

MONROE SYMPHONY ORCHESTRA (Entity Name)

MONROE/OUACHITA/LOUISIANA (City, Parish/State)

10802-20

TRANSMITTAL LETTER

ANNUAL FINANCIAL STATEMENTS

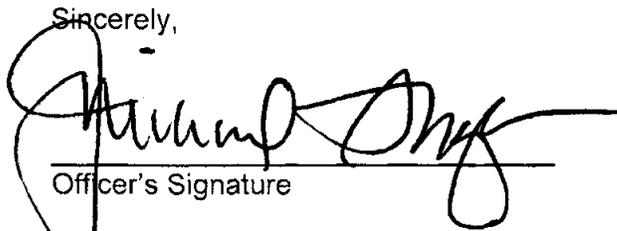
JULY 23, 2020

Ms. Gayle Fransen  
Engagement Manager  
Louisiana Legislative Auditor  
1600 North Third Street  
Baton Rouge, LA 70802

Dear Ms. Fransen:

In accordance with Louisiana Revised Statute 24:513, enclosed are the Affidavit and Revenue Certification Form and the annual financial statements for my entity, as of and for the year ended MAY 31, 2020 (entity's year-end). The statements include all funds under the control of this entity. The accompanying financial statements have been prepared on the cash basis of accounting.

Sincerely,



Officer's Signature

J. MICHAEL INZINA, TREASURER  
Officer's Name

Enclosures

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

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

**Affidavit and Revenue Certification**

MONROE SYMPHONY ORCHESTRA  
OUACHITA Parish  
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, J. MICHAEL INZINA (enter officer name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of MONROE SYMPHONY ORCHESTRA (enter entity name) as of MAY 31, 2020(entity's year-end), 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, \_\_\_\_\_, (officer name), who, duly sworn, deposes and says that \_\_\_\_\_(entity name) received \$75,000 or less in revenues and other sources for the year ended \_\_\_\_\_, and accordingly, is not required to have an audit for the previously mentioned year.

*J. Michael Inzina*  
\_\_\_\_\_  
Officer's Signature

Sworn to and subscribed before me this 24 day of July, 2020.

*Anthony Brumley*  
\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE & SEAL  
#053074



**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 09-09-2020

**Please Complete This Section**

Officer's Name \_\_\_\_\_  
Officer's Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, Zip \_\_\_\_\_  
Ph: Cell/Land \_\_\_\_\_  
E-mail \_\_\_\_\_

## MONROE SYMPHONY ORCHESTRA

(Agency Name)

**Statement of Cash Receipts and Disbursements**  
**For the Year Ended MAY 31, 2020**  
 (Year-End)

	General Fund	Other Fund	Total
<b>RECEIPTS (Provide Brief Description):</b>			
1. TICKETS AND SPONSORS	\$86,134	\$	\$
2. GRANTS	11,798		
3. DONATIONS	13,544		
4. FUNDRAISERS	10,250		
5. ADVERTISING SALES AND OTHER	4,285		
6. <b>Total receipts</b> (add lines 1 - 5)	<b>\$126,011</b>	<b>\$</b>	<b>\$</b>
<b>DISBURSEMENTS (Provide Brief Description):</b>			
7. CONCERTS	\$53,373	\$	\$
8. ADMINISTRATIVE	46,755		
9. MSO CHOIR	6,916		
10.			
11.			
12.			
13. <b>Total Disbursements</b> (add lines 7 - 12)	<b>\$107,044</b>	<b>\$</b>	<b>\$</b>
14. Change in fund balance ( Lines 6 minus 13)	\$18,967	\$	\$
15. Fund Balance at beginning of year	\$19,252	\$	\$
16. Fund balance (deficit) at end of year (Add lines 14-15) --This amount also goes on line 12, Statement B	\$38,219	\$	\$

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

**MONROE SYMPHONY ORCHESTRA**

(Agency Name)

**Balance Sheet, on MAY 31, 2020**  
(Year-End)

	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
<b>ASSETS</b> (balances at year-end) -Give brief description:			
1. Cash and cash equivalents on hand	\$42,926	\$	\$
2. Investments (fair value) on hand			
3. Office furnishings (Cost of desks, etc)			
4. Equipment (Cost of fax machine, etc)			
5. Other (brief description) ACCTS REC	710		
6. <b>Total Assets</b> (add lines 1 - 5)	<u>\$43,636</u>	<u>\$</u>	<u>\$</u>
<b>LIABILITIES AND FUND BALANCE</b> (at year-end):			
7. Liabilities (give brief description):			
8. ACCOUNTS PAYABLE	\$3,115	\$	\$
9. PAYROLL TAXES PAYABLE	2,302		
10.			
11. <b>Total Liabilities</b> (add lines 7 - 10)	5,417		
12. Fund balance (amount from Line 16 on Statement A)	38,219		
13. Other			
14. <b>Total Liabilities and Fund Balance</b> (add lines 11 - 13)	<u>\$43,636</u>	<u>\$</u>	<u>\$</u>

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

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services; Post Office Box 94397, Baton Rouge, LA 70804-9397 - Updated 8/3/16

MONROE SYMPHONY ORCHESTRA (Agency Name)

**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 MAY 31, 2020 Year-End)

**Agency Head Name and Title: DR. CRAIG WEST, EXECUTIVE DIRECTOR**

Purpose	Dollar Amount
1. Salary	1. \$28,500
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. \$28,500

\_\_\_\_\_ 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

Please return the completed form within 90 days of your entity's year-end to Louisiana Legislative Auditor – Local Government Services, Post Office Box 94397, Baton Rouge, LA 70804-9397 – Updated 8/3/16