AFFILIATED BLIND OF

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LOUISIANA TRAINING CENTER, INC.

**FINANCIAL REPORT** 

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 ROV 10 1999

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# BROUSSARD, POCHÉ, LEWIS & BREAUX, L.L.P.

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Eunice, LA (318) 457-0071 INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Affiliated Blind of Louisiana Training Center, Inc. Lafayette, Louisiana

We have audited the accompanying statements of financial position of Affiliated Blind of Louisiana Training Center, Inc. (a nonprofit organization) as of June 30, 1999 and 1998 and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Lawrence A. Cramer, CPA\* Eugene C. Gilder, CPA\* Donald W. Kelley, CPA\* Herbert Lemoine 11, CPA\* Frank A. Stagno, CPA\* Scott J. Broussard, CPA\* L. Charles Abshire, CPA\* Kenneth R. Dugas, CPA\* P. John Blanchet III, CPA\* Stephen L. Lambonsy, CPA\* Craig C. Babincaux, CPA\* Peter C. Borrello, CPA\* Michael P. Crochet, CPA\* George J. Trappey III, CPA\* Daniel E. Gilder, CPA\* Gregory B. Milton, CPA\* S. Scott Soileau, CPA\* Patrick C. McCarthy, CPA\* Martha B. Wyatt, CPA\*

#### Retired:

Sidney L. Broussard, CPA\* 1980 Leon K. Poché, CPA 1984 James H. Breaux, CPA 1987 Erma R. Walton, CPA 1988 George A. Lewis, CPA\* 1992 Geraldine J. Wimberley, CPA\* 1995

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 An audit includes examining, on a test basis, misstatement. evidence supporting the amounts and disclosures in the financial An audit also includes assessing the accounting statements. 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, based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position of Affiliated Blind of Louisiana Training Center, Inc. as of June 30, 1999 and 1998, and the changes in its net assets and its cash flows for the years then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated August 17, 1999, on our consideration of Affiliated Blind of Louisiana Training Center, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Rodney L. Savoy, CPA\* 1996 Larry G. Broussard, CPA\* 1997 Members of American Institute of **Certified Public Accountants** Society of Louisiana Certified Public Accountants

Broussard, Poche', Lewis & Breaux, UP

Lafayette, Louisiana August 17, 1999

\*A Professional Accounting Corporation



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# STATEMENTS OF FINANCIAL POSITION June 30, 1999 and 1998

ASSETS	1999	<u> </u>
CURRENT ASSETS		
Cash	\$1,088,367	\$ 897,849
Due from ABL, Inc.	_	3,365
Due from employees	250	250
Due from other agencies	97,610	184,642
Prepaid expenses	9,535	41,934
Deposits	<u> </u>	1,015
Total current assets	\$1,196,777	<u>\$1,129,055</u>
FIXED ASSETS		
Property and equipment, net	<u>\$4,345,956</u>	\$4,562,608

Total assets	<u>\$5,542,733</u>	<u>\$5,691,663</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES Accounts payable Accrued liabilities		\$2,837 <u>27,118</u>
Total current liabilities	<u>\$ 61,916</u>	<u>\$ 29,955</u>
NET ASSETS Unrestricted Temporarily restricted	\$ 944,797 <u>4,536,020</u>	\$1,057,891 _ <u>4,603,817</u>
Total net assets	<u>\$5,480,817</u>	\$5,661,708
Total liabilities and net assets	<u>\$5,542,733</u>	<u>\$5,691,663</u>

See Notes to Financial Statements.



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STATEMENT OF ACTIVITIES Year Ended June 30, 1999

REVENUES, GAINS AND OTHER SUPPORT	Unrestricted	Temporarily <u>Restricted</u>	<u> </u>
Contributions	\$ 182,766	\$-	¢ 100 766
Fee for services	591,581	Ş –	\$ 182,766
Interest revenue	•	-	591,581
Grant revenue	42,368	264 007	42,368
Meal tickets	- • • • •	264,097	264,097
Transfers from ABL, Inc.	4,184	-	4,184
Miscellaneous revenue	150,000	-	150,000
Net assets released from	3,550	-	3,550
restrictions:			
Satisfaction of program			
restrictions			
Expiration of time	256,894	(256,894)	-
restrictions			
Total revenues, gains	<u></u>	<u>    (75,000</u> )	
and other support	61 206 242		<b>.</b>
and other support	\$1,306,343	<u>\$ (67,797</u> )	<u>\$ 1,238,546</u>
EXPENSES AND LOSSES			
Program expenses:	<b>A A A A A A</b>		<b>1</b>
Housing and training	<u>\$1,419,437</u>	<u>\$</u>	<u>\$ 1,419,437</u>
Changes in net assets	\$ (113,094)	\$ (67,797)	\$ (180,891)
Net assets at beginning of year	<u>1,057,891</u>	4,603,817	<u>   5,661,708</u>
Net assets at end of year	<u>\$ 944,797</u>	<u>\$ 4,536,020</u>	<u>\$ 5,480,817</u>

See Notes to Financial Statements.

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STATEMENT OF ACTIVITIES Year Ended June 30, 1998

	Unrestricted	Temporarily <u>_Restricted</u>	Total
REVENUES, GAINS AND OTHER SUPPORT			• • • • • • •
Contributions	\$ 246,979	\$ -	\$ 246,979
Fee for services	842,392	_	842,392
Interest revenue	41,829	_	41,829
Grant revenue	-	97,949	97,949
Miscellaneous revenue	3,178	~	3,178
Net assets released from			
restrictions:			
Satisfaction of program			
restrictions	97,949	(97,949)	_
Expiration of time			
restrictions	75,000	(75,000)	
Total revenues, gains			
and other support	<u>\$1,307,327</u>	<u>\$ (75,000</u> )	\$ <u>1,232,32</u> 7
EXPENSES AND LOSSES			
Program expenses:			
Housing and training	\$1,325,612	\$-	\$ 1,325,612
Transfers to ABL, Inc.	<u> </u>	<u> </u>	24,913
Total expenses	<u>\$1,350,525</u>	<u>\$                                    </u>	<u>\$ 1,350,525</u>
Changes in net assets	\$ (43,198)	\$ (75,000)	\$ (118,198)
			<b>.</b>
Net assets at beginning of year	1,101,089	4,678,817	<u>5,779,906</u>
		•	
Net assets at end of year	<u>\$1,057,891</u>	<u>\$ 4,603,817</u>	<u>\$ 5,661,708</u>

See Notes to Financial Statements.

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# STATEMENTS OF CASH FLOWS Years Ended June 30, 1999 and 1998

	1999	1998
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (180,891)	\$ (118,198)
Adjustments to reconcile change in net assets		••••
to net cash provided by operating activities:		
Depreciation	259,224	286,442
(Increase) decrease in due from ABL, Inc.	3,365	(1,526)
Increase in due from employees	-	(250)
(Increase) decrease in prepaid expenses	32,399	(3,472)
(Increase) decrease in due from other agencies	87,032	(3,226)
Increase (decrease) in accounts payable	15,932	(11,815)
Increase (decrease) in accrued liabilities	16,029	(3,680)
Net cash provided by operating activities	<u>\$ 233,090</u>	<u>\$ 144,275</u>

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CASH FLOWS FROM INVESTING ACTIVITIES Purchase of equipment and building improvements	\$ <u>(42,572</u> )	\$ (4,291)
Net increase in cash	\$ 190,518	\$ 139,984
Cash at beginning of year	<u> </u>	<u> </u>
Cash at end of year	<u>\$1,088,367</u>	<u>\$ 897,849</u>

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See Notes to Financial Statements.

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NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Organization and Significant Accounting Policies

Nature of organization:

Affiliated Blind of Louisiana Training Center, Inc. was incorporated on September 10, 1997 to operate the Training Center which was previously operated by Affiliated Blind of Louisiana, Inc. The Organization took over operation of the Training Center effective October 1, 1997. The mission of the Training Center is to teach skills required to maximize the independence and increase the employability of individuals who are blind, visually-impaired, or deaf-blind, thereby allowing for full integration into the community.

The accompanying financial statements of the Organization have been prepared on the accrual basis of accounting.

The Organization is an exempt organization for Federal income tax purposes under Section 501(c)(3) of the Internal Revenue Code.

Significant accounting policies:

Support and expenses:

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets in the statement of activities as net assets released from restrictions.

Expenses are recorded when incurred in accordance with the accrual basis of accounting.

Allowance for doubtful accounts:

The Organization considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required.

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Property and equipment:

Purchased property and equipment are recorded at cost at the date of acquisition. Property and equipment purchased with grant funds are recorded as temporarily restricted contributions. In the absence of donor stipulations regarding how long the assets must be used, the Organization has adopted a policy of implying a time restriction that expires over the useful life of the assets. Depreciation is computed by the straight-line and declining balance methods at rates based on the following estimated useful lives:

	<u>_Years</u> _
Furniture and equipment	3 - 25
Building and improvements	10 - 40

Compensated absences:

Employees of the Organization earn annual leave in varying amounts ranging from 4.67 hours per month to 8 hours per month, depending upon length of service. At the end of each year, employees may carry forward vacation time earned but not taken with the maximum allowable carryover of unused vacation time being equal to one year's accumulated vacation time. Subject to the above limitation, unused vacation is paid to an employee upon retirement or resignation at hourly rates being earned by that employee at separation. At June 30, 1999, accrued annual leave totaled \$12,803.

Sick leave is earned at the same rate as annual leave; however, sick leave is not paid to employees at termination. In accordance with the provisions of Statement of Financial Standards No. 43, "Accounting for Compensated Absences," no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

Donated services:

The Organization receives donated services from unpaid volunteers who assist in program services during the year; however, these donated services are not reflected in the statement of activity because the criteria for recognition under SFAS No. 116 have not been satisfied.

Cash and cash equivalents:

For the purposes of the statement of cash flows, the Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

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Use of 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.

Note 2. Property and Equipment

Property and equipment consisted of the following at June 30, 1999 and 1998:

	<u>    1999    1998    </u>
Land	\$ 292,500 \$ 292,500
Buildings and improvements	4,386,770 4,353,570
Furniture and equipment	1,093,253 1,083,882
Vehicles	<u>78,264</u> <u>78,264</u>
	\$ 5,850,787 \$ 5,808,216
Less accumulated depreciation	<u>(1,504,831)</u> <u>(1,245,608</u> )

## <u>\$ 4,345,956</u> <u>\$ 4,562,608</u>

Total depreciation expense for the year ended June 30, 1999 and 1998 was \$259,224 and \$286,442, respectively.

## Note 3. Due From Other Agencies

Due from other agencies consisted of the following at June 30, 1999 and 1998:

	-	1999	<b></b>	1998
Louisiana Rehabilitation Services				
for the Blind:				
Fee for services	\$	30,090	\$	175,605
Project COPE grant		17,017		9,037
Project COPE Expansion grant		13,057		_
Louisiana Legislative grant		22,886		-
Louisiana State Department of Health				
and Hospitals:				
Case management	<del></del> .	14,560	<del></del>	
	\$	97,610	<u>\$</u>	<u>184,642</u>

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Note 4. Temporarily Restricted Net Assets

Temporarily restricted net assets are available for the following purposes or periods as of June 30, 1999 and 1998:

	<u> </u>	<u>    1998                               </u>
Depreciation of building constructed		
with federal grant funds	\$ 2,700,000	\$ 2,775,000
Equipment	1,836,020	<u>1,828,817</u>

<u>\$ 4,536,020</u> <u>\$ 4,603,817</u>

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The equipment included above was purchased with grant funds which required the equipment to be used for rehab purposes for a certain number of years or it would revert to the grantor. This is the balance that is still subject to that restriction.

Note 5. Net Assets Released from Restrictions

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Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or the expiration of time as follows:

	1999		<u> </u>	
Purpose restrictions accomplished:				
Louisiana Legislative grant	\$	56,120	\$	-
Project COPE grant		97,838		97,949
Project COPE expansion grant		102,936		-
Time restriction expired:				
Depreciation of building	<b>_</b>	75,000	·	75,000
Total restrictions released	<u>\$</u>	<u>331,894</u>	\$	<u>172,949</u>

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# Note 6. Natural Classification of Expenses

Expenses incurred were for the following at June 30, 1999 and 1998:

	 1999	 _1998
Salary	\$ 717,186	\$ 610,250
Payroll tax	57,938	50,765
Depreciation	259,224	286,442
Insurance	88,772	82,516
Legal and accounting	6,026	18,025
Office	9,253	12,326
Repairs and maintenance	15,588	15,531
Supplies	30,717	26,809
Telephone	20,968	13,599
Travel	16,895	11,689
Janitorial	4,834	5,354
Contract services	26,471	13,406
Fuel	2,219	2,625
Utilities	48,811	48,205
Client services	45,729	82,473
Low vision - purchases\expense	11,760	7,408
Training	12,132	14,575
401(k) matching	12,968	-
Advertising	7,512	-
Printing	4,027	-
Other	 20,407	 23,614

<u>\$ 1,419,437</u> <u>\$ 1,325,612</u>

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Note 7. Affiliated Organizations

Affiliated Blind of Louisiana Enterprises, Inc. is a nonprofit organization which manages two bingo operations and contributes 75% of its profits to Affiliated Blind of Louisiana Training Center, Inc. The following direct monetary transactions were engaged in as of and for the years ended June 30, 1999 and 1998:

	1999		1998	
Contributions from:				
Affiliated Blind of Louisiana				
Enterprises, Inc.	\$	179,763	\$	233,527
Affiliated Blind of Louisiana,				·
Inc.	<b></b>	150,000	<b>-</b>	



# There were no balances owed from or to affiliated organizations at June 30, 1999 and 1998.

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# Note 8. Employee Defined Contribution Plan

Effective January 1, 1998, Affiliated Blind of Louisiana Training Center, Inc. adopted a 401(k) Profit Sharing Plan. The plan covers substantially all full-time employees of the Organization who meet the plan's eligibility requirements. The plan provides for a tax deferred profit sharing contribution and an employee elective contribution, effective August 1, 1998, with an Organization matching provision.

The Organization contributed 4% of gross salaries for each plan participant in fiscal year 1999. Participants may contribute up to fifteen percent (15%) of annual compensation. Contributions made by the Organization to the plan were \$12,968 and \$-0- during the 1999 and 1998 fiscal years, respectively.



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# BROUSSARD, POCHÉ, LEWIS & BREAUX, L.L.P.

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Church Point, LA (318) 684-2855

Eunice, LA (318) 457-0071 REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT · OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <u>GOVERNMENT AUDITING STANDARDS</u>

To the Board of Directors of Affiliated Blind of Louisiana Training Center, Inc. Lafayette, Louisiana

We have audited the financial statements of Affiliated Blind of Louisiana Training Center, Inc. (a nonprofit organization) as of and for the year ended June 30, 1999, and have issued our report thereon dated August 17, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

Lawrence A. Cramer, CPA\* Eugene C. Gilder, CPA\* Donald W. Kelley, CPA\* Herbert Lemoine II, CPA\* Frank A. Stagno, CPA\* Scott J. Broussard, CPA\* L. Charles Abshire, CPA\* Kenneth R. Dugas, CPA\* P. John Blanchet III, CPA\* Stephen L. Lambousy, CPA\* Craig C. Babineaux, CPA\* Peter C. Borrello, CPA\* Michael P. Crochet, CPA\* George J. Trappey III, CPA\* Daniel E. Gilder, CPA\* Gregory B. Milton, CPA\* S. Scott Soileau, CPA\* Patrick C. McCarthy, CPA\* Martha B. Wyatt, CPA\*

### Retired:

. . .. .

Sidney L. Broussard, CPA\* 1980 Leon K. Poché, CPA 1984 James H. Breaux, CPA 1987 Erma R. Walton, CPA 1988 George A. Lewis, CPA\* 1992 Geraldine J. Wimberley, CPA\* 1995

### <u>Compliance</u>

As part of obtaining reasonable assurance about whether the Organization's financial statements free of  $\operatorname{are}$ material misstatement, we performed tests of its compliance with certain provisions of laws, regulations and contracts 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 an instance of noncompliance that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings and questioned costs as item 99-1.

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Organization'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

Rodney L. Savoy, CPA\* 1996 Larry G. Broussard, CPA\* 1997 Members of American Institute of Certified Public Accountants Society of Louisiana Certified Public Accountants

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\*A Professional Accounting Corporation

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 management. However, this report is a matter of public record and its distribution is not limited.

Browsard, Poche', Lewis + Breaux LLP

Lafayette, Louisiana August 17, 1999

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# SCHEDULE OF FINDINGS AND QUESTIONED COSTS Year Ended June 30, 1999

We have audited the financial statements of Affiliated Blind of Louisiana Training Center, Inc. as of and for the year ended June 30, 1999, and have issued our report thereon dated August 17, 1999. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 1999 resulted in an unqualified opinion.

Section I - Summary of Auditors' Reports

A. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control Material Weaknesses \_\_\_\_\_Yes \_X\_\_No Reportable Conditions \_\_\_\_\_Yes \_X\_\_None Reported

Compliance

Compliance Material to Financial Statements <u>\_X</u> Yes <u>\_\_\_</u> No

Section 11 - Financial Statement Findings

99-1 Fixed Assets

Finding: Fixed assets purchased with grants are restricted for rehab use for a certain number of years as specified in each grant. If the Organization does not use the asset for the intended purpose, it reverts to the grantor. Although the Organization has a list of the fixed assets purchased with grants, the list does not identify which grant the asset was purchased under, and, therefore, it was not possible to determine if the Organization was in compliance with this requirement.

Recommendation: The Organization needs to revise the list of fixed assets to include the grant the asset was purchased under in order to ensure compliance with the use restriction requirement.

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SCHEDULE OF PRIOR YEAR FINDINGS Year Ended June 30, 1999

Section I. Internal Control and Compliance Material to the Financial Statements

The prior year's report did not include any internal control or compliance findings material to the financial statements.

Section II. Internal Control and Compliance Material to Federal Awards Not applicable.

Section III. Management Letter

The prior year's report did not include a management letter.

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Dr. Daniel Kyle Legislative Auditor State of Louisiana Post Office Box 94397 Baton Rouge, LA 70804-9397

Affiliated Blind of Louisiana Training Center, Inc. respectfully submits the following corrective action plan for the year ended June 30, 1999.

Name and address of independent public accounting firm: Broussard, Poche', Lewis & Breaux, L.L.P. Certified Public Accountants Post Office Box 61400

Lafayette, Louisiana 70596-1400

Audit period: July 1, 1998 through June 30, 1999.

The finding from the 1999 schedule of findings and questioned costs is discussed below. The finding is numbered consistently with the number assigned in the schedule. Section I of the schedule, Summary of Auditors' Results, does not include findings and is not addressed.

Section II - Financial Statement Findings

99-1 Fixed Assets

Recommendation: The Organization needs to revise the list of fixed assets to include the grant the asset was purchased under in order to ensure compliance with the use restriction requirement.

Action Taken: The Organization is in the process of updating the list to include the required information.

If the Legislative Auditor has questions regarding this plan, please call Mr. John LeMaire at (318)234-6492.

Sincerely yours,

AFFILIATED BLIND OF LOUISIANA TRAINING CENTER, INC.



# Affiliated Blind of Louisiana, Inc. Training Center

109 West St. Mary Boulevard Lafayette, Louisiana 70506 tel 318.234.6492 fax 318.232.4241 ity 318.264.9259