

11025

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Affidavit and Revenue Certification

NextSTEP OF CENTRAL LOUISIANA, INC. (Entity Name)
RAPIDES PARISH
ALEXANDRIA, LOUISIANA

**ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$75,000 OR LESS** (if applicable)

The annual sworn financial statements are *required* by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues of \$75,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(J)(1)(c)(i)(aa).

Personally came and appeared before the undersigned authority, **CAROLYNE D. HOYT** (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of **NextSTEP OF CENTRAL LOUISIANA, INC.** (enter entity name) as of **DECEMBER 31, 2018** (entity's year-end), and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

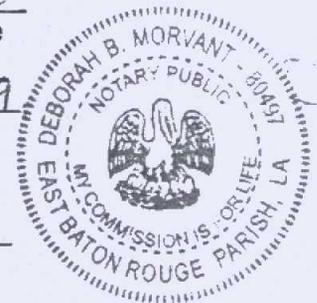
(Complete if applicable)

In addition, **CAROLYNE D. HOYT**, (officer name), who, duly sworn, deposes and says that **NextSTEP OF CENTRAL LOUISIANA, INC.** (entity name) received \$75,000 or less in revenues and other sources for the year ended **DECEMBER 31, 2018**, and accordingly, is not required to have an audit for the previously mentioned year.

Carolyn D. Hoyt
Officer's Signature

Sworn to and subscribed before me this 30th day of March, 2019

Deborah B. Morvant
NOTARY PUBLIC SIGNATURE & SEAL



For Office Use Only
Under provisions of state law, this report will become a public document on the Monday following the release date. A copy of the report will be submitted to appropriate public officials and be available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor and, where appropriate, at the office of the parish clerk of court.
Release Date MAY 22 2019

Please Complete This Section
Officer's Name CAROLYNE D. HOYT
Officer's Title EXECUTIVE DIRECTOR
Address 308 E. SHAMROCK STREET
City, Zip PINEVILLE, LA 71360
Ph: Cell/Land 318-664-0277
E-mail carolynehoyt@prodigy.net

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

NextSTEP OF CENTRAL LOUISIANA, INC.
(Agency Name)

Statement of Cash Receipts and Disbursements
For the Year Ended December 31, 2018
(Year-End)

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
RECEIPTS (Provide Brief Description):			
1. Grants	\$ 25,000.00	\$111,227.00	\$136,227.00
2. Donations	1,050.00	0.00	1,050.00
3.			
4.			
5.			
6. Total receipts (add lines 1 - 5)	<u>\$26,050.00</u>	<u>\$111,227.00</u>	<u>\$137,277.00</u>
DISBURSEMENTS (Provide Brief Description):			
7. Salaries and Wages	\$ 0.00	\$29,549.42	\$29,549.42
8. Consulting & Outside Contract Services	1,186.13	40,681.25	41,867.38
9. Royalties Expense	12,000.00	0.00	12,000.00
10. Payroll Taxes	0.00	2,456.32	2,456.32
11. Insurance Expense	(33.00)	3,574.78	3,541.78
12. Other Expenses	3,754.37	4,686.65	8,441.02
13. Total Disbursements (add lines 7 - 12)	<u>\$16,907.50</u>	<u>\$80,948.42</u>	<u>\$97,855.92</u>
14. Change in fund balance (Lines 6 minus 13)	\$ 9,142.50	\$30,278.58	\$39,421.08
15. Fund Balance at beginning of year	\$ 2,983.63	\$1,071.67	\$ 4,055.30
16. Fund balance (deficit) at end of year (Add lines 14-15)			
--This amount also goes on line 12, Statement B	\$12,126.13	\$31,350.25	\$43,476.38

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENTS FOR YOUR RECORDS



Re: Amount of public funds: Legislative Auditor's Report - 12/31/2018 Year
End - Next STEP of Central Louisiana, Inc. (11025 - NP) (Reference No:
12741)2

Carolyn Hoyt to: e reports

04/11/2019 02:37 PM

Greetings,

Attached please find NextSTEP's Financial Statement, which includes our only federal funding for 2018. It is under the heading "VOCA," which was a Victims of Crime Act Grant, totaling \$47,482. I apologize for any inconvenience caused by my oversight.

Here's to a fine afternoon in BR!

Carolyn

Carolyn Hoyt, MS
Founder & Executive Director
NextSTEP of Central Louisiana, Inc.
220 Hospital Blvd.
Pineville, LA 71360
(318) 664-0277

On Wednesday, April 10, 2019, 3:17:23 PM EDT, e reports <ereports@lla.state.la.us> wrote:

Ms. Hoyt;

We are reviewing your 2018 report. Can you tell me which of these grants are from public funds - you show total of 136,227

Public funds are state and/or local governmental funds and/or federal funds passed through a state or local government agency. Public funds also include direct federal funds unless the non-profit receives only federal direct funds. Please note that Medicare and Medicaid funds are considered contract/vendor payments and so are not considered public funds.

If your entity received more than \$75,000 of public funds, then the report has to be done by a CPA on our approved list. Please let me know so we can process your report.

NextSTEP OF CENTRAL LOUISIANA, INC.
(Agency Name)

Balance Sheet, on December 31, 2018
(Year-End)

	General Fund	Other Fund	Total
ASSETS (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$22,197.02	\$28,172.99	\$50,370.01
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)			
4. Equipment (Cost of fax machine, etc)			
5. Other (Accounts Receivable)		7,048.00	7,048.00
6. Total Assets (add lines 1 - 5)	<u>\$22,197.02</u>	<u>\$35,220.99</u>	<u>\$57,418.01</u>
LIABILITIES AND FUND BALANCE (at year-end):			
7. Liabilities (give brief description):			
8. Line of Credit (Capital One)	\$10,000.00	\$ 0.00	\$10,000.00
9. Taxes Payable – Payroll		3,870.74	3,870.74
10. Due to Others	70.89		70.89
11. Total Liabilities (add lines 7 - 10)	\$10,070.89	\$ 3,870.74	13,941.63
12. Fund balance (amount from Line 16 on Statement A)	12,126.13	31,350.25	43,476.38
13. Other			
14. Total Liabilities and Fund Balance (add lines 11 - 13)	<u>\$22,197.02</u>	<u>\$35,220.99</u>	<u>\$57,418.01</u>

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENTS FOR YOUR RECORDS

NextSTEP OF CENTRAL LOUISIANA, INC. (Agency Name)

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer (Required Form - Please Submit Completed Form Per Attached Instructions)

For the Year Ended December 31, 2018 (Year-End)

Agency Head Name and Title: CAROLYNE D. HOYT, EXECUTIVE DIRECTOR

Purpose	Dollar Amount
1. Salary	1. 29,549.42
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10. 784.15
11. Travel	11. 412.05
12. Registration fees	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of line 1-17)	18. 30,745.62

____ Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasi-public) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

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NextSTEP of Central Louisiana, Inc.
IS PM Class

04/11/19

Accrual Basis

January through December 2018

	VOCA (Program Services)	Total Program Services	TOTAL
Ordinary Income/Expense			
Income			
Revenues			
Grants	47,482.00	47,482.00	47,482.00
Total Revenues	47,482.00	47,482.00	47,482.00
Total Income	47,482.00	47,482.00	47,482.00
Expense			
Contract Services			
Consulting Fees	32,406.25	32,406.25	32,406.25
Total Contract Services	32,406.25	32,406.25	32,406.25
Facilities and Equipment			
Furniture & Furnishings	176.79	176.79	176.79
Presentation Equipment	1,868.05	1,868.05	1,868.05
Total Facilities and Equipment	2,044.84	2,044.84	2,044.84
Operations			
Salaries and Wages			
Salary - Direct Cost			
Salary - Direct Cost - VOCA	15,850.00	15,850.00	15,850.00
Total Salary - Direct Cost	15,850.00	15,850.00	15,850.00
Salary - Admin			
Salary - Admin - VOCA	1,650.00	1,650.00	1,650.00
Total Salary - Admin	1,650.00	1,650.00	1,650.00
Total Salaries and Wages	17,500.00	17,500.00	17,500.00
Supplies	656.75	656.75	656.75
Taxes - Payroll	1,534.55	1,534.55	1,534.55
Total Operations	19,691.30	19,691.30	19,691.30
Other Types of Expenses			
Insurance - Liability, D and O	2,794.45	2,794.45	2,794.45
Insurance - Workers' Comp.	780.33	780.33	780.33
Total Other Types of Expenses	3,574.78	3,574.78	3,574.78
Program Services			
Program Travel	302.21	302.21	302.21
Total Program Services	302.21	302.21	302.21
Total Expense	58,019.38	58,019.38	58,019.38
Net Ordinary Income	(10,537.38)	(10,537.38)	(10,537.38)
Net Income	(10,537.38)	(10,537.38)	(10,537.38)