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THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA

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FINANCIAL STATEMENTS  
AND ADDITIONAL INFORMATION  
FOR THE YEAR ENDED  
JUNE 30, 1998

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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.....JAN 20 1999

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
JUNE 30, 1998

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- Accounting & Auditing
  - H.U.D. Audits
  - Non-Profit Organizations
- Business & Financial Planning
- Tax Preparation & Planning
  - Individual & Partnership
  - Corporate & Fiduciary
- Bookkeeping & Payroll Services

December 1, 1998

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
The Extra Mile, Region VIII, Inc.  
West Monroe, Louisiana

We have audited the accompanying statement of financial position of The Extra Mile, Region VIII, Inc. as of and for the year ended June 30, 1998, and the related statement of activities 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. Those 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 The Extra Mile, Region VIII, Inc. as of June 30, 1998, and the changes in its net assets and cash flows for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated December 1, 1998, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Our audit was made for the purpose of forming an opinion on the basic financial statements of The Extra Mile, Region VIII, Inc. taken as a whole. The accompanying financial information listed as supplementary

financial information in the table of contents and the accompanying Schedule of Expenditures of Federal Awards for the year ended June 30, 1998, are presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Johnston, Perry, Johnson & Associates, L.L.P.*

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS

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December 1, 1998

## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors  
The Extra Mile, Region VIII, Inc.  
West Monroe, Louisiana

We have audited the financial statements of The Extra Mile, Region VIII, Inc. as of and for the year ended June 30, 1998, and have issued our report thereon dated December 1, 1998. We conducted our audit in accordance with generally accepted accounting standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether The Extra Mile, Region VIII, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under Government Auditing Standards.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered The Extra Mile, Region VIII, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition

in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements 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. However, we noted other matters involving the internal control over financial reporting that we have reported to the management of The Extra Mile, Region VIII, Inc. in the attached Schedule of Findings and Questioned Costs as Item 98-1.

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Johnston, Perry, Johnson & Associates, L.L.P.*

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 1998

ASSETS

CURRENT ASSETS

Grants Receivable 36,921

TOTAL CURRENT ASSETS 36,921

FIXED ASSETS

Equipment 50,887

Less: Accumulated Depreciation (19,401)

TOTAL FIXED ASSETS 31,486

TOTAL ASSETS 68,407

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accrued Payroll Taxes 1,176

Bank Overdraft 17,690

TOTAL CURRENT LIABILITIES 18,866

NET ASSETS

Unrestricted 49,541

TOTAL NET ASSETS 49,541

TOTAL LIABILITIES AND NET ASSETS 68,407

The accompanying notes are an integral part of these financial statements.

THE EXTRA MILE, REGION VIII, INC.  
 WEST MONROE, LOUISIANA  
 STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 1998

UNRESTRICTED NET ASSETS

SUPPORT AND REVENUES

SUPPORT

Grants	119,070	
Contributions	<u>16,646</u>	

<u>TOTAL SUPPORT</u>		135,716
----------------------	--	---------

REVENUES

-

<u>TOTAL REVENUES</u>		<u>-0-</u>
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<u>TOTAL SUPPORT AND REVENUES</u>		<u>135,716</u>
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EXPENSES

PROGRAM SERVICES

Support for Department of Health And Hospitals	100,720	
---	---------	--

<u>TOTAL PROGRAM SERVICES</u>		100,720
-------------------------------	--	---------

SUPPORT SERVICES

General and Administrative Fund Raising	11,048	
	<u>-</u>	

<u>TOTAL SUPPORT SERVICES</u>		<u>11,048</u>
-------------------------------	--	---------------

<u>TOTAL EXPENSES</u>		<u>111,768</u>
-----------------------	--	----------------

<u>INCREASE IN UNRESTRICTED NET ASSETS</u>		23,948
--	--	--------

<u>NET ASSETS AT BEGINNING OF YEAR</u>		<u>25,593</u>
--	--	---------------

<u>NET ASSETS AT END OF YEAR</u>		<u>49,541</u>
----------------------------------	--	---------------

The accompanying notes are an integral part of these financial statements.



THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 1998

CASH FLOWS FROM OPERATING ACTIVITIES:

Increase (Decrease) in Net Assets 23,948

Adjustments to Reconcile Increase (Decrease) in  
Net Assets to Net Cash Provided (Used) by  
Operating Activities:

Depreciation	4,695
(Increase) Decrease in:	
Grants Receivable	(23,635)
Increase (Decrease) in:	
Accrued Payroll Taxes	1,176
Accounts Payable	( 1,240)
Bank Overdraft	<u>17,690</u>

Net Cash Provided (Used) by Operating Activities	<u>22,634</u>
---	---------------

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of Fixed Assets	<u>(22,673)</u>
--------------------------	-----------------

Net Cash Provided (Used) by Investing Activities	<u>(22,673)</u>
---	-----------------

<u>NET INCREASE (DECREASE) IN CASH</u>	( 39)
--	-------

<u>BEGINNING CASH AND CASH EQUIVALENTS</u>	<u>39</u>
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<u>ENDING CASH AND CASH EQUIVALENTS</u>	<u><u>-0-</u></u>
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SUPPLEMENTAL CASH BASIS DATA

Interest Paid	-0-
Income Taxes Paid	-0-

The accompanying notes are an integral part of these financial statements.

THE EXTRA MILE, REGION VIII, INC.  
 WEST MONROE, LOUISIANA  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR THE YEAR ENDED JUNE 30, 1998

	SUPPORT FOR DEPARTMENT OF HEALTH AND HOSPITALS	GENERAL AND ADMINISTRATIVE	TOTAL
Personal Services	54,065	5,924	59,989
Related Benefits	8,996	952	9,948
Travel	3,558	423	3,981
Operating Services	12,895	1,375	14,270
Supplies	9,011	1,059	10,070
Other Services	7,969	846	8,815
Total Expenditures Before			
Depreciation	96,494	10,579	107,073
Depreciation	4,226	469	4,695
<u>TOTAL EXPENSES</u>	<u>100,720</u>	<u>11,048</u>	<u>111,768</u>

The accompanying notes are an integral part of these financial statements.

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A. Statement of Presentation

The accompanying financial statements conform to generally accepted accounting principles for not-for-profit organizations.

B. Organization

The Extra Mile, Region VIII, Inc. was organized to promote and develop contributions and volunteers to Louisiana state funded agencies. The Agency is operated exclusively for charitable, educational, and scientific purposes.

C. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Cash and Cash Equivalents

The Agency considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents.

E. Property and Equipment Accounting

Property and equipment acquired with Agency funds are considered to be owned by the Agency while used in the program or in future authorized programs. However, funding sources have a reversionary interest in these assets as well as the determination of use of any proceeds from the sale of these assets.

The Agency follows the practice of capitalizing all expenditures for property and equipment in excess of \$500. Depreciation is computed on a straight-line basis over the estimated service lives of the assets. The following lives have been assigned to the fixed assets:

THE EXTRA MILE, REGION VIII, INC.  
 WEST MONROE, LOUISIANA  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 JUNE 30, 1998

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

E. Property and Equipment Accounting (Continued)

Computer Equipment and Vehicles	5 Years
Furniture, Fixtures, and Equipment	7 Years

Net values are computed as follows:

	<u>1998</u>
Computer Equipment and Vehicles	26,614
Furniture, Fixtures, and Equipment	24,273
Less: Accumulated Depreciation	<u>(19,401)</u>
Net Value	<u>31,486</u>

F. Budget Policy

Budgets are prepared by the Agency's Executive Director and approved by the grantor of the funds.

G. Cash in Bank

All funds are in institutions insured by an agency of the federal government.

H. Related Party Transactions

There were no related party transactions for the year ended June 30, 1998.

NOTE 2 - FUNDING POLICIES AND SOURCES OF FUNDS:

The Agency receives its monies through various methods of funding. Most of the funds are received on a reimbursement basis. The Agency also receives funds by contributions from both public and private sources. The primary source of funds is the Louisiana Department of Health and Hospitals.

NOTE 3 - GRANTS RECEIVABLE:

Grants receivable at June 30, 1998 substantially consists of reimbursements for expenses incurred under the program due from the Louisiana Department of Health and Hospitals.

The allowance for bad debts is zero.

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 1998

NOTE 4 - BOARD OF DIRECTORS COMPENSATION:

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

NOTE 5 - INCOME TAX STATUS:

The Agency, a non-profit corporation, is exempt from federal income taxes under Section 501(C)(3) of the Internal Revenue Code.

NOTE 6 - ACCRUED LEAVE:

As of June 30, 1998, unrecorded annual leave time was not material. The Agency's policy is not to record accrued leave as an expenditure until the period it is taken.

NOTE 7 - CONTINGENT LIABILITIES:

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount which may be disallowed by the grantor cannot be determined at this time, although the Agency expects such amounts, if any, to be immaterial.

NOTE 8 - FUNCTIONAL ALLOCATION OF EXPENSES:

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

NOTE 9 - RETIREMENT PLAN:

All employees are covered under the Social Security program. No other retirement plan is maintained.

SUPPLEMENTARY FINANCIAL INFORMATION

THE EXTRA MILE, REGION VIII, INC.  
 WEST MONROE, LOUISIANA  
 STATEMENT OF EXPENDITURES - BY GRANTOR  
 FOR THE YEAR ENDED JUNE 30, 1998

	<u>DHH STATE</u> <u>FUNDS</u>	<u>RESPECT</u> <u>OMH</u>	<u>DROP-IN</u> <u>CENTER</u>	<u>OCDD</u>	<u>WRAP</u> <u>AROUND</u> <u>OMH</u>	<u>TOTAL</u>
Personal Services	36,458	-	17,607	-	-	54,065
Related Benefits	7,506	-	1,490	-	-	8,996
Travel	794	2,300	464	-	-	3,558
Operating Services	-	900	3,580	-	8,415	12,895
Supplies	3,396	-	2,615	3,000	-	9,011
Other Services	-	-	6,589	-	1,380	7,969
Capital Assets	-	-	22,673	-	-	22,673
<u>TOTAL EXPENDITURES</u>	<u>48,154</u>	<u>3,200</u>	<u>55,018</u>	<u>3,000</u>	<u>9,795</u>	<u>119,167</u>

THE EXTRA MILE, REGION VIII, INC.  
 WEST MONROE, LOUISIANA  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 1998

<u>FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE</u>	<u>FEDERAL CFDA NUMBER</u>	<u>FEDERAL AWARD AMOUNT</u>	<u>FEDERAL DISBURSEMENTS/ EXPENDITURES</u>
<u>U.S. Department of Health and Human Services</u>			
Passed through Louisiana State Department of Health and Human Services			
DHH State Funds	93.958	48,483	48,154
Respect - OMH	93.958	3,200	3,200
Drop-In Centers	93.958	55,000	55,018
OCDD	93.958	3,000	3,000
Wrap Around - OMH	93.958	15,738	9,795



THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 1998

NOTE 1 - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of The Extra Mile, Region VIII, Inc. and is presented on the accrual basis of accounting.

NOTE 2 - SUBRECIPIENTS

The Extra Mile, Region VIII, Inc. did not provide federal awards to subrecipients.

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
SCHEDULE OF BOARD MEMBERS COMPENSATION  
FOR THE YEAR ENDED JUNE 30, 1998

No compensation was paid any board member during the year under audit.

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 1998

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

\* Material weakness(es) identified?            \_\_\_ yes  X  no

\* Reportable condition(s) identified that  
are not considered to be material  
weaknesses?                                    \_\_\_ yes  X  none reported

Noncompliance material to financial  
statements noted?                            \_\_\_ yes  X  no

SECTION II - FINANCIAL STATEMENT FINDINGS

98-1

Criteria:                                    The Agency is required to maintain a complete set of financial statements.

Conditions:                                We noted that the Agency does not maintain a complete set of financial statements, in particular, a balance sheet.

Questioned Costs: None

Context:                                    The Agency recently changed computer programs in order to more effectively manage the financial statements and has not been able to prepare a balance sheet. Generally accepted accounting principles require a complete set of financial statements.

Effect:                                     The Agency does not have a complete set of financial statements as required by generally accepted accounting principles.

Cause:                                      The Agency has not been able to create and maintain a balance within the new accounting software.

Recommendation:                        We recommend that the Agency create and maintain a complete set of financial statements, in particular, a balance sheet.

Response:                                 Management is already working toward creating and maintaining a balance sheet.

THE EXTRA MILE, REGION VIII, INC.  
WEST MONROE, LOUISIANA  
CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS  
JUNE 30, 1998

Finding: We could not find in the minutes of the Board of Directors meetings where the budget had been adopted and amendments had been approved.

Status: The budget adoption and amendments to budgets were in the minutes of the Board of Directors for the current year.