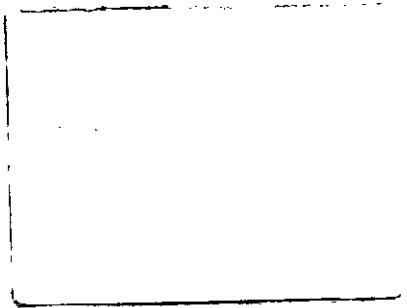


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PLAQUEMINES ASSOCIATION FOR  
RETARDED CITIZENS, INC.

FINANCIAL STATEMENTS

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 1-26-05

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**UZEE, BUTLER, ARCENEUX & BOWES**

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MEMBERS  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
SOCIETY OF LOUISIANA  
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors  
Plaquemines Association for Retarded Citizens, Inc.

We have compiled the accompanying Statement of Financial Position of Plaquemines Association for Retarded Citizens, Inc. (a Louisiana Nonprofit Corporation) as of June 30, 2004 and the related statements of activities and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

*Uzee, Butler, Arceneux & Bowes*  
Uzee, Butler, Arceneux & Bowes  
Certified Public Accountants  
December 14, 2004

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.  
STATEMENT OF FINANCIAL POSITION  
June 30, 2004

ASSETS

Cash		\$ 28,924
Grant receivable		9,765
Prepaid expenses and other assets		768
Property and equipment		
Building and improvements on leased land	\$ 81,967	
Equipment	<u>40,545</u>	
	122,512	
Less accumulated depreciation	<u>115,273</u>	7,239
Deposits		<u>25</u>
Total assets		\$ <u>46,721</u>

LIABILITIES AND NET ASSETS

Liabilities:		
Accounts payable		\$ 1,970
Accrued and withheld payroll taxes		1,373
Sales tax payable		<u>86</u>
Total liabilities		3,429
Net Assets:		
Invested in property and equipment	\$ 7,239	
Unrestricted	<u>36,053</u>	<u>43,292</u>
Total liabilities and net assets		\$ <u>46,761</u>

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.  
 STATEMENT OF ACTIVITIES  
 Year Ended June 30, 2004

CHANGES IN NET ASSETS:

REVENUES

Service fees	\$ 62,529
Appropriation from Plaquemines Parish	68,000
Contributions	5,096
Use of contributed facilities	6,000
Interest income and other	<u>4,184</u>

Total revenues \$145,809

EXPENSES:

Salaries and wages	70,482
Payroll taxes	5,376
Insurance	7,234
Automobile	4,428
Depreciation	3,097
Professional fees	3,350
Rent and utilities	10,733
Supplies	4,610
Telephone	1,134
Other	<u>4,372</u>

Total expenses 114,816

Increase in net assets 30,993

Net assets at beginning of year 12,299

Net assets at end of year \$ 43,292

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.  
STATEMENT OF CASH FLOWS  
Year Ended June 30, 2004

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Increase in net assets	\$ 30,993
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	3,097
Increase in grant receivable	(4,385)
Increase in accounts payable and accrued expenses	922
Decrease in prepaid expenses and other assets	<u>82</u>
Net cash used by operating activities	30,709
 <b>CASH FLOWS USED BY INVESTING ACTIVITIES</b>	
Purchase of equipment	<u>(5,346)</u>
Net decrease in cash	25,363
 CASH AT BEGINNING OF YEAR	 <u>3,561</u>
 CASH AT END OF YEAR	 <u>\$ 28,924</u>

See accompanying notes and accountant's report.

PLAQUEMINES ASSOCIATION FOR RETARDED CITIZENS, INC.  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2004

**DESCRIPTION OF ORGANIZATION**

Plaquemines Association for Retarded Citizens, Inc. (PARC) is a nonprofit organization which provides day care and training for mentally retarded and developmentally disabled persons in Plaquemines Parish, Louisiana. PARC was incorporated under the laws of the State of Louisiana and is qualified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

**SIGNIFICANT ACCOUNTING POLICIES**

Basis of Accounting - The accompanying financial statements are presented on the accrual basis of accounting. Revenue from state grants is recognized to the extent of grant expenses. The amount reported as a grant receivable is for grant expenses incurred but not yet reimbursed. The appropriation from Plaquemines Parish is made on a calendar year basis and is received by PARC in four installments. The amount recognized as revenue for the year ended June 30, 2004 is comprised of one-half of the appropriation for 2003 and one-half of the appropriation for 2004. Contributions are recorded as revenue of the period in which received. Expenditures are recognized when the related liability is incurred.

Leased Facilities - The land and building used by PARC are leased from Plaquemines Parish at an annual rental of \$1.00. The lease is for a period of 100 years which expires May 31, 2090. The estimated fair rental value of these facilities (\$500 a month) is reported as a revenue and an expense of the period in which the facilities are used.

Property and Equipment - Property and equipment are stated at cost. Depreciation is provided using the straight-line method over the estimated useful lives of the assets, 5 years for equipment and 15 years for buildings and improvements. The buildings consist principally of greenhouses and are being depreciated over their estimated useful lives instead of over the term of the lease on the land on which they are situated because they are considered portable and can be removed at the expiration of the lease.

Income taxes - No provisions are made for income taxes in the financial statements because PARC is a tax-exempt entity and had no taxable income for the fiscal year ended June 30, 2004. PARC maintains its books and files its federal return (Form 990) on the cash basis of accounting.

# UZEE, BUTLER, ARCENEUX & BOWES

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CERTIFIED PUBLIC ACCOUNTANTS

December 14, 2004

Board of Directors  
Plaquemines Association for Retarded Citizens, Inc.

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Management of the Plaquemines Association for Retarded Citizens, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Plaquemines Association for Retarded Citizens, Inc.'s compliance with certain laws and regulations during the year ended June 30, 2004 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### ***Federal, State and Local Awards***

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Plaquemines Association for Retarded Citizens, Inc.'s local award expenditures for all local programs for the fiscal year July 1, 2003 to June 30, 2004 were \$68,000 provided by Plaquemines Parish Government.

2. For the only local award, we randomly selected 6 disbursements.
3. For the items selected in procedure 2, we traced the six disbursements to supporting documentation as to proper amount and payee.

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

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



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

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

Inspection of documentation supporting each of the six selected disbursements indicated approvals from two of the Board of Directors.

6. There were no Federal Award expenditures during the twelve months ended June 30, 2004.

#### Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. All were for activities allowed.

#### Eligibility

We reviewed the previously listed disbursements for eligibility requirements. None of the disbursements related to or violated eligibility requirements.

#### Reporting

We reviewed the previously listed disbursements for reporting requirements. None of the disbursements related to or violated reporting requirements.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, we compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

No programs were closed out during the period.

#### **Meetings**

8. We examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Plaquemines Association for Retarded Citizens, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of their building. Although management has asserted that such documents were properly posted, we could find no evidence supporting such assertion other than an unmarked copy of the notices and agendas.

**Comprehensive Budget**

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

No grantor agencies required budgets and therefore none were provided.

**Prior Comments and Recommendations**

10. We reviewed the prior-year report for suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no prior comments and recommendations for the year ended June 30, 2003.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Plaquemines Association for Retarded Citizens, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Uzee, Butler, Arceneaux & Bowes*

Uzee, Butler, Arceneaux & Bowes  
Certified Public Accountants

LOUISIANA ATTESTATION QUESTIONNAIRE  
(For Attestation Engagements of Quasi-public Entities)

12-14-04 (Date Transmitted)

Uzoe, Rutten, Arsenault & Sowers

2067 PASTON ST  
HAVREY, LA 70058 (Auditors)

In connection with your review of our financial statements as of 6-30-04 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes  No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes  No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes  No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes  No

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

