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COMPREHENSIVE HEALTH AND SOCIAL
SERVICE CENTER OF NORTH BATON ROUGE, INC.
BATON ROUGE, LOUISIANA
FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 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 2/2/05

TABLE OF CONTENTS

Independent Auditor's Report	Page 3
Financial Statements	
Statement of Financial Position	Page 5
Statement of Activities	Page 6
Statement of Functional Expenses	Page 7
Statement of Cash Flows	Page 8
Notes to Financial Statements	Page 9
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed In Accordance with Government Auditing Standards	Page 15
Prior Years Findings	Page 17
Current Year's Finding	Page 18

Certified Public Accountant



Donald C. DeVille

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INDEPENDENT AUDITOR'S REPORT

November 16, 2004

Members of the Board of Directors
Comprehensive Health & Social Services Center, Inc.
Baton Rouge, Louisiana

I have audited the accompanying statements of financial position of Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc. (a non-profit organization) as of June 30, 2004, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc.'s management. My responsibility is to express an opinion of these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in 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 provided 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 Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc. as of June 30, 2004, and the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated November 16, 2004, on our consideration of Comprehensive Health & Social Services of North Baton Rouge, Inc.'s internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Donald P. Beville

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2004

(With Comparative Data For June 30, 2003)

	TOTALS	
	JUNE 30,	
	<u>2004</u>	<u>2003</u>
ASSETS		
Cash	\$38,259	\$46,027
Equipment, Net	1,467	516
TOTAL ASSETS	<u>39,726</u>	<u>46,543</u>
 LIABILITIES		
Accounts Payable	\$835	\$3,290
Payroll Taxes Payable	515	409
TOTAL LIABILITIES	<u>1,350</u>	<u>3,699</u>
 NET ASSETS		
Unrestricted	38,376	42,844
 TOTAL LIABILITIES & NET ASSET	 <u>39,726</u>	 <u>46,543</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004

(With Comparative Data For Year Ended June 30, 2003)

	TOTALS	
	JUNE 30,	
	2004	2003
REVENUE AND OTHER SUPPORT:		
Grants	\$160,000	\$188,000
Donations	1,000	1,451
Other Income	1,033	3,057
	162,033	192,508
PROGRAM SERVICES		
Juvenile Delinquency/Elderly Affairs/Homemaker	144,856	156,158
SUPPORT SERVICES		
Management	21,645	23,334
	166,501	179,492
TOTAL EXPENSES		
	(4,468)	13,016
INCREASE (DECREASE) IN NET ASSETS		
NET ASSETS AT BEGINNING OF YEAR	42,844	29,828
NET ASSETS AT END OF YEAR	38,376	42,844

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2004

(With Comparative Data For Year Ended June 30, 2003)

	<u>PROGRAM SERVICES</u>	<u>SUPPORT SERVICES</u>	TOTALS	
	<u>JUVENILE, ELDERLY, HOMEMAKER</u>	<u>MANAGEMENT</u>	<u>JUNE 30, 2004</u>	<u>2003</u>
WAGES	\$98,294	\$14,688	\$112,982	\$116,379
FRINGE	11,305	1,689	12,994	12,087
OPERATING SERVICES	11,669	1,744	13,413	24,686
SUPPLIES	3,184	476	3,660	3,586
TRAVEL	887	132	1,019	1,290
PROFESSIONAL	8,942	1,336	10,278	10,196
TELEPHONE	2,790	417	3,207	2,570
OCCUPANCY	7,308	1,092	8,400	8,400
DEPRECIATION	477	71	548	298
TOTAL	<u>144,856</u>	<u>21,645</u>	<u>166,501</u>	<u>179,492</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2004

(With Comparative Data For Year Ended June 30, 2003)

	TOTALS	
	JUNE 30,	
	<u>2004</u>	<u>2003</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>		
Increase (Decrease) In Net Assets	\$(4,468)	\$13,016
Adjustments To Reconcile Increase In Net Assets To Net Cash Provided By Operating Activities:		
Depreciation	548	298
(Increase) Decrease In Operating Assets:		
Deposits	-0-	-0-
Increase (Decrease) In Operating Liabilities:		
Accounts Payable	(2,455)	2,413
Employee Withholdings	107	(444)
	<hr/>	<hr/>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	(6,268)	15,283
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>		
Purchase of Fixed Assets	(1,500)	-0-
	<hr/>	<hr/>
NET INCREASES (DECREASE) IN CASH	(7,768)	15,283
CASH AND CASH EQUIVALENTS, Beginning of Year	46,027	30,744
	<hr/>	<hr/>
CASH AND CASH EQUIVALENTS, End of Year	38,259	46,027
	<hr/> <hr/>	<hr/> <hr/>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

The Comprehensive Health and Social Service Center of North Baton Rouge Inc. (Organization), was incorporated on September 29, 1975, under the provisions of the State of Louisiana as a nonprofit corporation and is considered a voluntary health and welfare organization. It was established as an agency for the enactment and oversight of various social, educational and welfare programs for the citizens of the parish of East Baton Rouge. A board of directors consisting of eight members governs the Center.

BASIS OF ACCOUNTING

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

CONTRIBUTIONS

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization has no temporarily or permanently restricted net assets.

INCOME TAXES

The Organization is a not-for-profit organization that is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and therefore has not made any provision for federal income taxes in the income taxes in the accompanying financial statements. In addition, the organization 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. There was no unrelated business income for 2002.

DONATED SERVICES

Amounts have not been reported in the statements for donated services because they do not meet the criteria for recognition under SFAS No. 116. A substantial number of volunteers have donated significant amounts of their time to the Organization.

Contributions of service shall be recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills, are provided by individual possessing those skills and would typically need to be purchased if not provided by donation.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

REVENUE RECOGNITION

Contributions are recognized as revenue when they are received or unconditionally pledged.

Conditions - Contributions are recorded as unrestricted as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized.

All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purposes restriction is accomplished), temporarily restricted net assets are classified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used.

Contributions receivable represent amounts committed by donors that have not been received by the Organization.

CASH AND CASH EQUIVALENTS

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

PREPAID

Insurance and similar services which extend over more than one accounting period have been recorded as prepaid.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ACCOUNTS RECEIVABLE

Accounts receivable are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. If they are subsequently collected they are recorded as miscellaneous income. The direct charge-off method is not a material departure from GAAP as it approximates the valuation method.

USE OF ESTIMATES

The preparation of financial statements in-conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

PROPERTY AND EQUIPMENT

The purchase of property and equipment is recorded at cost. Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Property and equipment is depreciated using the straight-line method over the estimated useful lives of 5 to 10 years.

Functional Allocation of Expenses

The cost of providing Club's various programs and supporting services have been summarized on a functional basis in the statement of support, revenue and expenses, and changes in fund balances. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

COMPARATIVE DATA

Comparative data for the prior year have been presented in the accompanying financial statements to provide an understanding of changes in the Clubs' financial position and operations. However, presentation of comparative data by fund type have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE #2. CONCENTRATION OF CREDIT RISK FOR CASH HELD IN BANK

The Comprehensive Health and Social Service Center of North Baton Rouge, Inc. maintains several bank accounts at a financial institution. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000. Cash at this institution was Federally insured as of **June 30, 2004**.

NOTE #3. FIXED ASSETS

A summary of fixed asset as of June 30:

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>BOOK VALUE</u>
Equipment	\$55,705	\$54,238	\$1,467

NOTE #4. LEASE OBLIGATIONS

The Organization entered into a lease with the City of Baton Rouge on August 28, 1996, for its facilities, payable \$700 per month (\$8,000 annually). There is no termination date in the lease and the Organization rents month to month.

NOTE #5. GRANTS

A summary of grants are as follows:

Office of Urban Affairs and Development - Juvenile Delinquency, Elderly Affairs and Homemaker Program =	\$160,000
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NOTE #6. DONATED ASSETS AND SERVICES

Donated assets are reflected as contributions in the accompanying statements at their estimated values at date of receipt. No amounts have been reflected in the statements for donated services inasmuch as no objective basis is available to measure the value of such service; however, a substantial number of volunteers have donated significant amounts of their time in the Organization's programs.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2004

NOTE 7 - JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES

The Organization has represented to me there is no litigation pending against the Organization as of **June 30, 2004**, nor is the Organization aware of any unasserted claims. Furthermore, the Organization's management believes that any potential lawsuits would be adequately covered by insurance.

No claims were paid-out or litigation costs incurred during the year ended **June 30, 2004**.

NOTE #8. BOARD OF DIRECTORS' COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

NOTE #9. CONTINGENCIES

The Organization receives all most all of its revenues from government grants and contracts, all of which are subject to audit by the governments. The ultimate determination of amounts received under these programs generally is based upon allowable cost reported to and are subject to audit by the governments. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

NOTE #10 - RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Organization's coverages.

SUPPLEMENTAL INFORMATION

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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

November 16, 2004

To the Board of Directors
Comprehensive Health and Social Service Center of North Baton Rouge
Baton Rouge, Louisiana

I have audited the financial statements of the Comprehensive Health and Social Service Center of North Baton Rouge, Inc. as of and for the year ended June 30, 2004, and have issued my report thereon dated November 16, 2004. 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 Comprehensive Health and Social Service Center of North Baton Rouge, 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 no instances of noncompliance that are required to be reported under Government Auditing Standards.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit, I considered Comprehensive Health and Social Service Center of North Baton Rouge' Center'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. 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 material weaknesses.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. This report is intended for the information of the management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and distribution is not limited.

Under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script, appearing to read "D. D. DeWitt".

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
SCHEDULE OF PRIOR YEARS FINDINGS
YEAR ENDED JUNE 30, 2004

<u>REF</u>	<u>FISCAL YEAR</u> <u>FINDING</u> <u>INITIALLY</u> <u>NO. OCCURRED</u>	<u>DESCRIPTION OF FINDING</u>	<u>CORRECTIVE</u> <u>ACTION TAKEN</u> <u>(YES,NO,PARTIALLY)</u>	<u>CORRECTIVE</u> <u>ACTION/PARTIAL</u> <u>CORRECTIVE</u> <u>ACTION TAKEN</u>
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NONE

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.
SCHEDULE OF CURRENT YEAR FINDINGS
YEAR ENDED JUNE 30, 2004

NONE