

**EVANGELINE A.R.C. – RESPITE
PROGRAM OF VILLE PLATTE, INC.**

Ville Platte, Louisiana

Financial Report

Year Ended June 30, 2017

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KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

* A Professional Accounting Corporation

To the Board of Directors
Evangeline A.R.C. - Respite Program of Ville Platte, Inc.
Ville Platte, Louisiana

We have reviewed the accompanying financial statements of Evangeline A.R.C. - Respite Program of Ville Platte, Inc., (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, 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 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, we 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.

Accountants' Responsibility

Our 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 us to perform procedures to obtain limited assurance as a basis for reporting whether we are 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. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are 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.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Ville Platte, Louisiana
September 14, 2017

FINANCIAL STATEMENTS

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Statement of Financial Position
June 30, 2017

ASSETS

Current assets:	
Cash	\$ 61,383
Revenue receivable	<u>36,515</u>
Total current assets	<u>97,898</u>
Property and equipment, net	<u>83,327</u>
Total assets	<u>\$ 181,225</u>

LIABILITIES AND NET ASSETS

Current liabilities:	
Accounts payable	\$ 24,185
Accrued payroll taxes	<u>5,238</u>
Total current liabilities	<u>29,423</u>
Net assets:	
Unrestricted	<u>151,802</u>
Total liabilities and net assets	<u>\$ 181,225</u>

See accompanying notes and independent accountants' review report.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Statement of Activities
For the Year Ended June 30, 2017

Support:	
OCDD reimbursement	\$ 53,475
Medical Assistance Program	291,362
Other income	<u>1,588</u>
Total support	<u>346,425</u>
Expenses:	
Functional expenses -	
Program services	299,651
Management and general	<u>63,441</u>
Total expenses	<u>363,092</u>
Change in net assets	(16,667)
Net assets, beginning, as restated	<u>168,469</u>
Net assets, ending	<u>\$ 151,802</u>

See accompanying notes and independent accountants' review report.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Schedule of Functional Expenses
For the Year Ended June 30, 2017

	Program Services	Management and General	Total
Bad debts	\$ 11,265	\$ -	\$ 11,265
Client entertainment	5,136	-	5,136
Consulting fees	10,200	-	10,200
Equipment rental	-	3,902	3,902
Food	8,403	-	8,403
Insurance	12,221	-	12,221
Licenses and fees		800	800
Repairs and maintenance	1,272	-	1,272
Management fees	-	42,661	42,661
Miscellaneous	975	1,310	2,285
Payroll expenses	224,494	-	224,494
Personal client needs	473	-	473
Professional services	-	6,100	6,100
Supplies-household	1,990	-	1,990
Supplies-office	-	2,645	2,645
Telephone	-	6,023	6,023
Training	425	-	425
Travel and transportation	6,565	-	6,565
Utilities	9,182	-	9,182
Total expenses before depreciation	292,601	63,441	356,042
Depreciation expense	7,050	-	7,050
Total expenses	\$ 299,651	\$ 63,441	\$ 363,092

See accompanying notes and independent accountants' review report.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Statement of Cash Flows
For the Year Ended June 30, 2017

Cash flows from operating activities:	
Decrease in unrestricted net assets	\$ (16,667)
Adjustments to reconcile decrease in unrestricted net assets to net cash provided by operating activities:	
Depreciation	7,050
Decrease in revenue receivable	14,158
Increase in accounts payable	7,266
Increase in accrued liabilities	<u>292</u>
Net cash provided by operating activities	<u>12,099</u>
Cash, beginning of period	<u>49,284</u>
Cash, end of period	<u><u>\$ 61,383</u></u>

See accompanying notes and independent accountants' review report.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Notes to the Financial Statements

(1) Summary of Significant Accounting Policies

A. Nature of Activities

The Evangeline A.R.C. - Respite Program of Ville Platte, Inc. is a non-profit corporation that was created on February 13, 1995 to offer temporary care for handicapped individuals. The priorities of service are to prevent institutionalization, reduce undue tensions or pressure, and offer assistance in crisis or emergency situations.

The Board of Directors of the corporation are elected by the members of the Organization, serve variable terms, and receive no compensation.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The financial statements of the Organization are presented on the accrual basis of accounting.

C. Income Taxes

The Organization qualifies as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service (IRS) as other than a private foundation. The Organization's income tax returns for the year ending June 30, 2015, 2016, and 2017 may be subject to examination by the Internal Revenue Service, generally three years after they were filed.

D. Property and Equipment

Property and equipment are stated at cost. Depreciation is computed on a straight-line basis over the applicable recovery periods, which range from 5 to 40 years. The organization maintains a threshold level of \$5,000 or more for capitalizing furniture and equipment.

E. Compensated Absences

Vacation and sick leave are recorded as expenditures of the period in which paid and cannot be carried over from year to year. Any liability the Organization might have in this regard at June 30, 2017 is considered immaterial; therefore, no liability has been recorded in the accounts.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Notes to Financial Statements (Continued)

F. Donations

There were no donated funds received for the year ended June 30, 2017.

G. Statement of Cash Flows

The Organization considers all highly liquid investments with maturity of three months or less at the date of acquisition to be cash equivalents.

H. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) Property and Equipment

Property and equipment consisted of the following at June 30, 2017:

Furniture and Fixtures	\$ 15,690
Equipment	10,148
Building and Improvements	176,375
Vehicles	<u>88,421</u>
Total	290,634
Less: Accumulated depreciation	<u>(207,307)</u>
Net property and equipment	<u>\$ 83,327</u>

(3) Compensation, Benefits, and Other Payments to Agency Head, Danny Lemoine, President

There was no compensation, benefits or other payments made to Danny Lemoine, President for the year ended June 30, 2017.

(4) Litigation

There is no litigation pending against the Organization at June 30, 2017 in which the result would have a material adverse effect on the accompanying financial statements, and accordingly, no provision for losses has been recorded.

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Notes to Financial Statements (Continued)

(5) Concentrations

The Organization receives Medicaid reimbursements (Louisiana Medical Assistance Program) for center-based respite and in-home respite personal care attendant services. Medicaid reimbursements consisted of 84% of the Organization's total revenue for the year ended June 30, 2017. A significant reduction in the level of this support or suspension in funding may have an effect on the continuing operations of the Organization.

(6) Risk Management

The Organization is exposed to risks of loss in the areas of general liability and workers' compensation. All of these risks are handled by purchasing commercial insurance coverage. There have been no significant reductions in the insurance coverage during the year.

(7) Subsequent Event Review

The Organization's management has evaluated subsequent events through September 14, 2017, the date which the financial statements were available to be issued.

COMPLIANCE

EVANGELINE A.R.C. - RESPITE PROGRAM OF VILLE PLATTE, INC.
Ville Platte, Louisiana

Summary Schedule of Current and Prior Year Findings
and Corrective Action Plan
For the Year Ended June 30, 2017

Ref. No.	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken	Corrective Action Planned	Name of Contact Person	Anticipated Completion Date
<u>CURRENT YEAR (6/30/17) --</u>						
<u>Internal Control:</u>						
2017-001	Unknown	Due to the small number of employees, the organization did not have adequate segregation of functions within the accounting system.	No	Based upon the size of the operation and the cost benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.	Gary Ortego, Director	N/A
2017-002	Unknown	The entity does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.	No	The entity has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the entity to outsource this task to its independent accountants, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.	Gary Ortego, Director	N/A
<u>Compliance:</u>						
There were no compliance findings noted.						
<u>PRIOR YEAR (6/30/16) --</u>						
<u>Internal Control:</u>						
2016-001	Unknown	Due to the small number of employees, the organization did not have adequate segregation of functions within the accounting system.	No	Based upon the size of the operation and the cost benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.	Gary Ortego, Director	N/A
2016-002	Unknown	The entity does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including related notes.	No	The entity has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the entity to outsource this task to its independent accountants, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their contents and presentation.	Gary Ortego, Director	N/A
<u>Compliance:</u>						
There were no compliance findings noted.						

AGREED-UPON PROCEDURES

KOLDER, CHAMPAGNE, SLAVEN & COMPANY, LLC

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Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Directors
Evangeline A.R.C. - Respite Program of Ville Platte, Inc.
Ville Platte, Louisiana

We have performed the procedures enumerated below, which were agreed to by the management of Evangeline A.R.C. – Respite Program of Ville Platte, Inc. and the Louisiana Legislative Auditor, on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2017, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Agency's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency's management.

Medical Assistance Program - \$291,362; OCDD - \$53,475

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.
3. Obtain documentation for the disbursements selected in Procedure 2. Compare selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

We examined supporting documentation for each of the selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

All of the disbursements were properly coded to the correct general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Agency's policies and procedures.

Each of the disbursements were approved by the appropriate person.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

All of the disbursements complied with the above requirements.

7. Obtain the close out reports, if required, for any program selected in Procedure 2 that was closed out during the year. Compare the close-out reports, if applicable, with the Agency's financial records; and report whether the amounts in the close-out reports agree with the Agency's financial records.

There were no programs closed out during the year.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions. 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/lala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

Evangeline ARC – Respite Program of Ville Platte Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of the Agency's office building. The Evangeline A.R.C – Respite Program of Ville Platte, Inc. posts notice of each meeting accordingly.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the agency provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives and measures of performance.

Due to the nature of the funds received through the Medical Assistance Program and OCDD, there is no budget available.

Prior-Year Comments

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

All prior year findings have been reviewed and no action has been taken.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Agency's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Ville Platte, Louisiana
September 14, 2017

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

09/28/17

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants
P.O. Box 588
Ville Platte, LA 70586

In connection with your review of our financial statements as of **June 30, 2017** and for the period then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of **09/28/17**.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes [] No []

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes [] No []

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes [] No []

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes [] No []

Open Meetings

Our meetings, as they relate to public funds, have been 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/lla/la.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes [] No []

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes [X] No []

Reporting

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [X] No []

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes [X] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Carolyn DeLoach Secretary 9-28-17 Date

Randy Reuter President 9-28-17 Date