

YOUTH SERVICE BUREAU OF ST. TAMMANY

Financial Statements

June 30, 2017

(With Independent Auditors' Report Thereon)

YOUTH SERVICE BUREAU OF ST. TAMMANY

Table of Contents

	<u>Page</u>
Independent Auditors' Report	1 - 2
Financial Statements:	
Statement of Financial Position	3
Statement of Activities	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 10
Supplemental Information:	
Schedule of Functional Expenses	11
Schedule of Functional Expenses – United Way Purposes for St. Tammany Parish	12
Schedule of Functional Expenses – United Way Purposes for Washington Parish	13
Schedule of Compensation, Benefits, and Other Payments to Agency Head or Chief Executive Officer	14
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15 - 16
Schedule of Findings	17
Status of Prior Audit Findings	18

Independent Auditors' Report

To the Board of Directors
Youth Service Bureau of St. Tammany
Covington, Louisiana

We have audited the accompanying financial statements of the Youth Service Bureau of St. Tammany, a nonprofit corporation (the Bureau), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

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.

Auditor's Responsibility

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 and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Youth Service Bureau of St. Tammany as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 11 to 13 and schedule of compensation, reimbursements, benefits and other payments to the Chief Executive Officer on page 14 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2017, on our consideration of the Bureau's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bureau's internal control over financial reporting and compliance.

Griffin & Furman, LLC

November 9, 2017

YOUTH SERVICE BUREAU OF ST. TAMMANY

Statement of Financial Position

June 30, 2017

Assets

Cash & cash equivalents:	\$	364,898	
Receivables - grants & contracts		109,501	
Unconditional promises to give - United Way		10,537	
Prepaid expenses		70,696	
Property & equipment, net		<u>1,515,271</u>	
Total assets			\$ <u><u>2,070,903</u></u>

Liabilities & Net Assets

Liabilities:			
Accounts payable	\$	40,077	
Accumulated employee leave payable		59,787	
Payroll liabilities		1,211	
Deferred revenue		<u>22,580</u>	
Total liabilities			123,655
Net Assets:			
Unrestricted		1,947,248	
Temporarily restricted		<u>-</u>	
Total net assets			<u><u>1,947,248</u></u>
Total liabilities & net assets			\$ <u><u>2,070,903</u></u>

See accompanying notes to the financial statements.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Statement of Activities

For the Year ended June 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Support & revenues:			
Grants and contracts	\$ 1,092,474	-	1,092,474
Grants and contracts - United Way	75,000	-	75,000
Program service fees	47,610	-	47,610
Contributions	25,359	-	25,359
Contributions - United Way	5,606	-	5,606
Fundraising events	320,441	-	320,441
Interest income	420	-	420
Other income	191,166	-	191,166
	<u>1,758,076</u>	<u>-</u>	<u>1,758,076</u>
Total support & revenues			
	<u>1,758,076</u>	<u>-</u>	<u>1,758,076</u>
Expenses:			
Program services	1,346,257	-	1,346,257
Supporting services:			
General and administrative	281,148	-	281,148
Fundraising	75,457	-	75,457
	<u>1,702,862</u>	<u>-</u>	<u>1,702,862</u>
Total expenses			
	<u>1,702,862</u>	<u>-</u>	<u>1,702,862</u>
Change in net assets	<u>55,214</u>	<u>-</u>	<u>55,214</u>
Net assets - beginning of year	1,872,181	94,853	1,967,034
Prior period adjustment	19,853	(94,853)	(75,000)
	<u>1,892,034</u>	<u>-</u>	<u>1,892,034</u>
Net assets - beginning of year, as restated			
	<u>1,892,034</u>	<u>-</u>	<u>1,892,034</u>
Net assets - end of year	\$ <u>1,947,248</u>	<u>-</u>	<u>1,947,248</u>

See accompanying notes to the financial statements.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Statement of Cash Flows

For the Year ended June 30, 2017

Cash flows from operating activities:		
Change in net assets	\$	55,214
Adjustments to reconcile increase in net assets to net cash used by operating activities:		
Depreciation & amortization		52,874
Loss on disposal of property & equipment		2,462
(Increase) decrease in operating assets:		
Receivables - grants & contracts		(13,452)
Unconditional promises to give - United Way		9,316
Prepaid expenses		(28,650)
Increase (decrease) in operating liabilities:		
Accounts payable		(150)
Accumulated employee leave payable		11,826
Payroll liabilities		1,064
Deferred revenue		22,580
Net cash provided by operating activities		<u>113,084</u>
Cash flows from investing activities:		
Purchases of property & equipment		<u>(6,000)</u>
Net cash used in investing activities		<u>(6,000)</u>
Net increase in cash & cash equivalents		107,084
Cash & cash equivalents, beginning of year		<u>257,814</u>
Cash & cash equivalents, end of year	\$	<u><u>364,898</u></u>

See accompanying notes to the financial statements.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Notes to Financial Statements

June 30, 2017

(1) Nature of the Organization

Youth Service Bureau of St. Tammany (Bureau) is a nonprofit organization established in 1981 and currently serves the St. Tammany and Washington parishes. The Youth Service Bureau provides advocacy, counseling, education, and intervention for at-risk youth and their families, helping them reach their full potential.

The Bureau's major programs include the following;

Court Appointed Special Advocates (CASA)

Volunteers are trained volunteers who help judges find safe and permanent homes for abused and neglected children in state custody. CASA volunteers focus on one child or sibling group at a time and represent the best interest of the child. Volunteer advocates offer judges critical information to ensure that each child's rights and needs are being attended to while in foster care. During the fiscal year 2016-2017, 287 children were served by 129 CASA volunteers through Youth Service Bureau, and 21 new CASA volunteers were trained and sworn-in.

Crossroads

Crossroads is a juvenile delinquency intervention program that offers non-violent offenders the opportunity to choose a new direction while holding them accountable for their actions. Case managers leverage a Balanced and Restorative Justice Model to encourage responsibility while maintaining a focus on victims and families. There were 463 clients assisted during the 2017 fiscal year. Case managers oversee community service requirements and victim restitution where appropriate. Clients are supported through group classes that teach internet safety, law related education, anger management, and drivers' improvement. Clients are further supported through parental training and referrals for counseling when appropriate.

Families in Need of Services (FINS)

Families in Need of Services (FINS) is a delinquency prevention program that focuses on helping youth and families to remedy self-destructive behavior through education and family counseling. There were 214 clients assisted through FINS during the 2017 fiscal year. FINS case managers encourage positive parental involvement and improves skills to counter ungovernable behavior.

Options

Options is a clinical substance abuse treatment program that provides family focused licensed outpatient treatment for adolescents who are experiencing problems with alcohol and or drugs. Assessment and treatment was provided for 170 clients during the 2017 fiscal year.

Truancy Assessment and Service Center

Truancy Assessment and Service Center (TASC) is a truancy reduction program that provides resources and support to children and their families for children from the grades of Kindergarten through 5th grade. Truancy intervention was provided for 512 students during fiscal year 2017.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Notes to Financial Statements

June 30, 2017

(2) Summary of Significant Accounting Policies

(a) Basis of Accounting and Financial Statement Presentation

The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States on the accrual basis of accounting in accordance with generally accepted accounting principles and, accordingly, reflect all significant receivables, payables, and other liabilities. Net assets, support and revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Bureau and changes therein are classified and reported as follows:

- 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 Foundation and/or the passage of time.
- Permanently restricted net assets – Net assets subject to donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled and removed by actions of the Foundation pursuant to those stipulations. The Bureau does not have any permanently restricted net assets.

The Board of Directors has established a goal of maintaining a "prudent reserve" of approximately three months expenditures in a savings cash account. At June 30, 2017, no net assets have been formally designated for this purpose by the Board.

(b) Use of Estimates

Management of the Bureau has made estimates and assumptions relating to the reporting of assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. Actual results could differ from those estimates.

(c) Income Taxes

The Bureau is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The 2014 through 2017 tax years remain subject to examination by the IRS. The Bureau does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

(d) Cash & Cash Equivalents

Cash consists of unrestricted balances which are available for general operating purposes. For the purpose of cash flows, the Bureau considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Restricted cash and cash equivalents are limited in use to payment of costs for building improvements.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Notes to Financial Statements

June 30, 2017

(e) Receivables

The receivables are stated at the amount management expects to collect from outstanding balances. The financial statements do not include an estimate for allowance for doubtful accounts. Management believes that all receivables are collectible.

Gifts of long-lived operating assets such as land, building, or equipment are reported as unrestricted support, unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long these long-lived assets must be maintained, expirations of donor restrictions are reported when the donated or acquired long-lived assets are placed in service.

(f) Promises to Give

Contributions are recognized when the donor makes a promise to give to the Bureau that is, in substance, unconditional. Contributions that are 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 are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. The Bureau believes that the unconditional promises to give are collectible and therefore has not included an allowance for uncollectible promises.

(g) Property & Equipment

Property, furniture, equipment and leasehold improvements are stated at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, approximately five to seven years for furniture and equipment and forty years for real property and leasehold improvements. Donations of property and equipment are recorded at the estimated fair market value on the date of donation. These assets are recorded as unrestricted net assets unless the donor imposes a restriction.

Expenditures for maintenance, repairs, and improvements which do not materially extend the useful lives of the assets are charged to expense as incurred. When property and equipment are removed from service, the cost of the asset and the related accumulated depreciation are removed from the books, and any resulting gain or loss is credited to or charged against the current period's change in net assets.

(h) Employee Vacation Benefits

Employee vacation benefits are accrued and expensed in the period earned by the employee.

(i) Allocated Costs

Functional expenses are allocated into three categories. These include program services, general and administrative and fundraising and are based upon actual use or management's best estimate.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Notes to Financial Statements

June 30, 2017

(3) Concentrations

Credit Risk

The Bureau maintains several bank accounts at various banks located in Covington, Louisiana. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash at these institutions exceeded FDIC limits by \$18,172 at June 30, 2017.

Revenue

Approximately 66% of the Bureau's support is grants received from state and local government agencies and other non-profit organizations. Fundraising events make up 18% of total revenue. The remaining revenue is primarily obtained through program service fees and investment income.

(4) Property & Equipment

Property & equipment is summarized as follows:

Land	\$ 101,000
Buildings and improvements	1,890,952
Furniture and equipment	<u>35,327</u>
	2,027,279
Less accumulated depreciation	<u>(512,008)</u>
	<u>\$ 1,515,271</u>

For the year ended June 30, 2017, depreciation expense amounted to \$52,874.

(5) Line of Credit

The Bureau has a \$350,000 line of credit bearing interest at a rate of 4.75%, and is secured by a collateral real estate mortgage. As of June 30, 2017, \$350,000 is available. There was no interest expense for the years ended June 30, 2017.

(6) Compensated Absences

First year employees may accrue two weeks of personal leave that begins after two weeks of employment. Employees may begin to use the personal leave after ninety days of continuous employment. Three weeks of leave are then available to employees who have been employed two to five years. After five years of employment, employees may accrue four weeks of personal leave per year. Personal leave is used to cover sick and vacation leave as well. Employees may accrue up to 150 hours of personal leave per year. Any balance greater than 150 hours, will be rolled into the employee's sick leave. Accumulated personal leave was \$59,787 for the year ended June 30, 2017.

(7) Retirement Plan

The Bureau has a 401(k) retirement plan covering all employees of the Bureau who have completed the service requirements. The plan allows employees to contribute the maximum amount allowed by the Internal Service Code. The Bureau may make a discretionary

YOUTH SERVICE BUREAU OF ST. TAMMANY

Notes to Financial Statements

June 30, 2017

contribution to the plan annually. The Bureau elected not to make any contribution for the year ended June 30, 2017.

(8) Operating Leases

The Bureau leases its Franklinton office facilities under a lease that requires monthly payments of \$1,200 from December 1, 2015 through November 30, 2017. The Bureau does have the option to renew this lease for a two year period at a monthly rental rate of \$1,300.

The Bureau also has a lease agreement with the City of Covington for \$1 per year. The lease covers a portion of land owned by the City of Covington located at the Covington office.

Total rental expense for the Bureau for the year ended June 30, 2017 was \$17,610.

(9) Other Income

Other income includes an economic loss settlement involving the Deepwater Horizon oil spill totaling \$188,099.

(10) Prior Period Adjustments

During the current year it was determined that in the fiscal year ended June 30, 2016 the 2016-2017 United Way Program Grant revenue had been recorded as a receivable. Because this grant is for the 2016-2017 fiscal year, it should not have been recorded as a receivable and instead should have been recognized as revenue during the fiscal year ended June 30, 2017. This adjustment decreased temporarily restricted net assets and increased grants and contracts revenue by \$75,000.

During the current year it was determined that in the fiscal year ended June 30, 2016, United Way Designations revenue had been incorrectly included in temporarily restricted revenue. The United Way Designations are unrestricted revenues and may be used at the Bureau's discretion. As a result, an adjustment of \$19,853 was made that decreased temporarily restricted net assets and increase unrestricted net assets.

(11) Evaluation of Subsequent Events

The Bureau has evaluated subsequent events through November 8, 2017, the date which the financial statements were available to be issued.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Schedule of Functional Expenses

For the Year Ended June 30, 2017

	Program Services					Total Program Services	Support Services		Total
	<u>CASA</u>	<u>Crossroads</u>	<u>FINS</u>	<u>Options/ Clinical</u>	<u>TASC</u>		<u>General & Administrative</u>	<u>Fundraising</u>	
Compensation & related expenses									
Compensation	\$ 294,411	139,496	156,242	107,987	152,906	851,042	197,765	23,895	1,072,702
Employee benefits									
Health	36,304	18,925	21,785	8,425	33,234	118,673	37,866	-	156,539
Other	2,062	1,385	1,536	888	1,401	7,272	2,169	-	9,441
Worker's compensation	4,901	2,230	2,498	1,698	2,483	13,810	2,981	-	16,791
Payroll taxes	20,948	9,519	10,468	7,259	9,508	57,702	20,021	-	77,723
	<u>358,626</u>	<u>171,555</u>	<u>192,529</u>	<u>126,257</u>	<u>199,532</u>	<u>1,048,499</u>	<u>260,802</u>	<u>23,895</u>	<u>1,333,196</u>
Travel	15,676	887	3,318	974	2,649	23,504	3,110	-	26,614
Insurance									
Directors & officers	496	264	59	506	301	1,626	-	-	1,626
Community service workers	621	388	442	388	442	2,281	207	-	2,488
Occupancy	14,918	7,948	9,049	7,948	9,049	48,912	-	-	48,912
Equipment rental & service	979	521	594	521	594	3,209	-	-	3,209
Occupancy									
Building maintenance & repairs	12,881	6,863	7,813	6,863	7,813	42,233	-	-	42,233
Rent	4,800		4,800		4,800	14,400	-	-	14,400
Utilities	5,814	3,097	3,526	3,097	3,526	19,060	-	-	19,060
Special events									
Chef soiree & other events	-	-	-	-	-	-	-	51,562	51,562
Professional fees	6,218	22,813	3,470	3,146	3,470	39,117	1,054	-	40,171
Dues, subscriptions, publications & ads	1,670	-	100	900	-	2,670	1,149	-	3,819
Drug screens & lab fees	-	-	-	2,605	-	2,605	-	-	2,605
Postage & delivery	931	341	241	299	192	2,004	213	-	2,217
Printing & production	190	217	247	217	247	1,118	204	-	1,322
Supplies	12,184	3,011	3,132	3,069	3,756	25,152	3,960	-	29,112
Telephone	7,602	4,050	4,611	4,050	4,611	24,924	-	-	24,924
Depreciation & amortization	17,449	5,816	7,931	5,816	7,931	44,943	7,931	-	52,874
Miscellaneous	-	-	-	-	-	-	2,518	-	2,518
	<u>\$ 461,055</u>	<u>227,771</u>	<u>241,862</u>	<u>166,656</u>	<u>248,913</u>	<u>1,346,257</u>	<u>281,148</u>	<u>75,457</u>	<u>1,702,862</u>

YOUTH SERVICE BUREAU OF ST. TAMMANY

Schedule of Functional Expenses - United Way Purposes for St. Tammany Parish

For the Year Ended June 30, 2017

	Program Services					Total Program Services	Support Services		Total
	<u>CASA</u>	<u>Crossroads</u>	<u>FINS</u>	<u>Options/ Clinical</u>	<u>TASC</u>		<u>General & Administrative</u>	<u>Fundraising</u>	
Compensation & related expenses									
Compensation	\$ 198,240	139,496	107,924	107,987	92,797	646,444	150,301	18,160	814,905
Employee benefits									
Health	24,446	18,925	15,049	8,425	20,172	87,017	28,777	-	115,794
Other	1,389	1,385	1,053	888	848	5,563	1,649	-	7,212
Worker's compensation	3,301	2,230	1,725	1,698	1,507	10,461	2,266	-	12,727
Payroll taxes	14,101	9,519	7,231	7,259	5,769	43,879	15,218	-	59,097
	<u>241,477</u>	<u>171,555</u>	<u>132,982</u>	<u>126,257</u>	<u>121,093</u>	<u>793,364</u>	<u>198,211</u>	<u>18,160</u>	<u>1,009,735</u>
Travel	11,490	887	984	974	882	15,217	2,792	-	18,009
Insurance									
Directors & officers	350	264	(14)	506	210	1,316	-	-	1,316
Community service workers	397	388	330	388	318	1,821	207	-	2,028
Occupancy	10,516	7,948	6,848	7,948	6,310	39,570	-	-	39,570
Equipment rental & service	923	521	547	521	585	3,097	-	-	3,097
Occupancy									
Building maintenance & repairs	9,955	6,863	5,331	6,863	4,355	33,367	-	-	33,367
Rent	48	-	768	-	(816)	-	-	-	-
Utilities	3,900	3,097	1,902	3,097	1,264	13,260	-	-	13,260
Special events									
Chef soiree & other events	-	-	-	-	-	-	-	38,332	38,332
Professional fees	2,603	22,813	1,662	3,146	1,220	31,444	802	-	32,246
Dues, subscriptions, publications & ads	1,326	-	(72)	900	(214)	1,940	873	-	2,813
Drug screens & lab fees	-	-	-	2,605	-	2,605	-	-	2,605
Postage & delivery	731	341	141	299	68	1,580	162	-	1,742
Printing & production	71	217	188	217	173	866	155	-	1,021
Supplies	8,204	3,011	2,163	3,069	2,279	18,726	3,010	-	21,736
Telephone	4,862	4,050	2,286	4,050	1,373	16,621	-	-	16,621
Depreciation & amortization	13,256	4,418	6,025	4,418	6,025	34,142	6,025	-	40,167
Miscellaneous	-	-	-	-	-	-	2,518	-	2,518
	<u>\$ 310,109</u>	<u>226,373</u>	<u>162,071</u>	<u>165,258</u>	<u>145,125</u>	<u>1,008,936</u>	<u>214,755</u>	<u>56,492</u>	<u>1,280,183</u>

YOUTH SERVICE BUREAU OF ST. TAMMANY

Schedule of Functional Expenses - United Way Purposes for Washington Parish

For the Year Ended June 30, 2017

	Program Services					Total Program Services	Support Services		Total
	<u>CASA</u>	<u>Crossroads</u>	<u>FINS</u>	<u>Options/ Clinical</u>	<u>TASC</u>		<u>General & Administrative</u>	<u>Fundraising</u>	
Compensation & related expenses									
Compensation	\$ 96,171	-	48,318	-	60,109	204,598	47,464	5,735	257,797
Employee benefits									
Health	11,858	-	6,736	-	13,062	31,656	9,089	-	40,745
Other	673	-	483	-	553	1,709	520	-	2,229
Worker's compensation	1,600	-	773	-	976	3,349	715	-	4,064
Payroll taxes	6,847	-	3,237	-	3,739	13,823	4,803	-	18,626
	<u>117,149</u>	<u>-</u>	<u>59,547</u>	<u>-</u>	<u>78,439</u>	<u>255,135</u>	<u>62,591</u>	<u>5,735</u>	<u>323,461</u>
Travel	4,186	-	2,334	-	1,767	8,287	318	-	8,605
Insurance									
Directors & officers	146	-	73	-	91	310	-	-	310
Community service workers	224	-	112	-	124	460	-	-	460
Occupancy	4,402	-	2,201	-	2,739	9,342	-	-	9,342
Equipment rental & service	56	-	47	-	9	112	-	-	112
Occupancy									
Building maintenance & repairs	2,926	-	2,482	-	3,458	8,866	-	-	8,866
Rent	4,752	-	4,032	-	5,616	14,400	-	-	14,400
Utilities	1,914	-	1,624	-	2,262	5,800	-	-	5,800
Special events									
Chef soiree & other events	-	-	-	-	-	-	-	13,230	13,230
Professional fees	3,615	-	1,808	-	2,250	7,673	252	-	7,925
Dues, subscriptions, publications & ads	344	-	172	-	214	730	276	-	1,006
Drug screens & lab fees	-	-	-	-	-	-	-	-	-
Postage & delivery	200	-	100	-	124	424	51	-	475
Printing & production	119	-	59	-	74	252	49	-	301
Supplies	3,980	-	969	-	1,477	6,426	950	-	7,376
Telephone	2,740	-	2,325	-	3,238	8,303	-	-	8,303
Depreciation & amortization	4,193	1,398	1,906	1,398	1,906	10,801	1,906	-	12,707
Miscellaneous	-	-	-	-	-	-	-	-	-
	<u>\$ 150,946</u>	<u>1,398</u>	<u>79,791</u>	<u>1,398</u>	<u>103,788</u>	<u>337,321</u>	<u>66,393</u>	<u>18,965</u>	<u>422,679</u>

YOUTH SERVICE BUREAU OF ST. TAMMANY

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

For the Year Ended June 30, 2017

Agency Head Name: Mary Slazer

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 80,840
Benefits - Insurance, health	14,064
Benefits - Insurance, life	604
Benefits - Other	-
Car Allowance	-
Vehicle Provided by Government	-
Per Diem	-
Reimbursements	1,663
Travel	-
Registration Fees	375
Conference Travel	-
Continuing Professional Education Fees	-
Housing	-
Unvouchered Expenses	-
Special Meals	-
	<hr/>
	\$ <u>97,546</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT
AUDITING STANDARDS***

To the Board of Directors
Youth Service Bureau of St. Tammany
Covington, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Youth Service Bureau of St. Tammany (the Bureau), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 9, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bureau's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bureau's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bureau's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Bureau's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Bureau's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Griffin & Furman, LLC

November 9, 2017

YOUTH SERVICE BUREAU OF ST. TAMMANY

Schedule of Findings

Year Ended June 30, 2017

Summary of Audit Results

Financial Statements:

- 1. Type of auditors' report issued - unqualified**
- 2. Internal Control Over Financial Reporting**
 - a. Significant deficiencies - None**
 - b. Material weaknesses - None**
- 3. Compliance and Other Matters - No**
- 4. Management Letter - No**

Federal Awards

The Bureau did not exceed \$750,000 of expenditures of federal awards for the year ended June 30, 2017; therefore, the Bureau was not subject to OMB Circular A-133.

YOUTH SERVICE BUREAU OF ST. TAMMANY

Status of Prior Year Findings

Year Ended June 30, 2017

Not Applicable

YOUTH SERVICE BUREAU OF ST. TAMMANY

**Independent Accountants' Report
On Applying Agreed-Upon Procedures**

For the Period of July 1, 2016 thru June 30, 2017

To the Board of Directors
Youth Service Bureau of St. Tammany
Covington, Louisiana

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

Management of the Youth Service Bureau of St. Tammany is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the District and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Organization's compliance with certain laws and regulations during the period of July 1, 2016 thru June 30, 2017, in accordance with Act 774 of 2014 Regular Legislative Session.

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.

Grant Compliance

1. Obtain a listing of active federal (passed-through a state or local government), state, and local government grants in effect during the fiscal year. For each grant, obtain a listing of related disbursements made during the fiscal year. Obtain management's representations that the listings are complete.

Finding: Management provided a list of all federal, state, and local government grants in effect during the year and a listing of all expenses that were reimbursed under these grants. Management provided a representation that the listings were complete.

Corrective Action: Not applicable.

2. From the listing of disbursements, randomly select three disbursements for each grant and report whether:
 - a. Disbursement supporting documentation includes original itemized receipts, invoices, time sheets, etc. (depending on the nature of the grant disbursements); and
 - b. Each disbursement was for an allowable use under the grant agreement and within grant timeframes.

Finding: *Twenty-four disbursements were selected for testing. All disbursements were properly supported, were allowable under the grant agreement, and were within grant timeframes.*

Corrective action: *Not applicable.*

Board (or Finance Committee, if applicable) for Nonprofit Entity

1. Obtain the entity's written policies and procedures over budgeting (or report that the entity does not have any written policies and procedures over budgeting) and report whether those written policies and procedures address preparing, adopting, monitoring, and amending the budget.

Finding: *Management provided the Organization's bylaws and financial policies. These documents addressed preparing, adopting, monitoring, and amending the budget.*

Corrective Action: *Not applicable.*

2. Obtain and review the board/committee minutes for the fiscal period, and:

- a. Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

Finding: *During the fiscal period, the managing board met ten times which exceeded the minimum number of meetings required by the Organization's bylaws.*

Corrective Action: *Not applicable.*

- b. Report whether the minutes referenced or included monthly budget-to-actual comparisons for public funds.

Finding: *The minutes from each meeting during the fiscal period referenced a financial report presented by or on behalf of the Organization's Treasurer. The reference did not specifically address whether monthly budget-to-actual comparisons were reviewed at the meeting and instead provided a more general reference that the financial report was approved as presented. However, the information contained in the Board minutes binder did indicate an annual budget was being monitored at each meeting. The budget comparisons presented included the annual budget as compared to annual projected results as well as the actual results to date as a % of the annual budget.*

Corrective Action: *Not applicable.*

- c. Report whether the minutes referenced or included non-budgetary financial information (e.g. approval of contracts and disbursements) for at least one meeting during the fiscal period.

Finding: *The minutes of the meetings during the fiscal period included multiple instances of the Board approving contracts and other similar matters.*

Corrective Action: *Not applicable.*

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 of the Youth Service Bureau of St. Tammany and the Legislative Auditor, State of Louisiana, 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.

Griffin & Furman, LLC

December 27, 2017