

SAMUEL W. STEVENS, III
Certified Public Accountant

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF
NORTHWEST LOUISIANA, INC.
SHREVEPORT, LOUISIANA
Reviewed Financial Statements
and Attestation Report
December 31, 2018**

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF NORTHWEST LOUISIANA, INC.**

For the Year ended December 31, 2018

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SAMUEL W. STEVENS, III CPA

P.O. Box 52631 · Shreveport, LA 71135 · (318) 458-0930 · Fax (866) 531-9558

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Directors
Young Women's Christian Association
Of Northwest Louisiana, Inc.
Shreveport, Louisiana

I have reviewed the accompanying financial statements of Young Women's Christian Association of Northwest Louisiana, Inc. (a non-profit corporation) which comprise the statement of financial position of as of December 31, 2018, and the related statements of activities, functional expenses 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 Young Women's Christian Association of Northwest Louisiana, Inc.'s 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 for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter Paragraph

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the agency head, is

presented for purposes of additional analysis and is not a required part of the basic financial statements. The 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 review procedures applied in my review of the basic financial statements. Based on my review, I am not aware of any material modifications that should be made to the supplementary information. I 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, I have issued a report, dated June 27, 2019 on the results of my agreed-upon procedures.

A handwritten signature in black ink that reads "Samuel W. Peters, CPA". The signature is written in a cursive style with a horizontal line extending from the end.

Certified Public Accountant
Shreveport, Louisiana

June 27, 2019

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF NORTHWEST LOUISIANA

Statement of Financial Position

December 31, 2018

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<i>Assets</i>			
<i>Current Assets:</i>			
Cash	\$ 10,305		\$ 10,305
Grants Receivable	<u>29,618</u>		<u>29,618</u>
Total Current Assets	39,923		39,923
 <i>Property:</i>			
Building		\$ 200,000	200,000
Building Improvements	2,019		2,019
Furniture and Equipment	<u>0</u>	<u>0</u>	
Total Cost	2,019	200,000	202,019
Less: Accumulated Depreciation	<u>(235)</u>	<u>(4,667)</u>	<u>(4,902)</u>
Net Book Value	1,784	195,333	197,117
 <i>Other Assets:</i>			
Utility Deposits	<u>1,376</u>		<u>1,376</u>
Total Other Assets	<u>1,376</u>	<u>0</u>	<u>1,376</u>
Total Assets	\$ <u><u>43,083</u></u>	\$ <u><u>195,333</u></u>	\$ <u><u>238,416</u></u>
 <i>Liabilities and Net Assets</i>			
<i>Current Liabilities:</i>			
Payroll Liabilities	\$ 3,741		\$ 3,741
Deferred revenue	21,897		21,897
Sales Taxes Payable	<u>659</u>		<u>659</u>
Total Current Liabilities	26,297		26,297
 <i>Long-Term Liabilities</i>			
Notes Payable		\$ <u>150,000</u>	<u>150,000</u>
Total Liabilities	26,297	150,000	176,297
 <i>Net Asset</i>			
<i>Net Assets</i>	<u>16,786</u>	<u>45,333</u>	<u>62,119</u>
Total Net Asset	<u>16,786</u>	<u>45,333</u>	<u>62,119</u>
Total Liabilities and Net Asset	\$ <u><u>43,083</u></u>	\$ <u><u>195,333</u></u>	\$ <u><u>238,416</u></u>

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF NORTHWEST LOUISIANA

**Statement of Activities
For the Year Ended December 31, 2018**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<i>Support And Revenue:</i>			
Public Support			
Grants and Contracts	\$ 171,382		\$ 171,382
Revenue			
Contributions	121,787	\$ 50,000	171,787
Fundraising	42,167		42,167
Program Service Fees	2,916		2,916
Store Sales	<u>12,111</u>		<u>12,111</u>
<i>Total Support and Revenue</i>	350,363	50,000	400,363
 <i>Expenses:</i>			
Program Services	<u>280,479</u>	<u>3,500</u>	<u>283,979</u>
Total Program Services	280,479	3,500	283,979
 Supporting Services:			
Management and General Administrative	38,154	467	38,621
Fundraising	<u>24,616</u>	<u>700</u>	<u>25,316</u>
Total Supporting Services	<u>62,770</u>	<u>1,167</u>	<u>63,937</u>
<i>Total Expenses</i>	<u>343,249</u>	<u>4,667</u>	<u>347,916</u>
<i>Increase in Net Assets</i>	7,114	45,333	52,447
 <i>Net assets, beginning of year</i>	 <u>9,672</u>	 <u>0</u>	 <u>9,672</u>
<i>Net assets, end of year</i>	\$ <u>16,786</u>	\$ <u>45,333</u>	\$ <u>62,119</u>

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF NORTHWEST LOUISIANA

Statement of Functional Expenses
For the Year Ended December 31, 2018

	<u>Support Services</u>				<i>Total Expenses</i>
	<i>Program Services</i>	<i>Management and General Administrative</i>	<i>Fundraising</i>	<i>Total</i>	
Salaries and Benefits	\$ 56,986	\$ 18,663	\$ 10,496	\$ 29,159	\$ 86,145
Contract Labor and Services	140,187	850	0	850	141,037
Professional Fees	6,758	4,074	0	4,074	10,832
Supplies	30,641	2,107	0	2,107	32,748
Rent and Utilities	18,270	1,487	2,234	3,721	21,991
Building Maintenance	0	7,883	0	7,883	7,883
Telephone and Internet	3,035	407	607	1,014	4,049
Insurance	4,327	397	516	913	5,240
Travel	4,030	625	325	950	4,980
Conference Fees	340	0	0	0	340
Equipment	11,624	820	0	820	12,444
Dues and Fees	3,015	267	346	613	3,628
Advertising	1,031	574	192	766	1,796
Contributions	0	0	9,900	9,900	9,900
Depreciation	3,735	467	700	1,167	4,902
	<u>\$ 283,979</u>	<u>\$ 38,621</u>	<u>\$ 25,316</u>	<u>\$ 63,937</u>	<u>\$ 347,916</u>

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF NORTHWEST LOUISIANA

Statement of Cash Flows
For the Year Ended December 31, 2018

<i>Cash Flows from Operating Activities</i>	
Increase in Net Assets	\$ 52,447
Adjustments to Reconcile Change in Net Assets to Net Cash Provided from Operations:	
Depreciation	4,902
Increase in Grants Receivable	(23,210)
Increase in Other Assets	(1,376)
Increase in Payroll Liabilities	1,855
Increase in Deferred Revenue	12,230
Increase in Sales Taxes	659
Total Adjustments	<u>(4,940)</u>
<i>Net Cash Provided from Operating Activities</i>	<u>47,507</u>
<i>Cash Flows from Investing Activities</i>	
Purchase of Fixed Assets	<u>(202,019)</u>
<i>Net Cash Used by Investing Activities</i>	<u>(202,019)</u>
<i>Cash Flows from Financing Activities</i>	
Proceeds from Promissory Note	<u>150,000</u>
<i>Net Cash Flows Provided by Financing Activities</i>	<u>150,000</u>
<i>Decrease in Cash</i>	<u>(4,512)</u>
<i>Cash, Beginning of Year</i>	<u>14,817</u>
<i>Cash, End of Year</i>	<u>\$ 10,305</u>

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF NORTHWEST LOUISIANA, INC.**

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 – ORGANIZATION

Young Women's Christian Association of Northwest Louisiana, Inc. (YWCA) is a Louisiana not-for-profit organization incorporated under the laws of the State of Louisiana on April 8, 1954. The purpose of the YWCA Northwest Louisiana is charitable in nature, and with a focus dedicated to eliminating racism, empowering women, and promoting peace, justice freedom and dignity for all. The YWCA Northwest Louisiana is organized in accordance with and adherence to the policies established by the Young Women's Christian Association of the USA, which is comprised of local, autonomous affiliates that are referred to as "Associations."

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Reporting

The financial statements are presented on the accrual basis of accounting and are prepared in accordance with current recommendations of the American Institute of Certified Public Accountants for Not-for-Profit Organizations. The significant accounting policies are described below:

Basis of Presentation

The financial statements of the YWCA have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the YWCA to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Council's management and board of directors.

Net assets with donor restrictions: These assets are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Council or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, these net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Contributions, Support and Revenue Recognition

The YWCA receives its revenue through grants and contracts with federal, state, regional, parish and local agencies; and through revenue producing programs, fundraising events, donations, membership fees and sales of donated clothing.

All contributions are considered available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for specific purposes are reported as donor restricted support that increases net assets with donor restrictions. When a donor restriction expires, donor restricted net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Restricted contributions and grants whose restrictions are met in the same reporting period as they are made are reported as unrestricted revenues and support.

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, program and support service expenses are specifically identified

with or allocated to the YWCA's various functions. Expenses requiring allocation include services provided by YWCA's management and administrative staff to specific program-related activities. Expense allocations are prorated based on a percentage of time or actual usage.

Income Taxes

The YWCA is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code Section and corresponding state code as a charitable organization, whereby only unrelated business income, as identified by Section 509(a)(1) of the Code, is subject to income tax. The YWCA had no unrelated business income in 2018. Accordingly, no provision for income taxes has been recorded in the accompanying financial statements.

The YWCA adheres to the provisions of FASB ASC 740-10-25. Under FASB ASC 740-10-25, an organization must recognize the tax benefit associated with tax taken for tax return purposes when it is more likely than not the position will be sustained. YWCA does not believe there are any material uncertain tax positions and, accordingly, it has not recognized any liability for unrecognized tax benefits or any related interest or penalties. The YWCA's tax returns for the years 2015 through 2017 are subject to examination by the Internal Revenue Service, generally for three years after they were filed.

Deferred Revenues

Deferred revenues consist of unrestricted contributions to be recognized as revenue when expenses directly related to the revenue are incurred.

Advertising and Public Relations Costs

Advertising and public relations costs are charged to operations when incurred. Advertising and public relations costs charged to operations for the year ended December 31, 2018 totaled \$766.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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 changes in net assets during the reporting period. Actual results could differ from those estimates.

Cash

Cash includes amounts in petty cash, demand deposits, interest bearing demand deposits, and time deposits. The YWCA considers money market funds and short-term investments, with a maturity of less than 90 days from the acquisition date to be cash equivalents. As of December 31, 2018, there are no cash equivalents.

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Purchased property and equipment are stated at cost. Donated property and equipment are stated at their fair market value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from five to twenty-five years.

New accounting pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) - *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment returns. YWCA has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

NOTE 3 – GRANTS RECEIVABLE

As of December 31, 2018, grants receivable is comprised of the following:

The Louisiana Commission on Law Enforcement \$29,618

NOTE 4 – CONCENTRATION OF CREDIT RISK

The YWCA maintains an account at one financial institution. At December 31, 2018, the accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per depositor. At December 31, 2018, management believes the YWCA is not exposed to any significant credit risk on its cash balances as the total cash balance on deposit at the institution did not in exceed the federally insured limit.

NOTE 5 – COMMITMENTS

On October 13, 2017, the YWCA entered an agreement to extend the lease of the building it occupies from November 1, 2017 to October 31, 2018. The monthly lease payment was \$2,000. The lease ended in March 31, 2018 when the YWCA purchased the building. See Note 6. Rent expense for the year ended December 31, 2018 was \$6,000.

On August 8, 2018, the YWCA dba FAB FIND'S entered an agreement to lease retail space at a local shopping mall. FAB FIND'S sells clothing donated by the general public. The lease period is August 15, 2018 to September 30, 2019. The rent amount includes a license fee and a percentage fee as follows:

License Fee for the Term: \$ 15,695.94 (Total Fee)

\$327.97 per month, from 08/15/18 and ending 08/31/18.

\$967.97 per month from 09/15/18 and ending 09/30/18.

\$1,200.00 per month from 10/01/18 and ending 09/30/19.

Percentage Fee:

Breakpoint / Percentage Rent

Starting 08/15/18 and ending 08/31/18, 15.00% of all gross sales and revenues in excess of \$ 0.00 per month.

Starting 09/15/18 and ending 09/30/18, 15.00% of all gross sales and revenues in excess of \$ 1,813.53 per month.

Starting 10/01/18 and ending 09/30/19, 15.00% of all gross sales and revenues in excess of \$ 3,627.07 per month.

Rent expense for the year ended December 31, 2018 was \$6,596. Minimum future rent totals \$10,800.

NOTE 6 – NOTES PAYABLE

On June 5, 2018, the YWCA entered a Forgivable Promissory Note to borrow \$150,000 from the City of Shreveport. The funds were used to purchase the commercial building the organization has occupied and rented since 2016. The note is secured by the building. The Note shall be forgiven provided the YWCA purchase the building to serve women and girls, and those who are victims of crime and at-risk teen girls in school-based programs. The \$150,000.00 shall be forgiven as follows:

Ten percent (10%) of the principal balance due under the Note shall be forgiven by the City at the end of each twelve (12) month period following the date of this Note (each such twelve (12) month period a "Compliance Year"). The condition of each Compliance Year's debt forgiveness is that during the prior Compliance Year, Borrower has complied with all of Borrower's Obligations. The duration of the Compliance Period is ten (10) years. This time is not renewable or extended.

NOTE 7 – AVAILABILITY AND LIQUIDITY

The following represents YWCA's financial assets at June 30, 2018:

Financial assets at year end:

Cash	\$	10,305
Accounts Receivable		<u>29,618</u>
Total financial assets		39,923

Less amounts not available to be used within one year:

Net assets with donor restrictions		
Less net assets with purpose restriction to be met in less than a year		<u> </u>
		<u> </u>

Financial assets available to meet general expenditures over the next twelve months	\$	<u><u>39,923</u></u>
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YWCA's goal is generally to maintain financial assets to meet 90 days of management and general administrative expenses.

NOTE 8 – SUBSEQUENT EVENTS

Subsequent events were evaluated through June 27, 2019, which is the date the financial statements were available to be issued. There were no events requiring disclosure.

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Board of Directors
 Young Women's Christian Association
 Of Northwest Louisiana, Inc.
 Shreveport, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Young Women's Christian Association of Northwest Louisiana, Inc. (YWCA), the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about YWCA's compliance with certain laws and regulations during the year ended December 31, 2018, included in the accompanying *Louisiana Attestation Questionnaire*. Management of YWCA 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.

YWCA's total federal, state and local award expenditures for the fiscal year are as follows:

Federal, State, or Local Grant Name	Grant Year	Sub grant No.	CFDA No.	Amount
Parish of Caddo Cooperative Endeavor Agreement – LEAD Program	2018	N/A	N/A	\$8,000
The United States Department of Justice passed thru the Louisiana Commission On Law Enforcement – Elderly Victims of Crime Program 1	2018	3897	16.575	50,980
The United States Department of Justice passed thru the Louisiana Commission On Law Enforcement – Victim Assistance Program 1	2018	3740	16.575	<u>96,194</u>
Total Expenditures				<u>\$155,174</u>

2. For each Federal, state, and local award, I randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements were selected.

3. For the items selected in procedure 2, I traced the six disbursements to supporting documentation as to proper amount and payee

I examined the supporting documentation for each of the six disbursements and found that the payment was for the proper amount and made to the correct payee. No exceptions were noted

4. For the items selected in procedure 2, I determined that the six disbursements selected were properly coded to the correct general ledger account.

All payments were properly coded to the correct general ledger account.

5. For the items selected in procedure 2, I determined that the six disbursements were approved in accordance with the Agency's policies and procedures received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated proper approval.

6. For the items selected in procedure 2, for federal state and local awards. I determined the disbursements complied with the grant agreement relating to:

Activities allowed or not allowed:

I reviewed the sample of eighteen disbursements for types of services allowed or not allowed. Services related to each of the disbursements appeared to be allowable.

Eligibility:

I reviewed the sample of eighteen disbursements for types of services allowed or not allowed. Disbursements were made within the terms of the grant.

Reporting:

I reviewed the sample of eighteen disbursements for types of services allowed or not allowed. Disbursements were properly reported in accordance with the terms of the grant.

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

There were no required close-out reports for the programs and period under review.

Meetings

8. Examine evidence indicating that agendas for meeting recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Management asserts the following:

As defined in LSA-RS 42:1 through 42:13, YWCA, as a not-for-profit organization is not a Public Body. Therefore, it is not subject to the open meetings law.

Budget

9. For each grant exceeding five thousand dollars, I determined that each applicable federal, state or local grantor agency/agencies was provided with a comprehensive budget to those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

For each of the three grants, I determined that the parish and state grantor agencies were provided a comprehensive budget to those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Prior-Year Comments and Recommendations

10. Obtain and report management's representation as to whether any prior year suggestions, recommendations, and/or comments have been resolved

There were no prior suggestions, recommendations, and/or comments related to the attest procedures.

I was not engaged to, and did not perform an examination, 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 the Young Women's Christian Association of Northwest Louisiana, Inc., 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.



Certified Public Accountant
Shreveport, Louisiana

June 27, 2019

Young Women's Christian Association of Northwest Louisiana, Inc.

**Schedule of Findings
December 31, 2018**

Current Year Findings:

None

Prior Year Findings:

Item 17-01

The YWCA'S review/attestation was not submitted to the Louisiana Legislative Auditor by June 30, 2018.

STATUS: Resolved

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF NORTHWEST LOUISIANA**

Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended December 31, 2018

Agency Head Name: Belinda Roberson

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 65,000
Payroll Tax Expense	4,141
Reimbursements For Travel and Supplies	556
Total	<u>\$ 69,697</u>