RECEIVED LEGISLATIVE AUDITOR

2005 JAN -3 AM II: 07

# Financial Report

# Crossroads Louisiana, Inc., and Subsidiary

June 30, 2004

Under provisions of state law, this report is a public document. Acopy 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

# Crossroads Louisiana, Inc., and Subsidiary

# June 30, 2004

	<u>Exhibits</u>	Page <u>Number</u>
Independent Auditor's Report		1 - 2
Exhibits		
Consolidated Statements of Financial Position	Α	3 - 4
Consolidated Statements of Activities	В	5
Consolidated Statement of Functional Expenses, 2004	C-1	6 - 7
Consolidated Statement of Functional Expenses, 2003	C-2	8 - 9
Consolidated Statements of Cash Flows	D	10
Notes to Consolidated Financial Statements	Е	11 - 21
	<u>Schedules</u>	Page <u>Number</u>
Supplementary Information		
Independent Auditor's Report on the Supplementary Information		22
Consolidated Statement of Activities and Functional Expenses by Program, 2004	1	23 - 24
Consolidated Statement of Activities and Functional Expenses by Program, 2003	2	25 - 26

# **TABLE OF CONTENTS (Continued)**

# Crossroads Louisiana, Inc., and Subsidiary

June 30, 2004

	Page <u>Number</u>
Special Report of Certified Public Accountants	
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards	27 - 28
Schedule of Findings and Questioned Costs	29 - 30
Reports By Management	
Schedule of Prior Year Findings and Questioned Costs	31
Management's Corrective Action Plan	32



# INDEPENDENT AUDITOR'S REPORT

To the Board of Directors, Crossroads Louisiana, Inc., and Subsidiary, New Orleans, Louisiana.

We have audited the accompanying consolidated statement of financial position of Crossroads Louisiana, Inc., and Subsidiary (a nonprofit organization) as of June 30, 2004, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of Crossroads Louisiana, Inc., and Subsidiary as of June 30, 2003 were audited by other auditors whose report dated December 17, 2003, expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States. Those standards require that we 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. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Crossroads Louisiana, Inc., and Subsidiary as of June 30, 2004, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated December 16, 2004, on our consideration of the Organization's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with <u>Government Auditing</u> Standards and should be read in conjunction with this report in considering the results of our audit.

Bourgesis Bennett, L.L.C.

Certified Public Accountants.

New Orleans, Louisiana, December 16, 2004.

# **CONSOLIDATED STATEMENTS OF FINANCIAL POSITION**

# Crossroads Louisiana, Inc., and Subsidiary

June 30, 2004 and 2003

# **ASSETS**

	2004			2003		
Current						
Cash and cash equivalents	\$	279,777	\$	493,151		
Accounts receivable		198,097		117,579		
Advances to officers		99,971		35,686		
Advances to affiliates:						
The Saint Charles, Inc.		102,933		274,447		
Job Link, Inc.		102,001		87,542		
Other receivables		27,655		8,745		
Prepaid expenses		27,901		26,320		
Total current assets		838,335		1,043,470		
Investments		653,628		494,822		
Property and Equipment						
Equipment, furniture and fixtures		282,326		265,406		
Leasehold improvements		321,415		313,410		
Vehicles		90,060		90,060		
		693,801		668,876		
Less accumulated depreciation		(481,527)		(438,573)		
Net property and equipment		212,274		230,303		
Other Assets						
Note receivable - The Saint Charles, Inc.		191,045		_		
Deposits		1,417		1,417		
		192,462		1,417		
Total assets	\$	1,896,699	\$	1,770,012		

See notes to consolidated financial statements.

# **LIABILITIES AND NET ASSETS**

	2004	2003
Current Liabilities		
Notes payable - lines of credit	\$ 54,00	0 \$ 30,578
Accounts payable	57,43	6 38,614
Accrued expenses:	-	•
Salaries and payroll taxes	85,87	4 59,117
Retirement plan contribution	26,88	0 35,826
Other	25,44	1 23,498
Insurance	10,05	2 9,765
Advances from officers		<u>42,698</u>
Total current liabilities	259,68	3 240,096
Long-Term Liabilities  Deferred compensation Deferred severance pay	637,53 67,76	
Total long-term liabilities	705,30	633,432
Net Assets Unrestricted	931,71	0896,484
Total liabilities and net assets	\$ 1,896,69	\$ 1,770,012

# **CONSOLIDATED STATEMENTS OF ACTIVITIES**

# Crossroads Louisiana, Inc., and Subsidiary

For the years ended June 30, 2004 and 2003

	2004	2003
Support and Revenues		
Government fees for services	\$ 2,580,615	\$ 2,457,763
Tenant rents	146,215	132,485
Investment income	19,006	9,138
Miscellaneous income	4,687	4,652
Total support and revenues - unrestricted	2,750,523	2,604,038
Expenses		
Program services:		
Oliver Street Program	113,419	123,468
Arts Street Program	102,336	99,045
State Street Program	373,642	338,920
Toledano Street Program	229,736	223,795
Timberwood Drive Program	118,727	114,758
Nunez Street Program	340,079	301,782
Hancock Street Program	281,269	274,225
RHS Program	315,758	243,792
St. Charles Place Program	327,200	277,451
Total program services	2,202,166	1,997,236
Supporting services:		
Management and general	513,131	505,523
Total expenses	2,715,297	2,502,759
Increase In Unrestricted Net Assets	35,226	101,279
Net Assets		
Beginning of year	896,484	795,205
End of year	\$ 931,710	\$ 896,484
See notes to consolidated financial statements.		

## CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

## Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2004

	Program Services					
	Oliver Street Program	Arts Street Program	State Street Program	Toledano Street Program	Timberwood Drive Program	
Salaries	\$ 63,373	\$ 65,049	\$ 165,157	\$ 88,806	\$ 70,618	
Employee benefits:						
Insurance	2,895	2,993	9,942	4,198	2,953	
Retirement plan	2,095	1,506	10,725	3,120	3,805	
Payroll taxes	5,333	5,460	13,804	7,485	5,930	
Deferred compensation	•	-	-	-	-	
Bed fees	-	-	23,914	24,002	-	
Depreciation	4,116	996	5,235	4,514	3,419	
Food	4,742	4,153	14,678	7,156	3,598	
Occupancy:	•	·				
Repairs, building	3,213	_	1,943	5,033	1,726	
Repairs, furniture	•	1,151	420	662	358	
Maintenance	-	1,024	-	-	-	
Contract services	-	-	1,947	1,319	1,478	
Rent	14,929	9,000	24,000	14,750	9,000	
Utilities .	5,416	3,839	6,456	7,041	3,123	
Insurance	-	-	-	-	-	
Local transportation	-	1,722	11,232	10,529	412	
Miscellaneous	1,816	1,248	3,602	1,401	2,467	
Professional services	1,451	-	4,947	3,231	505	
Supplies	3,219	2,753	9,546	6,103	8,403	
Telephone	821	1,442	1,275	1,629	932	
Vocational program	-	-	64,819	38,757	-	
Interest						
Total expenses	\$ 113,419	\$ 102,336	\$ 373,642	\$ 229,736	\$ 118,727	

See notes to consolidated financial statements.

	Progra	m Services			Support Services	_
Nunez Street Program	Hancock Street Program	RHS Program	St. Charles Place Program	Totals	Management & General	Totals
152,80	0 \$ 116,935	\$ 262,570	\$ 240,861	\$ 1,226,169	\$ 215,751	\$ 1,441,920
8,69	4 6,022	16,273	15,798	69,768	17,428	87,196
10,18	7 4,290	6,723	2,507	44,958	16,049	61,007
12,82		21,952	20,179	102,826	16,421	119,247
		-	-	-	71,874	71,874
23,22	6 23,991	-	-	95,133	=	95,133
3,45	7 4,327	261	3,681	30,006	12,948	42,954
9,44	5 6,324	40	10,936	61,072	-	61,072
3,53	2 3,520	-	4,813	23,780	4,833	28,613
33		_	1,517	4,438	1,313	5,751
		-	-	1,024	321	1,345
1,58	9 1,893	-	5,381	13,607	1,190	14,797
15,60	0 15,600	-	-	102,879	14,391	117,270
5,97	8 5,580	-	-	37,433	1,592	39,025
		-	=	-	26,296	26,296
16,22	3 10,353	2,744	8,588	61,803	1,223	63,026
5,21	5 7,482	2,873	1,736	27,840	33,123	60,963
8,71	7 4,210	105	1,178	24,344	59,552	83,896
12,38	5 10,992	1,172	6,296	60,869	9,901	70,770
1,93	7 1,344	1,045	3,700	14,125	6,679	20,804
47,93	7 48,550	-	-	200,063	-	200,063
	<u> </u>	<u> </u>	29	29	2,246	2,275
340,07	9 \$ 281,269	\$ 315,758	\$ 327,200	\$ 2,202,166	\$ 513,131	\$ 2,715,297

# CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

# Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2003

			Program Serv	rices	
	Oliver Street	Arts Street	State Street	Toledano Street	Timberwood Drive
	Program	Program	Program	Program	Program
Salaries	\$ 66,305	\$ 62,747	\$ 157,157	\$ 82,914	\$ 72,425
Employee benefits:					
Insurance	2,804	2,693	9,008	3,679	3,006
Pensions	3,315	3,137	7,708	3,995	3,621
Payroll taxes	5,383	5,095	12,446	6,481	5,879
Deferred compensation	-	-	-	-	•
Bed fees	-	-	23,937	23,937	-
Depreciation	4,447	708	5,520	6,047	3,390
Food	3,372	3,096	6,981	4,550	3,033
Occupancy:	·	•	•	,	
Repairs, building	5,934	31	2,270	2,640	2,307
Repairs, furniture	317	459	494	1,265	133
Maintenance	-	857	_	, -	-
Contract services	-	-	1,498	1,519	1,398
Rent	14,929	9,000	13,400	13,500	9,000
Utilities	5,185	3,283	6,125	5,906	3,066
Insurance		´ -	· -	•	-
Local transportation	_	1,662	13,553	11,406	381
Miscellaneous	3,020	1,322	2,726	4,956	3,012
Professional services	1,543	-,	3,812	3,915	•
Supplies	6,139	3,647	7,756	7,245	3,107
Telephone	750	1,308	1,110	1,365	981
Vocational program	-	-,	63,394	38,456	-
Interest	25		25	19	19
Total expenses	\$ 123,468	\$ 99,045	\$ 338,920	\$ 223,795	\$ 114,758

See notes to consolidated financial statements.

]]		Program	Ser	vices				Sup	port Services	_	
	Nunez Street Program	Hancock Street Program		RHS Program		t. Charles Place Program	 Totals		anagement & General		Totals
\$	141,110	\$ 114,430	\$	196,339	\$	172,835	\$ 1,066,262	\$	211,589	\$	1,277,851
	8,027	5,565		10,710		9,095	54,587		18,282		72,869
Ш	6,905	5,571		9,804		8,611	52,667		10,564		63,231
<i>ll</i>	11,133	9,042		15,914		14,010	85,383		16,407		101,790
]]	-	-		-		_	-		76,543		76,543
1	22,483	23,937		-		-	94,294				94,294
Ш	5,393	4,332		261		767	30,865		15,279		46,144
	6,153	5,444		571		15,975	49,175		-		49,175
	2,309	2,896		80		14,429	32,896		3,627		36,523
Ш	339	874		371		-	4,252		1,975		6,227
Ш	-	-		-		447	1,304		3,991		5,295
[[	1,569	1,450		-		3,202	10,636		3,227		13,863
	15,600	15,600		-		1,732	92,761		10,848		103,609
	4,951	5,054		-		2,797	36,367		1,417		37,784
	•	-		-		-	-		23,671		23,671
	11,617	8,562		2,167		10,187	59,535		(5,499)		54,036
H	5,173	7,418		1,740		4,581	33,948		25,612		59,560
	4,772	4,174		940		1,442	20,598		72,520		93,118
ll	7,157	9,808		1,620		12,649	59,128		5,078		64,206
]]	1,581	1,462		3,275		4,692	16,524		7,412		23,936
	45,484	48,581		-		-	195,915		-		195,915
$\parallel$	26	 25				<del>-</del>	 139		2,980	_	3,119
\$	301,782	\$ 274,225	\$	243,792	<u>\$</u>	277,451	\$ 1,997,236	\$	505,523	\$	2,502,759

# CONSOLIDATED STATEMENTS OF CASH FLOWS

# Crossroads Louisiana, Inc., and Subsidiary

For the years ended June 30, 2004 and 2003

		2004	 2003
Cash Flows From Operating Activities	_		
Increase in unrestricted net assets	\$	35,226	\$ 101,279
Adjustments to reconcile increase in net assets to net			
cash provided by operating activities:			
Deferred compensation and severance pay plans		71,874	76,543
Depreciation and amortization		42,954	46,144
Gain on sale of property and equipment		-	(1,878)
Unrealized gain on investments		(40,031)	(1,251)
Realized loss on sales of investments, net		26,040	-
(Increase) decrease in operating assets:			
Accounts receivable		(80,518)	70,633
Other receivables		(18,910)	(2,942)
Prepaid expenses		(1,581)	(5,812)
Increase (decrease) in operating liabilities:		(-,)	(-,,
Accounts payable		18,822	2,471
Accrued expenses		20,041	37,755
Accided expenses		20,041	 31,133
Net cash provided by operating activities		73,917	 322,942
Cash Flows Used In Investing Activities			
Purchases of property and equipment		(24,925)	(36,387)
Proceeds from sales of equipment			8,000
Advances to officers, net (advances)		(64,285)	83,054
Advances to affiliates, net (advances) repayments		(33,990)	(187,742)
Purchases of investments	(	1,118,440)	(14,207)
Proceeds from sale of investments	•	973,625	(11,207)
		···	 
Net cash used in investing activities		(268,015)	 (147,282)
Cash Flows From Financing Activities			
Advances from officers, net advances (repayments)		(42,698)	42,698
Net borrowings (repayments) on lines of credit		23,422	 (10,504)
Net cash provided by (used in) financing activities		(19,276)	 32,194
Net Increase (Decrease) In Cash		(213,374)	207,854
Cash			
Beginning of year	_	493,151	 285,297
End of year	<u>\$</u>	279,777	\$ 493,151
See notes to consolidated financial statements.			

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Crossroads Louisiana, Inc., and Subsidiary

June 30, 2004 and 2003

#### Note 1 - NATURE OF ACTIVITIES

Crossroads Louisiana, Inc., and Subsidiary (the Organization) is a nonprofit corporation which provides residential treatment services for the psychologically handicapped in the New Orleans area and is substantially funded by the State of Louisiana and Federal Medicaid payments.

#### Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### a. Organization and Income Taxes

The Organization is a nonprofit corporation organized under the laws of the State of Louisiana in 1981. It is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, and qualifies as an organization that is not a private foundation as defined in Section 509(a) of the Code. It is also exempt from Louisiana income tax under the authority of R.S.47:121(5).

## b. Basis of Accounting

The financial statements of the Organization are prepared on the accrual basis of accounting generally accepted in the United States of America.

#### c. Financial Statement Presentation

Financial statement presentation follows the recommendations of the Statement of Financial Accounting Standards, (SFAS) No. 117, "Financial Statements of Not-For-Profit Organizations." Under SFAS No. 117, the Organization classifies its net assets, revenues, and expenses based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

# Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### c. Financial Statement Presentation (Continued)

Unrestricted Net Assets - Net grants and other revenues and expenditures of funds for the general operation of its facilities.

Temporarily Restricted Net Assets - Grants and other revenues specifically authorized by the grantor or donor to be used for a certain purpose or to benefit a specific accounting period. There were no temporarily restricted net assets at June 30, 2004 or 2003.

Permanently Restricted Net Assets - There were no permanently restricted net assets at June 30, 2004 or 2003.

#### d. Investments

Investments are carried at fair market value based on quoted market prices for the investments.

#### e. Consolidated Financial Statements

Following the guidance of Statement of Position 94-3, the financial statements include the accounts of the Organization and the accounts of Cher-Ami Home of Gretna, LA., Inc. The Organization obtained control of the Cher-Ami Home early in the 1996 fiscal year and has assumed control of its operations. All significant intercompany transactions and accounts are eliminated in consolidation. In the Statement of Functional Expense, the operations of Cher-Ami Homes are labeled Hancock Street Program.

#### f. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

## Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### g. Allowance For Doubtful Accounts

The Organization provides services under contracts entered into with various state and local agencies. Accounts receivable includes amounts billed under these contracts and amounts due from patients for services provided. A major portion of the accounts receivable balance as of June 30, 2004 and 2003 is from the state of Louisiana Department of Health and Hospitals.

Accounts receivable are stated at the amount management expects to collect form outstanding balances. Management provides for probable uncollectible amounts and adjustments to amounts billed through a valuation allowance based on its assessment of the current status of individual receivables from contracts and Medicaid. At June 30, 2004 and 2003, approximately \$60,000 and \$64,000, respectively, has been applied against accounts receivable to reflect possible billing adjustments.

## h. Property and Equipment

Property and equipment are recorded at cost. Depreciation is provided over the estimated useful life of each class of depreciable asset and is computed on the straight-line method. Donated property is recorded at its fair market value at the date of donation.

# i. Allocated Expenses

The cost of providing the various programs and other activities are summarized in the statement of functional expenses. Expenses by function have been allocated among program and supporting services classifications based on State of Louisiana Rate Setting classifications. Shared expenses are allocated among programs based on portion of direct expenses by program to total expenses.

# j. Cash and Cash Equivalents

Cash and cash equivalents consist primarily of operating funds maintained in checking and operating accounts. Any investments in money market accounts, certificate of deposit to other investments and maturities of three months or less would also be considered cash and cash equivalents, except for money market funds maintained in the Fidelity Investments Brokerage account which re reported as investments.

# Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### k. Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

#### **Note 3 - ADVANCES TO OFFICERS**

The amount due from officers represents unsecured advances to officers. No interest payments are required.

#### Note 4 - INVESTMENT'S

Investments include amounts held in investment accounts at McDonald Financial Group and at Fidelity Investments, Inc. Details of investments are as follows:

	June 30, 2004			
		Market		
Investments By Type	Cost	_Value		
Mutual Funds	\$ 69,346	\$ 68,968		
Stocks	482,498	533,260		
Money market funds	<u>51,400</u>	51,400		
Total investments	<u>\$603,244</u>	<u>\$653,628</u>		
	June 30	, 2003		
	June 30	<u>, 2003</u> Market		
Investments By Type	June 30			
Investments By Type  Mutual Funds	*	Market		
	Cost	Market Value		
Mutual Funds	<u>Cost</u> \$ 55,323	Market Value \$ 45,452		

# Note 4 - INVESTMENT'S (Continued)

The market values and costs of investments held at June 30, 2004 and 2003 are as follows:

	Cost	Market Value	Market Value Over Cost
Balances at June 30, 2004 Balances at June 30, 2003	\$603,244 \$484,469	\$653,628 \$494,822	\$ 50,384 10,353
Unrealized gain for the year			<u>\$40,031</u>

Investment return for the year ended June 30, 2004 and 2003 are summarized as follows:

	_2004	2003
Interest and dividend income	\$ 5,015	\$7,887
Unrealized gain	40,031	1,251
Realized loss, net	<u>(26,040</u> )	
Net investment income	<u>\$ 19,006</u>	<u>\$9,138</u>

# Note 5 - PROPERTY AND EQUIPMENT

At June 30, 2004 and 2003, the cost of property and equipment and accumulated depreciation were as follows:

·	2004	2003	Depreciation/ Amortization- Annual Rates
Equipment, furniture, and fixtures	\$282,326	\$265,406	5-20%
Leasehold improvements	321,415	313,410	20%
Vehicles	90,060	90,060	20%
Totals	<u>\$693,801</u>	<u>\$668,876</u>	

Depreciation and amortization expense charged to income was \$42,954 for 2004 and \$46,144 for 2003.

#### Note 6 - NOTE RECEIVABLE

On December 15, 2003, the Organization issued a note receivable to The Saint Charles, Inc. an affiliate. The note receivable consists of a 5% note due in monthly installments of \$1,120, beginning on January 31, 2006, including interest to December 2036. Interest will accrue from the date of the note.

Principal maturities of the note receivable are as follows:

Year Ending _June 30,	Amount
2005	\$ -
2006	1,492
2007	3,007
2008	3,133
2009	3,322
Later years	<u> 180,091</u>
Total	<u>\$191,045</u>

Interest income of \$4,394 was earned on this note for 2004.

#### Note 7 - NOTES PAYABLE - LINES OF CREDIT

The Organization is obligated to Hibernia National Bank under two lines of credit agreements with outstanding balances totaling \$54,000 as of June 30, 2004. Interest is payable monthly under the two lines at 6.5% and 5%, respectively.

#### Note 8 - LEASES

The Organization leases its administrative and residential facilities under the following operating leases:

The Olivier Street facility is leased from the wife of the Executive Director on a month to month basis for \$1,866 per month. Total rent expense was \$22,394 for each of the years ended June 30, 2004 and 2003. One-third of the facility is used for administration and the other two-thirds as a residential facility.

## Note 8 - LEASES (Continued)

The Nunez Street facility is leased from the wife of the Executive Director for \$1,300 per month. The lease began July 1, 2002 and ends on June 30, 2008. The lease has an option for renewal for 5 years at a monthly rental of \$1,495. Total rent expense was \$15,600 for each year ended June 30, 2004 and 2003.

The Hancock Street residential facility is leased from the wife of the Executive Director on a monthly basis for \$1,300 per month. The lease term began on July 1, 2002 and ends on June 30, 2008. The lease has an option for renewal for 5 years at a monthly rental of \$1,495. Total rent expense was \$15,600 for each year ended June 30, 2004 and 2003.

The State Street residential facility is leased from an officer of the Organization for \$2,000 per month. The lease term began on March 1, 2003, and ends on February 28, 2008. The lease has an option for renewal for five years at a monthly rental of \$2,100. Total rent expense was \$24,000 and \$13,400 for the years ended June 30, 2004 and 2003, respectively.

The Toledano Street residential facility is leased for a five year term commencing September 1, 2003, and ending August 31, 2008. The monthly payment is \$1,300. Total rent expense was \$14,750 and \$13,500 for the years ending June 30, 2004 and 2003, respectively.

The Timberwood Drive facility is leased from the wife of the Executive Director for \$750 per month. The lease began on July 1, 2002 and ends June 30, 2008. The lease has a renewal option for 5 years at a monthly rental of \$863. Total rent expense was \$9,000 for each year ended June 30, 2004 and 2003.

The Arts Street residential facility is leased on a month-to-month basis for \$750 per month. Total rent expense was \$9,000 for each year ended June 30, 2004.

Rent expense related to these leases totaled \$110,344 and \$98,494 for the years ended June 30, 2004 and 2003, respectively.

# Note 8 - LEASES (Continued)

The future minimum lease payments under the above described leases are as follows:

Year Ending June 30,	Amount
2005	\$ 79,800
2006	79,800
2007	79,800
2008	71,800
2009	2,600
Total	<u>\$313,800</u>

#### Note 9 - RETIREMENT PLAN

The Organization has a non-contributory defined contribution retirement plan which covers substantially all of its employees.

Contributions to the defined contribution retirement plan are determined at the discretion of the Organization's Board of Directors. Contributions were determined to be 5% of each employee's compensation for the years ended June 30, 2004 and 2003. The expense totaled \$61,007 and \$63,231 for the years 2004 and 2003.

#### **Note 10 - OFFICERS COMPENSATION**

Officer's compensation was as follows for the years ended June 30, 2004 and 2003.

	_2004	_2003
Executive Director Assistance Director	\$ 40,000 <u>80,148</u>	\$ 40,000 67,872
Totals	<u>\$120,148</u>	<u>\$107,872</u>

#### **Note 11 - RELATED PARTY TRANSACTIONS**

The Organization uses Job Link, Inc. to provide development services for group home programs in accordance with State of Louisiana regulations. Job Link, Inc. is owned by members of the Organization's Board of Directors. The Organization incurred approximately \$200,000 and \$196,000 in 2004 and 2003, respectively, in fees related to these services. At June 30, 2004 and 2003, \$102,001 and \$87,542, respectively, was due from Job Link, Inc. and is reported as advances to affiliates.

The Organization has agreed to assist with the operation of The Saint Charles, Inc. (St. Charles Place), which is a brain and spinal injury center owned by the Executive Director of the Organization. The Saint Charles, Inc. has agreed to reimburse the Organization for all of the program costs related to the Center plus a portion of the Organization's management and general expenses. The Saint Charles, Inc. began operations in March 2002. For the years ended June 30, 2004 and 2003, the Organization billed The Saint Charles, Inc. \$327,200 and \$277,451, respectively for program costs and \$70,486 and \$68,866, respectively, for management and general expenses.

The Organization is owed a note receivable from The Saint Charles, Inc. as described in Note 6.

At June 30, 2004 and 2003, accounts receivable due from The Saint Charles, Inc. totaled \$102,933 and \$274,447 respectively related to current operating expenses.

The Organization also leases some property and equipment from related parties described in Note 8. Total rent expense for these leases totaled \$86,594 and \$75,994 for the years ended 2004 and 2003, respectively.

During September, 1995 the Organization took over control of the operations of the Cher-Arai Homes of Gretna, LA., Inc. (Cher-Ami). Cher-Ami's major assets consisted of its contract with the State of Louisiana and the related accounts receivable. At June 30, 2004, Cher-Ami had no debts outstanding. The intercompany receivable balance of \$161,196 and \$161,196 at June 30, 2004 and 2003, respectively, has been eliminated in consolidation.

#### **Note 12 - SIGNIFICANT CONTRACTS AND GRANTS**

For the years ended June 30, 2004 and 2003, approximately \$2,183,000 and \$2,111,000, respectively, of government fees for services was from the State of Louisiana Department of Health and Hospitals acting as a Medicaid fiscal intermediary. These programs are reimbursed on a per diem rate based on costs and budgets, received annually by the State of Louisiana. The State provides annual contracts to the Organization which grant the State the right to audit program accounts and activities. The State, acting as the Medicaid intermediary for Medicaid patients, reimburses services rendered to Medicaid program beneficiaries under an allowable cost reimbursement formula that is subject to audit and retroactive adjustments. Management believes that the Organization is in compliance with the provisions of these contracts and grants and that the findings of an audit, if any, would not have a material impact on the financial statements.

#### **Note 13 - DEFERRED COMPENSATION AGREEMENT**

The Organization has entered into a deferred compensation agreement with one of its officers effective July 1, 1993. The agreement provides that upon reaching age 65, the officer will receive monthly compensation commencing with retirement and continuing for the rest of his life. The monthly payment is calculated to be one-twelfth (1/12) of his deferred payment amount which will be equal to the average of his highest three consecutive calendar years compensation including bonuses. In the event of his death, on or after the participant's Normal Retirement Date, the participant's designated beneficiary shall be paid a death benefit equal to the present value of the future payments to which the participant would have been entitled. The liability related to this agreement is being accrued to age 65. The amount charged to expense was \$71,874 and \$71,874 for each year ended June 30, 2004 and 2003. The total liability under the agreement as of June 30, 2004 is approximately \$638,000.

The Organization's actuary calculated that five annual installments of \$71,874 payable at the end of each fiscal year from June 30, 2000 through June 30, 2004 was needed to provide for the plan obligation. The last installment was recorded as deferred compensation payable at June 30, 2004.

The Organization also has an employment agreement with one of its officers which requires the total in the Severance Pay account to be paid to her or her beneficiary. The Organization sets aside in a segregated corporate account the lesser of \$7,500 or 20% of the officer's regular salary into this Severance Pay account. The amount charged to expense was \$4,700 in 2003. This officer received a cash payment of \$9,500 in lieu of the transfer to the Severance Pay account and increase in the deferred severance pay liability for the year ended June 30, 2004. This disbursement was approved by the executive director.

Exhibit E (Continued)

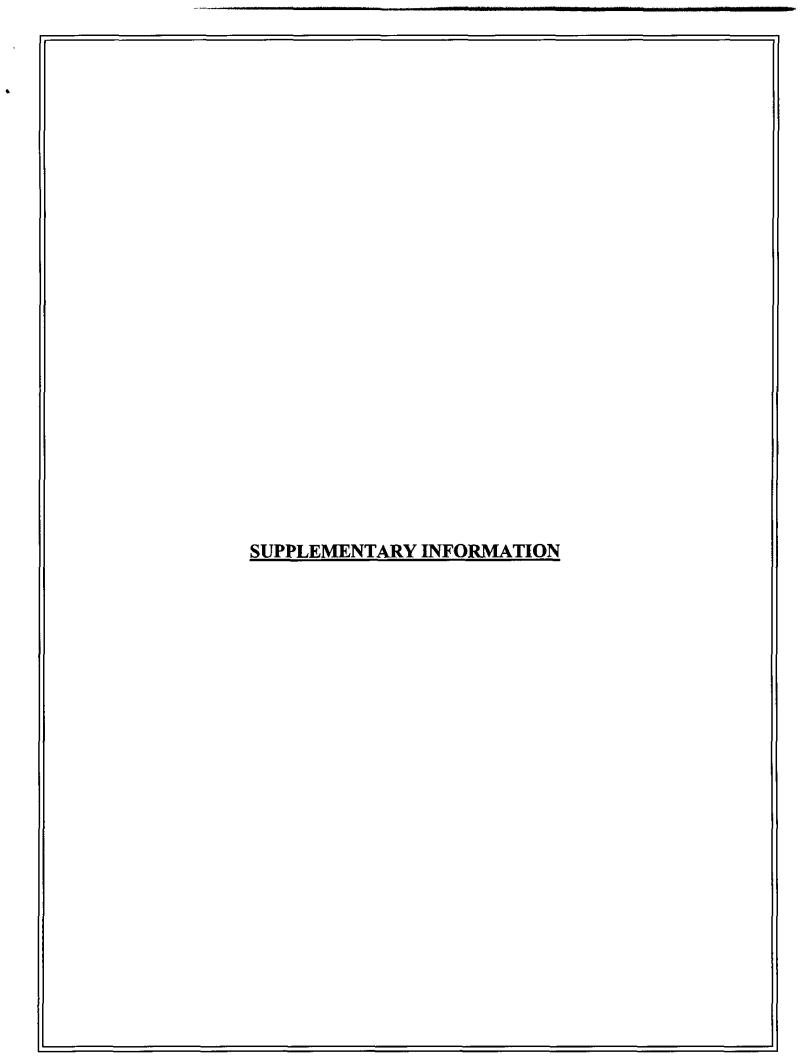
#### **Note 14 - CONCENTRATION OF CREDIT RISK**

The Organization maintains its cash accounts in various financial institutions where the accounts are insured by Federal Deposit Insurance Corporation up to \$100,000 per bank. At June 30, 2004, the Organization had approximately \$158,000 in excess of the insured limits.

#### **Note 15 - CASH FLOW INFORMATION**

Cash payments of interest during the years ended June 30, 2004 and 2003 was \$2,275 and \$3,119, respectively.

During the year ended June 30, 2004, \$191,045 was reclassified from advances to affiliates to notes receivable due to a legal agreement.





# INDEPENDENT AUDITOR'S REPORT ON THE SUPPLEMENTARY INFORMATION

To the Board of Directors

Crossroads Louisiana, Inc., and Subsidiary,

New Orleans, Louisiana

Our audit was preformed for the purpose of forming an opinion on the basic financial statements of Crossroads Louisiana, Inc., and Subsidiary taken as a whole. The supplementary information 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 our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Bourgeois Bennett, L.L.C.

Certified Public Accountants.

New Orleans, Louisiana, December 16, 2004.

# CONSOLIDATED STATEMENT OF ACTIVITIES AND FUNCTIONAL EXPENSES BY PROGRAM

## Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2004

	Program Services					
	Oliver Arts Street Street Program Program		State Street Program	Toledano Street Program	Timberwood Drive Program	
Support and Revenues						
Government fees for services	\$ 111,955	\$ 98,778	\$ 427,737	\$ 286,968	\$ 146,294	
Rents	15,859	13,071	36,093	28,026	-	
Investment income	•	-	-	-	-	
Other		15			54_	
Total support and revenues	127,814	111,864	463,830	314,994	146,348_	
Expenses						
Salaries	63,373	65,049	165,157	88,806	70,618	
Employee benefits:	<b>,-</b>	<b>,</b>	,	,	,	
Workers compensation	2,895	2,993	9,942	4,198	2,953	
Pension	2,095	1,506	10,725	3,120	3,805	
Payroll taxes	5,333	5,460	13,804	7,485	5,930	
Deferred Compensation		•,	•	.,	-,	
Bed fees	-		23,914	24,002	_	
Depreciation	4,116	996	5,235	4,514	3,419	
Food	4,742	4,153	14,678	7,156	3,598	
Occupancy:	1,7.12	1,200	1 1,010	.,	-,	
Repairs - Buildings	3,213	-	1,943	5,033	1,726	
Repairs - Furniture		1,151	420	662	358	
Maintenance	_	1,024	-	-		
Contract services	•	•,•=•	1,947	1,319	1,478	
Rent	14,929	9,000	24,000	14,750	9,000	
Utilities	5,416	3,839	6,456	7,041	3,123	
Insurance	-,	-,	•	, ·	, <u>-</u>	
Local transportation	-	1,722	11,232	10,529	412	
Miscellaneous	1,816	1,248	3,602	1,401	2,467	
Professional Services	1,451	-,- -	4,947	3,231	505	
Supplies	3,219	2,753	9,546	6,103	8,403	
Telephone	821	1,442	1,275	1,629	932	
Vocational program	•	•	64,819	38,757	-	
Interest						
Total direct program expenses	113,419	102,336	373,642	229,736	118,727	
Management and general expense allocation	24,433	22,046	80,490	49,489	34,702	
Increase (decrease) in unrestricted net assets	\$ (10,038)	\$ (12,518)	\$ 9,698	\$ 35,769	\$ (7,081)	

	Program	Services			Support Services	
Nunez Street	Hancock Street	RHS	St. Charles Place		Management	
Program	Program	Program	Program	Totals	& General	Totals
\$ 379,810	\$ 321,662	\$ 409,724	\$ 397,687	\$ 2,580,615	\$ -	\$ 2,580,615
20,548	32,618	-	-	146,215	•	146,215
-	-	-	-	•	19,006	19,006
52		147	-	268_	4,419	4,687
400,410	354,280	409,871	397,687	2,727,098	23,425	2,750,523
152,800	116,935	262,570	240,861	1,226,169	215,751	1,441,920
8,694	6,022	16,273	15,798	69,768	17,428	87,196
10,187	4,290	6,723	2,507	44,958	16,049	61,007
12,827	9,856	21,952	20,179	102,826	16,421	119,247
-	-	-	-	-	71,874	71,874
23,226	23,991	-	-	95,133	-	95,133
3,457	4,327	261	3,681	30,006	12,948	42,954
9,445	6,324	40	10,936	61,072	-	61,072
3,532	3,520	-	4,813	23,780	4,833	28,613
330	-	-	1,517	4,438	1,313	5,751
-	-	-	•	1,024	321	1,345
1,589	1,893	-	5,381	13,607	1,190	14,797
15,600	15,600	-	-	102,879	14,391	117,270
5,978	5,580	•	-	37,433	1,592	39,025
	•		-	-	26,296	26,296
16,223	10,353	2,744	8,588	61,803	1,223	63,026
5,215	7,482	2,873	1,736	27,840	33,123	60,963
8,717	4,210	105	1,178	24,344	59,552	83,896
12,385	10,992	1,172	6,296	60,869	9,901	70,770
1,937 <b>47,</b> 937	1,344 48,550	1,045	3,700	14,125 200,063	6,679	20,804
<del>4</del> 7,337	46,330	-	29	29_	2,246_	200,063 2,275
340,079	281,269	315,758	327,200	2,202,166	513,131	<u>2,</u> 715,297
73,260	60,591	68,020	70,487	483,518	(483,518)	
\$ (12,929)	\$ 12,420	\$ 26,093	\$	\$ 41,414	\$ (6,188)	\$ 35,226

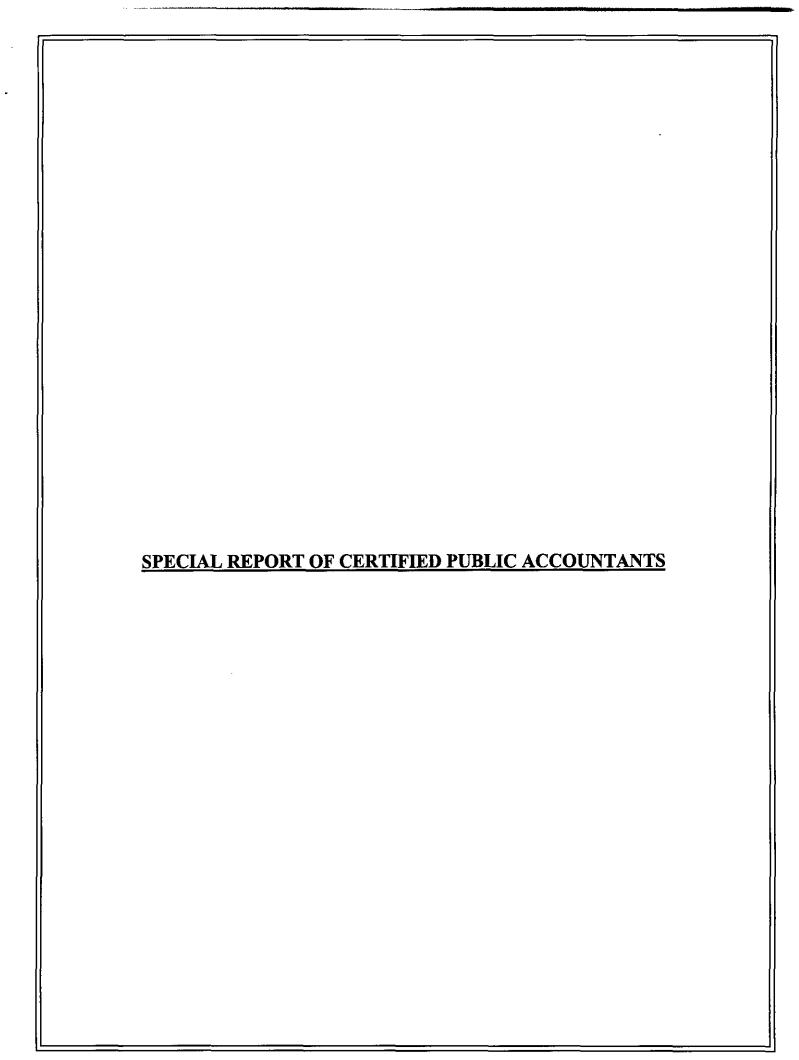
# CONSOLIDATED STATEMENT OF ACTIVITIES AND FUNCTIONAL EXPENSES BY PROGRAM

#### Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2003

	Program Services					
	Oliver Arts Street Street Program Program		State Street Program	Toledano Street Program	Timberwood Drive Program	
Support and Revenues				_		
Government fees for services	\$ 117,484		\$ 438,132	\$ 290,256	\$ 125,974	
Rents	9,545	11,441	34,895	27,730	-	
Investment income	-	-	-		•	
Other				77	6	
Total support and revenues	127,029	122,801	475,227	318,063	125,980	
Expenses						
Salaries	66,305	62,747	157,157	82,914	72,425	
Employee benefits:	,	,	ŕ	•		
Workers compensation	2,804	2,693	9,008	3,679	3,006	
Pension	3,315		7,708	3,995	3,621	
Payroll taxes	5,383	•	12,446	6,481	5,879	
Deferred Compensation	-	•	,···-	-,	-	
Bed fees	_	-	23,937	23,937	_	
Depreciation	4,447	708	5,520	6,047	3,390	
Food	3,372		6,981	4,550	3,033	
Occupancy:	3,372	3,070	0,501	1,550	5,000	
Repairs - Buildings	5,934	31	2,270	2,640	2,307	
Repairs - Furniture	317		494	1,265	133	
Maintenance	517	857	721	1,203		
Contract services	_	-	1,498	1,519	1,398	
	14,929	9,000	13,400	13,500	9,000	
Rent Utilities	5,185		6,125	5,906	3,066	
Insurance	2,102	3,203	0,125	5,500	5,000	
	•	1,662	13,553	11,406	381	
Local transportation	3,020	•	2,726	4,956	3,012	
Miscellaneous Professional services	1,543		3,812	3,915	5,012	
	6,139		7,756	7,245	3,107	
Supplies	750		1,110	1,365	981	
Telephone	730	· ·	63,394	38,456	701	
Vocational program Interest	25		25	19	19	
Total direct program expenses	123,468	99,045	338,920	223,795	114,758	
Management and general expense allocation	30,653	24,591	83,601	55,564	29,278	
Increase (decrease) in unrestricted net assets	\$ (27,092	) \$ (835)	\$ 52,706	\$ 38,704	\$ (18,056)	

		Services	<u> </u>		Support Services	
Nunez Street Program	Hancock Street Program	RHS Program	St. Charles Place Program	Totals	Management & General	Totals
\$ 367,340	\$ 335,242	\$ 325,638	\$ 346,337	\$ 2,457,763	\$ -	\$ 2,457,763
17,794	31,080	-	-	132,485	0.120	132,485 9,138
(77)	(77 <u>)</u>	48		2,177	9,138 2,475	9,138 4,652
385,057	366,245	325,686	346,337	2,592,425	11,613	2,604,038
141,110	114,430	196,339	172,835	1,066,262	211,589	1,277,851
8,027	5,565	10,710	9,095	54,587	18,282	72,869
6,905	5,571	9,804	8,611	52,667	10,564	63,231
11,133	9,042	15,914	14,010	85,383	16,407	101,790
, -	•	-	•	•	76,543	76,543
22,483	23,937	-	-	94,294	-	94,294
5,393	4,332	261	767	30,865	15,279	46,144
6,153	5,444	571	15,975	49,175	-	49,175
2,309	2,896	80	14,429	32,896	3,627	36,523
339	874	371	•	4,252	1,975	6,227
-	•	-	447	1,304	3,991	5,295
1,569	1,450	-	3,202	10,636	3,227	13,863
15,600	15,600	-	1,732	92,761	10,848	103,609
4,951	5,054	•	2,797	36,367	1,417	37,784
-	-	•	- 		23,671	23,671
11,617	8,562	2,167	10,187	59,535	(5,499)	54,036
5,173	7,418	1,740	4,581	33,948	25,612	59,560
4,772	4,174	940	1,442	20,598	72,520	93,118
7,157	9,808	1,620	12,649	59,128	5,078	64,206
1,581	1,462	3,275	4,692	16,524	7,412	23,936
45,484 26	48,581 25	-	-	195,915 139	2,980	195,915 3,119
301,782	274,225	243,792	277,451	1,997,236	505,523	2,502,759
	· · · · · · · · · · · · · · · · · · ·				<u> </u>	
74,927	68,085	60,517	68,886	496,102	(496,102)	-
\$ 8,348	\$ 23,935	\$ 21,377	<u>\$</u>	\$ 99,087	\$ 2,192	\$ 101,279





# 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,

Crossroads Louisiana, Inc., and Subsidiary,

New Orleans, Louisiana.

We have audited the consolidated financial statements of Crossroads Louisiana, Inc., and Subsidiary (a nonprofit organization) as of and for the year ended June 30, 2004, and have issued our report thereon dated December 16, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u> issued by the Comptroller General of the United States.

## Compliance

As part of obtaining reasonable assurance about whether Crossroads Louisiana, Inc., and Subsidiary's financial statements are free of material misstatement, we 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 our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u>.

# **Internal Control over Financial Reporting**

In planning and performing our audit, we considered Crossroads Louisiana, Inc., and Subsidiary's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the consolidated financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that,

in our judgment, could adversely affect Crossroads Louisiana, Inc., and Subsidiary's ability to record, process, summarize and report financial data consistent with the assertions of management in the consolidated financial statements. The reportable condition is described in the accompanying schedule of findings as item 04-1.

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 of 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe the reportable condition described above is not a material weakness.

This report is intended for the information of the Board of Directors, management and the Legislative Auditor of the State of Louisiana and is not intended to be 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.

Bourgeois Bennett, LL.C.

Certified Public Accountants.

New Orleans, Louisiana, December 16, 2004.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Crossroads Louisiana, Inc., and Subsidiary

Year Ended June 30, 2004

## Section I - Summary of Auditor's Report

a) Financial Statements

Type of auditor's report issued: unqualified

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ yes \_\_\_\_ no
  Reportable condition(s) identified that are not considered to be material weakness \_\_\_\_\_ yes \_\_\_\_ no
  Noncompliance material to financial statements noted? \_\_\_\_ yes \_\_\_\_ no
- b) Federal Awards

Crossroads Louisiana, Inc., and Subsidiary did not receive federal awards in excess of \$500,000 during the year ended June 30, 2004 and, therefore, is exempt from the audit requirements under the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

# Section II - Financial Statement Findings

#### **Internal Control**

**04-1 Criteria** - The internal control structure should be designed to provide for adequate segregation of duties to provide reasonable assurance that all transactions are being properly recorded in the accounting records.

**Condition** - The majority of the accounting functions of the Organization are performed by one person.

## Section II - Financial Statement Findings (Continued)

## **Internal Control (Continued)**

## 04-1 (Continued)

Questioned Costs - None

Context - Not applicable

Effect - A weak system of internal controls over financial reporting which may result in errors and fraud not being detected in a timely manner.

Cause - A limited number of employees qualified to assist in the accounting function.

**Recommendation** - We recommend the Organization consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

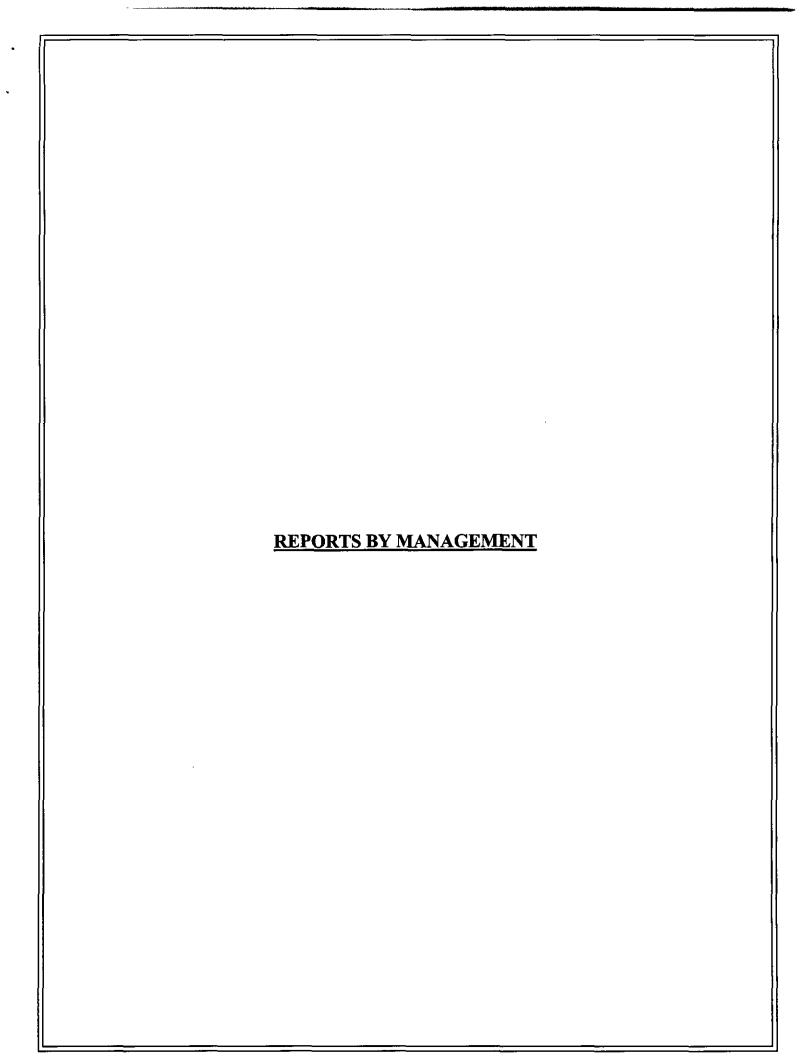
Views of responsible officials of the auditee when there is disagreement with the finding, to the extent practical - None.

# Compliance

No compliance findings material to the financial statements were noted during the audit of the consolidated financial statements for the year ended June 30, 2004.

# **Section III - Federal Award Findings and Questioned Costs**

Not applicable.



# SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2004

## Section I - Internal Control and Compliance Material to the Financial Statements

#### Internal Control

No material weaknesses were noted during the audit of the consolidated financial statements for the year ended June 30, 2003.

**Recommendation** - We recommend the Organization consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

Management's Response - The Organization's office has neither the qualified personnel nor the funds to hire additional personnel to assist in the accounting functions. Unresolved, see finding 04-1.

# Compliance

No compliance findings material to the financial statements were noted during the audit of the consolidated financial statements for the year ended June 30, 2003.

# Section II - Internal Control and Compliance Material to Federal Awards

Crossroads Louisiana, Inc., and Subsidiary did not receive federal awards in excess of \$300,000 during the year ended June 30, 2003 and, therefore, is exempt from the audit requirements under the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

# Section III - Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2003.

# MANAGEMENT'S CORRECTIVE ACTION PLAN

Crossroads Louisiana, Inc., and Subsidiary

For the year ended June 30, 2004

## Section I - Internal Control and Compliance Material to the Financial Statements

#### **Internal Control**

No material weaknesses were noted during the audit of the consolidated financial statements for the year ended June 30, 2004.

**Recommendation** - We recommend the Organization consider having other personnel involved in the accounting function, although to employ such controls may not be cost beneficial.

Management's Corrective Action Plan - The Organization's office has neither the qualified personnel nor the funds to hire additional personnel to assist in the accounting functions.

# Compliance

No compliance findings material to the financial statements were noted during the audit of the consolidated financial statements for the year ended June 30, 2004.

# Section II - Internal Control and Compliance Material To Federal Awards

Crossroads Louisiana, Inc., and Subsidiary did not receive federal awards in excess of \$500,000 during the year ended June 30, 2004 and, therefore, is exempt from the audit requirements under the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

# Section III - Management Letter

A management letter was not issued in connection with the audit for the year ended June 30, 2004.