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PLAQUEMINES ASSOCIATION FOR
RETARDED CITIZENS, INC.

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

JUNE 30, 1997

2000 10/10/97 10:00 AM

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the auditor, or reviewer, 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.

FD-302 (Rev. 10/10/97)

Release Date _____

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UGER, BUTLER, ARCESEAU & BOWES

CERTIFIED PUBLIC ACCOUNTANTS
207 MADISON STREET
MONROE, LOUISIANA 70001

ROBERT L. UGER, CPA
1974-1980
JAMES L. BUTLER, CPA
N. PAUL ARCESEAU, CPA
FRANK J. BOWES, CPA

2000-1988
RACONNE STANTY

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

Board of Directors

Plaquemines Association for Retarded Citizens, Inc.

We have compiled the accompanying Statement of Financial Position of Plaquemines Association for Retarded Citizens, Inc. (a Louisiana Nonprofit Corporation) as of June 30, 1987 and the related statements of activities and cash flows 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.

Uger, Butler, Arceseau & Bowes

Uger, Butler, Arceseau & Bowes
Certified Public Accountants
September 18, 1987

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 STATEMENT OF FINANCIAL POSITION
 June 30, 1997

ASSETS		
Cash		\$ 14,796
Grant receivable		19,844
Prepaid expenses and other assets		6,631
Property and equipment		
Building and improvements on leased land	\$ 69,265	
Equipment	<u>44,338</u>	
	113,603	
Less accumulated depreciation	<u>108,121</u>	<u>5,482</u>
Total assets		\$ 42,781
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable		\$ 1,573
Accrued and withheld payroll taxes		<u>1,999</u>
Total liabilities		3,572
Net Assets:		
Invested in property and equipment	\$ 6,480	
Unrestricted	<u>33,500</u>	<u>39,980</u>
Total liabilities and net assets		\$ 42,781

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 STATEMENT OF ACTIVITIES
 Year Ended June 30, 1997

CHANGES IN NET ASSETS:

REVENUES

State grants	\$ 31,165	
Title XIX	36,007	
Appropriation from Plaquemines Parish	50,000	
Medicaid waiver services	6,564	
Contributions	3,452	
Use of contributed facilities	6,000	
Interest income and other	<u>5,178</u>	
Total revenues		\$138,366

EXPENSES:

Program services	196,107	
Management and general	<u>48,669</u>	
Total expenses		244,776

Decrease in net assets (106,410)

Net assets at beginning of year 54,600

Net assets at end of year **\$ 28,600**

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
STATEMENT OF CASH FLOWS
Year Ended June 30, 1997

CASH FLOWS FROM OPERATING ACTIVITIES	
Decrease in net assets	\$ (15,350)
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	10,957
Increase in grant receivable	(2,542)
Decrease in accounts payable and accrued expenses	(1,208)
Decrease in prepaid expenses and other assets	<u>1,002</u>
Net cash used by operating activities	(7,098)
CASH FLOWS USED BY INVESTING ACTIVITIES	
Purchase of equipment	<u>(433)</u>
Net decrease in cash	(8,531)
CASH AT BEGINNING OF YEAR	<u>23,157</u>
CASH AT END OF YEAR	\$ <u>14,796</u>

See accompanying notes and accountant's report.

SUPPLEMENTARY INFORMATION

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.
 SCHEDULE OF FUNCTIONAL EXPENSES
 Year Ended June 30, 1987

	Program Services	Management and General	Total
Salaries and wages	\$ 61,822	\$ 29,172	\$ 90,994
Payroll taxes	4,852	2,250	7,102
Insurance	6,608	1,051	7,659
Automobile	6,080	1,557	7,637
Depreciation	6,501	1,055	10,557
Professional fees		4,350	4,350
Rent and utilities	11,743	1,290	13,033
Supplies	2,581	1,707	4,288
Telephone	369	400	769
Travel	282	32	314
Other	2,345	5,994	8,339
 Total	 \$ 108,392	 \$ 48,859	 \$ 157,251

See accountant's report.

LEE, BUTLER, ARCEAUX & BOWES

CERTIFIED PUBLIC ACCOUNTANTS
261 PASCAL STREET
BAPTIST LODGING HOUSE
—
DRIE 507-0441
FAC (504) 393-4407

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

DONALD L. LEE, CPA
1972 - 1988
JAMES L. BUTLER, CPA
11 PAUL ARCEAUX BL, DR.
BAPTIST LODGING HOUSE

September 18, 1997

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, 1997 included in the accompanying Louisiana Attestation 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 (2) 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 (2)] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

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

Management provided us with a copy of the original budget and the budget amendment.

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 2, 1988 which indicated that the budget had been adopted by the Directors of Plaquemines Association for Retarded Citizens, Inc. Minutes of a meeting held June 30, 1987 indicated the approval of an amended budget. As of September 18, 1987, the date of this report, no budget had been adopted for the FYE 880988.

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 were within 5% of budgeted revenues.

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 submit the compilation and attestation report within the six month statutory issue 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 post or advertise agendas or minutes of board meetings beginning with the first meeting in 1987 after issuance of the FYE (6/30/86) attestation report.

Debt

11. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank 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.

We examined the payroll records and minutes for the year and noted that no payments were made to employees which would constitute bonuses, advances or gifts.

Uzze, Butler, Arcemann & Bowen

Uzze, Butler, Arcemann & Bowen
Certified Public Accountants