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**OAK GROVE RECREATION AND CIVIC CLUB, INC**  
Oak Grove, Louisiana

**General Purpose Financial Statements  
With Accountant's Compilation Report  
and Agreed-Upon Procedures Report  
As of and for the Year Ended  
March 31, 2004**

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

**NAN H. HOPKINS, C.P.A.**  
(A PROFESSIONAL ACCOUNTING CORPORATION)

**LAKE PROVIDENCE, LOUISIANA**

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March 31, 2004**

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Oak Grove, Louisiana

General Purpose Financial Statements  
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and Agreed-Upon Procedures Report  
As of and for the Year Ended  
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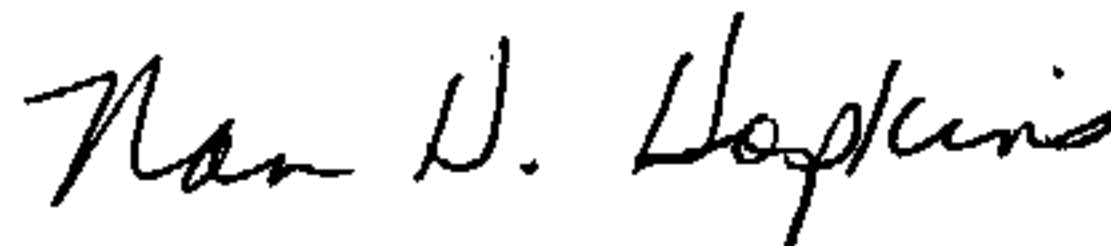
**Accountant's Compilation Report**

July 7, 2004

BOARD OF DIRECTORS  
OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Oak Grove, Louisiana

I have compiled the accompanying general purpose financial statements, as listed in the foregoing table of contents, of the Oak Grove Recreation and Civic Club, Inc. as of March 31, 2004, and for the year then ended, in accordance with standards established by *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. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance on them.



Lake Providence, Louisiana

**GENERAL PURPOSE FINANCIAL STATEMENTS  
(OVERVIEW)**

**Statement A**

OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Oak Grove, Louisiana

GOVERNMENTAL FUND TYPE – GENERAL FUND  
Balance Sheet  
March 31, 2004

**ASSETS**

Cash and cash equivalents	\$	30,994
Classroom building		21,400
Lab software		58,000
Computer Lab Equipment & Assets		24,668
Other Fixed Assets		<u>308</u>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b><u>135,370</u></b>

**LIABILITIES AND FUND EQUITY**

Liabilities and Fund Equity:

Fund balance - unreserved - undesignated		65,524
Fund balance - designated		<u>69,846</u>
<b>Total Fund Equity</b>		<b><u>135,370</u></b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$</b>	<b><u>135,370</u></b>

See accompanying notes and accountant's compilation report.

## Statement B

OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Oak Grove, Louisiana

GOVERNMENTAL FUND TYPE - GENERAL FUND  
Statement of Revenues, Expenditures, and  
Changes in Fund Balance - Budget  
(GAAP Basis) and Actual  
For the Year Ended March 31, 2004

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>REVENUES</b>			
Contributions			
Restricted Funds	\$      0	\$  2,695	2,695
Unrestricted Funds	3,595	900	(2,695)
Membership Dues and Special Events Income	1,600	1,600	0
Grants:			
USDA Community Facilities Loan and Grant	27,375	27,375	0
USDA Rural Development-Computer Lab Grant	18,750	18,750	0
Grant Matching Funds	0	6,250	6,250
Lease Building and Grounds	<u>8,400</u>	<u>8,400</u>	<u>0</u>
Total revenues	59,720	65,970	6,250
<b>EXPENDITURES</b>			
Current:			
Operating services	9,113	4,750	4,363
Grant Matching Funds	0	6,250	(6,250)
Legal and Administration	1,875	1,875	0
USDA Community Facilities Loan and Grant			
Construction Costs	26,800	26,800	0
USDA Computer Lab Grant			
Computer Lab	<u>21,303</u>	<u>691</u>	<u>20,612</u>
Total expenditures	<u>59,091</u>	<u>40,366</u>	<u>18,725</u>
<b>EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES</b>	<u>629</u>	<u>25,604</u>	<u>24,975</u>
<b>FUND BALANCE (Deficit) AT BEGINNING OF YEAR</b>	61,249	109,766	48,517
<b>FUND BALANCE (Deficit) AT END OF YEAR</b>	<u>\$  61,878</u>	<u>\$  135,370</u>	<u>\$      73,492</u>

See accompanying notes and accountant's compilation report.

OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Oak Grove, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended March 31, 2004

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Oak Grove Recreation and Civic Club, Inc. (the Club) was incorporated September 15, 1972 as a community service organization that was designated as a social club exempt from tax pursuant to Internal Revenue Code Section 501(c)(4). Effective October 16, 1999, Oak Grove Recreation and Civic Club, Inc. was determined exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3). The Board of Directors and employees are on a voluntary basis; therefore, no compensation has been paid to any member or volunteer.

The Club's mission is to develop and maintain a community center to offer to the general community, (1) after school tutorial and homework assistance to area youth that includes computer assisted instruction; (2) adult literacy programs; (3) parenting programs and other family-related activities; (4) health and recreational activities; (5) youth leadership development and training; (6) drug prevention and teen pregnancy education; and (7) wholesome community entertainment.

The Oak Grove Recreation and Civic Club, Inc. is a non-profit organization as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from federal and state income taxes. The Club is considered a quasi-public agency. A quasi-public agency is defined as any not-for-profit organization that receives and/or expends in excess of \$25,000 in local and/or state assistance in any fiscal year. Assistance shall include grants, loans, transfers of property, awards, and direct appropriations of state and/or local public funds. Assistance shall not include guarantees, membership dues, vendor contracts for goods or services related to administrative support for a local or state assistance program, assistance to private or parochial schools, assistance to private colleges and universities, or benefits to individuals.

**A. ORGANIZATION AND NATURE OF ACTIVITIES**

The accompanying general purpose financial statements of the Oak Grove Recreation and Civic Club, Inc. have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

**B. PUBLIC SUPPORT AND REVENUE**

Contributions are generally available for unrestricted use in the related year unless specifically restricted by donor. Grants and other contributions of cash and other assets are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restrictions expires, that is, when a stipulated time restriction ends or

See accountant's compilation report.



OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Oak Grove, Louisiana  
Notes to the Financial Statements (Continued)

purpose 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.

The Club applied to USDA Rural Development for a construction grant totaling \$170,700 to be used in conjunction with \$49,309 from Louisiana General Appropriations held by the West Carroll Parish Police Jury and \$60,000 in Louisiana Capital Outlay applied for by the West Carroll Parish Police Jury. The club entered into a Cooperative Endeavor Agreement with the West Carroll Parish Police Jury to coordinate and manage all funds to construct this building on the Combs McIntyre site. During the fiscal year ending March 31, 2004, the club received \$27,375 from USDA. The Club applied to USDA Rural Development for a computer grant totaling \$18,750 to be used in conjunction with matching funds totaling \$6,250 for Oak Grove Recreation & Civic Club, Inc. The club offers after school tutorial and home work assistance for the Combs McIntyre Community Center. During the fiscal year ending March 31, 2004, the Club received \$18,750 from USDA and matched funds of \$6,250 from Oak Grove Recreation & Civic Club, Inc.

**C. DONATED ASSETS**

Contributions of donated non-cash assets are recorded at their fair values in the period received.

**D. IN-KIND CONTRIBUTIONS**

The Club received various in-kind contributions during the year. These in-kind contributions have not been recorded in the financial statements as revenues, nor has the expenditures related to the use of the in-kind been recorded.

**E. CASH AND CASH EQUIVALENTS**

At March 31, 2004, the book balance of the Club's bank deposits were \$30,994 and are fully secured by federal deposit insurance.

**F. BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e. revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used by the governmental fund. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

See accountant's compilation report.

**G. BUDGET PRACTICES**

A budget was prepared for each grant as well as for general operating revenues and expenses. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

**2. LITIGATION AND CLAIMS**

There was no litigation pending against the Club at March 31, 2004, nor is it aware of any unasserted claims.

**3. DESIGNATED FUND EQUITY**

Designated fund equities are grant funds consisting of cash and are designated for the construction of the Combs McIntyre Community Center.

See accountant's compilation report.

**Independent Accountant's Report on Applying  
Agreed-Upon Procedures**

The following independent accountant's report on applying agreed upon procedures is presented in compliance with the requirements of the *Louisiana Governmental Audit Guide* and the *Louisiana Attestation Questionnaire*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

**Independent Accountant's Report  
On Applying Agreed-Upon Procedures**

To the Board of Directors  
Oak Grove Recreation and Civic Club, Inc.  
Oak Grove, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Oak Grove Recreation and Civic Club, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Oak Grove Recreation and Civic Club, Inc.'s compliance with certain laws and regulations during the year ended March 31, 2004 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 and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we 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.

Oak Grove Recreation and Civic Club, Inc.'s award expenditures for all programs for the fiscal year follow:

Grant Name	Grant Year	CFDA No.	Amount
USDA Community Facilities Loan and Grant	2004	10.766	26,800
USDA Rural Development Computer Lab Grant	2004	10.766	25,359
<b>Total Expenditures</b>			<b>52,159</b>

2. For each Federal, State, and local award, we selected six disbursements from each award administered during the period under examination, provided that no more than 12 disbursements would be selected.
3. For the items selected in procedure 2, we traced the six disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

OAK GROVE RECREATION AND CIVIC CLUB, INC.  
Independent Accountant's Report on  
Applying Agreed Upon Procedures

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

All payments were properly coded to the correct fund and general ledger account.

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

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Governor's office and USDA.

6. For the items selected in procedure 2: For federal awards, we determined whether the disbursements 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, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. All disbursements did comply with the allowability requirements.

Eligibility:

We reviewed the previously listed disbursements for eligibility requirements. All disbursements did comply with the eligibility requirements.

Reporting:

We reviewed the previously listed disbursements for reporting requirements. All disbursements did comply with the reporting requirements.

7. For the programs selected for testing in item (2) there were no close-outs to report.

**Meetings**

8. We examined 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).

All public funds flow through from the West Carroll Parish Police Jury. All meetings and agendas of the West Carroll Parish Police Jury are posted as required by LSA-RS 42:1 through 42:12.

**Comprehensive Budget**

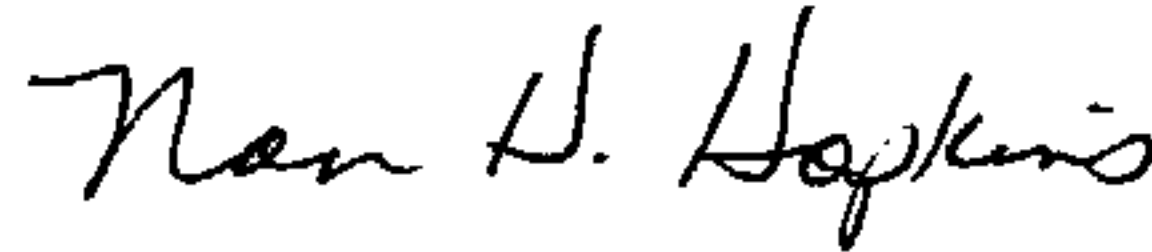
9. For all grants exceeding five thousand dollars, we determined that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures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

Oak Grove Recreation and Civic Club, Inc. provided comprehensive budgets to the applicable federal and state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

We were 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, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Oak Grove Recreation and Civic Club, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Lake Providence, LA  
July 7, 2004



### **Louisiana Attestation Questionnaire**

The accompanying *Louisiana Attestation Questionnaire* has been completed by management and is included in this report as required by the questionnaire.

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Quasi-public Entities)**  
\_\_\_\_\_ (Date Transmitted)

NAN H. HOPKINS, C.P.A.  
A PROFESSIONAL ACCOUNTING CORPORATION  
149 MARLETTE DRIVE  
LAKE PROVIDENCE, LA 71254 (Auditors)

In connection with your compilation of our financial statements as of MARCH 31, 2004 and for the period 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 regulation 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 (date of completion/representation).

**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).

N/A

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/agencies any known noncompliance which may occur up to the date of your report.

<u>Auriba Mae Sanders</u>	Secretary	<u>Auriba Mae Sanders</u>	Date	<u>6/14/04</u>
<u>Juanita Smith</u>	Treasurer	<u>Juanita Smith</u>	Date	<u>6/14/2004</u>
<u>BOBBY J. COOPERMAN</u>	President	<u>[Signature]</u>	Date	<u>6/14/2004</u>