



Northwest

Law Enforcement Planning Council, Inc.

**Annual Financial Report
For the Year Ended June 30, 2018**



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

Table of Contents

Independent Accountants' Review Report	1 - 2
<u>Financial Statements</u>	
Statement of Financial Position.....	3
Statement of Activities and Changes in Net Assets.....	4
Statement of Cash Flows.....	5
Notes to Financial Statements	6 - 7
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	8 - 10
Management's Corrective Action Plan	11
Schedule of Prior Year Findings and Responses.....	12
Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer.....	13
Louisiana Attestation Questionnaire.....	Appendix



**Rozier Harrington
& McKay** | CERTIFIED PUBLIC
ACCOUNTANTS |

Independent Accountants' Review Report

November 9, 2018

To the Board of Directors
Northwest Law Enforcement Planning Council, Inc.

We have reviewed the accompanying financial statements of Northwest Law Enforcement Planning Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplemental Information

The accompanying schedule of compensation, benefits, and other payments to the agency head, political subdivision head, or chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles



1407 Peterman Drive
Post Office Box 12178
Alexandria, Louisiana 71315

Voice: 318.442.1608
Fax: 318.487.2027
Online: CenlaCPAs.com

generally accepted in the United States of America. We have not audited the supplementary information and, accordingly do not express an opinion on such information.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated November 9, 2018, on the results of our agreed-upon procedures.



Rozier, Harrington & McKay
Certified Public Accountants
Alexandria, Louisiana

Northwest Law Enforcement Planning Council, Inc.

Statement of Financial Position June 30, 2018

Assets

Current Assets

Cash	\$	2,137
Accounts Receivable		<u>-</u>

Total Assets	\$	<u>2,137</u>
--------------	----	--------------

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$	-
------------------	----	---

Net Assets

Unrestricted		<u>2,137</u>
--------------	--	--------------

Total Liabilities and Net Assets	\$	<u>2,137</u>
----------------------------------	----	--------------

See Accompanying Notes and Independent Accountants' Review Report

Northwest Law Enforcement Planning Council, Inc.

Statement of Activities and Changes in Net Assets For the Year Ended June 30, 2018

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<u>Revenues and Support</u>			
Membership Dues	\$ 132,500	\$ -	\$ 132,500
Grants and Contributions	-	69,280	69,280
Net Assets Released From Restrictions	<u>69,280</u>	<u>(69,280)</u>	<u>-</u>
 Total Revenue and Support	 <u>201,780</u>	 <u>-</u>	 <u>201,780</u>
 <u>Expenses</u>			
Program Services			
Administration	53,300	-	53,300
Training Reimbursements	15,980	-	15,980
Support Services			
Management and General	<u>132,500</u>	<u>-</u>	<u>132,500</u>
 Total Expenses	 <u>201,780</u>	 <u>-</u>	 <u>201,780</u>
 Change in Net Assets	 -	 -	 -
Net Assets - Beginning of Year	<u>2,137</u>	<u>-</u>	<u>2,137</u>
 Net Assets - End of Year	 <u>\$ 2,137</u>	 <u>\$ -</u>	 <u>\$ 2,137</u>

See Accompanying Notes and Independent Accountants' Review Report

Northwest Law Enforcement Planning Council, Inc.

Statement of Cash Flows

June 30, 2018

Cash Flows From Operating Activities

Change in Net Assets	\$ -
Adjustments to Reconcile Increases in Net Assets to Net Cash Provided by Operating Activities	
(Increase) Decrease in Accounts Receivable	5,500
Increase (Decrease) in Accounts Payable	<u>(9,618)</u>
Net Cash Provided (Used) by Operating Activities	(4,118)
Cash and Equivalents- Beginning of Year	<u>6,255</u>
Cash and Equivalents- End of Year	<u><u>\$ 2,137</u></u>

For the year ended June 30, 2018, there were no significant investing or financing activities that did not result in cash flows. In addition, supplemental disclosure of cash flow information is presented as follows:

Cash Paid for Income Taxes	<u>\$ -</u>
Cash Paid for Interest Expense	<u><u>\$ -</u></u>

See Accompanying Notes and Independent Accountants' Review Report

Northwest Law Enforcement Planning Council, Inc.

Notes to Financial Statements
June 30, 2018

Note 1 – Significant Account Policies

Northwest Law Enforcement Planning Council, Inc. (Northwest) is a nonprofit corporation. The corporation's mission is to establish a forum for persons most familiar with the problems of local law enforcement to study, address, and adopt methods, procedures and programs that will result in more efficient and effective criminal justice operations in the Northwest Louisiana area. In fulfilling its mission, Northwest affiliates with the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice, as provided in Louisiana Revised Statutes.

Revenue to support Northwest's operations is provided by membership dues, fees for performing services and various grants.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under this method, revenues are recognized when earned and expenses are recorded at the time liabilities are incurred.

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 the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents:

Cash and cash equivalents for the purpose of reporting cash flows consist of bank deposits and highly liquid investments with original maturities of three months or less.

Donated Services and In-Kind Support

Northwest does not typically utilize donated services in performing its mission. Any noncash donations are recorded as contributions at the estimated fair value determined at the date of the donations.

Income Taxes

The Northwest has received a determination letter from the Internal Revenue Service stating that it is exempt from income taxes. In addition, it is also exempt from taxes which apply to private foundations.

Restricted Contributions

Grant funds awarded to Northwest are typically subject to restrictions and are reported as temporarily restricted when the funds are earned.

Note 2 – Cash and Investments

Cash and investments are limited to demand deposits and certificates of deposit that are fully insured by the Federal Deposit Insurance Corporation (FDIC). These amounts are reported as cost, which approximates market values.

Northwest Law Enforcement Planning Council, Inc.

Notes to Financial Statements
June 30, 2018

Note 3 – Receivables

Receivables are limited to amounts earned under grant arrangements awarded by the State of Louisiana. Due to the nature of these receivables, no collection problems are anticipated.

Note 4 - Managements' Review

Management has evaluated subsequent events through November 9, 2018, which is the date the financial statements were available to be issued. There were no subsequent events that require recording or disclosure in the financial statements.

Note 5 – Grant Contingencies

Northwest participates in certain programs that are supported by grant funds. Management is confident that all significant grant conditions have been met; however, grantor agencies routinely review grant activity and could request reimbursement if a dispute occurs regarding compliance with grant conditions.



Independent Accountant's Report
on Applying Agreed-Upon Procedures

To the Board of Directors
Northwest Law Enforcement Planning Council, Inc.

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of Northwest Law Enforcement Planning Council, Inc.(Northwest), the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Northwest's compliance with certain laws and regulations during the year ended October 23, 2018 included in the accompanying Louisiana Attestation Questionnaire. Management of Northwest is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation 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 this 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.

Federal, State, or Local Grant Name	Grant Year	CFDA No. (if applicable)	Amount
VOCA Administrative Funds	7/1/17 – 12/31/18	16.575	15,980
Basic and Corrections Training	7/15/17 – 6/30/18	N/A	53,300
Total Expenditures			69,280

2. For each federal, state, and local award, randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.
3. For the items selected in Procedure 2, trace 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.



Northwest Law Enforcement Planning Council, Inc.

Notes to Financial Statements June 30, 2018

4. For the items selected in Procedure 2, determine if the six disbursements are properly coded to the correct fund and general ledger account.

Payments were properly coded to the correct fund and general ledger account.

5. For the items selected in Procedure 2, determine whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from authorized check signers.

6. For the items selected in Procedure 2: For federal awards, determine whether the disbursements complied with the applicable specific program compliance requirements summarized in the *Compliance Supplement* (or contained in the grant agreement, if the program is not included in the *Compliance Supplement*) and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to:

Transactions charged to federal funds complied with the following requirements:

- *Activities allowed or Unallowed*
- *Eligibility*
- *Reporting*

7. For the programs selected for testing in Procedure 2 that had been closed out during the period under review, compare the close-out report, when required, with the agency's financial records to determine whether the amounts agree.

Programs selected for testing did not include any programs that were closed out.

Open Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/lla.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

Northwest furnished documentation demonstrating that request for publication of meeting notices were submitted to the local newspaper.

Budget

9. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency/agency 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.

Northwest Law Enforcement Planning Council, Inc.

Notes to Financial Statements
June 30, 2018

Grant award documents included comprehensive budgets approved by the applicable grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

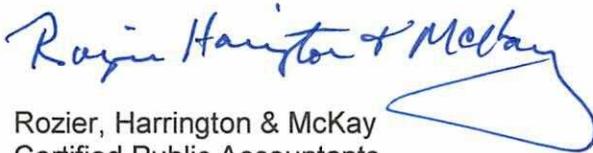
Prior Comments and Recommendations

Review any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

There were no findings reported in connection with the previous engagement.

We were not engaged to perform, and did not perform, an audit, 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, 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.



Rozier, Harrington & McKay
Certified Public Accountants
Alexandria, Louisiana

November 9, 2018

Northwest Law Enforcement Planning Council, Inc.

**Management's Corrective Action Plan
June 30, 2018**

No findings were reported in connection with this engagement.

Northwest Law Enforcement Planning Council, Inc.

**Schedule of Prior Year Findings and Responses
June 30, 2018**

No findings were reported in connection with the prior engagement.

Northwest Law Enforcement Planning Council, Inc.

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer

June 30, 2018

Compensations	\$	-
Benefits	\$	-
Reimbursements	\$	-

Northwest Law Enforcement Planning Agency, Inc. has no employees and accordingly, there are no payments to an Agency Head or Chief Executive Officer. Operations are conducted through a contractual relationship with Red River Delta Law Enforcement Planning Council, Inc. and duties are performed by that Agency's staff.

Appendix

Louisiana Attestation Questionnaire

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

November 9, 2018 (Date Transmitted)

Rozier, Harrington & McKay
Post Office Box 12178
Alexandria, Louisiana 71315

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2018 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

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 [X] 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 local grantor officials.

Yes [X] No []

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

Yes [X] 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 [X] No []

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "[Open Meeting FAQs](#)," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.**

Yes [X] No []

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [X] No []

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [X] No []

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No

The previous responses have been made to the best of our belief and knowledge.

 Executive Director Nov. 14, 2018 Date