Flows From Operating Activities</b>	
Increase in net assets	\$ 36,657
Adjustments to reconcile changes in net assets to net cash provided by operating activities:	
Depreciation	11,184
Decrease in accounts receivable	724
Increase in inventory of dictionaries	(17,280)
Decrease in prepaid expenses	1,650
Decrease in utility deposits	900
Decrease in accounts payable	(4,341)
Net cash provided by operating activities	29,504
<b>Cash Flows From Investing Activities</b>	
Purchases of equipment and furniture and fixtures	(29,482)
Increase in cash and cash equivalents	22
<b>Cash and Cash Equivalents</b>	
Beginning of year	16,640
End of year	\$ 16,662

See notes to financial statements.

This report is intended for the information of the Board of Directors, management and the Louisiana Department of Health and Hospitals, Division of Mental Health. However, this report is a matter of public record, and its distribution is not limited.

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants.

New Orleans, La.,  
September 3, 1995.



George H. Bennett

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

To the Board of Directors of  
Volunteer and Information Agency, Inc.  
New Orleans, Louisiana

We have audited the financial statements of Volunteer and Information Agency, Inc. (a nonprofit organization) as of and for the year ended June 30, 1996, and have issued our report thereon dated September 3, 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.

Compliance with laws, regulations, contracts, and grants applicable to Volunteer and Information Agency, Inc., is the responsibility of Volunteer and Information Agency, Inc.'s management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of Volunteer and Information Agency, Inc.'s compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our audit of the 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 herein under Government Auditing Standards.

In planning and performing our audit of the financial statements of Volunteer and Information Agency, Inc., for the year ended June 30, 1998, 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 errors or irregularities in amounts that would be material in relation to the primary government 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.

This report is intended for the information of the Board of Directors, management and the Louisiana Department of Health and Hospitals, Division of Mental Health. However, this report is a matter of public record, and its distribution is not limited.

*Bougein Bennett, LLC.*

Certified Public Accountants.

New Orleans, La.,  
September 3, 1998.



Georgiois Bennett

**INDEPENDENT AUDITOR'S REPORT ON THE INTERNAL  
CONTROL STRUCTURE BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of  
Volunteer and Information Agency, Inc.  
New Orleans, Louisiana

We have audited the financial statements of Volunteer and Information Agency, Inc. (a nonprofit organization) as of and for the year ended June 30, 1996 and have issued our report thereon dated September 3, 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 Volunteer and Information Agency, 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 effect wears of the design and operation of policies and procedures may deteriorate.

**Note 4 - GRANTS (Continued)**

The Hruska Foundation established a grant of \$424,000 to be received by the Agency over three years. The program provides remedial awards to students, in local area schools, for their efforts in volunteer and community service. During the year ended June 30, 1996, the Agency reported \$166,694 of revenue from this grant.

**Note 5 - LEASE COMMITMENT**

The Agency's office facilities are rented.

The lease term is for five years commencing on August 26, 1996 and ending on August 25, 2001. Future fixed rentals under the lease are as follows:

1997	\$ 18,175
1998	18,938
1999	40,050
2000	34,013
2001	<u>8,504</u>
Total	<u>\$161,880</u>

Rent expense for the year ended June 30, 1996, was \$40,962. The lease contains an option to renew for one year with terms to be negotiated at the time the option is exercised.

**Note 6 - CONTINGENCY**

The Agency has issued a letter of credit totaling \$29,999 to the State of Louisiana to guarantee compliance with the provisions of its contract for services. The Agency has pledged a certificate of deposit to secure this credit.

**Note 2 - RESTRICTIONS ON ASSETS (Continued)**

	Balance July 1, 1995	Revenues	Released From Restrictions	Balance June 30, 1996
Christmas Bureau	\$14,700	\$23,046	\$(23,000)	\$23,046
The Greater New Orleans Foundation	8,426	—	—(8,426)	—
<b>Totals</b>	<u>\$23,126</u>	<u>\$23,046</u>	<u>\$(23,326)</u>	<u>\$23,046</u>

**Note 3 - CONTRACTS FOR SERVICES**

The Agency operates a 24-hour crisis-intervention line and gambling hotline. The Agency has a contract with the State of Louisiana to receive reimbursements of part of the cost of operating these programs. Reimbursement from the State for the year ended June 30, 1996, was \$208,211, of which \$22,237 was recorded as a receivable at year end.

**Note 4 - GRANTS**

The Agency was the recipient of the following grants:

The New Orleans Council on Aging grants funds for the Senior Adult Information and Referral Program. A grant of \$5,000 was received during the year ended June 30, 1996.

The Department of Health and Hospitals grants funds to provide after hours mental health services for clients of the mental health clinics for Region 9. Grants of \$4,200 was received during the year ended June 30, 1996.

The Agency received a \$15,000 grant from the State of Louisiana to create a service learning manual to be distributed throughout the community promoting volunteerism.

Ferguson-McMoran, Inc. sponsors the Christmas Bureau. One-half of their annual donation was used to support the operations of the Bureau while the remainder went directly to the participating agencies. During the year ended June 30, 1996, donations were \$20,400 and were reported as temporarily restricted revenues.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**g) Functional Expenses (Continued)**

VIA's principal programs comprise:

**Information and Referral/Crisis-Intervention Center**

This program provides individuals and organizations with information and referral to appropriate community resources while working with human service organizations to promote an effective network of human service organizations to promote an effective network of human service delivery. It also provides crisis counseling and operates a 24-hour crisis-intervention/ suicide prevention service which counsels individuals in crisis situations.

**Volunteer Center**

This program develops volunteer resources to meet community needs by promoting volunteers and the professional development of volunteer programs and by referring volunteers and groups for service in community agencies and operates a Christmas Bureau which counsels with donors regarding gifts to individuals and agencies with special needs.

**h) Tax-Exempt Status**

VIA qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986.

**Note 2 - RESTRICTIONS ON ASSETS**

Temporarily restricted net assets are restricted by the donor for specific programs, purposes, or to assist specific programs of the Agency. These restrictions are considered to expire when payments for restricted purposes are made. None of the temporarily restricted net assets are time-restricted by the donors. The activity in temporarily restricted net assets for the year ended June 30, 1996 were as follows:



NOTES TO FINANCIAL STATEMENTS

## Volunteer and Information Agency, Inc.

June 30, 1996

## Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

## a) Organization and Nature of Business

VIA is a not-for-profit corporation located in the Greater New Orleans area that coordinates volunteer efforts in the region and operates a 24-hour crisis-intervention line.

## b) Basis of Presentation and Change in Accounting Principle

The Agency elected to adopt SFAS No. 117, Financial Statements of Not-For-Profit Organizations. Under SFAS No. 117, the Agency 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, the Agency is required to present a statement of cash flows. As permitted by this new statement, the Agency has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the classes of net assets required. This reclassification combined the beginning fund balances as reported at June 30, 1995 as follows:

Current funds - general	\$ 77,662
Property and equipment fund	—31,483
Unrestricted net assets, as stated	<u>\$46,179</u>

STATEMENT OF FUNCTIONAL EXPENSES

Volunteer and Information Agency, Inc.

For the year ended June 30, 1996

Expenses	Program Services				Supporting Services Management and General	Totals
	Information and Referral/ Crisis Intervention Center	Volunteer Center		Total		
		Basic Programs	Other Programs			
Salaries	\$ 213,670	\$ 18,381	\$ 92,957	\$ 313,811	\$ 13,978	\$ 349,891
Employee benefits and retirement benefits	2,993	184	2,882	6,059	6,189	12,248
Payroll taxes	20,867	1,450	3,874	26,191	934	37,125
<b>Total salaries and related expenses</b>	<b>248,690</b>	<b>20,015</b>	<b>100,713</b>	<b>371,245</b>	<b>20,901</b>	<b>402,246</b>
Professional fees	46,483	540	8,026	55,049	12,449	67,498
Office supplies	12,682	3,844	15,846	32,492	2,878	34,370
Telephone	18,868		1,785	20,653	894	21,547
Postage	5,317	205	3,417	9,039	2,883	12,408
Occupancy	32,838		8,264	40,881	4,178	44,881
Rental and equipment maintenance	5,186		88	1,268	88	1,356
Depreciation	3,826		2,709	6,535	1,100	11,958
Printing and publications	32,983	2,334	3,581	40,898	1,608	42,534
Travel	3,498	189	3,628	7,295	1,809	9,104
Conferences and education	6,772	48	11,115	18,327	5,888	29,213
Membership dues	832		467	1,384	605	2,299
Arts/prints		108,250	22,657	131,217		131,217
Miscellaneous expenses	183		178	355	3,284	3,719
<b>Total expenses</b>	<b>\$ 404,882</b>	<b>\$ 106,899</b>	<b>\$ 188,587</b>	<b>\$ 700,368</b>	<b>\$ 56,886</b>	<b>\$ 796,188</b>

See notes to financial statements.

## STATEMENT OF FINANCIAL POSITION

## Volunteer and Information Agency, Inc.

June 30, 1995

**Assets**

Cash and cash equivalents	\$ 16,662
Certificates of deposit	54,132
Accounts receivable	33,668
Inventory of directories (at cost)	20,712
Prepaid expenses	978
Equipment, furniture and fixtures at cost \$93,849 net of accumulated depreciation of \$ 49,393	44,456
<b>Total assets</b>	<b>\$ 175,608</b>

**Liabilities**

Accounts payable	\$ 6,985
------------------	----------

**Net Assets**

Unrestricted	143,082
Temporarily restricted	23,946
<b>Total net assets</b>	<b>169,028</b>

<b>Total liabilities and net assets</b>	<b>\$ 175,033</b>
---	-------------------

See notes to financial statements.



Broussard Bennett

## INDEPENDENT AUDITOR'S REPORT

The President and Board of Directors  
Volunteer and Information Agency, Inc.,  
New Orleans, Louisiana

We have audited the accompanying statement of financial position of Volunteer and Information Agency, 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 Agency'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 Government Auditing Standards, issued by the Comptroller General of the United States. These 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 Volunteer and Information Agency, Inc. as of 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.

As discussed in Note 1b to the financial statements, in 1996 the Agency changed its method of financial reporting and financial statement presentation.

OFFICIAL  
FILE COPY  
**DO NOT REMOVE**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

Check enclosure  
copies from this  
copy and place  
back in file

RECEIVED  
LEGISLATIVE AUDITOR

96 OCT 21 08 09 10

*Financial Report*  
***Volunteer and Information Agency, Inc.***

*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.

DEC 04 1996

Release Date: \_\_\_\_\_

## TABLE OF CONTENTS

Volunteer and Information Agency, Inc.

June 30, 1990

### **Independent Auditor's Report**

### **Exhibits**

- A - Statement of Financial Position
- B - Statement of Activities
- C - Statement of Functional Expenses
- D - Statement of Cash Flows
- E - Notes to Financial Statements

### **Special Reports of Certified Public Accountants**

*Independent Auditor's Report on the Internal Control Structure Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*

*Independent Auditor's Report on Compliance Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards*

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c) **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates.

d) **Cash and Cash Equivalents**

For purpose of cash flows, the Agency considers highly liquid investments with a maturity of three months or less to be cash equivalents.

e) **Contributions**

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

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.

f) **Equipment, Furniture and Fixtures, and Depreciation**

Depreciation of equipment is provided over the estimated useful lives of the assets on a straight-line basis. Depreciation expense for the year ended June 30, 1995 was \$11,194.

g) **Functional Expenses**

VIA allocates its expenses on a functional basis among its various programs and support services. Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditures classification. Other expenses that are common to several functions are allocated by a predetermined allocation percentage, which is reviewed annually.

In accordance with Government Auditing Standards, we have also issued a report dated September 3, 1996 on our consideration of Volunteer and Information Agency, Inc. internal control structure and a report dated September 3, 1996 on its compliance with laws and regulations.

*Burgess Bennett, LLC.*

Certified Public Accountants

New Orleans, La.,  
September 3, 1996.