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NELLIE BYERS TRAINING CENTER, INC.  
FINANCIAL STATEMENTS AND  
SUPPLEMENTAL INFORMATION  
FOR THE YEAR ENDED JUNE 30, 1999

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 NOV 24 1999

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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Nellie Byers Training Center, Inc.  
Bogalusa, Louisiana


We have audited the accompanying statement of financial position of Nellie Byers Training Center, Inc. (a Louisiana corporation, not-for-profit) as of June 30, 1999, and the related statements of activities; functional expenses; changes in net assets; and cash flows for the year then ended. These financial statements are the responsibility of the Center'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 the standards for financial audits contained in 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 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 Nellie Byers Training Center, Inc. as of June 30, 1999, and the results of its operations and its 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 September 28, 1999, on our consideration of Nellie Byers Training Center, Inc.'s internal control over financial reporting and 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 Nellie Byers Training Center, Inc. taken as a whole. The accompanying schedule of state financial assistance is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
September 28, 1999

**NELLIE BYERS TRAINING CENTER, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 1999**

ASSETS

Current Assets	
Cash and cash equivalents	\$ 257,100
Receivables	
Grants	3,152
Other	4,539
Prepaid expenses	<u>6,116</u>
Total current assets	270,907
Property and Equipment	
Leasehold improvements	10,449
Vehicles	63,045
Furniture and equipment	<u>68,302</u>
	141,796
Less accumulated depreciation	<u>95,445</u>
	46,351
Land	<u>18,000</u>
	<u>64,351</u>
	<u>\$ 335,258</u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts payable	<u>\$ 1,975</u>
Total current liabilities	1,975
	NET ASSETS
Net Assets	
Unrestricted	<u>333,283</u>
	<u>333,283</u>
	<u>\$ 335,258</u>

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

**NELLIE BYERS TRAINING CENTER, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 1999**

Revenues and Other Support	
Government grants and contracts	\$ 165,679
Program services	31,643
Private providers	-
Sales of services	81,112
Donations	14,357
United Way allocation/designation	3,800
Fundraising	-
Other	<u>18,154</u>
Total revenues and other support	314,745
Expenses	
Program services	297,372
Supporting services	<u>14,851</u>
Total expenses	<u>312,223</u>
Change in net assets	<u><u>\$ 2,522</u></u>

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

**NELLIE BYERS TRAINING CENTER, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 1999**

	<u>Program Services</u>		<u>Supporting Services</u>	<u>Total</u>
	<u>Adult Habilitation</u>	<u>Work Activity</u>	<u>General and Administrative</u>	
Salaries	\$ 81,315	\$ 43,430	\$ 10,173	\$ 134,918
Payroll tax expense	18,140	2,268	2,268	22,675
Workers' compensation insurance	2,003	3,536	222	5,761
Maintenance	1,080	7,973	-	9,053
Utilities	6,564	2,472	2,188	11,224
Insurance	11,565	587	-	12,152
Contract labor	-	64,237	-	64,237
Office expense	2,015	2,278	-	4,293
Lunch program	-	9,517	-	9,517
Fuel	4,991	-	-	4,991
Psychologicals	221	-	-	221
Professional fees	5,925	-	-	5,925
Miscellaneous	4,833	2,384	-	7,217
Coffee and drinks	-	541	-	541
Depreciation	10,244	2,561	-	12,805
Supplies	-	4,772	-	4,772
Ground maintenance	-	1,923	-	1,923
	<u>\$ 148,895</u>	<u>\$ 148,479</u>	<u>\$ 14,851</u>	<u>\$ 312,225</u>

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

**NELLIE BYERS TRAINING CENTER, INC.  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 1999**

Net assets - beginning of year	\$ 330,761
Increase (decrease) in net assets	<u>2,522</u>
Net assets - end of year	<u><u>\$ 333,283</u></u>

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



**NELLIE BYERS TRAINING CENTER, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 1999**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 2,522
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation	12,805
 (Increase) decrease in operating assets	
Grants receivable	4,342
Other receivable	(4,539)
Prepaid expenses	(588)
 Increase (decrease) in operating liabilities	
Accounts payable	<u>1,371</u>
 Net cash provided by (used in) operating activities	15,913
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of property and equipment	<u>(37,544)</u>
 Net cash provided by (used in) investing activities	(37,544)
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
 Net increase (decrease) in cash and cash equivalents	<u>(21,631)</u>
 Cash and cash equivalents - beginning of year	<u>278,731</u>
 Cash and cash equivalents - end of year	<u><u>\$ 257,100</u></u>

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

**NELLIE BYERS TRAINING CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Nellie Byers Training Center, Inc. (the "Center") was incorporated on July 1, 1975. The Center provides work training services and residential housing for retarded citizens of Bogalusa, Louisiana.

Donated Assets and Services

The Center records noncash donations as contributions at its estimated fair value at the date of donation.

The Center recognizes donated services, if significant in amount, that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Property and Equipment

Property and equipment are recorded at cost. Acquisitions of property and equipment are made with unrestricted assets. Depreciation is provided over the estimated useful lives of the respective assets, approximately five to thirty-five years, on a straight-line basis.

Restricted and Unrestricted Revenue and Support

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 restrictions expire 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 purposes 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.

Functional Expense Allocation

Functional expenses are allocated among that various program services, general and administrative, and fundraising categories based on actual use or management's best estimate.

**NELLIE BYERS TRAINING CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Center considers all unrestricted highly liquid debt instruments purchased with an initial maturity of three months or less to be cash equivalents.

Use of Estimates in the Preparation of Financial Statements

The preparation of the Center's financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities as of June 30, 1999. Adjustments to the reported amounts of assets and liabilities may be necessary in the future to the extent that future estimates or actual results are different from the estimates used in 1999 financial statements.

Income Taxes

The Center operates as a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code. As such, its normal activities do not result in any income tax liability.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements for Not-for-Profit Organizations." Under SFAS No. 117, the Center 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.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Center; that is, in substance, unconditional. Contributions that are received subject to certain donor stipulations are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

**NELLIE BYERS TRAINING CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE B - CONCENTRATIONS OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS**

The Center has concentrated its credit risk for cash by maintaining deposits in several financial institutions located in Bogalusa, Louisiana which may at times exceed amounts covered by insurance provided by the Federal Deposit Insurance Corporation (FDIC). The Center's cash balances were not in excess of the FDIC insurance. The Company has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk to cash.

**NOTE C - FAIR VALUES OF FINANCIAL INSTRUMENTS**

The Center's financial instruments were comprised primarily of cash and cash equivalents and accounts receivable and its carrying amount approximated fair value. The following methods and assumptions were used to estimate the fair value of each class of financial instruments:

*Cash and cash equivalents - the carrying amount approximates fair value because of the short maturities of those investments.*

*Grants receivable - the carrying amount approximates fair value because of the short maturities of the instrument.*

**NOTE D - CURRENT VULNERABILITY DUE TO CONCENTRATIONS**

The Center has also adopted SOP 94-6, which requires disclosure of vulnerable concentrations of exposed risk. The Center receives approximately 52% of its support from the Louisiana Department of Health and Hospitals. It is reasonably possible that in the near term this program could cease, which would cause a severe impact on the Center and its ability to continue its operations. The Center does not expect in any way that the support from this governmental agency will be lost in the near term.

**NOTE E - PROGRAM GRANTS**

The Center was organized to promote the general welfare of the mentally retarded, to foster, the development of programs in their behalf, to advise and aid parents in the solution of mentally retarded problems, and to coordinate their efforts and activities. To help meet these objectives, the Center maintains and operates a training facility for persons with mental retardation.

A substantial portion of the Center's support and revenue is derived from restricted grants for the various programs conducted. The grants are approved on a year-to-year basis and generally apply for the period July 1 through June 30. Any unexpended grant funds, or unauthorized expenditures charged against the programs, must be refunded.

**NELLIE BYERS TRAINING CENTER, INC.**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE F - UNITED WAY ALLOCATION/DESIGNATION**

The Center participated in the United Way for the Greater New Orleans Area allocation and designation of funds process. To participate in the allocation and designation of funds, certain restrictions were placed on the Center's ability to conduct certain fund raising activities or otherwise solicit contributions. The United Way's allocation/designation to the Center for the year ended June 30, 1999, was \$3,800.

**NOTE G - FUND RAISING REVENUES**

Fund raising revenues are presented at gross, with related expenses separately in the accompanying financial statements. Net fund raising income for the period ended June 30, 1999, was \$ -.

**NOTE H - THIRD PARTY REVENUES**

A substantial share of contract revenues for services to clients is derived under state third-party reimbursement programs. These revenues are based, in part, on cost reimbursement principles and are subject to audit and retroactive adjustment by the respective third-party provider. Retroactive adjustments, if any, would not be material to financial position or results of operations of the Center.

**SUPPLEMENTAL INFORMATION**

NELLIE BYERS TRAINING CENTER, INC.  
 SCHEDULE OF STATE FINANCIAL ASSISTANCE  
 FOR THE YEAR ENDED JUNE 30, 1999

DESCRIPTION	LICENSE NUMBER	GRANT PERIOD		TOTAL GRANT AWARD	ACCRUED/ DEFERRED REVENUE		ASSISTANCE RECEIVED DURING YEAR		ACCRUED/ DEFERRED REVENUE JUNE 30, 1999	TOTAL REVENUE RECOGNIZED	EXPENDITURES		TOTAL EXPENDITURES
		FROM	THROUGH		GRANTS	OTHER	STATE	OTHER					
Louisiana Department of Health and Hospitals Office For Citizens With Developmental Disabilities	991000173	7/1/98	6/30/99	\$165,177	\$ 2,494	-	173,174	-	\$ 165,680	\$ 165,680	-	\$ 165,680	

**OTHER INDEPENDENT AUDITORS' REPORTS**



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## **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL STRUCTURE BASED ON AUDIT OF BASIC FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors  
Nellie Byers Training Center, Inc.  
Bogalusa, Louisiana

We have audited the financial statements of Nellie Byers Training Center, Inc. (a Louisiana corporation, not-for-profit) as of and for the year ended June 30, 1999, and have issued our report thereon dated September 28, 1999. We conducted our audit in accordance with generally accepted auditing standards and the 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 whether Nellie Byers Training Center, 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 tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Nellie Byers Training Center, 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the board of directors, management, the State of Louisiana Department of Health and Hospitals, the United Way and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*Shanda & Selma, LLP*  
September 28, 1999