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**FOUR (4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A NONPROFIT CORPORATION)  
Monroe, Louisiana**

**General Purpose Financial Statements  
As of and 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 MAR 0 7 2000

Karen M. Hollis, CPA  
611 Madeline Street  
PO Box 397  
Rayville, Louisiana 71269  
(318) 728-6588

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
Monroe, Louisiana

Financial Statements  
As of and for the Year Ended June 30, 1999

**CONTENTS**

	<b>Statement</b>	<b>Page</b>
Auditor's Report on the Financial Statements		2
General Purpose Financial Statements:		
Statement of Financial Position	A	3
Statement Activities	B	4
Statement of Cash Flows	C	5
Notes to the Financial Statements		6
	<b>Schedule</b>	<b>Page</b>
Supplemental Information Schedules:		
Schedule of Compensation Paid Board Members	1	12
Summary Schedule of Prior Audit Findings	2	13
Corrective Action Plan for Current Year Audit Findings	3	14
Statement of Functional Expenses	4	15
Other Reports:		
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed In Accordance with <i>Government Auditing Standards</i>		16



KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 397  
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Phone: (318) 728-6588

Independent Auditor's Report

BOARD OF DIRECTORS  
FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A Nonprofit Corporation)  
Monroe, Louisiana

I have audited the accompanying statement of financial position of Four(4) Runners Community Action Program, Inc., (A Nonprofit Corporation), as of June 30, 1999, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my 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 I 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. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Four(4) Runners Community Action Program, Inc. as of June 30, 1999, and the changes in its net assets and its cash flows for the year then ended, in conformity with generally accepted accounting principles.

*In accordance with Government Auditing Standards, I have also issued a report dated February 15, 2000 on my consideration of Four(4) Runners Community Action Program, Inc.'s internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, and grants.*

My audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Rayville, Louisiana  
February 15, 2000

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
**Monroe, Louisiana**

**Statement of Financial Position**  
**June 30, 1999**

**ASSETS**

Current Assets:	
Cash and cash equivalents	\$4,077
Restricted cash	199
Due from employees	800
Escrow	15
Security Deposits	831
Accounts Receivable - Grants/Contracts	26,744
Total current assets	<u>32,666</u>
Fixed Assets	<u>225,020</u>
<b>TOTAL ASSETS</b>	<b><u><u>\$257,686</u></u></b>

**LIABILITIES AND NET ASSETS**

Current Liabilities:	
Accounts payable	\$7,958
Payroll taxes payable	30,764
Due to New Life	544
Due to Clients	199
Notes payable	79,258
Total current liabilities	<u>118,723</u>
Net Assets:	
Unrestricted net assets:	
Reserve fund	138,963
Total unrestricted net assets/Total net assets	<u>138,963</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u><u>\$257,686</u></u></b>

The accompanying notes are an integral part of these financial statements.  
 See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
 Monroe, Louisiana

**Statement of Activities**  
**For the Year Ended June 30, 1999**

**SUPPORT AND REVENUE****Support:**

Grants and contracts	\$305,895
Contributions	41,524
Total support	<u>347,419</u>

**Revenue:**

Client fees	8,187
Total revenue	<u>8,187</u>

**TOTAL SUPPORT AND REVENUE**

355,606

**EXPENSES:****Program services:**

ADA HIV program	49,655
OPH HIV program	72,905
Serenity House	192,114
Certified workshops	45,745
Total program services	360,419

**Support services:**

General and administrative	6,937
Total expenses	<u>367,356</u>

**CHANGE IN UNRESTRICTED NET ASSETS**

(11,750)

**UNRESTRICTED NET ASSETS, BEGINNING OF YEAR**150,713**UNRESTRICTED NET ASSETS, END OF YEAR**\$138,963

The accompanying notes are an integral part of these financial statements.  
 See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
**Monroe, Louisiana**

**Statement of Cash Flows**  
**For the Year Ended June 30, 1999**

<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>	
Change in unrestricted net assets	(\$11,750)
Adjustments to reconcile change in unrestricted net assets to net cash provided by operating activities:	
Security deposits	(50)
(Increase) decrease in accounts receivables	7,306
Increase (decrease) in accounts payable and other payables	(747)
Net cash provided by operating activities	<u>6,509</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>	
Purchase of equipment	(22,779)
Net cash used by investing activities	<u>(22,779)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>	
Loan proceeds	97,041
Principal loan payments	(66,811)
Net cash used by financing activities	<u>30,230</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>2,210</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>2,066</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$4,276</u></u>

The accompanying notes are an integral part of these financial statements.  
See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A Nonprofit Corporation)**  
Monroe, Louisiana

Notes to the Financial Statements  
As of and for the Year Ended June 30, 1999

**INTRODUCTION**

Four(4) Runners Community Action Program, Inc. is a nonprofit corporation incorporated to reduce substance and drug abuse and to provide halfway house services. This is accomplished by providing educational training and counseling concerning substance and drug abuse, and the Organization also provides job training workshops for those in the programs. The Organization was created on October 19, 1989 and is governed by a board consisting of five (5) members. Some of the board members are also employed by the Organization and do receive compensation for those services.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. 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 of Not-for-Profit Organizations. Under SFAS No. 117, the System 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.

**B. BASIS OF ACCOUNTING**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**Revenues**

Revenues received from grant contracts are recognized from its contract over a twelve (12) month period, which represents the service period to the extent of expenses. The funding sources are currently based on a cost-reimbursement basis upon approval by the funding source and a per diem based upon the number of days a room is occupied. The Organization also has contracts for job training services in the area of grounds maintenance and janitorial services. Any of the funding sources may, at its discretion, request reimbursement for expenses or return of funds, or both, as a result of noncompliance with the terms of the contracts.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**

**(A NONPROFIT CORPORATION)**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

Substantially all other revenues are recorded when they become available to the Organization.

**Expenses**

Expenses are generally recognized under the accrual basis of accounting when the related liability is incurred.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates. The estimates are the responsibility of management. Actual results could differ from those estimated.

**C. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include all monies in banks and highly liquid investments with maturity dates of less than three months. The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial instruments.

**D. FIXED ASSETS**

Acquisitions of property and equipment in excess of \$500 are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Title for property acquired with State funding sources remains with the State. Such property may not be disposed of without approval from the State. As such, no depreciation has been recorded.

**E. FUNCTIONAL ALLOCATION OF EXPENSES**

The costs of providing the various programs and other 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 benefited.

**F. INCOME TAXES**

Four(4) Runners Community Action Program, Inc. is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and did not conduct unrelated business activities. Therefore, Four(4) Runners Community Action Program, Inc. has made no provision for federal income taxes in the accompanying statements. In addition, Four(4) Runners Community Action Program, Inc. has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code.

**2. CASH AND CASH EQUIVALENTS**



**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A NONPROFIT CORPORATION)**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

At June 30, 1999, the Organization has cash and cash equivalents (book balances) totaling \$4,276 as follows:

Demand deposits	\$4,276
	<hr/>
Total	<u>\$4,276</u>

These deposits are stated at cost, which approximates market. The Organization has collected bank balances totaling \$6,738 as of June 30, 1999. These deposits are covered by \$100,000 of FDIC insurance.

The restricted cash of \$199 is a client fund. The Organization holds the funds for its clients until such time as the client needs those funds.

**3. SUMMARY OF GRANTS/CONTRACTS FUNDING:**

Four(4) Runners Community Action Program, Inc. Inc. was primarily funded through the following grants and contracts for the period July 1, 1998 to June 30, 1999:

<u>Funding Source</u>	<u>Grant Contract Number</u>	<u>Grant Contract Period</u>	<u>Total Grant/ Contract</u>	<u>Recognized Support</u>
State Department of Health and Hospitals Services, Office of Alcohol and Drug Abuse	CFMS 531401	07/01/98 – 06/30/99	\$ 47,867	\$ 47,867
State Department of Health and Hospitals Services, Office of Alcohol and Drug Abuse	CFMS 531262	07/01/98 – 06/30/99	\$146,000	\$146,000
State Department of Health and Hospitals Services, Office of Public Health	CFMS 514601	01/01/98 - 12/31/98	\$ 50,541	\$ 50,541
State Department of Health and Hospitals Services, Office of Public Health	CFMS 540057	01/01/99 - 12/31/99	\$ 89,133	\$ 89,133

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A NONPROFIT CORPORATION)**

Monroe, Louisiana

Notes to the Financial Statements (Continued)

Employment Develop	3994782	07/01/98 - 06/30/99	\$ 8,492	\$ 8,492
Employment Develop	3994811	07/01/98 - 06/30/99	\$ 33,108	\$ 33,108
Employment Develop	Paint Job	08/11/98 - Complete	\$ 2,533	\$ 2,533

**4. ACCOUNTS RECEIVABLE-GRANTS AND CONTRACTS**

As of June 30, 1999, accounts receivable from grants and contracts was composed of:

State Department of Health & Hospitals Office of Alcohol and Drug Abuse	\$8,662
State Department of Health & Hospitals Office of Alcohol and Drug Abuse	10,925
State Department of Health & Hospitals Office of Public Health	<u>7,157</u>
Total	<u>\$26,744</u>

**5. CHANGES IN GENERAL FIXED ASSETS**

A summary of changes in general fixed assets follows:

	Balance 01-Jul 1998	Additions	Deductions	Balance 30-Jun 1999
Land	5,000			5,000
Buildings	125,365			125,365
Equipment	<u>71,876</u>	<u>22,779</u>		<u>94,655</u>
Total	<u>\$202,241</u>	<u>\$22,779</u>	<u>\$0</u>	<u>\$225,020</u>

**6. LOANS PAYABLE**

The following is a summary of the notes payable transactions during the year:

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
 Monroe, Louisiana  
 Notes to the Financial Statements (Continued)

	<u>Debt</u>	<u>Total</u>
Notes payable, July 1, 1998	\$49,028	\$49,028
Additions	97,041	97,041
Deductions	<u>(66,811)</u>	<u>(66,811)</u>
Notes payable, June 30, 1999	<u>\$79,258</u>	<u>\$79,258</u>

The loan consists of a line of credit with the bank to be drawn upon as needed.

**7. LITIGATION AND CLAIMS**

The Organization is not aware of any lawsuits or possible threats of any lawsuits at June 30, 1999.

**8. YEAR 2000 ISSUE**

The year 2000 issue is the result of shortcomings in many electronic data processing systems and other electronic equipment that may adversely affect the Organization's operations as early as fiscal year 1999.

Four(4) Runners Community Action Program, Inc. is aware of the potential problems of year 2000 and has inventoried all electronic equipment that may be affected by the year 2000 issue and that are necessary to conducting the Organization's operations. As of June 30, 1999, the Organization has tested their computers for compliance and the accounting software. The year 2000 rollover did not affect the operations of the Organization.

**10. DONATED SERVICES**

The Organization receives donated services in the form of rent on the buildings used for the halfway house and offices for the staff. The landlord has estimated the approximate fair value of the annual rental to be \$41,524 and it is included in contributions and expenses in the statement of activities.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A NONPROFIT CORPORATION)  
Monroe, Louisiana**

**SUPPLEMENTAL INFORMATION SCHEDULES  
For the Year Ended June 30, 1999**

**COMPENSATION PAID BOARD MEMBERS**

A schedule of compensation paid board members is presented in Schedule 1.

**PRIOR AUDIT FINDINGS**

The follow-up and corrective action taken on all prior audit findings is presented in the summary schedule of prior audit findings (Schedule 2).

**CURRENT AUDIT FINDINGS**

The corrective action plan for current year audit findings is presented in Schedule 3.

**STATEMENT OF FUNCTIONAL EXPENSES**

The statement of functional expenses is presented in Schedule 4.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
**Monroe, Louisiana**

**Schedule of Compensation Paid Board Members**  
**For the Year Ended June 30, 1999**

<u>NAME</u>	<u>AMOUNT</u>
Rev. John Tellis, President	\$0
Gary Jackson, Vice President	0
Christine Jones, Secretary	0
Kay Southern	0
Rev. James Curlee	<u>30,050</u>
Total	<u><u>\$30,050</u></u>

The accompanying notes are an integral part of these financial statements.  
See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.  
(A NONPROFIT CORPORATION)  
Monroe, Louisiana**

**Summary Schedule of Prior Audit Findings  
For the Year Ended June 30, 1999**

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken
Section I - Internal Control and Compliance Material to the Financial Statements:				
97-01	06/30/1998	Audit report not submitted within 6 months of fiscal year end	No	Contract with auditor prior to year end and have records available as soon as possible
Section II - Internal Control and Compliance Material to Federal Awards:				
Section III - Management Letter:				

The accompanying notes are an integral part of these financial statements.  
See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
**Monroe, Louisiana**

**Corrective Action Plan for**  
**Current Year Audit Findings**  
**For the Year Ended June 30, 1999**

<u>Ref. No.</u>	<u>Description of Finding</u>	<u>Corrective Action Planned</u>	<u>Name(s) of Contact Person(s)</u>	<u>Anticipated Completion Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
99-01	Limited segregation of duties	None-Not cost effective at this time	Rev. James Curlee	06/30/2000
99-02	Audit report not submitted within 6 months of fiscal year end	Contract with auditor prior to fiscal year end and have records available	Rev. James Curlee	06/30/2000
Section II - Internal Control and Compliance Material to Federal Awards:				
Section III - Management Letter:				
99-03	Transfer of funds from one account to the other	Minimize transfer of funds each month	Rev. James Curlee	06/30/2000
99-04	Travel reports not completed by every person receiving travel	Require all persons receiving travel to complete report prior to reimbursement	Rev. James Curlee	06/30/2000

The accompanying notes are an integral part of these financial statements.  
See the auditor's report.

**FOUR(4) RUNNERS COMMUNITY ACTION PROGRAM, INC.**  
**(A NONPROFIT CORPORATION)**  
 Monroe, Louisiana

**Statement of Functional Expenses**  
**For the Year Ended June 30, 1999**

**PROGRAM SERVICES**

	ADA HIV	OPH HIV	SERENITY HOUSE	TRAINING WORKSHOPS	GENERAL AND ADMINISTRATIVE	TOTAL
Personnel services	22,758	37,308	80,064	12,897	0	153,027
Related benefits	5,619	7,127	12,073	1,461	0	26,280
Bank charges	451	250	543	356	1,659	3,259
Contributions	0	0	463	0	225	688
Interest expense	0	0	0	0	4,757	4,757
Operating services	14,306	17,227	70,286	15,121	0	116,940
Supplies	2,001	1,229	17,647	11,210	306	32,393
Professional fees	500	421	9,501	0	0	10,422
Travel	4,020	9,023	937	4,700	0	18,680
Workshops/conferences	0	320	600	0	0	920
<b>Total expenses</b>	<b>49,655</b>	<b>72,905</b>	<b>192,114</b>	<b>45,745</b>	<b>6,947</b>	<b>367,366</b>

The accompanying notes are an integral part of these financial statements.  
 See the auditor's report.





KAREN M. HOLLIS

CERTIFIED PUBLIC ACCOUNTANT

P.O. Box 397  
611 Madeline Street  
Rayville, LA 71269  
Phone: (318) 728-6588

Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards*

Four(4) Runners Community Action Program, Inc.  
(A Nonprofit Corporation)  
Monroe, Louisiana

I have audited the financial statements of Four(4) Runners Community Action Program, Inc., (a Nonprofit Corporation), as of and for the year ended June 30, 1999, and have issued my report thereon dated February 15, 2000. I conducted my 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 about whether Four(4) Runners Community Action Program, Inc.'s financial statements are free of material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule 3, Corrective Action Plan for Current Year Audit Findings, as item 99-01.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered Four(4) Runners Community Action Program, Inc.'s internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, I noted certain matters involving the internal control over financial reporting and its operation that I consider to be reportable conditions. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in my judgment, could adversely affect Four(4) Runners Community Action Program, Inc.'s ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the

accompanying schedule 3, Corrective Action Plan for Current Year Audit Findings, as item 99-02.

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 amount 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. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be reportable conditions and, accordingly, would not disclose all reportable conditions that are also considered to be material weaknesses. However of the reportable conditions described above, I consider item 99-01 to be a material weakness. I also noted other matters involving the internal control over financial reporting, which I have reported to management in a separate letter dated February 15, 2000

This report is intended solely for the information and use of the board of directors, management, others within the Organization and awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.

Rayville, Louisiana  
February 15, 2000



**KAREN M. HOLLIS**

**CERTIFIED PUBLIC ACCOUNTANT**

P.O. Box 397  
611 Madeline Street  
Rayville, LA 71269  
Phone: (318) 728-6588

February 15, 2000

Board of Directors  
Four(4) Runners Community Action Program, Inc.

I have audited the general purpose financial statements of the Four(4) Runners Community Action Program, Inc. for the year ended June 30, 1999, and have issued my reports on the financial statements dated February 15, 2000.

As a result of planning and performing the audit, certain matters have come to my attention, that are not reflected in any of the aforementioned reports, which I feel worthy of consideration by management. These matters are presented below:

#### **Internal Control**

1. I noted that the Organization has a tendency to transfer funds from one account to the other. It appears that the transfers are to reimburse an expense that may have been paid from a different account than it should have been. I recommend that the invoices be paid from the correct account and this would thereby reduce the number of transfers needed. I do realize that some transfers cannot be avoided but minimizing the transfers would allow for better recordkeeping in the future.
2. I noted instances where some employees were reimbursed for travel with no record of a travel report. I recommend that no reimbursement be allowed without the travel report even for any expenses a board member may have also. Travel expenses, with any business, invariably have a history of misuse and these reports will help deter any possible misuse.

As always, I wish to express my appreciation to you for all the courtesy and assistance I received during this year's audit. I do hope you give serious consideration to my findings and recommendations showing that you have a strong indication of your desire to enhance the Organization's financial management function and achieve your goals toward your stewardship over the Organization's resources and assets. I hope this year's comments and recommendations will further assist you in these efforts.

Sincerely,

Karen M. Hollis, CPA