

VITA

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

**FINANCIAL STATEMENTS AND INDEPENDENT
AUDITORS' REPORTS**

Year Ended June 30, 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Volunteer Instructors Teaching Adults, Inc.
Lafayette, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of Volunteer Instructors Teaching Adults, Inc. (VITA) (a nonprofit corporation), which comprise the statement of financial position as of June 30, 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.

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 *Government 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 of 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 VITA as of June 30, 2018, and the changes in 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

Other Information - Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* and the Schedule of Compensation, Benefits & Other Payments to Agency Head or Chief Executive Officer 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 October 19, 2018, on our consideration of VITA's internal control over financial reporting and on 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 VITA's internal control over financial reporting and compliance.



Louis R. Rolfes II, CPA, APAC
Lafayette, Louisiana
October 19, 2018

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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
Volunteer Instructors Teaching Adults, Inc.
Lafayette, 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 Volunteer Instructors Teaching Adults, Inc. (VITA) (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2018, 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 October 19, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered VITA'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 VITA's internal control. Accordingly, we do not express an opinion on the effectiveness of VITA'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 VITA's financial statements are free of 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 *Governmental Auditing Standards*.

Purpose of the 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 VITA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering VITA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Louis R. Rolfes II, CPA, APAC
Lafayette, Louisiana
October 19, 2018

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

STATEMENT OF FINANCIAL POSITION

June 30, 2018

ASSETS

CURRENT ASSETS:

| | |
|-----------------------------|--------------|
| Cash - Checking and Savings | \$ 837,139 |
| Grants Receivable | 105,448 |
| Other Receivable | <u>2,098</u> |

TOTAL CURRENT ASSETS 944,685

PLANT AND EQUIPMENT:

| | |
|--------------------------|------------------|
| Furniture & Equipment | 123,810 |
| Accumulated Depreciation | <u>(114,433)</u> |

TOTAL PLANT AND EQUIPMENT, NET 9,377

TOTAL ASSETS \$ 954,062

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

| | |
|-----------------------------|---------------|
| Accounts Payable | \$ 3,134 |
| Accrued Payroll Liabilities | 8,200 |
| Deferred Revenue - Grants | <u>83,494</u> |
| TOTAL LIABILITIES | <u>94,828</u> |

NET ASSETS:

| | |
|---------------------|----------------|
| Unrestricted: | |
| Operating | 812,903 |
| Plant and Equipment | <u>9,377</u> |
| Total Unrestricted | <u>822,280</u> |

Temporarily Restricted 36,954

Permanently Restricted -

TOTAL NET ASSETS 859,234

TOTAL LIABILITIES AND NET ASSETS \$ 954,062

The accompanying notes are an integral part of this statement.

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2018

SUPPORT AND REVENUE

| | |
|----------------------------------|----------------|
| Contributions | \$ 6,171 |
| Grants | 506,740 |
| Donated Services and Facilities | 53,409 |
| Investment Income | 9,584 |
| Fundraising Income | 14,563 |
| Other Income | 160 |
| | <hr/> |
| TOTAL SUPPORT AND REVENUE | 590,627 |

EXPENSES

| | |
|---|----------------|
| Advertising, including donated (19,200) | 22,205 |
| Bank Charges | 204 |
| Banquet Expense | 1,736 |
| Computer Expense | 6,957 |
| Contract Services | 2,380 |
| Depreciation | 10,186 |
| Dues and Fees | 509 |
| Employee and Board Meetings | 2,328 |
| Fundraising Expense | 3,559 |
| Insurance | 27,640 |
| Miscellaneous | 253 |
| Office Expense | 5,317 |
| Postage | 723 |
| Printing, including donated (360) | 1,047 |
| Professional Services, including donated (10,000) | 27,025 |
| Rent, including donated (23,849) | 89,550 |
| Repairs and Maintenance | 2,467 |
| Retirement Plan Expense | 6,184 |
| Salaries and Compensated Absences | 365,783 |
| Taxes & Fees - Payroll | 28,275 |
| Telephone & Utilities | 4,709 |
| Training Material & Activities | 14,443 |
| Travel, Conferences, Staff Training | 10,234 |
| Tutor Training | 229 |
| | <hr/> |
| TOTAL EXPENSES | 633,943 |

INCREASE (DECREASE) IN NET ASSETS **\$ (43,316)**

The accompanying notes are an integral part of this statement.

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

| | |
|--|--------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | |
| Change in Net Assets - Decrease | \$ (43,316) |
| Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities: | |
| Depreciation | 10,186 |
| Decrease (Increase) in Grants Receivable | 1,086 |
| Decrease (Increase) in Other Receivable | (2,098) |
| Increase (Decrease) in Accounts Payable | (142) |
| Increase (Decrease) in Accrued Payroll Liabilities | 1,655 |
| Increase (Decrease) in Deferred Revenue | <u>30,157</u> |
| Total Adjustments | <u>40,844</u> |
| Net Cash Provided (Used) by Operating Activities | (2,472) |
| CASH FLOWS FROM INVESTING ACTIVITIES | |
| Additions to Property and Equipment | - |
| Acquisition (Redemption) & Gain (Loss) on Investments | <u>(4,590)</u> |
| Net Cash (Used) by Investing Activities | (4,590) |
| CASH FLOWS FROM FINANCING ACTIVITIES | |
| Net Cash (Used) by Financing Activities | <u>-</u> |
| Net Increase (Decrease) in Cash | (7,062) |
| Beginning Cash Balance | <u>844,201</u> |
| Ending Cash Balance | <u><u>\$ 837,139</u></u> |

The accompanying notes are an integral part of this statement.

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2018

| <u>EXPENSES</u> | <u>PROGRAM SERVICES</u> | <u>SUPPORTING SERVICES</u> | <u>FUNDRAISING EXPENSE</u> | <u>TOTAL EXPENSES</u> |
|--|-------------------------|----------------------------|----------------------------|-----------------------|
| Advertising, including donated | 22,205 | - | - | 22,205 |
| Bank Charges | 204 | - | - | 204 |
| Banquet Expense | 1,476 | 260 | - | 1,736 |
| Computer Expense | 6,261 | 696 | - | 6,957 |
| Contract Services | 2,023 | 357 | - | 2,380 |
| Depreciation | 8,658 | 1,528 | - | 10,186 |
| Dues and Fees | 433 | 76 | - | 509 |
| Employee and Board Meetings | 1,979 | 349 | - | 2,328 |
| Fundraising Expense | - | - | 3,559 | 3,559 |
| Insurance | 23,494 | 4,146 | - | 27,640 |
| Miscellaneous | 215 | 38 | - | 253 |
| Office Expense | 4,519 | 798 | - | 5,317 |
| Postage | 615 | 108 | - | 723 |
| Printing, including donated | 890 | 157 | - | 1,047 |
| Professional Services, including donated | 22,971 | 4,054 | - | 27,025 |
| Rent, including donated | 80,595 | 8,955 | - | 89,550 |
| Repairs and Maintenance | 2,097 | 370 | - | 2,467 |
| Retirement Plan Expense | 5,350 | 834 | - | 6,184 |
| Salaries and Compensated Absences | 310,207 | 55,576 | - | 365,783 |
| Taxes & Fees - Payroll | 24,023 | 4,252 | - | 28,275 |
| Telephone & Utilities | 4,003 | 706 | - | 4,709 |
| Training Material and Activities | 14,443 | - | - | 14,443 |
| Travel, Conferences, Staff Training | 10,234 | - | - | 10,234 |
| Tutor Training | 229 | - | - | 229 |
| TOTAL EXPENSES | \$ 547,123 | \$ 83,261 | \$ 3,559 | \$ 633,943 |

The accompanying notes are an integral part of this statement.

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2018

Note A – Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities

VITA is a nonprofit community-based educational organization founded in May 1982 for the purpose of providing free educational and literacy services in the Lafayette & Opelousas area to individuals (age 17 or over) whose English reading skills are very limited. The English as a Second Language (ESL) portion of VITA teaches a diverse student population with a number of native languages. Specially trained volunteers who can teach reading, writing, and English speaking skills provide goal-oriented tutoring, e.g. High School Equivalency Test (HiSET) instruction. Individual and small group tutoring sessions are held for a minimum of 2 hours twice each week in community locations at a time and place convenient to both tutors and students. VITA provides the professional training, materials and support that enable the volunteers to be effective tutors. Primary funding is provided by annual grants from the Louisiana Community & Technical College System through federal and state adult education money available under the Workforce Investment Act of 1998. In September 2008, VITA assumed responsibility for the St. Landry Parish Adult Education program. Through partnership with South Louisiana Community College (SLCC), VITA enrolled students in the Opelousas area, conducting classes at the Opelousas T. H. Harris campus. VITA governance is maintained by a 17 member Board of Directors, which hires and provides oversight of the Executive Director. The Board is very active in oversight duties and meets monthly to monitor the budget, program activities, etc.

Financial Statement Presentation

The Board of Directors adopted provisions of No. 116 (now FASB-ASC 958), **Accounting for Contributions Received and Contributions Made** and No. 117, **Financial Statements of Not-for-Profit Organizations** as of April 1, 1995. Statement of Financial Accounting Standards No. 116 requires the Board to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets and unrestricted net assets. It also requires recognition of contributed services meeting certain criteria at fair values. Statement No. 117 establishes standards for general purpose external financial statements of not-for-profit organizations and requires a statement of financial position, a statement of activities and a statement of cash flows.

Estimates

The preparation of financial statements in conformity with U.S. 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.

Income Taxes

The organization 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. VITA files an annual 990 tax return for the fiscal year ended June 30th in the U.S. federal jurisdiction. VITA has no unrelated business income and no tax liability. U.S. federal income tax returns prior to fiscal year June 30, 2015 are closed by statutes of limitations.

Property and Equipment

Property and equipment purchased is recorded at cost. The fair market value of donated assets is similarly capitalized and the donation recorded as restricted or unrestricted support. Depreciation is computed on the straight-line method over the estimated useful lives of the individual assets; generally five to seven years.

Accrual Basis of Accounting

The books are routinely maintained on a cash basis and are converted to the accrual basis at year-end for these financial statements. Accrual basis accounting records revenue when earned rather than when received and records expenses when incurred rather than when paid, in accordance with U.S. generally accepted accounting principles.

Accounting for Restricted/Unrestricted Support

VITA reports gifts of cash and other assets as unrestricted support, even if they are received with donor stipulations that limit the use of the donated assets, if the restrictions are met in the reporting period. Since the majority of temporarily restricted grant funds are of a reimbursable nature, the purpose restriction has usually been met before the grant reimbursement is received.

Deferred Revenue - Grants and exchange transactions

Some grants are actually "exchange transactions" that do not qualify as contributions under SFAS 116 (now FASB-ASC 958). In such cases, revenue is not recognized until the services required by the grant are rendered. Until the revenue is recognized, any cash or grant receivable asset must be offset by a "deferred or unearned revenue" liability. These exchange transactions differ from contributions in that the method or type of services reimbursed is stipulated by the granting authority and not by the nonprofit organization.

Cash Equivalents

For purposes of the statement of cash flows, VITA considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Compensated Absences

Under SFAS 43 (now FASB ASC 710), an employer generally is required to accrue a liability for employees' rights to receive compensation for future absences. The amount of the compensation is included in salaries and compensated absences expense. VITA policy does not allow unused compensated absences to carry over beyond the end of each calendar year. A liability for earned but unused compensated absences at June 30, 2018 has been recorded at \$3,597.

Note B – Federal, State and Local Financial Assistance and Grant Awards (Excludes Deferred Revenue)

Federal Funds (through LCTCS)

| | | |
|--|----|------------------|
| Department of Education (CFDA #84.002A) | \$ | <u>279,772</u> * |
| Total Federal Funds | | 279,772 |

* Includes Adult Education & Leadership awards.

State Funds (LCTCS)

| | |
|--------------------------------------|----------------|
| La. Comm. & Technical College System | <u>170,268</u> |
| Total State Funds | <u>170,268</u> |

Total LCTCS Grants \$ 450,040

Local Funds

| | |
|-----------------------------------|---------------|
| Lafayette Consolidated Government | <u>13,360</u> |
| Total Local Funds | 13,360 |

Other

| | |
|---|---------------|
| United Way (Acadiana & St. Landry/Evangeline) | 33,340 |
| Dollar General | <u>10,000</u> |
| Total Other Awards | <u>43,340</u> |

Total Grant Awards \$ 506,740

Note C – Contributed Services & Facilities (In-Kind)

Contributed services of volunteers are recognized in the statement of activities if the services received:

- (a) Create or enhance non-financial assets (land, building, etc.); or
- (b) Require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donations.

Amounts meeting these criteria have been recognized in the following areas:

| | |
|--|------------------|
| Donated advertising | \$ 19,200 |
| Donated rent (Lafayette and St. Landry) | 23,849 |
| Donated professional (legal, accounting & computer tech) | 10,000 |
| Donated printing | <u>360</u> |
| TOTAL | <u>\$ 53,409</u> |

Note D – Volunteer Tutors

The value of donated services from volunteer tutors is not recognized in the financial statements. Approximately 80 volunteer tutors donated 16,640 hours of time in tutoring 985 students, (617 in Lafayette and 368 in St. Landry) in the various literacy programs in Lafayette and St. Landry. Because these donated services do not meet the criteria as described in Note C, they are not recorded as donated services income or expense in the financial statements.

Note E – Subsequent Events

Subsequent to the balance sheet date of June 30, 2018, but prior to the issuance of this report, VITA has received several grant award notification letters from its cognizant agency, the Louisiana Community and Technical College System. The total federal and state funds awarded for the 2018-2019 fiscal year are \$432,410, which is about the same funding level as the 2017-2018 grant period.

United Way of Acadiana's grant award for the remaining 2018 and 2019 calendar years is \$63,894. This figure is reflected in "deferred revenue" on the balance sheet. St. Landry - Evangeline United Way has not awarded any grants for 2018. For the 2018-2019 fiscal year, Dollar General awarded a \$15,000 grant, which is included in "deferred revenue".

Subsequent events were evaluated through October 19, 2018, which is the date the financial statements were available to be issued.

Note F – Lease Commitments

VITA rents the St. Landry space on a month-to-month basis for a total amount of \$1,950 per year, payable in three installments of \$650 due September 30th, February 28th, and June 30th of each respective calendar year.

VITA negotiated and signed a three-year lease for the Lafayette office with Pecan Grove Commercial Properties LLC, with the lease commencing on September 1, 2015 and expiring on September 1, 2018. On December 12, 2016, Ye Olde College Inn, Inc. purchased the property from Pecan Grove Commercial Properties LLC and the previously executed 3-year lease with Pecan Grove Commercial Properties LLC was assigned to new owner. Base rent for the main space occupied by VITA (3,754 square feet) is \$11.00 per square foot for the 1st year, \$11.50 for the 2nd year, and \$12 per square foot for the 3rd year. The additional classroom square footage (1,721) is assessed at a rate of \$10.00, \$10.50, and \$11.00 per square foot for the respective three years of the lease. These rates of \$10-\$12 are discounted from the \$16 fair market value rent for the building's commercial tenants.

The donated portion of both the office space and computer lab in Lafayette and the space in Opelousas is recorded in the line item "donated services and facilities" in the Statement of Activities. The rent expense line item reflects total rent (including the donated portion) as if the fair market value (\$16 per square foot) had been paid. See footnote C for further explanation of the proper accounting of donated services and facilities.

Scheduled payments under current lease obligations:

| Year Ended June 30, | <u>Lafayette</u> | <u>St. Landry</u> |
|---------------------|------------------|-------------------|
| 2019* | 10,663 | 1,950 |
| 2020 | -- | -- |
| 2021 | -- | -- |
| 2022 | -- | -- |
| 2023 | -- | -- |
| | <u>\$ 10,663</u> | <u>\$ 1,950</u> |

* The Lafayette office's current lease expired September 2018 and VITA is in the process of reviewing a 3-year lease proposal submitted by its current lessor, Ye Olde College Inn, as well as exploring other leasing arrangements - such as relocation to new rental space. This matter has been referred to a board committee for further review, and in the meantime VITA is operating on a month-to-month lease basis.

Note G – Grants Receivable on 2017-2018 grant periods that extend past June 30, 2018:

| | |
|--|-------------------|
| LCTCS (Adult Basic Education & Leadership) – Federal & State | 41,554 |
| United Way – Acadiana | <u>63,894</u> |
| Total | <u>\$ 105,448</u> |

Note H – Major Grantor/Concentration

For the year ended June 30, 2018, VITA had two major grantors, support from which was approximately 90% of total cash support/revenues. Support from these agencies was \$483,380 for the year ended June 30, 2018. These grantors are the Louisiana Community & Technical College System (includes U.S. Dept. of Education), United Way of Acadiana and St. Landry-Evangeline United Way.

Note I – Donated Tutor Sites

The value of approximately 60 free tutoring sites at libraries, recreation buildings, offices, schools, churches, etc. is not recognized in the financial statements. Because these donated sites do not meet the criteria as described in Note C, they are not recorded in the financial statements, but they provide a vital free service to VITA's tutoring programs in Lafayette and Opelousas.

Note J – Client Services Provided

For the year ended 6/30/2018, VITA provided 37,657 hours of tutoring and classroom hours to 985 students in the Lafayette and Opelousas areas. These clients are from diverse backgrounds with twelve different native languages.

Note K – Retirement Plan

VITA sponsors a Simple IRA retirement for its employees with a employer match up to 3% of the employee contribution. For the fiscal year ended 6/30/2018, VITA's employer matching retirement expense was \$6,184.

Concluded

SUPPLEMENTAL INFORMATION

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.
SUMMARY OF AUDITORS' RESULTS:

Year Ended June 30, 2018

Type of Auditor's Report: *Unqualified*

Report on Compliance and Controls: *Unqualified*

Material Noncompliance: *None*

Internal Control Over Financial Reporting -

- Material Weakness Identified: *None*
- Significant Deficiency Identified: *None*

**VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.
SCHEDULE A – EXPENDITURES OF FEDERAL AWARDS**

Year Ended June 30, 2018

| <u>Federal Grantor/Pass-through Grantor/ Program & Cluster Title</u> | <u>Federal CFDA Number</u> | <u>Federal Award/ Pass-Through Entity ID Number</u> | <u>Federal Expenditures</u> |
|--|------------------------------------|---|---------------------------------|
| U.S. DEPARTMENT OF EDUCATION: | | | |
| <u><i>Passed through Louisiana Community & Technical College System -</i></u> | | | |
| Adult Basic Education | 84.002A | N/A | \$276,772 |
| Leadership/Supplemental | 84.002A | N/A | <u>\$ 3,000</u> |
| <i>Total Grants Passed through Louisiana Community & Technical College System</i> | | | \$279,772 |
| Total Federal Awards | | | <u>\$279,772</u> |

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

**SCHEDULE B – SUMMARY OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
AND RELATED CORRECTIVE ACTION**

Year Ended June 30, 2018

PRIOR YEAR FINANCIAL STATEMENT FINDINGS:

QUESTIONED COSTS:

NONE

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

**SCHEDULE C- SUMMARY OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS
AND RELATED CORRECTIVE ACTION**

Year Ended June 30, 2018

CURRENT YEAR FINANCIAL STATEMENT FINDINGS: QUESTIONED COSTS:

NONE

VOLUNTEER INSTRUCTORS TEACHING ADULTS, INC.

SCHEDULE D – SCHEDULE OF COMPENSATION, BENEFITS & OTHER PAYMENTS TO
AGENCY HEAD OR CHIEF EXECUTIVE OFFICER

Year Ended June 30, 2018

Agency Head Name: Jennifer Burris – *Executive Director*

| <u>Purpose</u> | <u>Amount</u> |
|-----------------------------|---------------|
| Salary (7/1/2017-6/30/2018) | \$ 60,000.00 |
| Retirement (match) | \$ 900.00 |