

**WEST CARROLL
ASSOCIATION
FOR
RETARDED CITIZENS, INC.**

OAK GROVE, LOUISIANA

FINANCIAL REPORT

AS OF AND FOR THE YEAR ENDED JUNE 30, 2012

BY

JIMMIE SELF, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

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Jimmie Self, CPA
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**WEST CARROLL ASSOCIATION
FOR RETARDED CITIZENS, INC.**

Oak Grove, LA

For the Year Ended June 30, 2012

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Independent Auditor's Report

To the Board of Directors
West Carroll Association for Retarded Citizens, Inc.
Oak Grove, Louisiana

I have audited the accompanying statement of financial position of West Carroll Association for Retarded Citizens, Inc. (a non-profit organization – the Association) as of June 30, 2012, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my 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 I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Association as of June 30, 2012 and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated December 20, 2012 on my consideration of the Association's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is

to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit. The other supplementary information listed in the table of contents has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, I express no opinion on them.

A handwritten signature in cursive script that reads "Jimmie Self, CPA".

Jimmie Self, CPA
Monroe, Louisiana
December 20, 2012

Financial Statements

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana

EXHIBIT 1

Statement of Financial Position
June 30, 2012

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 25,968
Investments	99,116
Accounts Receivable	14,026
Total Current Assets	<u>139,110</u>

Fixed Assets:

Land	26,361
Building	41,515
Vehicles	101,110
	<u>168,986</u>
Less Accumulated Depreciation	(115,454)
Total Fixed Assets	<u>53,532</u>

Total Assets \$ 192,642

LIABILITIES AND NET ASSETS

Current Liabilities:

Payroll taxes payable	\$ 238
Compensated Absences	2,302
Total Current Liabilities/Total Liabilities	<u>2,540</u>

Net Assets:

Unrestricted	190,102
Total Net Assets	<u>190,102</u>
Total Liabilities and Net Assets	<u>\$ 192,642</u>

See accompanying notes to financial statements

**WEST CARROLL ASSOCIATION
FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana**

EXHIBIT 2

**Statement of Activities
For the Year Ended June 30, 2012**

Support and Revenue

Support:

Contributions	\$ 2,121
Other Providers	192,852
Total Support	<u>194,973</u>

Revenue:

Interest	371
Program Receipts	42,241
Miscellaneous	1,604
Total Revenue	<u>44,216</u>
Total Support and Revenue	<u>239,189</u>

Expenses

Program Services	207,718
General and Administrative	41,786
Total Expenses	<u>249,504</u>

Change in Net Assets	<u>(10,315)</u>
Net Assets at Beginning of Year	<u>200,417</u>
Net Assets at End of Year	<u>\$ 190,102</u>

See accompanying notes to financial statements.

WEST CARROLL ASSOCIATION FOR
RETARDED CITIZENS, INC.
Oak Grove, Louisiana

EXHIBIT 3

STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2012

	General Program Services	Administrative	Total Expenses
SALARIES AND RELATED BENEFITS:			
Salaries	\$ 141,338	\$ 31,356	\$ 172,694
Payroll Taxes	11,099	2,399	13,498
Health Insurance	3,600	2,824	6,424
Workmen's Compensation	3,364	345	3,709
Total Salaries and Related Benefits	159,401	36,924	196,325
OTHER EXPENSES:			
Accounting	4,769	1,050	5,819
Auto Expense	20,872	-	20,872
Bakery Supplies	-	2,160	2,160
Casual Labor	-	4	4
Cleaning Supplies	376	41	417
Commision and fees	900	-	900
Depreciation	1,318	-	1,318
Insurance - Property	3,775	-	3,775
Ironing Supplies	-	702	702
Janitorial	7,260	223	7,483
Legal	175	-	175
Meals	18	-	18
Supplies	1,879	-	1,879
Miscellaneous Expense	372	-	372
Mowing	460	-	460
Office-Other	467	-	467
Office Supplies	685	358	1,042
QMRP	800	-	800
Repairs and Maintenance	779	202	981
Service Charge	50	-	50
Taxes-State	843	122	965
Telephone	909	-	909
Travel	159	-	159
Training	544	-	544
Utilities	733	-	733
Bank Charges	175	-	175
	48,318	4,862	53,179
TOTAL EXPENSES	207,719	41,786	249,504

See accompanying notes to financial statements.

**WEST CARROLL ASSOCIATION FOR
RETARDED CITIZENS, INC.**

EXHIBIT 4

**Statement of Cash Flows
For the Year Ended June 30, 2012**

Cash flow from Operating Activities:

Cash received from customers	\$ 44,077
Cash paid to suppliers	(76,967)
Cash paid to employees	(172,694)
Income from contracts	192,852
Net Cash Provided from Operating Activities	<u>(12,732)</u>
Net increase (decrease) in cash and cash equivalents	(12,732)
Cash and cash equivalents as of beginning of year	137,816
Cash and cash equivalents as of end of year	<u>\$ 125,084</u>

Reconciliation of operating income to net cash provided by operations:

Operating income (loss)	\$ (10,315)
Depreciation	1,313
Net Increase, decrease in Accounts Receivable, Payable	(3,730)
Net Cash Provided by Operating Activities	<u>\$ (12,732)</u>

NOTE: Cash equivalents include checking and investment accounts,
due to use of each for purchases.

See accompanying notes to financial statements.

Notes to Financial Statements

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana
Notes to the Financial Statements
June 30, 2012

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

West Carroll Association for Retarded Citizens, Inc. (the Association) is a non-profit organization which was chartered on January 23, 1958, to promote the general welfare of mentally retarded persons (Clients) located in Northeast Louisiana. The Association is recognized as a tax-exempt non-profit organization under section 501 (c) (3) of the Internal Revenue Service Code, and is exempt from federal and state income taxes.

The Clients participate and are paid for baking and selling pies to the general public, performing janitorial duties for businesses and ironing for individuals. The market for their products and services is Oak Grove, Louisiana, and surrounding areas.

The Association is governed by eight non-compensated directors who serve two-year terms on a rotating basis.

Basis of Presentation

The Association has adopted Statement of Financial Accounting Standards SFAS No. 117, Financial Statements of Not-for-Profit Organizations. The financial statements of the Association have been prepared in conformity with generally accepted accounting principles (GAAP).

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when the related liabilities are incurred.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Association considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. Cash is reported at net book value as of the report date, bank balance plus deposits-in-transit and less outstanding checks at that date. Investments consist of

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.

Oak Grove, Louisiana

Notes to the Financial Statements

June 30, 2012

certificates of deposit which are stated at cost plus interest earned and received to date, which approximates market. If the original maturities of time deposits exceed 90 days, they are classified as investments; however, if the maturities are 90 days or less, they are classified as cash equivalents.

Investments

Investments are composed of Certificates of Deposit, maturing more than 90 days after purchase.

Accounts Receivable

Accounts Receivable consist of claims made as of the report date. The statements contain no provision for uncollectible accounts. Management is of the opinion that such allowance would be immaterial in relation to the financial statements taken as a whole.

Property and Equipment

Property and equipment having estimated useful lives greater than one year are recorded at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation is computed using the straight-line method over the following estimated useful lives of the property and equipment.

Building and Improvements	10 - 35 years
Equipment	5 - 10 years
Vehicles	5 years

Maintenance and repairs are charged to operations; significant improvements costing \$500 or more are capitalized. The cost and related accumulated depreciation of assets retired or otherwise disposed are eliminated from the accounts and the resulting gain or loss is included in operations.

Support and Revenue

Revenues received under programs funded by the State of Louisiana are recorded as revenue when the Association has incurred expenditures in compliance with the specific restrictions. Contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Contributed Services

The Association receives a substantial amount of services donated by its members in carrying out the Association's operations. No amounts have been reflected in the financial statements for

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana
Notes to the Financial Statements
June 30, 2012

those services as they do not meet the criteria for recognition under SFAS 116, *Accounting for Contributions Received and Contributions Made*.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Compensated Absences

Full time Association employees will be given one day per month with pay for sick and emergency, or personal leave. Mary Biggs Services employees are given one-half day per month with pay after a six month trial period of employment, for sick and emergency, or personal. If the sick pay, etc., isn't used it is carried over to the next year.

NOTE 2. CASH AND CASH EQUIVALENTS AND INVESTMENTS

The Association maintains checking accounts and certificates of deposits at local financial institutions. Interest-bearing and non-interest bearing accounts at each financial institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 each. The balance of funds held at the local financial institutions as of June 30, 2012, were adequately insured by the FDIC and securities pledged by the bank.

At June 30, 2012, cash and cash equivalents totaling \$125,084 consisted of the following:

Demand deposits	\$ 25,968
Certificates of Deposit	99,116
TOTAL	<u>\$ 125,084</u>

Investments are used for operating expenses and are included in the cash flows as cash equivalents. Investing is performed in accordance with investment policies complying with state statutes and the Association's charter. The investments of the Association are categorized to give an indication of the level of risk assumed by the Association at June 30, 2012. The categories are described as follows:

Category 1 – Insured or registered, with securities held by the entity or its agents in the entity's name.

Category 2 – Uninsured and unregistered, with securities held by the counter-party's trust department or agent in the entity's name.

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana
Notes to the Financial Statements
June 30, 2012

Category 3 - Uninsured and unregistered, with securities held by the counter-party, in its trust department in the entity's name.

All investments are certificates of deposit with maturity dates that exceed ninety days.

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 bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposits with the bank. These securities are held in the name of the pledging bank in a holding or custodial bank that is mutually acceptable to both parties.

At June 30, 2012, the Association had \$65,606 on deposit in Regions Bank and \$59,478 on deposit in State Farm Bank (collected bank balances). The deposits are secured by \$250,000 of federal deposit insurance in each bank (total \$500,000) (Category 1). The deposits are adequately insured.

NOTE 3. PROPERTY AND EQUIPMENT

The major classes of owned property and equipment at June 30, 2011, are summarized below:

FIXED ASSETS

Category	Begin			Balance		Bal	Current Deprec	Accum Deprec	Ending Balance
	Bal	Adds	Delete	Before Deprec	Accum Deprec				
Land	26,361	-	-	26,361	-	26,361	-	-	26,361
Bldg/Improv	41,515	-	-	41,515	13,026	28,489	(1,318)	14,344	27,171
Equipment	101,110	-	-	101,110	101,110	-	-	101,110	-
TOTALS	168,986	-	-	168,986	114,136	54,880	(1,318)	115,454	53,532
Adds**Equip	-	-	-	-	-	-	-	-	-
	<u>168,986</u>	<u>-</u>	<u>-</u>	<u>168,986</u>	<u>114,136</u>	<u>54,880</u>	<u>(1,318)</u>	<u>(114,136)</u>	<u>53,532</u>

**9/15/2010

NOTE 4. ECONOMIC DEPENDENCY

Substantially all of the Association's revenues are derived from the State of Louisiana, under its vocational/rehabilitative services and Title XIX programs. Funding for the service program is provided on a year-to-year basis, with no requirement that the program will be renewed at all, or if renewed, that funding levels be maintained or increased.

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana
Notes to the Financial Statements
June 30, 2012

NOTE 5. CURRENT LIABILITIES

Compensated Absences and Payroll Taxes Payable

Compensated Absences	\$ 2,302
Payroll Taxes Payable	238
Total Current Liabilities	\$ 2,540

Income Taxes

The Association is exempt from federal and state income taxes under Internal Revenue Code Section 501 (c) (3). In addition, the Association has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509(a) of the Code.

NOTE 6. POST-EMPLOYMENT BENEFITS

Post employment benefits consist of social security and accrued vacation pay.

NOTE 7. RISK ASSESSMENT

The Association is at risk for various types of liability and damages. They have obtained insurance through Moreman, Moore, and Company, Inc. Insurance Agency, 820 Jordan Street, Suite 400, Shreveport, LA, providing General, Professional, and Specific Liability coverage, property damage insurance coverage, and automobile coverage for the Association's three client transport vans. The insurance agency also provides workmen's compensation coverage for the Association through Louisiana Commerce and Trade SIF.

NOTE 8. SUBSEQUENT EVENTS

Subsequent events were evaluated by management up to and including the issue date of this report, December 20, 2012. There were no subsequent events noted which would affect the financial statements for the year ended June 30, 2012.

Required Supplementary Information

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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
West Carroll Association for Retarded Citizens, Inc.
Oak Grove, Louisiana

I have audited the basic financial statements of West Carroll Association for Retarded Citizens, Inc., (a non-profit organization – the Association) as of and for the year ended June 30, 2012 which collectively comprise the Association’s basic financial statements and have issued my report thereon dated December 20, 2012. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Association’s internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association’s internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Association’s internal control over financial reporting.

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 reasonable possibility that a material misstatement to the Association’s financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as

defined above. However, I identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and responses that I consider to be a significant deficiency in internal control over financial reporting, item # 2012-01. A *significant deficiency* is a deficiency, or 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Association's financial statements are free of material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed one instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as item # 2012-01. The Association's response to the findings identified in my audit is described in the accompanying schedule of findings and responses. I did not audit the Association's response and, accordingly, I do not express an opinion on it.

This report is intended solely for the information and use of management of the Association, others within the Association, and the Louisiana Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Jimmie Self, CPA
Monroe, Louisiana
December 20, 2012

Additional Supplementary Information

**SCHEDULE OF
FINDINGS AND RESPONSES**

**WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS
Oak Grove, LA**

For the Current Year Ended June 30, 2012

Finding 2012-1

CRITERIA: Duties should be distributed among employees

CONDITION: Inadequate segregation of duties

CONTEXT: The Association has a small work force in place for handling the duties of the office personnel.

EFFECT OF CONDITION: Internal control is weakened by the limited staff

CAUSE OF CONDITION: The office staff consists of only two personnel.

RECOMMENDATION: Hire more employees and redistribute duties.

CLIENT RESPONSE: Management states this cannot be remedied due to lack of funds.

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SUMMARY SCHEDULE OF FINDINGS

WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS, INC.
Oak Grove, Louisiana

For the Year Ended June 30, 2012

I have audited the financial statements of West Carroll Association for Retarded Citizens, Inc., a non profit corporation, as of and for the year ended June 30, 2012 and have issued my report dated December 20, 2012. I conducted my audit in accordance with generally accepted auditing standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My audit of the financial statements as of June 30, 2012 resulted in an unqualified opinion (qualified, adverse, disclaimer).

Section I Summary of Auditor's Reports

a. Report on Internal Control and Compliance Material to the Financial Statements:

Internal Control

Material Weaknesses yes no Internal Control Deficiencies yes no

Compliance

Compliance material to Financial Statements yes no

b. Federal Awards: None

c. Identification of major Programs:

None.

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STATUS OF PRIOR YEAR AUDIT FINDINGS

**WEST CARROLL ASSOCIATION FOR RETARDED CITIZENS
Oak Grove, LA**

For the Prior Year Ended June 30, 2011

CRITERIA: Duties should be distributed among employees

CONDITION: Inadequate segregation of duties

CONTEXT: The Association has a small work force in place for handling the duties of the office personnel.

EFFECT OF CONDITION: Internal control is weakened by the limited staff

CAUSE OF CONDITION: The office staff consists of only two personnel.

RECOMMENDATION: Hire more employees and redistribute duties.

CLIENT RESPONSE: Management states this cannot be remedied due to lack of funds.

STATUS AS OF 06/30/2012: The condition of inadequate segregation of duties still exists in the entity.