

NOVA WORKFORCE INSTITUTE OF NORTHEAST LA
Monroe, Louisiana

REVIEW REPORT
AND
FINANCIAL STATEMENTS
WITH SUPPLEMENTAL INFORMATION
As of And for the Year Ended December 31, 2017

BY

ROSIE D. HARPER
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NOVA WORKFORCE INSTITUTE OF NORTHEAST LA
Monroe, Louisiana

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As of And for the Year Ended December 31, 2017

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Monroe, Louisiana

Review Report
And Financial Statements
With Supplemental Information
As of and for the Year Ended December 31, 2017

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Independent Accountant's Review Report

To the Board of Directors
NOVA Workforce Institute of Northeast LA
Monroe, Louisiana

I have reviewed the accompanying financial statements of NOVA Workforce Institute of Northeast LA (a nonprofit organization), which comprise the statement of financial position as of December 31, 2017, 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, I 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

My 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 me to perform procedures to obtain limited assurance as a basis for reporting whether I am 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. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion

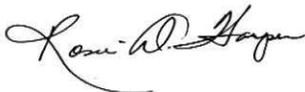
Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

**NOVA Workforce Institute of Northeast LA
Independent Accountant's Review Report (Continued)**

Other Matter Paragraph

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the agency head, political subdivision head, or chief executive officer (Schedule 6), Schedules 1 through 5, and the Independent Accountant's Report on Applying Agreed-Upon Procedures are presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. I have reviewed the information and, based on my review, I am not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. I have not audited the supplementary information and, accordingly, do not express an opinion on such information.



Rosie D. Harper
Certified Public Accountant
June 6, 2018

FINANCIAL STATEMENTS

Statement of Financial Position
December 31, 2017

Assets

Cash	\$ 96,430
Accounts Receivable	29,032
Prepaid Expenses	<u>511</u>
Total Assets	<u><u>125,973</u></u>

Liabilities and Net Assets

Liabilities:

Accrued Liabilities	12,532
Deferred Revenue	106,241
Short-term Credit Line	<u>7,200</u>
Total Liabilities	<u><u>125,973</u></u>

Net Assets

Unrestricted	<u>-</u>
Total Net Assets	<u><u>-</u></u>
Total Liabilities and Net Assets	<u><u>\$ 125,973</u></u>

See Accountant's Review Report and Notes to Financial Statements.

Statement of Activities
For the Year Ended
December 31, 2017

UNRESTRICTED NET ASSETS**Support**

Contributions	\$ 46,089
In-kind Contributions	78,057
Total Other Revenue	<u>124,146</u>

TOTAL UNRESTRICTED SUPPORT	<u>124,146</u>
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Net Assets Released from Restrictions

Restrictions Satisfied by Payments	<u>279,273</u>
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TOTAL UNRESTRICTED SUPPORT AND RECLASSIFICATION	<u>403,419</u>
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Expenses

Program Expense	<u>403,419</u>
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Total Expenses	<u>403,419</u>
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Change in Unrestricted Net Assets	<u>-</u>
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TEMPORARILY RESTRICTED NET ASSETS**Grants**

Federal Grants	113,565
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Local Government Grants	15,000
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Foundations	102,784
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Corporate Grant	<u>47,924</u>
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Total Grants	279,273
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Net Assets Released from Restrictions

Restrictions Satisfied by Payments	<u>(279,273)</u>
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Change in Temporarily Restricted Net Assets	<u>-</u>
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Change in Net Assets	<u>-</u>
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Net Assets as of Beginning of Year	<u>-</u>
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Net Assets as of End of Year	<u><u>\$ -</u></u>
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See Accountant's Review Report and Notes to Financial Statements.

NOVA Workforce Institute of Northeast LA

Statement of Cash Flows
For the Year Ended
December 31, 2017

	<u>All Funds</u>
Operating Activities	
Change in Net Assets	\$ -
Adjustments to Reconcile Change in Net Assets to Net	
Cash Provided by Operating Activities:	
Decrease in Accounts Receivable	23,146
Increase in Prepaid Expenses	(6)
Decrease in Accrued Liabilities	(6,270)
Increase in Deferred Revenue	68,457
Decrease in Short-term Credit Line	<u>(2,588)</u>
Total Adjustments	<u>82,739</u>
Net Cash Provided by Operating Activities	<u>82,739</u>
 Net Increase in Cash	 82,739
 Cash as of Beginning of Year	 <u>13,691</u>
Cash as of the End of Year	<u><u>\$ 96,430</u></u>
 Supplemental Information:	
Interest Expense	<u><u>919</u></u>

See Accountant's Review Report and Notes to Financial Statements.

**NOVA Workforce Institute of Northeast LA
Monroe, Louisiana**

**Notes to the Financial Statements
As of and for the Year Ended December 31, 2017**

NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

NOVA Workforce Institute of Northeast LA (a private non-profit organization) is domiciled in Monroe, Louisiana. The Organization is recognized as a tax-exempt (non-profit) organization under section 501 (c) (3) of the Internal Revenue Service Code. The organization serves to connect the needs of employers with job-training entities and local residents who are looking for a career path leading to a living wage job with benefits. The Board of Directors of the Organization consists of thirteen (13) members. The members serve without compensation.

Basis of Presentation

For the period ending December 31, 2017, the Organization distinguishes between contributions that increase permanently restricted net assets, temporarily restricted net assets, and unrestricted net assets. The following is a description of the three net assets categories:

Unrestricted Net Assets- Net assets that are not subject to donor-imposed stipulations.

Temporarily Restricted Net Assets-Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or by passage of time.

Permanently Restricted Net Assets- Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

Public Support and Revenue

In order to comply with restrictions that donors place on grants and other gifts as well as designations made by its governing board, the principles of reporting net assets are used. Revenue and public support consists mainly of governmental and private grants, fundraising, and contributions. Grants and other contributions of cash and other assets are reported as permanently restricted or temporarily restricted if they are received with donor restrictions or restrictions designated by the governing board. Contributions are considered to be unrestricted unless restricted by the donor.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of management's estimates. Accordingly, actual results could differ from those estimates.

Deferred Revenue

The Organization follows the deferred revenue recognition. Under the deferred method, grants and other revenue received during the year for expenses to be incurred in the following year are recorded as deferred revenue.

**NOVA Workforce Institute of Northeast LA
Notes to Financial Statements (Continued)**

Cash and Cash Equivalents

The Organization considers all highly liquid investments with maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents. At December 31, 2017, NOVA Workforce Institute of Northeast LA had no cash equivalent, and cash totaling \$ 96,430 as follows:

Temporarily Restricted	\$ 75,300
Unrestricted	21,130
Total Cash	<u>\$ 96,430</u>

Income Taxes

The Organization qualified as a publicly supported organization exempt from federal income tax under Section 501 (C) (3) of the Internal Revenue Code. Contributions to the Organization are tax deductible within the limitations prescribed by the Code.

NOTE B. FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE C. BUDGET PRACTICES

The Organization prepares an annual budget that is approved by the Board of Directors prior to being submitted to the granting authority.

NOTE D. IN-KIND CONTRIBUTIONS

For the year ended December 31, 2017, the Organization received in-kind contributions totaling \$78,057.

NOTE E. GRANTS RECEIVABLE

For the year ended December 31, 2017, the Organization had grants receivables as follows:

JPM	\$ 11,941
USDA	12,564
LISC	4,527
Total	<u>\$ 29,032</u>

NOTE F. SHORT-TERM

The Organization obtained a short-term line of credit for \$50,000 with Iberia Bank. For the year ended December 31, 2017, the variable interest rate on the line of credit was 7.00%, and the balance on the credit line was \$7,200.

NOVA Workforce Institute of Northeast LA
Notes to Financial Statements (Continued)

NOTE G. ACCRUED LIABILITIES

For the year ended December 31, 2017, the Organization had accrued liabilities as follows:

Payroll Liabilities	\$ 9,025
Accounts Payable	<u>3,507</u>
Total	<u><u>\$ 12,532</u></u>

NOTE H. DEFERRED REVENUE

For the year ended December 31, 2017, the Organization had deferred revenue as follows:

Source	Beginning Deferred Revenue @ 01/01/2017	Adjustment	Revenue Received	Expended	Deferred Revenue @ 12/31/2017
Delta Regional Authority	-	-	11,099	11,099	-
City of Monroe	-	-	5,000	5,000	-
Louisiana Delta Community College	-	-	7,000	7,000	-
City of Lake Providence	-	-	3,000	3,000	-
J.P. Morgan Chase	-	-	47,924	47,924	-
LISC	-	-	28,902	28,902	-
Mary Reynolds-Babcock	10,585	-	99,999	102,784	7,800
Capital One	-	-	67,500	-	67,500
USDA	-	-	73,564	73,564	-
General					
Other Foundations/Corporate Sponsors	27,199	-	49,831	46,089	30,941
Total	<u>37,784</u>	<u>-</u>	<u>393,819</u>	<u>325,362</u>	<u>106,241</u>

NOTE I. UNCERTAIN TAX POSITIONS

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by Internal Revenue Service. The Management has analyzed the tax positions taken by the Organization and has concluded that as of June 6, 2018 there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by Internal Revenue Service for the years ended December 31, 2015, 2016, and 2017; however, there are currently no audits in progress for any tax period.

NOTE J. SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 6, 2018, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

SUPPLEMENTAL INFORMATION



ROSIE D. HARPER

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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Directors
NOVA Workforce Institute of Northeast LA

I have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of NOVA Workforce Institute of Northeast LA, the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about NOVA Workforce Institute of Northeast LA's compliance with certain laws and regulations for the year ended December 31, 2017 included in the accompanying Louisiana Attestation Questionnaire. Management of NOVA Workforce Institute of Northeast LA 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, I 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.

NOVA Workforce Institute of Northeast LA's federal award expenditures for all federal programs for the fiscal year follow:

Federal, State, or Local Grant Name	Grant Year	CFDA No. (if applicable)	Amount
City of West Monroe, Louisiana	December 31, 2017	N/A	\$ 5,000
Louisiana Delta Community College	December 31, 2017	N/A	7,000
City of Lake Providence	December 31, 2018	N/A	3,000
Delta Regional Authority	December 31, 2017	90.201	11,099
Rural Business Development	December 31, 2017	10.351	73,564
Capacity Building (Non-Research & Development)	March 1, 2016-March 31, 2018	14.252	9,978
Community Development & Affordable Housing	February 1, 2017-April 3, 2018	14.252	18,924
Total Expenditures			\$ 128,565

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.

NOVA Workforce Institute of Northeast LA
Independent Accountant's Report on Applying Agreed-Upon Procedures
(Continued)

3. For the items selected in Procedure 2, traced the thirty disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the thirty 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, determine if the thirty disbursements are properly coded to the correct fund and general ledger account.

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

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

Inspection of documentation supporting each of the thirty selected disbursements indicated approvals from the executive director, the treasurer and the chairman of the board. In addition, each of the disbursements were traced to the NOVA Workforce Institute of Northeast LA's minute book where they were approved by the full board.

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:

Activities allowed or unallowed

I reviewed the thirty items which were from federal awards in the previously listed disbursements for types of services allowed or not allowed. Each of the thirty items reviewed complied with types of services allowed or not allowed.

Eligibility

I reviewed the thirty items which were from federal awards in the previously listed disbursements for eligibility requirements. Each of the thirty items reviewed complied with the eligibility requirements.

Reporting

I reviewed the thirty items which were from federal awards in the previously listed disbursements for reporting requirements. Each of the thirty items reviewed complied with the reporting requirements.

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.

I examined the required close-out reports for each grant closed out during the period under review. I did not observe any discrepancy between the close-out reports and the agency's financial records.

**NOVA Workforce Institute of Northeast LA
Independent Accountant's Report on Applying Agreed-Upon Procedures
(Continued)**

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/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law. **Non-applicable**

Budget

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

For each grant exceeding five thousand dollars, the organization provided a comprehensive budget to the grantor agency which included the purpose and duration.

Prior Comments and Recommendations

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

I was 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, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of NOVA Workforce Institute of Northeast LA, 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.



Rosie D. Harper
Certified Public Accountant
June 6, 2018

Schedule of Functional Expenses
For the Year Ended
December 31, 2017

	Program Service		
	Funds Expended	In-kind	Total
Personnel Costs			
Salaries and Wages	\$ 148,744	\$ 13,398	\$ 162,142
Payroll Taxes and Fringe Benefits	46,707	-	46,707
Total Personnel Costs	<u>195,451</u>	<u>13,398</u>	<u>208,849</u>
Other Expenses			
Accounting	22,750	-	22,750
Ads and Legal Notices	-	-	-
Audit/Review	2,650	-	2,650
Computer Printer	-	2,400	2,400
Copier	-	2,400	2,400
Graduation Costs	1,691	-	1,691
Insurance	3,361	-	3,361
Interest Expense	919	-	919
Maintenance	-	3,600	3,600
Marketing	-	5,894	5,894
Meetings	-	4,397	4,397
Membership Dues	275	-	275
Miscellaneous	3,112	-	3,112
Occupancy Cost	8,850	24,000	32,850
Office Supplies	3,922	2,485	6,407
Postage	383	1,200	1,583
Printing and Reproduction	1,875	-	1,875
Professional Services	43,013	12,000	55,013
Supportive Services	3,598	-	3,598
Telephone	1,937	1,200	3,137
Training Supplies and Services	13,145	-	13,145
Travel	18,430	283	18,713
Utilities	-	4,800	4,800
Total Other Expenses	<u>129,911</u>	<u>64,659</u>	<u>194,570</u>
Total Functional Expenses	<u>\$ 325,362</u>	<u>\$ 78,057</u>	<u>\$ 403,419</u>

See Accountant's Review Report and Notes to Financial Statements.

NOVA Workforce Institute of Northeast LA

Schedule of Activities Budget to Actual
 Combined Cash and In-kind
 For the Year Ended
 December 31, 2017

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
Corporate Grant and Contributions	\$ 97,515	\$ 94,013	\$ 3,502
Federal Grants	115,258	113,565	1,693
Local Government Grants	5,000	15,000	(10,000)
Foundations	110,584	102,784	7,800
JP Morgan Chase	12,313	-	12,313
In-kind Contributions	78,057	78,057	-
Total Revenue	<u>418,727</u>	<u>403,419</u>	<u>15,308</u>
Personnel Costs			
Salaries and Wages	157,726	162,142	(4,416)
Payroll Taxes and Fringe Benefits	51,709	46,707	5,002
Total Personnel Costs	<u>209,435</u>	<u>208,849</u>	<u>586</u>
Other Expenses			
Accounting	22,750	22,750	-
Ads and Legal Notices	1,380	-	1,380
Audit/Review	2,650	2,650	-
Computer Equipment Services	1,197	-	1,197
Computer Printer-In-kind	2,400	2,400	-
Copier-In-kind	2,400	2,400	-
Graduation Costs	1,784	1,691	93
Insurance	3,362	3,361	1
Interest Expense	920	919	1
Maintenance-In-kind	3,600	3,600	-
Marketing-In-kind	5,894	5,894	-
Meetings	6,153	-	6,153
Meetings-In-kind	4,397	4,397	-
Membership Dues	275	275	-
Minor Equipment	313	-	313
Miscellaneous	2,085	3,112	(1,027)
Occupancy Costs	8,850	8,850	-
Occupancy Cost-In-kind	24,000	24,000	-
Office Supplies	4,811	3,922	889
Office Supplies-In-kind	2,485	2,485	-
Postage	423	383	40
Postage-In-kind	1,200	1,200	-
Printing Materials	1,876	1,875	1
Professional Services	42,137	43,013	(876)
Professional Services-In-kind	12,000	12,000	-
Supportive Services	6,524	3,598	2,926
Telephone	1,980	1,937	43
Telephone-In-kind	1,200	1,200	-
Training Supplies and Services	14,013	13,145	868
Travel	14,331	18,430	(4,099)
Travel-In-kind	283	283	-
Tuition-In-kind	-	-	-
Utilities-In-kind	4,800	4,800	-
Total Other Expenses	<u>202,473</u>	<u>194,570</u>	<u>7,903</u>
Total Functional Expenses	<u>411,908</u>	<u>403,419</u>	<u>8,489</u>
Budget Excess (Deficit)	<u>\$ 6,819</u>	<u>\$ -</u>	<u>\$ 6,819</u>

See Accountant's Review Report and Notes to Financial Statements.

NOVA Workforce Institute of Northeast LA

Schedule of Activities Budget to Actual
Cash Only
For the Year Ended
December 31, 2017

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
Corporate Grant	\$ 97,515	\$ 94,013	\$ 3,502
Federal Grants	115,258	113,565	1,693
Local Government Grants	5,000	15,000	(10,000)
Foundations	110,584	102,784	7,800
JP Morgan Chase	12,313	-	12,313
Total Revenue	<u>340,670</u>	<u>325,362</u>	<u>15,308</u>
Personnel Costs			
Salaries and Wages	144,328	148,744	(4,416)
Payroll Taxes and Fringe Benefits	51,709	46,707	5,002
Total Personnel Costs	196,037	195,451	586
Other Expenses			
Accounting	22,750	22,750	-
Ads and Legal Notices	1,380	-	1,380
Audit/Review	2,650	2,650	-
Computer Equipment Services	1,197	-	1,197
Graduation Costs	1,784	1,691	93
Insurance	3,362	3,361	1
Interest Expense	920	919	1
Meetings	6,153	-	6,153
Membership Dues	275	275	-
Minor Equipment	313	-	313
Miscellaneous	2,085	3,112	(1,027)
Occupancy Costs	8,850	8,850	-
Office Supplies	4,811	3,922	889
Postage	423	383	40
Printing Materials	1,876	1,875	1
Professional Services	42,137	43,013	(876)
Supportive Services	6,524	3,598	2,926
Telephone	1,980	1,937	43
Training Supplies	14,013	13,145	868
Travel	14,331	18,430	(4,099)
Total Other Expenses	<u>137,814</u>	<u>129,911</u>	<u>7,903</u>
Total Functional Expenses	<u>333,851</u>	<u>325,362</u>	<u>8,489</u>
Budget Excess (Deficit)	<u>\$ 6,819</u>	<u>\$ -</u>	<u>\$ 6,819</u>

See Accountant's Review Report and Notes to Financial Statements.

NOVA Workforce Institute of Northeast LA

Schedule of Activities Budget to Actual
In-kind Only
For the Year Ended
December 31, 2017

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
Contributions	78,057	78,057	-
Total Revenue	<u>78,057</u>	<u>78,057</u>	<u>-</u>
Personnel Costs			
Salaries and Fringe Benefits	13,398	13,398	-
Total Personnel Costs	13,398	13,398	-
Expenses			
Computer Printer	2,400	2,400	-
Copier	2,400	2,400	-
Maintenance	3,600	3,600	-
Marketing	5,894	5,894	-
Meetings	4,397	4,397	-
Occupancy Cost	24,000	24,000	-
Office Supplies	2,485	2,485	-
Postage	1,200	1,200	-
Professional Services	12,000	12,000	-
Telephone	1,200	1,200	-
Travel	283	283	-
Utilities	4,800	4,800	-
Total Functional Expenses	<u>78,057</u>	<u>78,057</u>	<u>-</u>
Budget Excess (Deficit)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Accountant's Review Report and Notes to Financial Statements.

NOVA WORKFORCE INSTITUTE OF NORTHEAST LA
Schedule of Board Members

For the Year Ended
December 31, 2017

Board Member	Title	Location
Hartman, Robert	President	Monroe, Louisiana
Simmons, Bobby	Vice President	Monroe, Louisiana
Laudenheimer, Jeff	Secretary/Treasurer	Monroe, Louisiana
Barrett, Bernie	Board Member	Lake Providence, Louisiana
Burton, Ezzard	Board Member	Monroe, Louisiana
Epps, Dennis	Board Member	Monroe, Louisiana
Griffin, Robert	Board Member	Monroe, Louisiana
Tonya Hawkins-Hunter	Board Member	Monroe, Louisiana
Rambo, Christine	Board Member	Monroe, Louisiana
Scott, Louis G.	Board Member	Monroe, Louisiana
Stewart, Shirley	Board Member	Bastrop, Louisiana
Wilson, Sherry Ray	Board Member	Monroe, Louisiana
Wolkart, Kristin	Board Member	Monroe, Louisiana

See Accountant's Review Report and Notes to Financial Statements.

NOVA WORKFORCE INSTITUTE OF NORTHEAST LA
 Schedule of Compensation - Key Management

Schedule 6

For the Year Ended
 December 31, 2017

	Paul West	
Job Title	Executive Director	
Salary	\$	72,000
401K		-
Benefits-Insurance		18,445
Benefits-Retirement		-
Other Benefits		-
Car Allowance		-
Vehicle provided by Government		-
Per Diem		-
Reimbursements		-
Travel		1,145
Registration Fees		-
Conference Travel		2,204
Continuing Professional Education Fees		-
Housing		-
Unvouchered Expenses		-
Special Meals		-
Total Compensation	\$	93,794

See Accountant's Review Report and Notes to Financial Statements.