

**NORTHWEST LAW ENFORCEMENT PLANNING COUNCIL, INC.**

Shreveport, Louisiana

Annual Financial Report

For the Year Ended June 30, 2004

(With Audit Report Thereon)

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

**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

For the Year Ended June 30, 2004

CONTENTS

	<u>Page(s)</u>
Independent Auditor's Report	1
Statement of Financial Position	2
Statement of Activities	3
Statement of Cash Flows	4
Notes to the Financial Statements	5-7
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>	8

**TOM MILHOAN**  
Certified Public Accountant

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Northwest Law Enforcement  
Planning Agency, Inc.  
Shreveport, Louisiana

I have audited the accompanying statement of financial position of Northwest Law Enforcement Planning Agency, Inc. (a nonprofit organization) as of June 30, 2004, and the related statements of activities, and cash flows for the year then ended. These financial statements are the responsibility of the Agency'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 Northwest Law Enforcement Planning Agency, Inc. as of June 30, 2004, 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 December 27, 2004, on my consideration of Northwest Law Enforcement Planning Agency, Inc. internal control over financial reporting and my tests of it compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Oakdale, Louisiana  
December 27, 2004

**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Statement of Financial Position  
June 30, 2004

<b>ASSETS</b>	
<u>Current Assets</u>	
Cash	\$ 5,901
Accounts Receivable:	
Dues Receivable	<u>106</u>
Total Current Assets	<u>6,007</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 6,007</u></b>
<b>LIABILITIES AND NET ASSETS</b>	
<u>Current Liabilities</u>	
Accounts Payable	\$ 1,500
Program Income	<u>41</u>
Total Current Liabilities	1,541
Net Assets – Unrestricted	<u>4,466</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 6,007</u></b>

The accompanying notes are an integral part of these financial statements.

**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Statement of Activities  
For the Year Ended June 30, 2004  
(With Comparative Totals for June 30, 2003)

	Operating Funds <u>Unrestricted</u>	Grant Funds <u>Restricted</u>	Total <u>All Funds</u>	June 30, 2003 <u>Total</u>
<b>SUPPORT AND REVENUE</b>				
Membership Dues	\$ 60,000	\$ -	\$ 60,000	\$ 60,000
Other Income	5		5	
State Grants:				
Basic Training	-	62,250	62,250	34,000
Correctional Officer Training	<u>-</u>	<u>10,750</u>	<u>10,750</u>	<u>11,750</u>
<b>TOTAL SUPPORT AND REVENUE</b>	<u>60,005</u>	<u>73,000</u>	<u>133,005</u>	<u>105,750</u>
<b>EXPENSES</b>				
Program Services				
Basic Training	-	62,250	62,250	34,000
Correctional Officer Training	-	10,750	10,750	11,250
Supporting Services				
Administrative Fee	60,000	-	60,000	60,000
Office Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>14</u>
<b>TOTAL EXPENSES</b>	<u>60,000</u>	<u>73,000</u>	<u>133,000</u>	<u>105,764</u>
Change in Net Assets	5	-	5	(14)
Net Assets – Beginning of Year	<u>4,461</u>	<u>-</u>	<u>4,461</u>	<u>4,475</u>
<b>Net Assets – End of Year</b>	<u>\$ 4,466</u>	<u>\$ -</u>	<u>\$ 4,466</u>	<u>\$ 4,461</u>

The accompanying notes are an integral part of these financial statements.

**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Statement of Cash Flows  
For the Year Ended June 30, 2004  
(With Comparative Totals for June 30, 2002)

	Operating Funds <u>Unrestricted</u>	Grant Funds <u>Restricted</u>	Total <u>All Funds</u>	June 30, 2003 <u>Total</u>
CASH FLOWS FROM OPERATING ACTIVITIES				
Change in Net Assets	\$ 5	\$ -	\$ 5	\$ (14)
(Increase)/Decrease in:				
Accounts Receivable	-	500	500	(11,794)
Increase/(Decrease) in:				
Accounts Payable	-	(5,400)	(5,400)	(25,500)
Deferred Revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CASH FLOW PROVIDED (USED) BY OPERATING ACTIVITIES	<u>5</u>	<u>(4,900)</u>	<u>(4,895)</u>	<u>(13,720)</u>
INCREASE/(DECREASE) IN CASH	5	(4,900)	(4,895)	(13,720)
CASH AT BEGINNING OF YEAR	<u>4,355</u>	<u>6,441</u>	<u>10,796</u>	<u>24,516</u>
CASH AT END OF YEAR	<u>\$ 4,360</u>	<u>\$ 1,541</u>	<u>\$ 5,901</u>	<u>\$ 10,796</u>

The accompanying notes are an integral part of these financial statements.

**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Notes to the Financial Statements  
For the Year Ended June 30, 2004

**A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Organization*

Northwest Law Enforcement Planning Agency, Inc. (Northwest), is a not-for-profit corporation, organized in 1976 under Louisiana Corporation Statutes. The Corporation, acting under the authority of the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice, as provided in Louisiana Revised Statutes 15:1209 et seq. provides planning, assistance, and advice on criminal justice activities and projects to the various local law enforcement agencies within the parishes of Bienville, Bossier, Caddo, Claiborne, DeSoto, Lincoln, Natchitoches, Red River, Sabine, and Webster.

*Income Tax Exemption*

Northwest qualifies as a tax-exempt organization under Section 501(c)(4) of the Internal Revenue Code and, therefore, has no provision for federal income taxes.

*Basis of Accounting*

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

*Presentation of Net Assets by Class*

The accompanying financial statements have been prepared in conformity with the disclosure and presentation requirements of the Financial Accounting Standards Board (FASB) as set forth in Statement of Financial Accounting Standards No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, Northwest 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. In addition, Northwest is required to present a statement of cash flows.

Net assets of the restricted class is created only by grant-imposed restrictions on their use. All other net assets, including board-designated or appropriated amounts, are legally unrestricted, and are reported as part of the unrestricted class.

The temporarily restricted net assets are reported as unrestricted support because their restrictions are generally met in the same reporting period.

Northwest reports revenue in the following two classifications:

**Membership Dues** – Membership dues are the primary source of unrestricted operating funds. The schedule of dues for each parish is adopted annually by the Board of Directors.

**State Grants** – The restricted grant funds consist primarily of subgrants administered by the Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE), to be used for specific programs. These subgrants are used primarily to provide specialized training to local law enforcement personnel in the areas of crime prevention and control. Grant applications submitted to LCLE for approval require specific information and budgets as to the use of these grant funds.

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**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Notes to the Financial Statements  
For the Year Ended June 30, 2004

*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 these estimates.

*Concentration of Credit Risk*

Northwest's deposits are concentrated in one financial institution. FDIC coverage is available up to \$100,000; amounts in excess of this are uninsured and are subject to loss should the bank fail (with a possible offset against outstanding loans, if any). During the year ended June 30, 2004, the organization's bank balance did not exceed FDIC coverage.

*Cash*

For purposes of the statement of cash flows, Northwest considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash.

*Total Columns*

Total columns are presented to facilitate financial analysis. Data in these columns do not present financial position, results of operation and changes in fund balances in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

*Comparative Data*

The financial information for the year ended June 30, 2003, presented for comparative purposes, is not intended to be a complete financial statement presentation.

**B – ACCOUNTS RECEIVABLE**

Dues receivable represents uncollected membership dues at June 30, 2004 in the amount of \$66.00 from the Sabine Parish 11<sup>th</sup> JDC and \$40.00 from the Desoto Parish 11<sup>th</sup> JDC.

**C – ACCOUNTS PAYABLE**

This balance reflects amounts to be paid subsequent to year end for reimbursements due under the following programs:

Basic Training	P02-1-BASS	<u>\$ 1,500</u>
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**D – OTHER INCOME**

Other income resulted from bank service charges that were refunded during the year that had been charged to Northwest in the prior accounting year.

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**NORHTWEST LAW ENFORCEMENT PLANNING AGENCY, INC.**  
Shreveport, Louisiana

Notes to the Financial Statements  
For the Year Ended June 30, 2004

**E – PROGRAM INCOME**

Matching funds for program costs in excess of required amounts represents program income that must be used in the reduction of future approved program costs. Program income was received and applied as follows for the year ended June 30, 2004:

	Tactical Narcotic Enforcement Training
Balance, June 30, 2003	\$ 41
Program Costs	-
Program Income	<u>-</u>
Balance, June 30, 2004	<u>\$ 41</u>

**F – RESTRICTED GRANT FUNDS**

Northwest received and spent the following amounts for state law enforcement training programs:

**Schedule of Grants Received and Disbursed  
For the Year Ended June 30, 2004**

	<u>Grant</u>	<u>Matching Contributions</u>	<u>Total</u>	Revenues			Expenditures		
				<u>Prior Years</u>	<u>Current Year</u>	<u>Total To Date</u>	<u>Prior Years</u>	<u>Current Year</u>	<u>Total To Date</u>
<b>STATE</b>									
<b>Basic Training</b>									
#P04-1-BAS	62,250	-	62,250	-	62,250	62,250	-	62,250	62,250
<b>Correctional Training</b>									
#P04-1-COR	10,750	-	10,750	<u>-</u>	<u>10,750</u>	<u>10,750</u>	<u>-</u>	<u>10,750</u>	<u>10,750</u>
Total Grants				<u>\$ -</u>	<u>\$ 73,000</u>	<u>\$ 73,000</u>	<u>-</u>	<u>\$ 73,000</u>	<u>\$ 73,000</u>

**G – CONTINGENT LIABILITIES**

Amounts received from the grantor agency is subject to audit and adjustment by the grantor. Any disallowed claims, including amounts already collected may constitute a liability of the corporation. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although Northwest expects such amounts, if any, to be immaterial.

**TOM MILHOAN**  
Certified Public Accountant

Member:  
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Society of Louisiana Certified Public Accountants

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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**

To the Board of Directors  
Northwest Law Enforcement  
Planning Agency, Inc.  
Shreveport, Louisiana

I have audited the financial statements of Northwest Law Enforcement Planning Agency, Inc. (a nonprofit organization) as of and for the year ended June 30, 2004, and have issued my report thereon dated December 27, 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 whether Northwest Law Enforcement Planning Agency, Inc. 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 Northwest Law Enforcement Planning Agency, Inc. 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 I consider to be material weaknesses.

Prior Year Findings

There were no prior year findings.

This report is intended solely for the information and use of the audit committee, management, others within the organization, Louisiana Commission on Law Enforcement, and the Legislative Auditor, and is not intended and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document



Oakdale, Louisiana  
December 27, 2004