



Planche · Politz · Ledet *LLC*  
*Beyond the Numbers*

ST. PAUL ADULT LEARNING CENTER, INC.  
FINANCIAL STATEMENTS  
JUNE 30, 2016

PLANCHE · POLITZ · LEDET, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
AND BUSINESS ADVISORS  
BATON ROUGE, LOUISIANA



Planche · Politz · Ledet *LLC*  
*Beyond the Numbers*

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

Members of the Board of Directors  
St. Paul Adult Learning Center, Inc.  
Baton Rouge, Louisiana

We have compiled the accompanying statement of financial position of St. Paul Adult Learning Center, Inc. (a non-profit organization) as of June 30, 2016 and the related statements of activities, functional expenses and cash flows for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of financial statements.

Our responsibility is to conduct the compilation in accordance with the Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

A handwritten signature in blue ink that reads "Planche Politz Ledet, LLC". The signature is written in a cursive, flowing style.

September 28, 2017

ST. PAUL ADULT LEARNING CENTER, INC.  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2016

ASSETS

Cash	\$	1,538
Employee Advances		9,762
Total Current Assets		<u>11,300</u>
Property and Equipment - net		<u>51,510</u>
Total Assets	\$	<u><u>62,810</u></u>

LIABILITIES AND NET ASSETS

LIABILITIES

Due to Georgia Forrester	\$	10,100
Total Liabilities		<u>10,100</u>

NET ASSETS

Unrestricted		<u>52,710</u>
Total Net Assets		<u>52,710</u>
Total Liabilities and Net Assets	\$	<u><u>62,810</u></u>

See accompanying notes and independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2016

REVENUE, GAINS, AND OTHER SUPPORT

Grants from Government Agencies	\$	23,230
Support from the Public:		
Contributions		<u>147,964</u>
Total Revenue, Gains, and Other Support		<u>171,194</u>

FUNCTIONAL EXPENSES

Program Services:		
Education		<u>140,677</u>
Total Program Services		<u>140,677</u>
Supporting Services:		
General Operations		<u>35,104</u>
Total Supporting Services		<u>35,104</u>
Total Expenses		<u>175,781</u>

CHANGE IN NET ASSETS		(4,587)
NET ASSETS, BEGINNING OF YEAR		<u>57,297</u>
NET ASSETS, END OF YEAR	\$	<u><u>52,710</u></u>

See accompanying notes and independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2016

	PROGRAM SERVICES	MANAGEMENT	TOTAL
Salaries, Benefits, & Payroll Taxes	\$ 107,953	\$ 29,190	\$ 137,143
Accounting	-	4,554	4,554
Employee Benefits	1,276	-	1,276
Bank Charges	-	176	176
Casual Labor	1,085	-	1,085
Dues & Subscriptions	1,081	-	1,081
Emergency Assistance	300	-	300
Insurance	2,225	-	2,225
Gifts & Meetings	-	50	50
Equipment	984	-	984
Janitorial-Trash	-	171	171
Miscellaneous	288	-	288
Postage	61	-	61
Repairs	-	963	963
Security	390	-	390
Special Events	1,270	-	1,270
Supplies	2,845	-	2,845
Telephone	3,044	-	3,044
Travel	846	-	846
Utilities	4,174	-	4,174
Vehicle Expense	963	-	963
Depreciation	11,892	-	11,892
Total Expenses	<u>\$ 140,677</u>	<u>\$ 35,104</u>	<u>\$ 175,781</u>

See accompanying notes and independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2016

CASH FLOWS PROVIDED (USED) BY  
OPERATING ACTIVITIES

Decrease in net assets	\$ (4,587)
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	11,892
Changes in operating assets and liabilities (Decrease) Increase in operating liabilities:	
Increase in employee advances	(9,762)

NET CASH PROVIDED (USED) BY  
OPERATING ACTIVITIES

(2,457)

CASH FLOWS PROVIDED (USED) BY  
INVESTING ACTIVITIES

Acquisition of Equipment and intangibles	-
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NET CASH USED BY  
INVESTING ACTIVITIES

-

CASH FLOWS PROVIDED (USED) BY  
FINANCING ACTIVITIES

Proceeds from related party loan	1,500
Payments on related party loan	-

NET CASH USED BY  
FINANCING ACTIVITIES

1,500

CASH AND CASH EQUIVALENTS PROVIDED (USED) (957)

CASH AND CASH EQUIVALENTS

Beginning of year	2,495
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CASH AND CASH EQUIVALENTS

End of year	\$ <u>1,538</u>
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See accompanying notes and independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR YEAR ENDED JUNE 30, 2016

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The St. Paul Adult Learning Center, Inc. (Organization) is a Louisiana non-profit voluntary health agency, incorporated in 1987. The purpose of the Organization is to operate exclusively for charitable and educational purposes, including: extended educational opportunities to the adult population be they free or imprisoned; offering social services with a specified area to those in financial distress.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Public Support and Revenue

Contributions and grants received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions and grants received with donor-imposed restrictions that are met in the same year in which the contributions or grants are received are classified as unrestricted contributions and grants.

The Organization uses the allowance method to determine uncollectible receivables. The allowance is based on prior years' experience and management's analysis of specific promises made.

See independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR YEAR ENDED JUNE 30, 2016

1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

It is the Organization's policy to capitalize property and equipment over \$2,500. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method.

Financial Statement Presentation

The Organization 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 net assets.

Income Tax

The Organization is exempt from Federal Income Taxes under Section 501 (c) (3) of the Internal Revenue Code, and has been designated as an organization other than a private foundation.

The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Organization believes it is no longer subject to tax return examinations for the years prior to 2008.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures.

Functional Allocation of Expenses

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

See independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR YEAR ENDED JUNE 30, 2016

2. PROPERTY AND EQUIPMENT

The Organization's property and equipment at June 30, 2016 consisted of the following:

Building	\$ 207,944
Equipment	39,428
Memorial Garden	13,414
Vehicle	<u>17,713</u>
	278,499
Less: Accumulated Depreciation	<u>(226,989)</u>
Total	<u>\$ 51,510</u>

The company recorded depreciation expense of \$11,892 for the year ended June 30, 2016.

3. CONCENTRATION OF CREDIT RISK

The Organization maintains its bank accounts at a financial institution. The Organization's bank balances did not at any point during the year exceed the maximum amount insured by the Federal Deposit Insurance Corporation (FDIC) of \$250,000.

The Organization received 50% of its revenue, grants, and other support from state government contracts.

4. RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No claims were made during the year.

5. RELATED PARTY TRANSACTIONS

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member. Periodically, Mrs. Forrester advances the Organization funds without a term for repayment.

See independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR YEAR ENDED JUNE 30, 2016

6. CONTINGENCIES

The Organization receives a portion of its revenues from government grants and contracts, all of which are subject to audit by the governments. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and are subject to audit by the government. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

7. SUBSEQUENT EVENTS

The Organization paid partial payments to Mr. David Jones in lieu of processing a full payroll check. These amounts were not reported to the payroll processing company prior to the June 30, 2016 year-end. The total amount of \$9,761.90 were reported as employee advances on the financials and reported as payroll on the Organization's November payroll report.

8. LATE SUBMISSION

The Organization failed to submit the year ended June 30, 2016 financial statements timely to the Louisiana Legislative Auditors office. This was due to management's failure to submit timely information to the CPA firm.

The effects of this late submission on their financial statements have not been determined.

See independent accountants' compilation report.

ST. PAUL ADULT LEARNING CENTER, INC.  
NOTES TO FINANCIAL STATEMENTS  
FOR YEAR ENDED JUNE 30, 2016

LATE FINDINGS

The Organization failed to submit the year ended June 30, 2016 financial statements timely to the Louisiana Legislative Auditors office. This was due to management's failure to submit timely information to the CPA firm.

CORRECTIVE ACTION PLAN

Management for the Organization has engaged Planche·Politz·Ledet, LLC to complete the annual financial statements and submit the form timely. Work is now assigned and scheduled to ensure the reports are filed timely in future years.

See independent accountants' compilation report.