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Affidavit and Revenue Certification

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Northeast Louisiana Children's Museum, Inc.

Ouachita

Monroe, Louisiana

**ANNUAL SWORN FINANCIAL STATEMENTS AND
CERTIFICATION OF REVENUES \$75,000 OR LESS (if applicable)**

The annual sworn financial statements are *required* by Louisiana Revised Statute 24:514 to be filed with the Legislative Auditor within 90 days after the close of the fiscal year. The certification of revenues of \$75,000 or less, if applicable, is required by Louisiana Revised Statute 24:513(J)(1)(c)(i)(aa).

Personally came and appeared before the undersigned authority, Melissa Saye, who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of Northeast Louisiana Children's Museum, Inc. as of June 30, 2018, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

(Complete if applicable)

In addition, Melissa Saye, who, duly sworn, deposes and says that Northeast Louisiana Children's Museum, Inc. received \$75,000 or less in revenues and other sources for the year ended June 30, 2018, and accordingly, is not required to have an audit for the previously mentioned year.

Melissa Saye

Officer's Signature

Sworn to and subscribed before me this 29th day of August, 2018.

Rhonda R. Runzo #016051

NOTARY PUBLIC SIGNATURE & SEAL



RHONDA R. RUNZO
Notary Public
Notary ID No. 016051
Ouachita Parish, Louisiana

For Office Use Only
Under provisions of state law, this report will become a public document on the Monday following the release date. A copy of the report will be submitted to appropriate public officials and be available for public inspection at the Baton Rouge office of the Louisiana Legislative Auditor and, where appropriate, at the office of the parish clerk of court.
Release Date <u>SEP 12 2018</u>

Please Complete This Section
Officer's Name <u>Melissa Saye</u>
Officer's Title <u>Director</u>
Address <u>323 Walnut Street</u>
City, Zip <u>Monroe, LA 71201</u>
Ph: Cell/Land <u>(318) 361-9611</u>
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To the Board of Directors
Northeast Louisiana Children's Museum, Inc.
(A Not-for-Profit Organization)

Management is responsible for the accompanying financial statements of Northeast Louisiana Children's Museum, Inc. (a not-for-profit organization), which comprise the balance sheet as of June 30, 2018, and the related statement of cash receipts and disbursements for the year then ended, included in the accompanying prescribed form in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements included in the accompanying prescribed form.

The financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the Louisiana Legislative Auditor – Local Government Services, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of Northeast Louisiana Children's Museum, Inc. and Louisiana Legislative Auditor – Local Government Services, and is not intended to be and should not be used by anyone other than these specified parties.

DeWitt French Giger, LLP

August 27, 2018

Northeast Louisiana Children's Museum, Inc.**Statement of Cash Receipts and Disbursements
For the Year Ended June 30, 2018**

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
RECEIPTS (Provide Brief Description):			
1. Donations/admission	\$ 116,224	\$	\$ 116,224
2. Bingo revenues	207,561		207,561
3. Government/grant revenue* (see below)	34,000		34,000
4. United Way	3,577		3,577
5. Special events revenues	98,362		98,362
6. Total receipts (add lines 1 – 5)	<u>\$ 459,724</u>	<u>\$</u>	<u>\$ 459,724</u>
DISBURSEMENTS (Provide Brief Description):			
7. Direct Costs	\$ 196,113	\$	\$ 196,113
8. Payroll expenses	112,122		112,122
9. Professional fees	5,864		5,864
10. Occupany expenses	38,142		38,142
11. Exhibits	11,429		11,429
12. All other expenses	108,506		108,506
13. Total Disbursements (add lines 7 – 12)	<u>\$ 472,176</u>	<u>\$</u>	<u>\$ 472,176</u>
14. Change in fund balance (Lines 6 minus 13)	\$ (12,452)	\$	\$ (12,452)
15. Fund Balance at beginning of year	\$ 415,194	\$	\$ 415,194
16. Fund balance (deficit) at end of year (Add lines 14-15) --This amount also goes on line 12, Statement B	<u>\$ 402,742</u>	<u>\$</u>	<u>\$ 402,742</u>

*Government/grant revenue has \$30,000 in public funds and \$4,000 in corporate grant revenue. The \$30,000 in public funds is comprised of \$20,000 from Convention and Visitors Bureau and \$10,000 from Louisiana Public Facilities Authority.

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENTS FOR YOUR RECORDS

Northeast Louisiana Children's Museum, Inc.**Balance Sheet, on June 30, 2018**

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
ASSETS (balances at year-end) –Give brief description:			
1. Cash and cash equivalents on hand	\$ 156,554	\$	\$ 156,554
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)	243,003		243,003
4. Equipment (Cost of fax machine, etc)			
5. Other (brief description) Prepaid expenses	5,880		5,880
6. Total Assets (add lines 1 – 5)	<u>\$ 405,437</u>	<u>\$</u>	<u>\$ 405,437</u>
LIABILITIES AND FUND BALANCE (at year-end):			
7. Liabilities (give brief description):			
8. Payroll and sales taxes payable	\$ 2,695	\$	\$ 2,695
9.			
10.			
11. Total Liabilities (add lines 7 - 10)	2,695		2,695
12. Fund balance (amount from Line 16 on Statement A)	402,742		402,742
13. Other			
14. Total Liabilities and Fund Balance (add lines 11 – 13)	<u>\$ 405,437</u>	<u>\$</u>	<u>\$ 405,437</u>

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Northeast Louisiana Children’s Museum, Inc.

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer (Required Form - Please Submit Completed Form Per Attached Instructions)

For the Year Ended **June 30, 2018**

Agency Head Name and Title: Melissa Saye - Director

Purpose	Dollar Amount
1. Salary	1.
2. Benefits-insurance	2.
3. Benefits-retirement	3.
4. Benefits-other (describe)	4.
5. Benefits-other (describe)	5.
6. Benefits-other (describe)	6.
7. Car allowance	7.
8. Vehicle provided by government (if reported on your W-2)	8.
9. Per diem	9.
10. Reimbursements	10.
11. Travel	11.
12. Registration fees	12.
13. Conference travel	13.
14. Housing	14.
15. Unvouchered expenses (example: travel advances, etc.)	15.
16. Special meals	16.
17. Other	17.
18. TOTAL (enter total of line 1-17)	18.

Please check here if the Agency Head does not receive any compensation, benefits, and other payments. (Act 462 of the 2015 Legislative Session allows nongovernmental entities or not-for-profit (quasi-public) entities to report on the Act 706 schedule **only** those payments to the agency head that are derived from the public funds.)

PLEASE RETAIN A COPY OF THE COMPLETED FINANCIAL STATEMENTS FOR YOUR RECORDS