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CAMP FIRE USA TOWAZI COUNCIL

Independent Accountant's Compilation Report

Independent Accountant's Report on Applying
Agreed-upon Procedures

As of and for the Year Ended December 31, 2003

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the 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 9-8-04

RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT • CERTIFIED GOVERNMENT FINANCIAL MANAGER

Camp Fire USA Towazi Council
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December 31, 2003

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RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT ◦ CERTIFIED GOVERNMENT FINANCIAL MANAGER

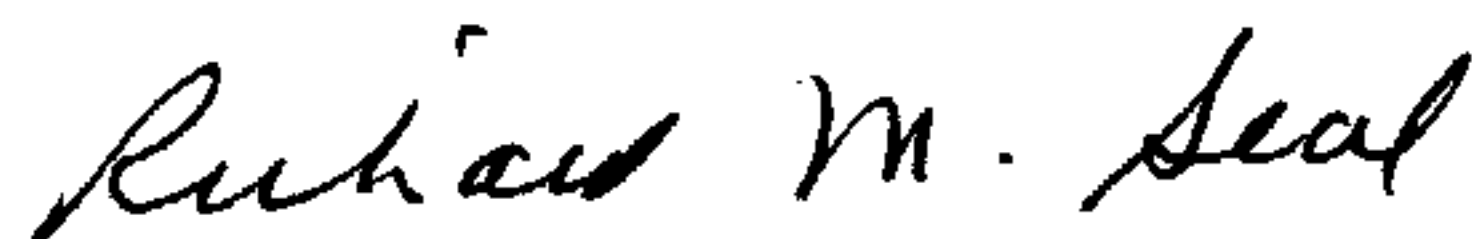
INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors
Camp Fire USA Towazi Council

I have compiled the accompanying statement of financial position of Camp Fire USA Towazi Council (a not-for-profit organization) as of December 31, 2003, and the related statements of activities, functional expenses, and cash flows for the year then ended, 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 information that is the representation of management of Camp Fire USA Towazi Council. I have not audited the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, I have issued a report, dated July 15, 2004, on the results of my agreed-upon procedures.



Certified Public Accountant

Bogalusa, Louisiana
July 15, 2004

Camp Fire USA Towazi Council
Statement of Financial Position
December 31, 2003

ASSETS

Current assets:

Unrestricted cash in banks	\$ 4,424	
Cash restricted to memorials	1,919	
Prepaid expenses	1,353	
Inventory	500	
Total current assets	<u>500</u>	\$ 8,196

Land, buildings, and equipment:

Land	5,000	
Buildings	15,313	
Equipment	12,563	
Total land, buildings, and equipment	<u>32,876</u>	
Less accumulated depreciation	<u>(25,240)</u>	
Net land, buildings, and equipment		<u>7,636</u>

Total Assets \$ 15,832

LIABILITIES AND NET ASSETS

Current liabilities:

Accounts payable	\$ 1,574	
Accrued payroll taxes	689	
Total current liabilities	<u>689</u>	\$ 2,263

Net assets:

Unrestricted	11,650	
Temporarily restricted	1,919	
Total net assets	<u>1,919</u>	<u>13,569</u>

Total Liabilities and Net Assets \$ 15,832

See accompanying notes and accountant's compilation report.

Camp Fire USA Towazi Council
Statement of Activities
Year Ended December 31, 2003

	Unrestricted Funds	Temporarily Restricted Funds	Total
SUPPORT AND OTHER REVENUES:			
Contributions	\$ 1,100		1,100
United Way	17,923		17,923
Special events	41,096		41,096
Grant income	24,799		24,799
Program service fees and membership	1,039		1,039
Day camp	15,866		15,866
Interest Income	11		11
Total support and other revenues	101,834	-	101,834
EXPENSES:			
Program Service-			
Outdoor	8,719		8,719
Youth Development	26,547		26,547
Self-Reliance	28,314		28,314
Supporting Service-			
Management and general	9,397		9,397
Fund raising	31,780		31,780
Total expenses	104,757	-	104,757
Increase (decrease) in net assets	(2,923)	-	(2,923)
Net assets, beginning of year	14,573	1,919	16,492
Net assets, end of year	\$ 11,650	\$ 1,919	\$ 13,569

See accompanying notes and accountant's compilation report.

Camp Fire USA Towazi Council
Statement of Functional Expenses
Year Ended December 31, 2003

	Program Services			Supporting Services			Total Program and Supporting Services
	Outdoor	Youth Develop- ment	Self Reliance	Management	Fund Raising	Total	
Salaries	\$ 3,891	\$ 11,576	\$ 18,325	\$ 4,516	\$ 5,188	\$ 9,704	\$ 43,496
Fringe benefits, insurance	180	480	91	209	240	449	1,200
Payroll taxes	375	1,001	835	436	500	936	3,147
Total employment & related expenses	4,446	13,057	19,251	5,161	5,928	11,089	47,843
Professional fees			1,850				1,850
Day camp program		8,338					8,338
Program expense		377					377
Annual meeting				1,175		1,175	1,175
Meetings and travel	130	803	2,212	130	130	260	3,405
Depreciation	222	118	118	118	118	236	694
Insurance	1,873	368	368	368	368	736	3,345
Office	202	1,012	2,580	405	202	607	4,401
Telephone	119	358	262	238	215	453	1,192
Utilities	226	679	498	452	407	859	2,262
Membership				72		72	72
Charter fee	875	1,202	874	437	255	692	3,643
Repairs	626	235	235	235	235	470	1,566
Miscellaneous				606	611	1,217	1,217
Interest			66				66
Special events cost of sales					23,311	23,311	23,311
Total other expenses	4,273	13,490	9,063	4,236	25,852	30,088	56,914
Total expenses	\$ 8,719	\$ 26,547	\$ 28,314	\$ 9,397	\$ 31,780	\$ 41,177	\$ 104,757

See accompanying notes and accountant's compilation report.

Camp Fire USA Towazi Council
Statement of Cash Flows
Year Ended December 31, 2003

CASH FLOWS FROM OPERATING ACTIVITIES:	
Increase in net assets	\$ (2,923)
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Depreciation	694
(Increase) decrease in operating assets:	
Receivables	6,201
Prepaid expenses	(156)
Fixed Assets	(1,400)
Increase (decrease) in operating liabilities:	
Accounts payable	797
Accrued expenses	<u>(1,252)</u>
Net cash provided by operating activities	1,961
Cash, beginning of year	<u>4,382</u>
Cash, end of year	<u><u>\$ 6,343</u></u>
Supplemental information:	
Interest paid in 2003	<u><u>\$ 66</u></u>

See accompanying notes and accountant's compilation report.

Camp Fire USA Towazi Council
Notes to the Financial Statements
Year Ended December 31, 2003

NOTE 1 - ORGANIZATION

Camp Fire USA Towazi Council (the Council) is a nonprofit organization which provides programs for youth. Its programs offer opportunities for acquiring skills, socializing with peers and learning about the community and the environment. The Council operates under the provisions and within the territory covered by the charter granted to the Council by Camp Fire, Inc.

The Council provides opportunities for youth to establish supportive relationships with adults who act as models, mentors, and leaders. Educational and outreach programs are offered to enhance the self-esteem of youth and provide support for special needs of families. These programs meet needs of youth in a changing society, and in so doing help prevent behaviors which require remedial actions. The Council's programs contribute to the development of well adjusted citizens.

The Council has developed a strategic plan to fulfill the national purpose of Camp Fire, which is:

To provide, through a program of informal education, opportunities for youth to realize their potential and to function effectively as caring, self-directed individuals responsible to themselves and to others; and, as an organization, to seek to improve those conditions in society which affect youth.

The specific programs which the Council provides to fulfill this purpose are as follows:

Outdoor - Youth learn skills which increase their ability to safely enjoy the outdoors while learning the principles of conservation. They are provided an opportunity to increase their knowledge of nature and their environment. Overnight and day camp opportunities are available for all youth in the Council's jurisdiction.

Youth Development - A variety of group activities are available for youth from kindergarten through high school. Groups meet regularly with adult leaders to learn leadership and teamwork skills. Through service projects, youth learn to give back to their community.

CAMP FIRE USA TOWAZI COUNCIL

Notes to the Financial Statements (Continued)

Self Reliance - Special programs provide children with education and information on dealing with negative peer pressure and developing life skills. All programs focus on prevention by giving children skills to resist, act and cope with stressful events they may face.

NOTE 2 - BASIS OF PRESENTATION

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117 the Council 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. However, the Council did not receive any restricted contributions and, therefore, recorded all revenue as unrestricted.

NOTE 3 - SIGNIFICANT ACCOUNTING POLICIES

The cost of providing the various programs have been summarized on a functional basis in the statement of activities. Accordingly, certain administrative costs have been allocated to the programs benefitted.

Inventories are stated at cost, using the first-in, first-out method.

Land, buildings, and equipment, if purchased, are stated at cost or, if contributed, at their estimated value on the date of receipt. Furnishings and equipment costing less than \$500, as well as maintenance and repairs, are charged to expense.

Depreciation is computed using the straight-line method over the estimated useful lives of 5 to 25 years for equipment and 8 to 25 years for buildings.

All public support and revenue is considered to be available for unrestricted use unless specifically restricted by the donor. Donated materials, equipment and services are reflected as contributions in the accompanying statements at their fair market value on the date of gift. No amounts have been reflected in the statements for volunteer services since no objective basis is available to measure the value of such services.

CAMP FIRE USA TOWAZI COUNCIL

Notes to the Financial Statements (Continued)

The Council sponsors fund-raising events in order to generate necessary operating funds. Income from special events is recognized as it is received, and is recorded net of costs of products sold.

The preparation of financial statements in conformity with generally accepted accounting principles includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

NOTE 4 - TAX STATUS

The Council is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and is not classified as a private foundation. Accordingly, no provisions for income taxes have been made in the accompanying financial statements.

NOTE 5 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at December 31, 2003 were:

Memorial Fund - Money donated in memory of certain individuals. A memorial plaque is placed on item purchased with donation.

\$ 1,919

NOTE 6 - COMPENSATED ABSENCES

The Executive Director earns 13 days of vacation leave per year after one year of service and 15 days of leave after three years. The Secretary/Special Services Assistant earns 8 days of vacation after one year and 10 days after two years. Vacation leave is not cumulative from year to year.

The Council provides sick leave as a benefit for full-time employees. Each employee earns one sick day per month until a maximum of 36 days have been accumulated. Sick leave is not paid upon termination, therefore, no liability has been recognized.

CAMP FIRE USA TOWAZI COUNCIL
Notes to the Financial Statements (Continued)

NOTE 7 - SPECIAL EVENTS

Special events as of December 31, 2003, include the following:

<u>Event</u>	<u>Gross Sales</u>	<u>Cost of Sales</u>	<u>Net</u>
Candy sale	\$ 2,439	\$ 3,140	\$ (701)
Fair booth	20,821	12,331	8,490
Golf tournament	10,087	2,742	7,345
Auction	2,634	546	2,088
Camp	100	4,452	(4,352)
Miscellaneous	<u>5,015</u>	<u>100</u>	<u>4,915</u>
	<u>\$ 41,096</u>	<u>\$ 23,311</u>	<u>\$ 17,785</u>

NOTE 8 - CAMPSITE LEASE

The Council entered into a recorded lease agreement with Crown Zellerbach Corporation for thirteen acres of land to be used as a Camp Fire Boys and Girls campsite. The lease continues for succeeding terms of one year each with each party having the right to cancel and terminate the lease at the end of any period, by giving the other party at least six months prior written notice. Annual rent is \$13.

RICHARD M. SEAL

CERTIFIED PUBLIC ACCOUNTANT ◦ CERTIFIED GOVERNMENT FINANCIAL MANAGER

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors
Camp Fire USA Towazi Council

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Camp Fire USA Towazi Council, the Legislative Auditor, and the State of Louisiana solely to assist the users in evaluating management's assertions about Camp Fire USA Towazi Council's compliance with certain laws and regulations during the year ended December 31, 2003 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, I 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.

Federal, State, and Local Awards

1. Determine the amount of Federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Camp Fire USA Towazi Council's Federal award expenditures for all Federal programs for the fiscal year follow:

<u>Grant Name</u>	<u>Grant Year</u>	<u>CFDA No.</u>	<u>Total Expenditures</u>
Governor's Safe and Drug-Free Program (Self-Reliance)	July 1, 2001- June 30, 2002	84.186B	\$ 10,432
Governor's Safe and Drug-Free Program (Self-Reliance)	July 1, 2002 June 30, 2003	84,186B	<u>13,776</u>
			<u>\$ 24,208</u>

2. For each Federal, state, and local award, randomly select 6 disbursements from each award administered during the period under examination.

Done. There were two grants, selected six, from each grant, for a total of twelve.

3. For the items selected in procedure 2, trace the six disbursements to supporting documentation as to proper amount and payee.

I could not find supporting documentation or canceled check for one disbursement for \$45.13.

4. For the items selected in procedure 2, determine if the six disbursements were properly coded to the correct fund and general ledger account.

I could not determine if the disbursement mentioned in procedure 3 above was recorded in the general ledger. One other disbursement for \$597.65 was not properly coded, and I could not locate a canceled check for the disbursement.

5. For the items selected in procedure 2, determine whether the six disbursements received approval from proper authorities.

I determined that disbursements had been properly approved.

6. For the items selected in procedure 2, determine whether the disbursements of federal funds complied with the applicable specific program compliance requirements summarized in *the Compliance Supplement* (or contained in the grant agreement, if the program is not included in the Compliance Supplement); and for state and local awards, determine whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

I reviewed the previously listed disbursements for types of services allowed or unallowed. All complied with allowability requirements.

Eligibility

Not applicable.

Reporting

The disbursements meet all reporting requirements.

7. For the items selected for testing in procedure 2, compare close-out report to the financial statements.

Total disbursements for the close out reports did not agree with the general ledger.

Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Camp Fire USA Towazi Council did not post meetings as required by LSA-RS 42:1 through 42:12.

Comprehensive Budget

9. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Camp Fire USA Towazi Council provided a comprehensive budget to the applicable state grantor agency. The budget specified the anticipated uses of the fund, estimates of the duration of the project, and plans showing specific goals and objectives that included measures of performance.

Compilation/Attestation Report

10. Determine that the Compilation/Attestation report is timely completed in accordance with state law (R.S. 24513).

Because the bookkeeper had not been properly trained, the Compilation/Attestation report was not completed within six months of the close of the year, as required.

Prior Comments and Recommendations

11. Review any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no prior-year findings.

I was not engaged to , and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Camp Fire USA Towazi Council, and the Louisiana Legislative Auditor and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.



Certified Public Accountant

Bogalusa, Louisiana
July 15, 2004

Camp Fire USA Towazi Council
Corrective Action Plan For Current Year Compilation Findings
For the Year Ended December 31, 2003

Ref. No.	Description of Findings	Corrective Action Planned	Name(s) of Contact Person(s)	Anticipated Completion Date
03-1	I could not find supporting documentation or canceled check for one disbursement for \$45.13	The Executive Director will double check the bank statements every month so that two sets of eyes look over the documents every month. Mr. Bob Lamb, a CPA, has also volunteered to over see the monthly financial entries.	Beverly Smith, Executive Director	The plan will implemented immediately, we will begin with the July 2004 bank statements.
03-2	I could not determine if the disbursement mentioned above in 03-1 was recorded in the general ledger. One other disbursement for \$597.65 was not properly coded, and I could not locate a canceled check for the disbursement.	Mr. Bob Lamb, a CPA, has volunteered to over see the monthly financial entries. The Executive Director will examine the monthly statements in more detail.	Beverly Smith, Executive Director	The additional oversight of the financial statements by the Executive Director, and Mr. Lamb will begin with the July, 2004 statements.
03-3	Camp Fire USA Towazi Council did not post meetings as required by LSA—RS 42:1 through 42:12.	The Camp Fire USA Towazi Council will place notices of our meetings in the <i>Daily News</i> , and post a notice on our office door.	Beverly Smith, Executive Director	We will begin with our August, 2004 Board of Directors meeting in the <i>Daily News</i> and on our office door
03-4	Total disbursements for the close out reports did not agree with the general ledger	Due to the inexperience of the entire office staff, we have asked CPA Bob Lamb to assist us with training and oversight fo the preparation of financial statements.	Beverly Smith, Executive Director	The oversight and training by Mr. Lamb has already begun, and will be an ongoing process throughout the year.

(Continued)
See accompanying accountant's report.

Camp Fire USA Towazi Council
Corrective Action Plan For Current Year Compilation Findings
For the Year Ended December 31, 2003

Ref. No.	Description of Findings	Corrective Action Planned	Name(s) of Contact Person(s)	Anticipated Completion Date
03-5	Because the bookkeeper had not been properly trained, the Compilation/Attestation report was not completed within six months of the close of the year, as required.	Now that we have been through this process for the first time, the office is now aware of the deadlines, and what is needed to meet the deadlines. I also take responsibility as the Executive Director for not knowing the deadline, and not insisting that the financial reports were completed in time. Armed with the knowledge of when the report needs to be completed, I will make sure reports are done correctly the first time.	Beverly Smith, Executive Director	The oversight by the Executive Director and Mr. Lamb will begin immediately and be an ongoing process throughout the year. The anticipated completion date will be meeting the deadline for the 2005 Compilation.

(Concluded)

See accompanying accountant's report.



Camp Fire USA

Today's kids. Tomorrow's leaders.

LOUISIANA ATTESTATION QUESTIONNAIRE

Richard M. Seal, CPA
Post Office Box 128
Bogalusa, LA 70429-0128

In connection with your compilation of our financial statements as of December 31, 2003 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of JULY 14, 2004.

Federal, State, and Local Awards

We have detailed for you the amount of Federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes No



The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes No

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Yes No

Prior Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency any known noncompliance which may occur up to the date of your report.

Ann C. Dunne Secretary 7/6/04 Date
James D. Doyle Treasurer 7/14/04 Date
Gregory H. [Signature] President 7/6/04 Date