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# THE ARC OF MOREHOUSE

Financial Statements
For the Year Ended 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 1-26-05

## THE ARC OF MOREHOUSE

# **JUNE 30, 2004**

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Francis I. Huffman, CPA L. Fred Monroe, CPA Esther Atteberry, CPA

John L. Luffey, MBA, CPA (1963-2002)

#### INDEPENDENT AUDITORS' REPORT

Board of Directors The ARC of Morehouse Bastrop, Louisiana

We have audited the accompanying statement of financial position of **The ARC of Morehouse** (a nonprofit organization - the Association) as of June 30, 2004, and the accompanying statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide* published by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor. 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 the Association as of June 30, 2004, and the changes of 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 Government Auditing Standards, we have also issued our report dated November 1, 2004, on our consideration of the Association'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 Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

# Board of Directors The ARC of Morehouse

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying financial information listed as Supplemental Schedules in the accompanying Table of Contents is presented for purposes of additional analysis and is not a required part of the financial statements of the Association. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

(A Professional Accounting Corporation)

Ruffey Haffan & house

November 1, 2004

# THE ARC OF MOREHOUSE STATEMENT OF FINANCIAL POSITION JUNE 30, 2004

A COPPEC	-	Unrestricted	_	Temporarily Restricted	_	Total
ASSETS						
Cash and Cash Equivalents	\$	172,213	\$	-	\$	172,213
Investments		80,158		-		80,158
Accounts Receivable		211,296		2,697		213,993
Prepaid Assets		13,866		-		13,866
Fixed Assets		1,008,828		33,344		1,042,172
Accumulated Depreciation	_	(502,640)		(33,344)	_	(535,984)
TOTAL ASSETS	\$	983,721	\$_	2,697	\$_	986,418
LIABILITIES AND NET ASSI	ETS					
Liabilities						
Accounts Payable	\$	4,691	\$	-	\$	4,691
Accrued Liabilities		64,733		-		64,733
Total Liabilities	-	69,424	_	-		69,424
Net Assets						
Temporarily Restricted		-		2,697		2,697
Unrestricted		914,297		-		914,297
Total Net Assets	-	914,297	_	2,697	_	916,994
	_					
TOTAL LIABILITIES AND NET ASSETS	\$_	983,721	\$_	2,697	\$_	986,418

# THE ARC OF MOREHOUSE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2004

		Unrestricted	_	Temporarily Restricted	_	Total
Support, Revenue and Gains	•	4 000 550	Φ.		Φ	1 000 660
Intergovernmental Revenue	\$	1,932,660	\$	-	\$	1,932,660
Program Receipts		361,457		-		361,457
United Fund		9,673		2,697		12,370
Donations		191		~		191
Memberships		3,850		•		3,850
Interest		2,576		-		2,576
Miscellaneous		1,435		•		1,435
Net assets released from restrictions	_	10,553	_	(10,553)	_	-
Total Support, Revenue and Gains		2,322,395		(7,856)		2,314,539
Expenses Program Services						
Adult Habilitation		371,201		-		371,201
Contract Services		134,120		-		134,120
Supported Living		845,931		-		845,931
East Morehouse Community Home		276,592		-		276,592
Crossett Road Community Home		285,461	_	<u>-</u>		285,461
Total of Program Services	_	1,913,305	_	-		1,913,305
Supporting Services						
General and Administrative	_	321,534	-		_	321,534
Total Expenses	_	2,234,839	_		_	2,234,839
Increase (Decrease) in Net Assets		87,556		(7,856)		79,700
Net Assets at Beginning of Year	_	826,741	-	10,553	_	837,294
NET ASSETS AT END OF YEAR	\$_	914,297	\$_	2,697_	\$_	916,994

# THE ARC OF MOREHOUSE STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2004

			Program
	General and Administrative	Adult Habilitation (Day) Program	Contract Services
Salaries	\$ -	\$ 270,740	\$ 119,106
Payroll Taxes and Fringe Benefits	-	40,987	4,035
Total Salaries and			
Related Expenses	-	311,727	123,141
Consultants	-	35	-
Data Processing	-	1,376	-
Dues and Subscriptions	-	1,408	-
Food and Client Needs	1,196	9,113	1,902
Insurance	-	20,275	339
Interest	-	-	-
Maintenance	-	43,893	265
Leases	-	12	-
Office	336	2,790	-
Postage	-	448	-
Professional Fees	-	3,716	-
Public Awareness	300	773	883
Supplies	2,081	4,879	6,924
Taxes and Licenses	38	1,051	-
Telephone	-	3,892	-
Training		27	
Travel and Conventions	-	1,499	-
Utilities	-	6,789	-
Total	3,951	413,703	133,454
Depreciation	22,590	16,301	666
Functional expenses before reallocation	26,541	430,004	134,120
Reallocation of general and administrative	294,993	(58,803)	<u>-</u>
TOTAL FUNCTIONAL EXPENSES	\$ 321,534	\$ 371,201	\$ 134,120

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			Resident	ial	Services		
	Supported	•	East		Crossett	•	
	Living		Morehouse		Road	. <u>-</u>	Total
\$	797,764	\$	153,612	\$	152,891	\$	1,494,113
Ψ	129,235	Ψ	22,587	Ψ	23,806	Ψ	220,650
	127,233		22,567		23,000	-	220,030
	926,999		176,199		176,697		1,714,763
	175		2,044		16,191		18,445
	3,214		1,033		1,063		6,686
	2,343		660		679		5,090
	2,463		99,320		94,001		207,995
	9,126		7,038		6,764		43,542
	-		599		-		599
	7,105		5,930		7,387		64,580
	-		10		10		32
	4,585		1,669		1,741		11,121
	1,016		333		342		2,139
	6,800		2,185		2,249		14,950
	1,805		580		597		4,938
	4,355		5,407		3,776		27,422
	3,038		1,635		1,439		7,201
	4,981		2,774		2,881		14,528
	65		22		23		137
	6,760		1,211		1,193		10,663
_	2,118	_	6,313	_	5,236	_	20,456
	986,948		314,962		322,269		2,175,287
_	176	_	8,723	_	11,096	_	59,552
	987,124		323,685		333,365		2,234,839
-	(141,194)		(47,093)	_	(47,904)		
\$_	845,931	\$_	276,592	\$_	285,461	\$_	2,234,839

# THE ARC OF MOREHOUSE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2004

Cash Flows From Operating Activities		
Increase in net assets	\$	79,700
Adjustments to reconcile decrease in net assets to net cash	•	
provided by operating activities:		
Depreciation		59,552
Changes in assets and liabilities:		
Accounts receivable		(47,128)
Prepaids and other current assets		(2,122)
Accounts payable		(7,631)
Accrued liabilities	_	10,798
Net cash provided by operating activities		93,169
Cash Flows From Investing Activities		
Maturity of investments		28,350
Additions to property and equipment		(36,537)
Net cash used by investing activities	_	(8,187)
Cash Flow From Financing Activities		
Payment on long-term debt		(24,868)
Net cash used in financing activities	_	(24,868)
Net Increase in Cash and Cash Equivalents		60,114
Beginning Cash and Cash Equivalents	_	112,099
ENDING CASH AND CASH EQUIVALENTS	\$_	172,213
Non-Cash Investing Activities		
Purchase of property and equipment	\$ =	(24,868)
Supplemental Cash Flow Information Interest Paid	\$ =	599

#### Note 1 - Description of Organization

The ARC of Morehouse (the Association) is a nonprofit voluntary health and welfare association chartered in 1958 to promote the general welfare of mentally retarded persons residing in Morehouse Parish.

#### Note 2 - Summary of Significant Accounting Policies

#### A. Financial Statement Presentation

In accordance with Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-For-Profit Associations," the Association 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) based upon the existence or absence of donor-imposed restrictions. The Association has not received any contributions with donor-imposed restrictions that would result in permanently restricted net assets.

The Association has also adopted SFAS No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 16, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions. At June 30, 2004 the Association had a receivable of \$2,697 representing United Way contributions awarded during fiscal year ending June 30, 2004 that will be received during the subsequent fiscal year. Under SFAS No 116, such contributions are required to be reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration of the related time restrictions.

#### B. Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when the related liabilities are incurred.

#### C. Cash and Cash Equivalents

The Association considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

#### D. Fixed Assets

Fixed assets are recorded at actual or historical cost. Donated assets are recorded at fair market value on the date of donation. Maintenance and repairs of property and equipment are charged to operations and major improvements are capitalized. The Association has a policy to capitalize fixed assets costing more than \$500. Upon retirement, sale or other disposition of property and equipment, the cost and accumulated depreciation are eliminated from the accounts and the gain or loss is included in operations.

Depreciation of buildings and equipment is computed by the straight-line method over the following estimated service lives:

	Years
Buildings and Improvements	15-30
Furniture and Equipment	5-10
Vehicles	3-5

#### E. Support and Revenues

Revenues received under government grant programs are recorded as revenues when the Association has incurred expenditures in compliance with the specific restrictions. Donations are considered to be available for unrestricted use unless specifically restricted by the donor.

#### F. Functional Expenses

Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Various statistical bases allocate other expenses that are common to several functions.

#### G. Programs

The Association's principal programs and primary funding sources are:

Adult Habilitation (Day Program) - The Adult Habilitation funds are used to train clients in vocational and prevocational activities and supportive services.

Contract Services - Contract Services income is derived from services by clients which include janitorial and other contracts.

Supported Living - Supported Living income is received from the Louisiana Department of Health and Hospitals. This program, similar to the Community

Homes, helps the individual clients become more independent by providing support and training in their residences within the community.

Residential Services- Residential Services' income is received from the Louisiana Department of Health and Hospitals. Clients pay a pro-rata share of the costs based on their income. This program provides clients with a home environment within the community and helps them become more independent citizens.

#### H. Tax-Exempt Status

The Association is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code (Code) and, therefore, has no provision for Federal income taxes. Contributions to the Association are tax deductible within the limitations prescribed by the Code.

#### I. 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 those estimates.

#### Note 3 - Fixed Assets

Fixed assets consisted of the following at June 30, 2004:

Buildings	\$	473,795
Equipment		195,888
Vehicles		302,046
Land		16,220
Improvements		54,223
Less: Accumulated Depreciation	_	(535,984)
	_	
TOTAL FIXED ASSETS	\$_	506,188

Included in vehicles above is one vehicle valued at \$33,344 acquired through Federal grants in previous years. The Association retains title to this vehicle as long as it is kept, maintained and used for the Association's designated purpose. This vehicle is not to be sold or disposed of during its useful life, 5 years or 100,000 miles, without the grantor's permission. In addition, the vehicle, even though fully depreciated, cannot be released from restriction unless the grantor gives their permission. Therefore, the vehicle less related accumulated depreciation, is shown as temporarily restricted. During fiscal 2004, the

Organization received permission from the grantor to transfer one fully depreciated vehicle from temporarily restricted to unrestricted.

Depreciation charged to expense in 2004 was \$59,552

#### Note 4 – Allocation of General Administrative Expenses

Expenses that can be identified with a specific program and support service are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated in proportion to the direct expenses of the program to total direct expenses of all the programs. The following is the detail of the \$294,993 of general and administrative expenses that have been reclassified from program services on the Statement of Functional Expenses:

Data Processing	\$	6,686
Dues and Subscriptions		4,126
Food		1,819
Insuance		11,063
Maintenance		10,544
Office Expense		9,500
Payroll Taxes and Fringe Benefits		25,839
Postage		2,113
Professional Fees		15,811
Public Awarness		3,754
Salaries		185,150
Supplies		3,984
Telephone		8,088
Travel and Conventions		2,111
Utilities	_	4,405
TOTAL	\$	294,993

#### Note 5 - Significant Concentrations of Risk

The Association's cash and cash investments are on deposit with several Federally insured financial institutions. The bank balance of these funds totaled \$238,106 at year-end, all of which is covered by Federal Deposit Insurance.

The Association receives approximately 83% of total revenue and support from various state agencies.

SUPPLEMENTARY INFORMATION

# THE ARC OF MOREHOUSE COMBINING SCHEDULE OF FINANCIAL POSITION JUNE 30, 2004

						Program
A CONTROL	_	Local Fund		Adult Habilitation (Day) Program	· 	Contract Services
ASSETS						
Cash and Cash Equivalents	\$	171,764	\$	-	\$	-
Investments		80,158		-		-
Accounts Receivable		43		10,165		20,317
Prepaid Assets		12,104		1,506		200
Due From Other Funds		1,389,796		491,897		40,577
Fixed Assets		1,042,172		-		-
Accumulated Depreciation	_	(535,984)		_	_	
TOTAL ASSETS	\$_	2,160,053	\$	503,568	\$_	61,094
LIABILITIES AND NET ASSETS						
Current Liabilities						
Accounts Payable	\$	(110)	\$	867	\$	718
Accrued Liabilities		2,733		10,676		3,759
Due To Other Funds		1,788,273		131,840		13,971
Total Current Liabilities		1,790,896	•	143,383	_	18,448
Unrestricted Net Assets (Deficit)		369,157		358,134		12.646
		309,137		•		42,646
Temporarily Restricted Net Assets			•	2,051	_	
Total Net Assets (Deficit)		369,157		360,185	_	42,646
TOTAL LIABILITIES AND						
NET ASSETS	\$	2,160,053	\$	503,568	\$_	61,094

# **SCHEDULE 1**

		_	Residen	tial S	Services	_			
	Supported	•	East		Crossett	•	Early		
	Living		Morehouse		Road		Intervention	_	Total
\$	_	\$	280	\$	169	\$	-	\$	172,213
	-		-	-	-	•	-	7	80,158
	127,347		28,402		27,719		_		213,993
	(1,253)		1,271		66		(28)		13,866
	605,854		152,891		274,229		13,535		2,968,779
	-		-		-		-		1,042,172
	-		-		-	_		_	(535,984)
\$.	731,948	\$	182,844	\$	302,183	\$	13,507	\$_	3,955,197
\$	1,666 36,333	\$	956 6,454	\$	640 4,778	\$	(46)	\$	4,691 64,733
\$	1,666 36,333 589,174	\$	956 6,454 108,509	\$	640 4,778 323,459	\$	-	\$	64,733
\$ -	36,333	\$	6,454	<b>\$</b> _	4,778	\$	(46) - 13,553 13,507	<b>\$</b> _	
\$	36,333 589,174	\$	6,454 108,509	<b>\$</b> _	4,778 323,459	\$	13,553	<b>\$</b>	64,733 2,968,779
\$ -	36,333 589,174 627,173	\$	6,454 108,509 115,919	<b>\$</b>	4,778 323,459 328,877	\$	13,553	\$	64,733 2,968,779 3,038,203
\$ -	36,333 589,174 627,173	\$	6,454 108,509 115,919 66,279	\$ 	4,778 323,459 328,877	\$	13,553	\$ _ _	64,733 2,968,779 3,038,203 914,297

# THE ARC OF MOREHOUSE COMBINING SCHEDULE OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 2004

	-				Program	
		Local Fund		Adult Habilitation (Day) Program		Contract Services
Revenues and Other Support			_			
Intergovernmental Revenue	\$	-	\$	249,029	\$	201
Program Receipts		-		148,269		146,717
United Fund		-		9,406		-
Donations		191		-		-
Memberships		3,850		-		-
Interest		1,914				-
Miscellaneous		202				1,233
Total Revenues and Other Support		6,157		406,704		148,151
Expenses						
Program Services						
Adult Habilitation		-		413,703		-
Contract Services		-		-		133,454
Supported Living		-		-		-
East Morehouse Community Home		-		-		
Crossett Road Community Home		-		-		-
Early Intervention		-	_			
Total Program Services		-		413,703		133,454
Management and General		3,951	_			-
Total Expenses before Depreciation		3,951		413,703		133,454
Depreciation	_	59,552	_			<u>.</u>
Total Expenses	-	63,503	_	413,703	_	133,454
Increase (Decrease) in Net Assets						
From Operations		(57,346)		(6,999)		14,697
Other Sources (Uses)						
Operating Transfers In		53,025		-		-
Operating Transfers Out		(32,601)	_	(21,991)	_	_
Total Other Sources	_	20,424	_	(21,991)		<del>-</del>
Increase (Decrease) in Net Assets		(36,922)		(28,990)		14,697
Net Assets at Beginning of Year	_	406,079	_	389,175	_	27,949
NET ASSETS AT END OF YEAR	\$	369,157	\$_	360,185	\$_	42,646

## SCHEDULE 2

$\sim$		•	
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	<del>-</del>	Residen	Residential Services			_		
	Supported	East		Crossett		Early		
_	Living	Morehouse		Road		Intervention		Total
5	1,109,038	\$ 277,138	\$	308,432	\$	(11,178)	\$	1,932,660
	-,,	40,735	_	25,736	•	-	•	361,457
	-	2,964				-		12,370
	-	, -		-		_		191
	-	-		-		-		3,850
	662	<u>.</u>				-		2,576
	<del>-</del> .	•		-		-		1,435
_	1,109,700	320,837	_	334,168		(11,178)		2,314,539
								413,703
	_	-		_		-		133,454
	986,948	_		_		•		986,948
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	314,962		_		_		314,962
	_	514,502		322,100		_		322,100
	_			522,100		_		322,100
	986,948	314,962		322,100	-	-	_	2,171,167
_	_				-		_	3,951
_	986,948	314,962		322,100		-		2,175,118
	<del></del> -		_			<u>-</u>	_	59,552
_	986,948	314,962		322,100	_			2,234,670
	122,752	5,875		12,068		(11,178)		79,869
	-	-		_		32,601		85,626
	(3,530)	(25,623)		(2,050)		- •		(85,795)
_	(3,530)	(25,623)	_	(2,050)	_	32,601		(169)
_	119,222	(19,748)		10,018		21,423		79,700
	(14,447)	86,673	_	(36,712)	-	(21,423)		837,294
	104,775 \$	66,925	\$	(26,694)	\$	- 9	5	916,994

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS



Francis I. Huffman, CPA L. Fred Monroe, CPA Esther Atteberry, CPA

John L. Luffey, MBA, CPA (1963-2002)

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

Board of Directors The ARC of Morehouse Bastrop, Louisiana

We have audited the financial statements of The ARC of Morehouse (the Association) as of and for the year ended June 30, 2004 and have issued our report thereon dated November 1, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Louisiana Governmental Audit Guide*, issued by the Louisiana Society of Certified Public Accountants and the Louisiana Legislative Auditor.

#### Compliance

As part of obtaining reasonable assurance about whether the Association'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 *Government Auditing Standards*.

# Internal Control over Financial Reporting

In planning and performing our audit, we considered the Association's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be a material weakness. 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

# Board of Directors The ARC of Morehouse

being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting that we consider material weaknesses.

This report is intended solely for the information and use of management of the Association, its oversight agency, other entities granting funds to the Association and the Legislative Auditor for the state of Louisiana and is not intended to be used 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.

(A Professional Accounting Corporation)

Luffey Haffam & Kense

November 1, 2004

#### The ARC of Morehouse Status of Prior Year Findings June 30, 2004

The following is a summary of the status of findings in the Schedule of Findings and Questioned Costs issued in connection with the examination of the financial statements of the ARC of Morehouse as of June 30, 2004.

There were no audit findings for the year ended June 30, 2003.