

5837

OFFICIAL
FINANCIAL STATEMENTS
ST100-3 07-19-67

OFFICIAL
FILE COPY

DO NOT SEND OUT

When necessary
copies from the
copy and PLACE
HERE IN 143

PLAQUEMINES ASSOCIATION FOR RETARDED
CITIZENS, INC.

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

JUNE 30, 1966

Under provisions of state law, this report is a public document. A copy of the report is being submitted to the auditor, to the local, county and state representative officials. The report is available to the public, inspectors of the State House office of the Legislative Auditor and, where appropriate, at the office of the clerk of court.

Release Date MAR 19 1967

TABLE OF CONTENTS

	<u>Page</u>
ACCOUNTANT'S REPORT	3
FINANCIAL STATEMENTS	
Balance Sheet	4
Statement of Revenues, Expenses and Changes in Fund Balance	5
Statement of Changes in Cash	6
Notes to Financial Statements	7
SUPPLEMENTARY INFORMATION	
Schedule of Functional Expenses	8

EESE, BUTLER, ARCELAUX & BOWEN

CERTIFIED PUBLIC ACCOUNTANTS
201 PINEBLOU CENTER
BAPTIST, LOUISIANA 70002

CHARLES L. EESE, CPA
1979-1980
JOHN L. BUTLER, CPA
1979-1980
PATRICK A. BOWEN, CPA

PROGRAM
SAS PROGRAMS

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
INSTITUTE OF ACCOUNTING
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
Plaquemines Association for Retarded Citizens, Inc.

We have compiled the accompanying balance sheet of Plaquemines Association for Retarded Citizens, Inc. (a Louisiana Nonprofit Corporation) as of June 30, 1989 and the related statements of revenues, expenses, and changes in fund balances, and changes in cash for the year then ended, and the accompanying supplementary information, which is presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Ugee, Butler, Arcelaux & Bowen

Ugee, Butler, Arcelaux & Bowen
February 20, 1989

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
BALANCE SHEET
June 30, 1998

ASSETS

Cash		\$ 23,167
Grant receivable		13,000
Prepaid expenses and other assets		6,630
Property and equipment:		
Building and improvements on leased land	\$ 58,263	
Equipment	<u>43,925</u>	
	112,188	
Less accumulated depreciation	<u>95,594</u>	<u>16,594</u>
Total assets		\$ <u>99,426</u>

LIABILITIES AND FUND BALANCE

Liabilities:		
Accounts payable	\$ 2,778	
Accrued and withheld payroll taxes	<u>1,798</u>	
Total liabilities		4,576
Fund balance:		
Invested in property and equipment	\$ 16,604	
Unrestricted fund designated, available for general activities	<u>38,220</u>	<u>54,824</u>
Total liabilities and fund balance		\$ <u>99,426</u>

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 STATEMENT OF REVENUES, EXPENSES, AND
 CHANGES IN FUND BALANCE
 June 30, 1999

REVENUES		
State grants	\$ 33,252	
Title XIX	37,522	
Appropriation from Plaquemines Parish	50,000	
Medicaid waiver services	5,703	
Contributions	1,532	
Use of contributed facilities	5,000	
Membership dues	50	
Interest income and other	<u>755</u>	
Total revenues		\$135,804
EXPENSES		
Program services	108,110	
Management and general	<u>45,137</u>	
TOTAL EXPENSES		<u>153,247</u>
Excess of expenses over revenues		(17,443)
Fund balance at beginning of year		<u>72,173</u>
Fund balance at end of year		\$ 54,730

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 STATEMENT OF CHANGES IN CASH
 Year Ended June 30, 1998

Uses of Cash	
Excess of expenses over revenues	\$ 17,343
Changes not requiring cash in current period - depreciation	<u>(12,055)</u>
Cash provided by operations	5,288
Increase in grant receivable	7,895
Decrease in notes payable	5,053
Increase in prepaid expenses and other assets	<u>71</u>
Total uses of cash	18,307
Sources of Cash	
Decrease in accounts receivable	269
Increase in accounts payable and accrued expenses	<u>2,850</u>
Total sources of cash	<u>3,119</u>
Decrease in cash	15,188
Cash at beginning of year	<u>38,358</u>
Cash at end of year	\$ <u>23,170</u>

See accompanying notes and accountant's report.

PLAQUEMINE ASSOCIATION FOR RETARDED CITIZENS, INC.
NOTES TO FINANCIAL STATEMENTS
June 30, 1996

DESCRIPTION OF ORGANIZATION

Plaquemine Association for Retarded Citizens, Inc. (PARC) is a nonprofit organization which provides day care and training for mentally retarded and developmentally disabled persons in Plaquemine Parish, Louisiana. PARC was incorporated under the laws of the State of Louisiana and is qualified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting - The accompanying financial statements are presented on the accrual basis of accounting. Revenue from state grants is recognized to the extent of grant expenses. The amount reported as a grant receivable is for grant expenses incurred but not yet reimbursed. The appropriation from Plaquemine Parish is made on a calendar year basis and is received by PARC in four installments. The amount recognized as revenue for the year ended June 30, 1996 is comprised of one-half of the appropriation for 1995 and one-half of the appropriation for 1996. Contributions are recorded as revenue of the period in which received. Expenditures are recognized when the related liability is incurred.

Leased Facilities - The land and building used by PARC are leased from Plaquemine Parish at an annual rental of \$1.00. The lease is for a period of 100 years which expires May 31, 2000. The estimated fair rental value of these facilities (\$600 a month) is reported as a revenue and an expense of the period in which the facilities are used.

Property and Equipment - Property and equipment are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the assets, 5 years for equipment and 15 years for buildings and improvements. The buildings consist principally of greenhouses and are being depreciated over their estimated useful lives instead of over the term of the lease on the land on which they are situated because they are considered portable and can be removed at the expiration of the lease.

Income Taxes - No provision is made for income taxes in the financial statements because PARC is a tax-exempt entity and had no taxable income for the fiscal year ended June 30, 1996. PARC maintains its books and files its federal return (Form 990) on the cash basis of accounting.

SUPPLEMENTARY INFORMATION

PLACUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 SCHEDULE OF FUNCTIONAL EXPENSES
 Year Ended June 30, 1999

	Program Services	Management and General	Total
Salaries and wages	\$ 51,001	\$ 26,365	\$ 90,666
Payroll taxes	4,990	2,270	7,160
Insurance	8,790	1,453	10,243
Automobile	5,999	1,321	6,460
Depreciation	12,012	43	12,055
Professional fees		2,481	2,481
Rent and utilities	11,864	1,247	13,111
Supplies	1,359	1,563	2,922
Telephone	478	462	960
Travel	103	12	115
Other	<u>1,828</u>	<u>4,002</u>	<u>6,728</u>
Total	\$ 308,110	\$ 48,138	\$ 153,248

See accountant's report.

LEE, BUTLER, ARCEVAUX & BOWEN

CERTIFIED PUBLIC ACCOUNTANTS
500 PASTORAL DRIVE
HAVERLY, LOUISIANA 70058
PHONE 847-9991
FACSIMILE 847-9991

DONALD S. LEE, CPA
DPO- 1480
DORIS L. BUTLER, CPA
N. RALE ARCEVAUX, CPA
PATRICK J. BOWEN, CPA

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

February 20, 1987

Board of Directors
Plaquemine Association for Retarded Citizens, Inc.

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Plaquemine Association for Retarded Citizens, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Plaquemine Association for Retarded Citizens, Inc.'s compliance with certain laws and regulations during the year ended June 30, 1986 included in the accompanying *Louisiana Allegations Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$5,000, or public works exceeding \$50,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year for materials and supplies exceeding \$5,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2) except for Joseph Neal, employed as Executive Director, who is the son of James Neal, Director. Mr James Neal resigned at the January 1986 meeting.

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on July 24, 1986 which indicated that the budget had been adopted by the Directors of Marquines Association for Retarded Citizens, Inc. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual expenditures for the year did not exceed budgeted amounts by more than 5%. Actual revenues failed to meet budgeted revenues by 10.36%.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:
(a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

All of the payments were properly coded to the correct fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from two of the Board of Directors.

9. Submission of compilation and attestation report.

Plaquemines Association for Retarded Citizens, Inc. did not submit the compilation and attestation report within the six month statutory time date.

10. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS-42: 1 through 42: 12 (the open meetings law).

Plaquemines Association for Retarded Citizens, Inc. did not post or advertise agendas or minutes of board meetings.

Debt

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

12. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

Plaquemine Association for Retarded Citizens, Inc. did advance monies to employees and paid Christmas bonuses (total of \$700) through December of 1985. The minutes of August, 1986 reflect the board's decision to discontinue all advances and no bonuses were paid in December of 1986.

Loeb, Butler, Aronson & Bowers

Loeb, Butler, Aronson & Bowers
Certified Public Accountant

Plaquemines Association for Retarded
Citizens, Inc.

P.O. Box 488
West Sulphur, Louisiana 70083

March 16, 1997

Office of Legislative Auditor
P. O. Box 75,997
Baton Rouge, LA 70805-9997

In reference to the Attention Report dated February 20, 1997 issued by Ueno, Butler, Arconson, A. Deane, Certified Public Accountants, for Plaquemines Association for Retarded Citizens, Inc. I offer the following:

Item 1: Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (1) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

Some of the employees included on the list of employees provided by management (agreed-upon procedure (1)) appeared on the list provided by management in agreed-upon procedure (2) except for Joseph Neal, employed as Executive Director, who is the son of James Neal, Director. Mr. James Neal resigned at the January 1996 meeting.

Response: We were unaware of the prohibition. Mr. James Neal resigned at the January 1996 meeting.

Item 2: Submission of completion and attention report.

Plaquemines Association for Retarded Citizens, Inc. did not submit the completion and attention report within the six month statutory issue date.

Response: We did not become aware of the statutory issue date in time to complete the engagement by December 31, 1996. The Report will be issued within the six month statutory issue date for the fiscal year ended June 30, 1997.

RECEIVED
LEGISLATIVE AUDITOR
MAR 11 10 42 AM '97

Item 11: Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by 1.22-15 b2:1 through b2:12 (the open meeting law).

Flagwomens Association for Retarded Citizens, Inc. did not post or advertise agendas or minutes of board meetings.

Response: We were unaware that we were subject to the open meetings law. In the future we will post the agendas and advertise minutes of the board meetings.

Item 12: Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

Flagwomens Association for Retarded Citizens, Inc. did advance monies to employees and paid Christmas bonuses (total of \$700) through December of 1978. The minutes of August 1978 reflect the board's decision to discontinue all advances and no bonuses were paid in December of 1978.

Response: We were unaware of the prohibition. We have discontinued all bonuses and advances.

Sincerely,

Joseph Neal
Joseph Neal,
Executive Director