

**The Boys and Girls Clubs of the Timber Ridge, Inc.**

**Financial Statements**

**For the Year Ended December 31, 2019**



**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
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**For the Year Ended December 31, 2019**

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# CAMERON, HINES & COMPANY

(A Professional Accounting Corporation)

*Certified Public Accountants*

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
The Boys and Girls Clubs of the Timber Ridge, Inc.  
Homer, Louisiana 71040

We have reviewed the accompanying financial statements of The Boys and Girls Clubs of the Timber Ridge, Inc., (a nonprofit organization), which comprise of the statement of financial position of as of December 31, 2019, and the related statements of activities, and cash flows for the year then ended. 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.

### **Accountant's Responsibility**

Our responsibility is to conduct the review 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.

### **Accountant's 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.

### **Supplementary Information**

The supplementary information included in Schedules 1 thru 2 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana  
June 26, 2020

**Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Statement of Financial Position**  
**December 31, 2019**

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"See Independent Accountants' Review Report"

| <b>ASSETS</b>              |                         |
|----------------------------|-------------------------|
| Cash and Cash Equivalents  | \$ 9,810                |
| Receivables                | 18,925                  |
| Furniture & Equipment, net | <u>11,854</u>           |
| <b>TOTAL ASSETS</b>        | <b><u>\$ 40,589</u></b> |

| <b>LIABILITIES AND NET ASSETS</b>                       |                         |
|---|-------------------------|
| <b>Liabilities</b>                                      |                         |
| Accounts Payable  | \$ 800                  |
| Accrued Liabilities                                     | 3,055                   |
| Notes Payable   | <u>12,000</u>           |
| Total Liabilities                                       | <u>15,855</u>           |
| <b>Net Assets</b>                                       |                         |
| Without Donor Restrictions                              |                         |
| Undesignated  | 12,880                  |
| Invested in property and equipment, net of related debt | 11,854                  |
| With Donor Restrictions                                 |                         |
| Time or use restricted for future periods               | <u>-</u>                |
| Total Net Assets  | <u>24,734</u>           |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>                 | <b><u>\$ 40,589</u></b> |

The accompanying notes are an integral part of this financial statement.

**Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Statement of Activities**  
**For the Year Ended December 31, 2019**

"See Independent Accountants' Review Report"

|  | <b>Without Donor<br/>Restrictions</b> | <b>With Donor<br/>Restrictions</b> | <b>Total</b> |
|--|---------------------------------------|------------------------------------|--------------|
| <b>Revenues, Gains, And Support</b>          |                                       |                                    |              |
| Grants                                       | \$ -                                  | \$ 21,662                          | \$ 21,662    |
| Contributions                                | 29,163                                | -                                  | 29,163       |
| Membership Dues                              | 2,565                                 | -                                  | 2,565        |
| Fund Raising and Special Events              | 27,123                                | -                                  | 27,123       |
| Miscellaneous                                | 2,100                                 | -                                  | 2,100        |
| Total Revenues, Gains And Support            | 60,951                                | 21,662                             | 82,613       |
| <b>Net Assets Released From Restrictions</b> |                                       |                                    |              |
| Satisfaction of Program Restrictions         | 21,662                                | (21,662)                           | -            |
| Total Revenues, Gains, and Other Support     | 82,613                                | -                                  | 82,613       |
| <b>Expenses:</b>                             |                                       |                                    |              |
| Program Services                             | 68,163                                | -                                  | 68,163       |
| Support Services                             | 12,782                                | -                                  | 12,782       |
| Fundraising                                  | 4,258                                 | -                                  | 4,258        |
| Total Expenses                               | 85,203                                | -                                  | 85,203       |
| Increase (Decrease) in Net Assets            | (2,590)                               | -                                  | (2,590)      |
| Net Assets at Beginning of Year              | 27,324                                | -                                  | 27,324       |
| <b>NET ASSETS AT END OF YEAR</b>             | \$ 24,734                             | \$ -                               | \$ 24,734    |

The accompanying notes are an integral part of this financial statement.

**Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Statement of Functional Expenses**  
**For the Year Ended December 31, 2019**

"See Independent Accountants' Review Report"

|                                   | <b>Program<br/>Services</b> | <b>Support<br/>Services</b> | <b>Fund<br/>Raising</b> | <b>Total<br/>2019</b> |
|-----------------------------------|-----------------------------|-----------------------------|-------------------------|-----------------------|
| Contract Labor                    | \$ 543                      | \$ 102                      | \$ 34                   | \$ 679                |
| Depreciation                      | 1,286                       | 241                         | 81                      | 1,608                 |
| Dues & Subscriptions              | 2,545                       | 477                         | 159                     | 3,181                 |
| Insurance                         | 8,046                       | 1,509                       | 502                     | 10,057                |
| Interest Expense                  | 739                         | 139                         | 46                      | 924                   |
| Maintenance & Repairs             | 2,604                       | 488                         | 163                     | 3,255                 |
| Office Expenses                   | 2,317                       | 434                         | 145                     | 2,896                 |
| Payroll Taxes and Fringe Benefits | 1,692                       | 317                         | 106                     | 2,115                 |
| Professional Fees                 | 4,420                       | 829                         | 276                     | 5,525                 |
| Program Supplies & Expenses       | 13,796                      | 2,587                       | 862                     | 17,245                |
| Salaries & Wages                  | 19,022                      | 3,567                       | 1,188                   | 23,777                |
| Travel                            | 478                         | 90                          | 29                      | 597                   |
| Utilities & Telephone             | 10,675                      | 2,002                       | 667                     | 13,344                |
| <b>Totals</b>                     | <b>\$ 68,163</b>            | <b>\$ 12,782</b>            | <b>\$ 4,258</b>         | <b>\$ 85,203</b>      |

The accompanying notes are an integral part of this financial statement.

**Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

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"See Independent Accountants' Review Report"

**CASH FLOWS FROM OPERATING ACTIVITIES**

|  |                |
|--|----------------|
| Receipts from Granting Agencies and Contributors | \$ 81,172      |
| Payments to Suppliers for Goods and Services     | (57,703)       |
| Payments to Employees                            | (23,777)       |
| Payment of Payroll Taxes & Fringe Benefits       | (5,378)        |
| Net Cash Provided (Used) by Operating Activities | <u>(5,686)</u> |

**CASH FLOWS FROM INVESTING ACTIVITIES**

|  |          |
|--|----------|
| Net Cash Provided (Used) by Investing Activities | <u>-</u> |
|--|----------|

**CASH FLOWS FROM FINANCING ACTIVITIES**

|  |              |
|--|--------------|
| Proceeds From Borrowings                         | 12,000       |
| Payments On Borrowings                           | (6,329)      |
| Net Cash Provided (Used) by Financing Activities | <u>5,671</u> |

**Net Increase (Decrease) in Cash and Cash Equivalents** (15)

**Cash and Cash Equivalents at Beginning of Year** 9,825

**Cash and Cash Equivalents at End of Year** \$ 9,810

**Reconciliation of Operating Income to Net Cash Provided**

**by Operating Activities:**

|  |                   |
|--|-------------------|
| Decrease in Net Assets   | \$ (2,590)        |
| Adjustments to Reconcile Increase in Net Assets to<br>Net Cash Provided by Operating Activities: |                   |
| Depreciation   | 1,608             |
| Increase in Accounts Receivable  | (1,441)           |
| Decrease in Accounts Payable and Accrued Expenses  | (3,263)           |
| Net Cash Provided (Used) by Operating Activities   | <u>\$ (5,686)</u> |

The accompanying notes are an integral part of this financial statement.

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Nature of Activities**

The accompanying financial statements include only the operations of The Boys and Girls Clubs of the Timber Ridge, Inc., in Homer, LA. The Organization was formed to provide assistance to boys and girls of Claiborne Parish. The main sources of revenues are gifts from the public, allocations from grants, local dues and fund-raisers.

**B. Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles.

**C. Cash Equivalents**

Cash equivalents consist of short-term, highly liquid investments, which are readily convertible into cash within ninety days of purchase.

**D. Presentation of Statements**

ASC section 958-605 *Not-for-Profit Entities, Revenue Recognition* requires that unconditional promises to give (pledges) be recorded as receivables and revenue and requires the organization to distinguish between contributions received for each net asset category in accordance with donor-imposed restrictions.

Net assets, revenues, expenses, and changes in net assets are classified based on the existence or absence of donor restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

***Net Assets Without Donor Restrictions*** – Net assets available for use in general operations and are not subject to donor-imposed stipulations.

***Net Assets With Donor Restrictions*** Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource has been fulfilled, or both. As of the year ended December 31, 2019, the Organization does not have any donor-imposed restrictions that are perpetual in nature.

**E. Support and Revenue**

The Boys and Girls Clubs of the Timber Ridge, Inc. receives its support primarily from the Boys and Girls Club of America, and from the State of Louisiana, Department of Education. In the event revenues are restricted at the time of receipt by time or use, they are initially reported as restricted revenues and are then shown as reclassifications in the unrestricted category when



**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

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the restrictions are satisfied either by passage of time or by expenditure for the specified purpose.

**F. Contributions**

All contributions are considered to be available for unrestricted use unless specifically restricted by donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**G. Property and Equipment**

Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair market value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight-line method. The Organization has no capitalization policy.

Fixed assets are included on the balance sheet net of accumulated depreciation. Depreciation of all exhaustible fixed assets are charged as an expense against operations. Depreciation is computed using the straight-line method over the estimated useful lives with respect to major classes of depreciable assets as follows:

|              |            |
|--------------|------------|
| Equipment    | 5-10 Years |
| Improvements | 27 ½ Years |

**H. Functional Allocations of Expenses**

The costs of program services, administrative services and fund-raising expenses are allocated. At the current time, most costs are allocated based on an estimated time spent by employees as 80% programs services, 15% administrative services and 5% fund-raising.

**I. 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.

**J. Income Taxes**

As an affiliate of the National Organization, the Organization is a not-for-profit organization that is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code.

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

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The provisions of ASC 740-10 (Formerly FASB Interpretation No. 48 (FIN 48)) were adopted by the organization on January 1, 2009. The adoption of FIN 48 did not result in any changes to net assets or deferred income tax liabilities.

Accrued interest and penalties associated with uncertain tax positions are included as a component of the provision for income taxes. There were no unrecognized tax benefits at January 1, 2009. For the year ended December 31, 2019, there were no unrecognized tax benefits, or accrued interest and penalties. The company files Form 990, an informational tax return in the U.S. federal tax jurisdiction. Federal tax returns prior to 2016 are closed.

**2. CASH AND CASH EQUIVALENTS**

At December 31, 2019, the club has cash and cash equivalents (book balances) totaling \$9,810 as follows:

|                 |    |              |
|-----------------|----|--------------|
| Demand deposits | \$ | 9,810        |
| Totals          | \$ | <u>9,810</u> |

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At December 31, 2019, the Organization has \$8,702 in deposits (collected bank balances). These deposits are secured from risk by \$8,702 of federal deposit insurance and \$0 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

**3. GRANTS AND ACCOUNTS RECEIVABLE**

The receivables at December 31, 2019 are as follows:

|  |    |               |
|--|----|---------------|
| Cooperative Endeavor Agreement - Haynesville | \$ | 2,500         |
| Cooperative Endeavor Agreement - Homer       |    | 2,500         |
| State of Louisiana LYFE Grant                |    | 9,242         |
| Boys & Girls Clubs – OJP                     |    | <u>4,683</u>  |
| Totals                                       | \$ | <u>18,925</u> |

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

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**4. FIXED ASSETS**

As of December 31, 2019, fixed assets and organization costs consist of:

|                               |    |           |
|-------------------------------|----|-----------|
| Equipment                     | \$ | 101,248   |
| Building improvements         |    | 43,281    |
| Subtotal                      |    | 144,529   |
| Less accumulated depreciation |    | (132,675) |
| Total                         | \$ | 11,854    |
|                               |    |           |
| Organization costs            | \$ | 621       |
| Less accumulated amortization |    | (621)     |
| Total                         | \$ | 0         |

Depreciation expense for the year ended December 31, 2019 was \$1,608.

**5. NOTES PAYABLE**

Notes payable at December 31, 2019 consist of the following:

**Citizen's Bank**

\$12,000 unsecured line of credit @ 6.75% interest,  
 Payable monthly. Matures September, 2020

\$ 12,000

Total \$ 12,000

**6. DONATED SERVICES AND USE OF FACILITY**

The Organization receives the use of its building from the Claiborne Parish Police Jury at no cost. The Organization pays all other occupancy costs. The Organization also has volunteers who work at no cost. These donations are not recorded on the books of the organization.

**7. DONATED MATERIALS**

Donated materials and equipment are reflected as contributions in the accompanying statements at their estimated values at date of receipt. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of materials and equipment are recorded as unrestricted support.

**8. COMMITMENT AND CONTINGENCIES**

The Organization receives revenues from various Federal and State grant programs, which are subject to final review and approval as to allowable expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the organization and the Federal or State Agency. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the organizations financial position.

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2019**

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**9. ECONOMIC DEPENDENCY**

The Organization receives the majority of its revenue from funds provided through grants administered through various Federal and State programs. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the organization receives could be reduced significantly and have an adverse impact on its operations. In addition, the Organization relies on local contributions from individuals, businesses, and other organizations. These contributions vary from year-to-year, and can be effected by the local economy and other circumstances.

**10. COMPENSATED ABSENCES**

The Organization does not have compensated absences.

**11. COMPENSATION PAID TO BOARD MEMBERS**

No compensation was paid to any board member during the year under review.

**12. LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

|   |                  |
|---|------------------|
| Cash and cash equivalents                           | \$ 9,810         |
| Accounts receivable to be collected within one year | <u>18,925</u>    |
| Total   | <u>\$ 28,735</u> |

**13. SUBSEQUENT EVENTS**

Date of Management Evaluation

Management has evaluated subsequent events through June 26, 2020, the date on which the financial statements were available to be issued.

## **Supplemental Information**

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2019**

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Schedule I

| <u>Grant Title</u>  | <u>Fund<br/>Number</u> | <u>Sub-Grant<br/>Award<br/>Number</u> | <u>Federal<br/>CFDA<br/>Number</u> | <u>Federal<br/>Expenditures</u> |
|---|------------------------|---------------------------------------|------------------------------------|---------------------------------|
| <b>United States Department of Justice:</b>                           |                        |                                       |                                    |                                 |
| Office of Juvenile Justice and Delinquency Prevention, subgranted to: |                        |                                       |                                    |                                 |
| Boys & Girls Club of America  |                        |                                       |                                    |                                 |
| <b>Juvenile Mentoring Program</b>                                     |                        |                                       |                                    |                                 |
| Homer Unit  | OJP 2018 43874         |                                       | 16.726                             | \$ 6,000                        |
| Haynesville Unit  | OJP 2018 43875         |                                       | 16.726                             | 6,000                           |
| Total Department of Justice   |                        |                                       |                                    | <b>12,000</b>                   |
| <b>Total Federal Awards</b>   |                        |                                       |                                    | <b>\$ 12,000</b>                |

See independent accountants' review report.

**Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Schedule of Compensation, Reimbursements, Benefits, and Other Payments to**  
**Agency Head**  
**For the Year Ended December 31, 2019**

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Schedule 2

**Agency Head:**

Chief Professional Officer - Sonya Webb

None

**Purpose:**

|  |                    |
|--|--------------------|
| Salary   | \$ -               |
| Benefits - Payroll Taxes and Insurance                 | -                  |
| Travel   | -                  |
| Reimbursements   | -                  |
| <b>Total Compensation, Benefits and Other Payments</b> | <b><u>\$ -</u></b> |

See independent accountants' review report.

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## Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Directors of The Boys and Girls Clubs of the Timber Ridge, Inc.:

We have performed the procedures enumerated below, which were agreed to by The Boys and Girls Clubs of the Timber Ridge, Inc. and the Louisiana Legislative Auditor (the specified parties), on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, 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.

The Boys and Girls Clubs of the Timber Ridge, Inc. provided us with the following list of expenditures made for federal grant awards received during the fiscal year ended December 31, 2019:

| Federal, State, or Local Grant Name  | Grant Year                  | CFDA No.<br>(if applicable) | Amount |
|--|-----------------------------|-----------------------------|--------|
| <u>Boys &amp; Girls Clubs National Youth Mentoring Programs (OJP 2018) (Homer 43784)</u>       | 2/1/2019 thru<br>12/31/2019 | 16.726                      | 6,000  |
| <u>Boys &amp; Girls Clubs National Youth Mentoring Programs (OJP 2018) (Haynesville 43785)</u> | 2/1/2019 thru<br>12/31/2019 | 16.726                      | 6,000  |
| Louisiana Youth for Excellence Grant (LYFE) Contract No. 2000453544                            | 7/1/2019<br>thru 12/31/2019 |                             | 9,243  |
| Total Expenditures   |                             |                             | 21,243 |



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 the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the twelve items selected disbursements agreed to the amount and payee in the supporting documentation.

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

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

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

Inspection of documentation supporting each of the twelve selected disbursements indicated approvals from the bookkeeper and the board president (chief volunteer officer).

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.

#### *Activities allowed or unallowed*

We compared documentation for each of the selected disbursements with program compliance requirements related to services allowed or not allowed. No exceptions were noted.

#### *Eligibility*

We compared documentation for each of the selected disbursements with program compliance requirements related to eligibility. No exceptions were noted.

#### *Reporting*

We compared documentation for each of the selected disbursements with program compliance requirements related to reporting. No exceptions were noted.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal 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 close-out reports for the three programs listed in Procedure 1. The amounts reported as expenditures on the periodic requests for payment agreed to the agency's financial records and amounts received from the grantors. (All three programs were expenditure driven grants.)

## 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/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

The Boys and Girls Club of the Timber Ridge, Inc. is not subject to the open meetings law.

## 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.

The Boys and Girls Club of the Timber Ridge, Inc provided budgets to the applicable grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

## State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The agency's report was submitted to the Legislative Auditor timely in accordance with R.S. 24:513.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Agency's management represented that the Agency did not enter into any contracts during the fiscal year that were subject to the public bid law.

## Prior-Year Comments

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

In the review engagement for the year ended December 31, 2018, we reported that there were too few personnel involved in the accounting system to have adequate separation of duties for internal control. The Club has taken measures to improve its internal control system, but due to its small size, it is difficult to separate all incompatible duties.

This condition still exists.

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.

*Cameron, Hines & Company (APAC)*

West Monroe, Louisiana

June 26, 2020

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Schedule of Findings and Responses**  
**For The Year Ended December 31, 2019**

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**Current Year Finding and Responses**

**19-01 Lack of Separation of Incompatible Duties**

Condition:

The Boys and Girls Clubs of the Timber Ridge, Inc. has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

Criteria:

Effective internal controls require that there be segregation of duties within the accounting function in order to reduce the risk of both errors and inappropriate actions.

Cause:

The Club has a small staff size that does not allow for proper segregation of duties.

Potential Effect:

The Club does not have proper segregation of duties and is at greater risk for not preventing or identifying errors and inappropriate actions once they have occurred.

Recommendation:

To the extent possible other Club personnel or Board members could assist with incompatible duties.

Response:

Due to our small size, it is very difficult to completely separate incompatible duties. The Board has taken steps to improve its internal control system. An outside consultant with not-for-profit experience was hired to perform monthly reconciliations and assist with our accounting system.

**Prior Year Findings**

**18-01 Lack of Separation of Incompatible Duties**

Condition:

The Boys and Girls Clubs of the Timber Ridge, Inc. has too few personnel involved in the accounting system to have adequate separation of duties for internal control.

Criteria:

Effective internal controls require that there be segregation of duties within the accounting function in order to reduce the risk of both errors and inappropriate actions.

**The Boys and Girls Clubs of the Timber Ridge, Inc.**  
**Schedule of Findings and Responses**  
**For The Year Ended December 31, 2019**

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Cause:

The Club has a small staff size that does not allow for proper segregation of duties.

Potential Effect:

The Club does not have proper segregation of duties and is at greater risk for not preventing or identifying errors and inappropriate actions once they have occurred.

Recommendation:

To the extent possible other Club personnel or Board members could assist with incompatible duties.

Response:

Due to our small size, it is very difficult to completely separate incompatible duties. The Board has taken steps to improve its internal control system. An outside consultant with not-for-profit experience was hired to perform monthly reconciliations and assist with our accounting system.

Status:

Not Cleared.

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

June 9, 2020

Cameron, Hines & Company, APAC  
Certified Public Accountants  
P.O. Box 2474  
West Monroe, LA 71294-2474

In connection with your review of our financial statements as of December 31, 2019 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 June 9, 2020.

**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/lala.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  No

**Reporting**

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes  No

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes  No

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  No

**Prior-Year Comments**

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

Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes  No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants 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 your report.

Yes  No

We will 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.

Yes  No

The previous responses have been made to the best of our belief and knowledge.



Bookkeeper

6/9/2020

Janell Brown



President

6/9/2020

Louis Grant