

PARKS COMMUNITY SUPPORT SERVICE, INC.

Parks, Louisiana

**Reviewed Financial Statements
And Attestation Report**

For the Year Ended
June 30, 2017

PARKS COMMUNITY SUPPORT SERVICE, INC.

Parks, Louisiana

Financial Statements

June 30, 2017

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MARAIST & MARAIST

CERTIFIED PUBLIC ACCOUNTANTS

(A PARTNERSHIP OF PROFESSIONAL ACCOUNTING CORPORATIONS)

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SOCIETY OF

LOUISIANA CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors of Parks
Community Support Service, Inc.
Parks, Louisiana

We have reviewed the accompanying statement of financial position of Parks Community Support Service, Inc. (a nonprofit organization) as of June 30, 2017, and the related statements of activities, cash flows, and functional expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Parks Community Support Service'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, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of financial statements in accordance with 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 the financial statements.

Accountants' Responsibility

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

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 conformity with accounting principles generally accepted in the United States of America.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated October 12, 2017, on the results of our agreed-upon procedures.

Supplementary Information

Our review was made for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The supplementary information included in the accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to such information.



Maraist & Maraist
Certified Public Accountants

October 12, 2017

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

STATEMENT OF FINANCIAL POSITION

As of June 30, 2017

ASSETS

Current Assets:		
Cash in bank		<u>\$ 146,923</u>
Total current assets		<u>\$ 146,923</u>
Fixed Assets:		
Property and equipment		\$ 67,439
Less: accumulated depreciation		<u>(64,302)</u>
Total fixed assets		<u>\$ 3,137</u>
TOTAL ASSETS		<u>\$ 150,060</u>

LIABILITIES AND NET ASSETS

Current Liabilities:		
Payroll taxes payable		<u>\$ 2,201</u>
Total current liabilities/total liabilities		<u>\$ 2,201</u>
Net Assets:		
Unrestricted		<u>\$ 147,859</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 150,060</u>

See accompanying notes and independent accountants' review report.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2017

	<u>Unrestricted</u>
<u>SUPPORT AND REVENUE:</u>	
Support:	
Grants and contracts-Acadiana Area Human Services Dist.	\$231,820
Program fund raising activities	<u>19,113</u>
 TOTAL SUPPORT AND REVENUE	 <u>\$250,933</u>
 <u>EXPENSES:</u>	
Program services:	
Substance Abuse Free	
Environment Program	\$ 218,204
Management and general	<u>7,399</u>
 TOTAL EXPENSES	 <u>\$ 225,603</u>
 CHANGE IN UNRESTRICTED NET ASSETS	 \$ 25,330
 UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	 <u>122,529</u>
 UNRESTRICTED NET ASSETS, END OF YEAR	 <u>\$ 147,859</u>

See accompanying notes and independent accountants' review report.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2017

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ 25,330
Adjustments to reconcile change in net assets to net cash used for operating activities:	
Depreciation	579
Increase/ (decrease) in operating liabilities:	
Decrease in accrued payables	<u>(9,593)</u>
Net Cash Provided by Operating Activities	<u>\$ 16,316</u>

CASH FLOWS USED FOR INVESTING ACTIVITIES:

\$ -

CASH FLOWS USED FOR FINANCING ACTIVITIES:

\$ -

NET INCREASE/ (DECREASE) IN CASH AND
CASH EQUIVALENTS

\$ 16,316

CASH AND CASH EQUIVALENTS – Beginning of Year

130,607

CASH AND CASH EQUIVALENTS – End of Year

\$ 146,923

See accompanying notes and independent accountants' review report.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2017

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
<u>FUNCTIONAL EXPENSES:</u>			
Salaries and wages	\$ 64,512	-	\$ 64,512
Payroll taxes	4,966	-	4,966
<hr/>			
Total salaries and related expenses	\$ 69,478	-	\$ 69,478
Donations	-	\$ 1,374	1,374
Repairs & maintenance	645	-	645
Program operating expenses	22,599	-	22,599
Contractual services	85,480	-	85,480
Travel & meetings	6,487	74	6,561
Operating supplies	33,515	5,372	38,887
<hr/>			
Total expenses before Depreciation	\$218,204	\$ 6,820	\$ 225,024
Depreciation	-	579	579
<hr/>			
Total expenses	\$ 218,204	\$ 7,399	\$ 225,603
<hr/>			

See accompanying notes and independent accountants' review report.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

NOTES TO FINANCIAL STATEMENTS
June 30, 2017

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Parks Community Support Service, Inc.(the Organization) is a Louisiana non-profit corporation which operates a research-based intervention program to address identified risks and protective factors that work towards the prevention/reduction of addictive disorders and other risky behaviors, under the auspices of the Louisiana Department of Health and Hospitals-Office of Behavioral Health through the Acadiana Area Human Services District The program provides prevention programs and education services to reduce the risk factors encountered by the at-risk youth of the Village of Parks, Louisiana.

Basis of Presentation

The financial statements of the Organization have been prepared on the accrual basis of accounting, in which revenues are recorded when earned and expenses are recorded when the liability is incurred.

Financial statement presentation follows the requirements of the Financial Accounting Standards Board in its FASB Accounting Standards Codification Topic 205, "Presentation of Financial Statements." Under FASB Accounting Standards Codification Topic 205, "Presentation of Financial Statements," the Organization is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted net assets – net assets that are not subject to donor-imposed stipulations. Some unrestricted net assets may be designated by the Board for specific purposes.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and /or the passage of time.

Permanently restricted net assets – net assets subject to donor-imposed stipulations that be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes.

All of the net assets of the Parks Community Support Service, Inc. are unrestricted as of June 30, 2017.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

NOTES TO FINANCIAL STATEMENTS
(Continued)

Statement of Cash Flows

The Organization considers all unrestricted cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.

Income Tax Status

Parks Community Support Service, Inc. qualifies as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes in the accompanying financial statements. There was no unrelated business income for the fiscal year ended June 30, 2017.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted 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.

Support and Revenue

Parks Community Support Service, Inc. receives its grant and contract support primarily from the Louisiana Department of Health and Hospitals' Office of Behavioral Health through the Acadiana Area Human Services District. Funding is recognized on a reimbursement for actual expense basis.

Fixed Assets

Fixed assets acquired by Parks Community Support Service, Inc. are considered to be owned by the Organization. However, state funding sources may maintain equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets.

Fixed assets are stated at cost. Depreciation is computed on a straight-line basis over the estimated useful lives of the assets generally as follows:

Buildings and Improvements	10-25 years
Furniture	7 years
Vehicles	7 years

PARKS COMMUNITY SUPPORT SERVICE, INC.

Parks, Louisiana

NOTES TO FINANCIAL STATEMENTS

(Continued)

Fixed asset acquisitions are capitalized if the purchase price exceeds \$1,000 and the asset has a useful life of greater than one year. The net fixed asset balance has been recorded as a separated component in unrestricted net assets. Depreciation expense for the year ended June 30, 2017 was \$579.

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) **FIXED ASSETS AND DEPRECIATION**

A summary of changes in fixed assets follows:

	Balance <u>7/1/16</u>	<u>Additions</u>	<u>Disposals</u>	Balance <u>6/30/17</u>
Equipment	\$ 67,439	\$ -	\$ -	\$ 67,439
Accumulated depreciation	<u>(63,723)</u>	<u>(579)</u>	-	<u>(64,302)</u>
Totals	<u>\$ 3,716</u>	<u>\$ (579)</u>	<u>\$ -</u>	<u>\$ 3,137</u>

(3) **RETIREMENT PLANS**

All employees of Parks Community Support Service, Inc. are members of the Social Security Retirement System. The Organization and its employees contribute a percentage of each employee's salary to the System. The Organization's contribution during the year ended June 30, 2017 amounted to \$4,876.

(4) **VACATION AND SICK LEAVE**

The employees of Parks Community Support Service, Inc receive no paid vacation or sick leave, and consequently, no liability for accrued leave has been recorded in the accompanying financial statements.

(5) **COMMITMENTS AND CONTINGENCIES**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

PARKS COMMUNITY SUPPORT SERVICE, INC.
Parks, Louisiana

NOTES TO FINANCIAL STATEMENTS
(Continued)

(6) GOVERNMENTAL GRANTS

During the year ended June 30, 2017, the Organization recognized grant revenue from the following governmental grantors:

State of Louisiana Department of Health and Hospitals- Office of Behavioral Health through the Acadiana Area Human Services District	<u>\$231,820</u>
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(7) PENDING LITIGATION

There was no pending litigation against the Parks Community Support Service, Inc as of June 30, 2017.

(8) 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.

(9) SUBSEQUENT EVENTS

In accordance with FASB Accounting Standards Codification Topic 740, "Subsequent Events," the Parks Community Support Service, Inc. evaluated events and transactions that occurred after the statement of financial position date but before the financial statements were made available for potential recognition or disclosure in the financial statements. The Parks Community Support Service, Inc. evaluated such events through October 12, 2017 and noted no subsequent events.

Parks Community Support Service, Inc.

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

For the Year Ended June 30, 2017

Agency Head Name: Roger Wiltz(Project Administrator)

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 47,616
Benefits-insurance	-
Benefits-retirement	-
Benefits-other	-
Car allowance	416
Vehicle provided by government	-
Per diem	-
Reimbursements	736
Conference travel	222
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Meals	-
Total	<u>\$ 48,990</u>

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board Members of Parks Community
Support Service, Inc.
Parks, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of Parks Community Support Service, Inc. and the Legislative Auditor, State of Louisiana, and applicable state grantor agency solely to assist the users in evaluating management's assertions about Parks Community Support Service's compliance with certain laws and regulations during the year ended June 30, 2017 included in the accompanying *Louisiana Attestation Questionnaire*. Management of Parks Community Support Service, Inc. is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with 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 the 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.

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.

Parks Community Support Service's total federal, state and local award expenditures for the fiscal year are as follows:

Louisiana Department of Health and Hospitals- Office of Behavioral Health through the Acadiana Area Human Services District	<u>\$231,820</u>
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- 2-For each federal, state, and local award, we randomly selected six disbursements from each award administered during the period under examination, provided that no more than thirty disbursements would be selected.

Six disbursements from the Substance Abuse Free Environment Program were tested.

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

We 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, we determined that the six disbursements selected were properly coded to the correct fund and general ledger accounts.

All six payments were properly coded to the correct fund and general ledger account. No exceptions were noted.

5-For the items selected in procedure 2, we determined that the six disbursements received approval from proper authorities.

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

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

Activities allowed or not allowed:

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

Eligibility:

We reviewed the sample of six disbursements for types of expenditures allowed or not allowed. Disbursements were made within the terms of the grant.

Reporting:

We reviewed the sample of six disbursements for reporting requirements and determined that each disbursement did comply with program reporting requirements. For the program selected for testing in item 2, there is no close-out report.

Meetings

8-Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised 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, Parks Community Support Service, Inc. is a not-for-profit organization, and a not-for-profit organization is not a Public Body. Therefore, it is not subject to the open meetings law.

Comprehensive Budget

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

Parks Community Support Service, Inc. provided a comprehensive budget, including purpose and duration, to the state grantor agency noted. The budget provided to the agency included specific goals and objectives and measures of performance.

Prior Comments and Recommendations

10-There were no prior year suggestions, recommendations, and/or comments.

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 the management of Parks Community Support Service, Inc. and 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.



MARAIST & MARAIST
CERTIFIED PUBLIC ACCOUNTANTS

October 12, 2017

PARKS COMMUNITY SUPPORT SERVICE, INC.

Parks, Louisiana

**Summary Schedule of Current and Prior Year Findings
and Corrective Action Plan**

Year Ended June 30, 2017

Part I: Current Year Findings

Finding 17-1:

Condition: Due to the limited number of administrative employees, Parks Community Support Service, Inc. did not have a completely adequate segregation of functions within the accounting system.

Cause: The condition is due to economic limitations.

Recommendation: No action is recommended.

Management's Response: 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.

Finding 17-2:

Condition: 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.

Cause: The condition is due to entity size and inherent resulting economic limitations.

Recommendation: No action is recommended.

Management's Response: 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.

Part II: Prior Year Findings

Finding 16-1:

Condition: Due to the limited number of administrative employees, Parks Community Support Service, Inc. did not have a completely adequate segregation of functions within the accounting system.

Finding 16-2:

Condition: 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.

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

8/1/17

Maraist & Maraist, CPA's
1411 N Main Street
St. Martinville, LA 70582

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 August 1, 2017.

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 [x] 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 [x] No []

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

Yes [x] 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 [x] 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/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

N/A

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 []

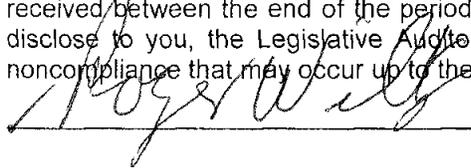
Prior-Year Comments

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.



Administrator ✓ 7-20-17 Date