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LEGISLATIVE AUDITOR

THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION

FINANCIAL STATEMENTS

DECEMBER 31, 1987

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.

Release Date JUL 0 1 1996

steven a. grenier
Certified Public Accountant

THE GREATERS SHERBOURNE HUMAN RELATIONS COMMISSION

SHERBOURNE, LOUISIANA

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steven a. grenier

Certified Public Accountant

A PROFESSIONAL ACCOUNTING CORPORATION

Independent Auditor's Report

June 24, 1998

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

I have audited the accompanying statement of financial position of The Greater Shreveport Human Relations Commission, a Louisiana non-profit corporation, as of December 31, 1997 and the related statement of activities and changes in net assets, 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, 1997 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
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 1997

ASSETS

Current Assets:		
Cash in bank and on hand	\$95,713	
Prepaid Expenses	<u>1,835</u>	
Total Current Assets		\$97,548
Furniture and Equipment:		
Office Furniture & equipment	\$8,864	
Computer equipment	<u>5,199</u>	
	\$14,063	
Accumulated depreciation:	<u>8,891</u>	
Net Furniture and Equipment		<u>4,271</u>
TOTAL ASSETS		<u>\$75,719</u>

LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts payable	\$2,229	
Account expenses	<u>2,962</u>	
Payroll taxes payable	<u>2,583</u>	
Total Current Liabilities		\$7,774
Unrestricted Net Assets		<u>64,139</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$71,718</u>

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 1987**

Revenues

City of Shreveport: Contract	\$126,000	
Donated facilities use	<u>11,788</u>	\$137,788
Interest income		1,842
Other revenue		<u>13,221</u>
TOTAL REVENUES		\$152,851

Expenses

Salary, wages and fringe benefits	\$80,126	
Seminar and conference costs	6,708	
Printing and materials cost	5,770	
Consultants and sub-contracts	75	
Donations & Sponsorships	218	
Advertising	488	
Temporary labor	12,516	
Insurance expense	2,776	
Miscellaneous	1,812	
Dues and subscriptions	323	
Office supplies and expense	6,007	
Postage	5,382	
Accounting	5,350	
Travel	657	
Rent	13,004	
Telephone	874	
Annual meeting cost	4,418	
Depreciation	<u>2,482</u>	
TOTAL EXPENSES		148,792
CHANGES IN NET ASSETS		\$2,167
NET ASSETS - BEGINNING OF YEAR		58,248
NET ASSETS - END OF YEAR		60,415

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 1997**

Cash flows from operating activities:

Cash received from contract	\$126,808	
Cash received from fees and sponsorships	15,221	
Interest income	1,942	
Cash paid to suppliers & employees	<u>(130,898)</u>	
Net cash provided by operating activities		\$8,804

Cash flows from investing activities:

Capital expenditures	\$0	
Net cash used in investing activities		<u>0</u>

Net increase (decrease) in cash **\$8,804**

Cash at beginning of year **\$9,108**

Cash at end of year **\$17,912**

Reconciliation of net revenue to net cash provided by operating activities:

Net revenue over (short) expenses **\$3,187**

Adjustments to reconcile net revenue to net cash provided by operating activities:

Depreciation	2,490	
(Increase) Decrease in Prepaid Expenses	801	
(Increase) Decrease in Employee Receivables	0	
Increase (Decrease) in Accounts Payable	444	
Increase (Decrease) in Accounts	0	
Increase (Decrease) in Payroll taxes payable	<u>(1,220)</u>	

Total adjustments **\$3,417**

Net cash provided by operating activities **\$8,804**

**GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 1997**

	PROGRAM SERVICES	MANAGEMENT & GENERAL	FUND- RAISING	TOTAL
Salary, wages and fringe benefits	\$54,528	\$17,441	\$8,378	\$80,347
Seminar and conference costs	8,708	0	0	8,708
Printing and materials cost	5,778	0	0	5,778
Consultants and sub-contracts	75	0	0	75
Donations & Sponsorships	210	0	0	210
Advertising	488	0	0	488
Temporary labor	0	12,519	0	12,519
Insurance expense	0	2,778	0	2,778
Miscellaneous	0	1,812	0	1,812
Dues and subscriptions	523	0	0	523
Office supplies and expense	0	6,007	0	6,007
Postage	4,388	1,078	0	5,466
Accounting	0	5,358	0	5,358
Travel	857	0	0	857
Rent	3,881	8,483	692	13,056
Telephone	172	373	28	573
Annual meeting cost	0	4,418	0	4,418
Total Expense before Depreciation	\$77,287	\$89,828	\$9,867	\$176,982
Depreciation	0	2,492	0	2,492
TOTAL EXPENSES	\$77,287	\$92,320	\$9,867	\$179,474

THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 1997

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, 1994. The Commission is governed by a Board of Commissioners appointed by the Mayor of Shreveport and totaling fifteen 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 Caddo Parish Commission, the Caddo 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 programs 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 citizens efforts to establish local neighborhood organizations.

(continued)

THE GREATER SHREVEPORT HUMAN RELATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS (continued)
December 31, 1997

- 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 10 years.

Donated Facilities Use

The Commission occupies office space in an office building owned by the City of Shreveport. 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 Use and Rent Expense

The value of office space donated to the Commission for the current year was \$11,786 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, 1987

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. While the Mayor of Shreveport had notified the Commission that the City would not renew its contract with the Commission beyond 1987, it has renewed for 1988. However, no assurance was given beyond the 1988 contract. A significant detrimental impact on the Commission would occur should the City of Shreveport be unable or unwilling to renew the Commission's contract.

5 Subsequent Events

During 1987 the City of Shreveport sold the office building in which the Commission is located. The City had been providing office space at no charge to the Commission. The new owners of the building agreed to allow the Commission to remain at no charge until April 1, 1988. After April 1, the Commission will be obligated to pay rent on its space at a rate comparable to the rate charged to the City in that building. Effective April 1, 1988 the Commission executed a month-to-month lease for its current space at a monthly cost of \$912.

Reports in Accordance With Government Auditing Standards

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, 1997, and have issued my report thereon dated June 24, 1998.

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, 1997, 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, 1988

steven a. grenier

Certified Public Accountant

A Management Accounting Corporation

Independent Auditor's Report on Compliance 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, 1997, and have issued my report thereon dated June 24, 1998.

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.

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, 1998