

5823

RECEIVED  
LEGISLATIVE AUDITOR  
2008 OCT -6 AM 11:49

OFFICIAL  
FILE COPY  
DO NOT SEND OUT  
Xerox necessary  
copies from this  
copy and PLACE  
BACK IN FILE

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.**

**SHREVEPORT, LOUISIANA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2007**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/12/08

**BATES, MURRAY & COMPANY LLC**  
A FIRM OF CERTIFIED PUBLIC ACCOUNTANTS

**612 BARKSDALE BOULEVARD  
BOSSIER CITY, LOUISIANA 71111**

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.**

**SHREVEPORT, LOUISIANA**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2007**

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Table of Contents

December 31, 2007

Independent Auditors' Report		1 - 2
Statement of Financial Position	Exhibit A	3
Statement of Activities	Exhibit B	4
Statement of Functional Expenses	Exhibit C	5
Statement of Cash Flows	Exhibit D	6
Notes to Financial Statements		7 - 9
Report on Internal Control Over Financial Reporting and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		10 - 11
Schedule of Findings and Questioned Costs		12 - 15
Corrective Action Taken on Prior Year Findings		16

# Bates, Murray & Company LLC

A FIRM OF CERTIFIED PUBLIC ACCOUNTANTS

612 BARKSDALE BOULEVARD  
BOSSIER CITY, LOUISIANA 71111

James T. Bates, CPA  
Marcy L. Murray, CPA

PHONE : (318) 742-5238  
FAX : (318) 742-5766  
EMAIL : BATESCPA@  
BELLSOUTH.NET

Members of  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Young Women's Christian Association  
of Northwest Louisiana, Inc.  
Shreveport, Louisiana

We were engaged to audit the accompanying statement of financial position of Young Women's Christian Association of Northwest Louisiana, Inc. (a non-profit organization) as of and for the year ended December 31, 2007. These financial statements are the responsibility of Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as discussed in the following paragraphs, we conducted our audit in accordance with auditing standards generally accepted in the United States of America, and *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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose 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. We believe that our audit provides a reasonable basis for our opinion.

We were unable to obtain sufficient, competent evidential matter regarding revenue and expenditures due to inadequate accounting records. Therefore, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on the accompanying statements of activities, functional expenses, and cash flows for the year ended December 31, 2007.

We were unable to obtain written representations from management of Young Women's Christian Association, Inc. concerning transactions prior to December 31, 2007, which took place under substantially different management.

In our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the written representations referred to in the preceding paragraph been furnished to us by management, the statement of financial position referred to above presents fairly, in all material respects, the financial position of Young Women's Christian Association, Inc. as of December 31, 2007 in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 26, 2008 on our consideration of Young Women's Christian Association of Northwest Louisiana, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants 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 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 our audit.

The accompanying financial statements have been prepared assuming that Young Women's Christian Association of Northwest Louisiana, Inc. will continue as a going concern. As discussed in Note 10 to the financial statements, Young Women's Christian Association of Northwest Louisiana, Inc. sustained a net operating loss of \$323,554 for the year ended December 31, 2007 and a working capital deficit of \$480,058; grant revenue for the year ended December 31, 2007 was lost because grant expenditures were not documented. The operating loss and lack of documentation of grant expenditures to grantors raises substantial doubt about its ability to continue as a going concern. Management's plans regarding those matters are described in Note 10. These financial statements do not include any adjustments that might result from the outcome of this uncertainty.

*Bates, Murray & Company, LLC*  
September 26, 2008

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA

Statement of Financial Position

December 31, 2007

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 29,371
Grants Receivable	39,882
Employee Receivables	845
Prepaid Expenses	<u>55,352</u>

Total Current Assets 125,450

PROPERTY AND EQUIPMENT (NET) 740,283

OTHER ASSETS

Other Assets 185

Total Assets \$ 865,918

LIABILITIES AND NET ASSETS

Accounts Payable and Accrued Expenses	\$ 300,790
Line of Credit Payable	29,747
Notes Payable	<u>274,971</u>

Total Current Liabilities 605,508

Net Assets:

Unrestricted	260,410
Temporarily Restricted	<u>-</u>

Total Net Assets 260,410

Total Liabilities and Net Assets \$ 865,918

The accompanying notes are an integral part of this statement.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Statement of Activities

For the Year Ended December 31, 2007

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
<b>PUBLIC SUPPORT AND REVENUE</b>				
Public Support:				
Grants	\$ 676,813	\$ -	\$ -	\$ 676,813
Donations	72,593	11,005	-	83,598
United Way	170,180	-	-	170,180
Total Public Support	<u>919,586</u>	<u>11,005</u>	<u>-</u>	<u>930,591</u>
Revenue:				
Program Service Fees	29,312	-	-	29,312
Special Events	81,903	-	-	81,903
Miscellaneous	27,156	-	-	27,156
Total Revenue	<u>138,371</u>	<u>-</u>	<u>-</u>	<u>138,371</u>
Net Assets Released from Restrictions:				
Satisfaction of usage restrictions	<u>11,005</u>	<u>(11,005)</u>	<u>-</u>	<u>-</u>
Total Public Support and Revenue	<u>1,068,962</u>	<u>-</u>	<u>-</u>	<u>1,068,962</u>
<b>EXPENSES</b>				
Program Services	1,045,411	41,254	-	1,086,665
Administrative and Fund Raising	272,999	-	-	272,999
Total Expenses	<u>1,318,410</u>	<u>41,254</u>	<u>-</u>	<u>1,359,664</u>
Change in Net Assets Before Other Revenue (Expenses)	<u>(249,448)</u>	<u>(41,254)</u>	<u>-</u>	<u>(290,702)</u>
<b>OTHER REVENUE (EXPENSES)</b>				
Loss on Disposition of Property	<u>(32,852)</u>	<u>-</u>	<u>-</u>	<u>(32,852)</u>
Total Other Revenue (Expenses)	<u>(32,852)</u>	<u>-</u>	<u>-</u>	<u>(32,852)</u>
Change in Net Assets	(282,300)	(41,254)	-	(323,554)
Net Assets, beginning of year	<u>542,710</u>	<u>41,254</u>	<u>-</u>	<u>583,964</u>
Net assets, end of year	<u>\$ 260,410</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 260,410</u>

The accompanying notes are an integral part of these statements.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

EXHIBIT C

Statement of Functional Expenses  
For the Year Ended December 31, 2007

	Health and Education Services	Supporting Services			Totals
		Women's Crisis Services	Children and Youth Services	Administrative and Fundraising	
Salaries	\$ 44,811	\$ 275,545	\$ 132,567	\$ 112,877	\$ 565,800
Employee Benefits	6,149	34,951	18,190	15,488	74,778
Payroll Taxes	5,267	32,384	15,580	13,267	66,498
<b>Total Salaries and Related Expenses</b>	<b>56,227</b>	<b>342,880</b>	<b>166,337</b>	<b>141,632</b>	<b>707,076</b>
Professional Fees	12,479	78,002	36,917	31,434	158,833
Supplies	1,905	11,503	5,634	4,797	23,839
Telephone	1,602	9,853	4,740	4,036	20,232
Postage and Shipping	292	1,794	863	735	3,684
Occupancy	15,345	81,682	45,396	38,653	181,076
Equipment Maintenance	1,195	7,199	3,535	3,010	14,940
Printing and Publication	484	2,879	1,433	1,220	6,017
Travel	1,042	6,405	3,082	2,624	13,152
Special Assistance	4,292	26,391	12,697	10,811	54,190
Membership Dues	1,249	7,680	3,695	3,146	15,770
Insurance	5,073	30,595	15,008	12,779	63,455
Interest	1,897	11,663	5,611	4,778	23,949
Miscellaneous	1,844	10,373	5,454	4,644	22,315
<b>Total</b>	<b>48,698</b>	<b>286,019</b>	<b>144,066</b>	<b>122,668</b>	<b>601,452</b>
Depreciation	6,086	15,475	20,878	8,698	51,137
<b>Total Expenses</b>	<b>\$ 111,011</b>	<b>\$ 644,373</b>	<b>\$ 331,281</b>	<b>\$ 272,999</b>	<b>\$ 1,359,664</b>

The accompanying notes are an integral part of this statement.



YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Statement of Cash Flows

For the Year Ended December 31, 2007

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ (323,554)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Loss on abandonment of crisis intervention center	32,853
Depreciation	51,137
Changes in assets and liabilities:	
Decrease in grants and contracts receivable	55,428
Decrease in employee receivables	250
Increase in prepaid expenses	(43,408)
Increase in accounts payable and accrued expenses	<u>61,987</u>
Net cash provided by operating activities	<u>(165,307)</u>

CASH FLOWS USED BY INVESTING ACTIVITIES:

Abandonment of crisis intervention center	<u>54,199</u>
Net cash provided by investing activities	<u>54,199</u>

CASH FLOWS PROVIDED BY FINANCING ACTIVITIES:

Proceeds from borrowings	309,900
Principal payments on debt	<u>(218,151)</u>
Net cash used by financing activities	<u>91,749</u>

Net decrease in cash	(19,359)
----------------------	----------

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>48,730</u>
--	---------------

CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 29,371</u></u>
--	-------------------------

Supplemental disclosures of cash flow information:

Cash paid during the year for interest expense	<u><u>\$ 23,949</u></u>
--	-------------------------

The accompanying notes are an integral part of this statement.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Notes to Financial Statements

December 31, 2007

1. **Organization:**

Young Women's Christian Association of Northwest Louisiana, Inc. (the Association) is a nonprofit organization established in 1925 and is located in Shreveport, Louisiana.

The Association offers services to nine parishes throughout northwest Louisiana: Caddo, Bossier, Webster, Claiborne, Bienville, Red River, DeSoto, Sabine and Natchitoches. Services include counseling, education, physical fitness, social opportunities, advocacy, and temporary shelter to women and children of Northwest Louisiana. The Organization receives significant amounts of income from federal and state government grants, generally under third-party reimbursement plans.

2. **Summary of Significant Accounting Policies:**

Basis of Accounting - The accompanying financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation - Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Cash and Cash Equivalents - For purposes of cash flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Inventories - Inventories of sporting good supplies are valued at the lower of cost or market. Cost is determined using the first-in, first-out method.

Property and Equipment - Purchased property and equipment are stated at cost. Donated property and equipment are stated at their fair market value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from three to forty years.

Contributions - All contributions received are considered available for unrestricted use unless the donor specifies a restriction. Amounts received that are 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, net assets are reported in the statement of activities as net assets released from restrictions.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Notes to Financial Statements

December 31, 2007

2. Summary of Significant Accounting Policies: (Continued)

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.

Income Taxes - The Young Women's Christian Association of Northwest Louisiana, Inc. is a nonprofit organization exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is made.

3. Cash:

Cash consists of the following:

Cash on Deposit with Banks	\$ 14,079
Cash on Deposit with Merrill Lynch	<u>15,292</u>
Total	<u>\$ 29,371</u>

4. Prepaid Expenses:

Prepaid expenses consists of insurance premiums paid in advance at year end.

5. Property and Equipment:

Major classes of property and equipment in the Land, Building, and Equipment Fund consist of the following:

Land	\$ 184,234
Buildings and Improvements	2,860,117
Furniture and Equipment	<u>477,555</u>
	3,521,906
Less Accumulated Depreciation	<u>2,781,623</u>
Total	<u>\$ 740,283</u>

6. Retirement Plan:

The Association participates in a defined benefit retirement plan through the National YWCA (a separate corporation). The plan is available to employees who meet length of service requirements. The plan is for the benefit of substantially all full-time professional and support staff of the Association. Contributions made by the Association are 10% of the participating employee's salary and are remitted to the YWCA Retirement Fund monthly. Association contributions charged to retirement costs aggregated \$40,002. Eligible wages totaled \$400,002.

**YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.**

**Notes to Financial Statements**

December 31, 2007

**7. Concentration of Credit Risk:**

At December 31, 2007, the carrying amount of the Association's deposits was \$28,945 (exclusive of petty cash of \$426) while the bank's balance was \$34,707. Bank balances were fully insured by FDIC insurance.

**8. Donated Material and Services:**

Donated materials and equipment are reflected as contributions in the accompanying financial statements as their estimated values at date of receipt. No amounts have been reflected in the statements for donated services in as much as no objective basis is available to measure the value of such services and the donated services do not create a nonfinancial asset; however, a substantial number of volunteers have donated significant amounts of their time in the organization's program services.

**9. Notes Payable and Lines of Credit Payable:**

Notes payable consisted of the following:

Note payable to a bank dated June 4, 2007; interest payable monthly until June 15, 2008 at which time the balance of the note is due; simple interest on a variable rate basis at the rate per annum equal to the Wall Street Journal prime rate, collateralized by real estate at 710 Travis Street. The balance of the note at December 31, 2007 was \$274,971.

Line of credit at a bank; annual percentage rate 13.50% unsecured; The unpaid balance of the line of credit at December 31, 2007 was \$29,747.

**10. Contingencies:**

Going Concern

During the year ended December 31, 2007, the Association incurred a net loss of \$320,007. The Association also had a working capital deficit of \$476,511 at December 31, 2007. The Association has the following plan to address the loss and working capital deficit:

On May 5, 2008, the Association sold real estate on Pierre Avenue for \$520,000. This provided funds to pay existing debts.

The Association is aggressively seeking new grants to provide additional revenue.

The Association is aggressively planning a major fund raising campaign to provide additional revenue.

Based upon these plans the Association anticipates being able to operate profitably and provide more services to the community.

# Bates, Murray & Company LLC

A FIRM OF CERTIFIED PUBLIC ACCOUNTANTS

612 BARKSDALE BOULEVARD  
BOSSIER CITY, LOUISIANA 71111

James T. Bates, CPA  
Marcy L. Murray, CPA

PHONE : (318) 742-5238  
FAX : (318) 742-5766  
EMAIL : BATESCPA@  
BELLSOUTH.NET

Members of  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

## **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***

Board of Directors  
Young Woman's Christian Association  
of Northwest Louisiana, Inc.  
Shreveport, Louisiana

We have audited the statement of financial position of Young Women's Christian Association of Northwest Louisiana, Inc. (Association) as of December 31, 2007, and have issued our report thereon, dated September 26, 2008. 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.

### Internal Control Over Financial Reporting

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

Our consideration of internal control over financial reporting was for the limited purpose described in the second paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Association's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Association's financial statements that is more than inconsequential will not be prevented or detected by the Association's internal control. We consider

Findings #2007-1, 2007-2, 2007-3, 2007-4, 2007-5, 2007-6, 2007-7, 2007-8, and 2007-9 described in the accompanying schedule of findings and responses to be significant deficiencies in internal control over financial reporting.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Association's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies and, accordingly, would not disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe that Findings #2007-1, 2007-2, 2007-3, 2007-4, 2007-5, 2007-6, 2007-7, 2007-8, and 2007-9 are material weaknesses.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Young Women's Christian Association of Northwest Louisiana, Inc.'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* which is described in the accompanying schedule of findings as Finding # 2007-1, 2007-2, 2007-3, 2007-4, 2007-5, 2007-6, 2007-7, 2007-8, and 2007-9.

This report is intended solely for the information of management, the Board of Directors, and applicable federal and state cognizant agencies and is not intended to be, and should not be, used by anyone other than the specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Bates, Muncy & Company LLC*

September 26, 2008

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year Ended December 31, 2007

**Summary of Audit Results**

1. The auditors' report expresses a qualified opinion on the statement of financial position and a disclaimer of opinion on the statements of activities, functional expenses, and cash flows.
2. Nine significant deficiencies, all of which are material weaknesses, are reported.
3. Nine instances of noncompliance were disclosed during the audit.

**Finding #2007-1:**

Condition: The Young Women's Christian Association of Northwest Louisiana, Inc. (Association) did not maintain complete and accurate accounting records for the year ended December 31, 2007. The Association changed its accounting software during the year. The new software was not utilized adequately for the Association's needs. This resulted in a disclaimer of opinion on the statements of activities, functional expenses, and cash flows.

Effect: Monthly financial statements were not correct.

Recommendation: The Association should engage the services of a professional for assistance in the implementation of the software utilized by the Association.

Management's Response: We agree with the finding. We have engaged a professional to assist us with the implementation of our software.

**Finding #2007-2:**

Condition: Bank reconciliations were not prepared on a timely basis or reconciled to the general ledger on a monthly basis.

Effect: Effective internal control provides reasonable assurance regarding the prevention or detection of errors or fraud. Not preparing bank reconciliations in a timely manner increases the risk that potential errors or fraud may occur and not be detected in a timely manner.

Recommendation: Bank reconciliations should be prepared and reconciled to the general ledger on a timely basis.

Management's Response: We agree with the finding. Bank reconciliations will be prepared and reconciled to the general ledger on a timely basis.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

Year Ended December 31, 2007

**Finding #2007-3:**

Condition: Accounts payable were not timely processed and checks written and not released to the vendors by the Association's personnel.

Effect: Effective internal control provides reasonable assurance regarding the prevention or detection of errors or fraud. Not timely and properly processing accounts payable increases the risk that potential errors or fraud may occur and not be detected in a timely manner.

Recommendation: Accounts payable should be processed timely and checks should not be written or held until monies are available.

Management's Response: We agree with the finding. Accounts payable will be timely processed and checks will not be written and held awaiting upon the arrival of funds.

**Finding #2007-4:**

Condition: The Association did not maintain complete and accurate records pertaining to reimbursement requests for grants. Documentation for expenditures could not be found in many instances resulting in a reduction in grant revenue, duplication of expenses, failure to report expenses, and improper calculation of expenses.. A major grantor did not reimburse requests for the months of November and December, 2007. On monthly reports for one of the Association's major grantor, reimbursements were requested for participants no longer in the program. Records were inadequate to quantify questioned costs.

Effect: The lack of documentation for reimbursement requests could result in the disallowance of requests and loss of grant revenue.

Recommendation: The Association should maintain orderly grant files that contain documentation for all expenditures claimed for reimbursement.

Management's Response: We agree with the finding. We will require documentation for all expenditures. We will submit for reimbursement expenditures that have proper documentation.

**Finding #2007-5:**

Condition: Monthly reports to two of the Association's major grantors were not prepared on a timely basis resulting in a delay in revenue collections.

Effect: The Association's major source of revenue is from grants. Failure to file grant reports on a timely basis results in a delay in collecting grant revenue which could prevent the payment of invoices on a timely basis.



YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

Year Ended December 31, 2007

**Finding #2007-5 (Continued):**

Recommendation: We recommend all grant reports be filed on a timely basis.

Management's Response: We agree with the finding. We will file all grant reports on a timely basis in the future.

**Finding #2007-6:**

Condition: Payroll records are inadequate. Although time sheets are utilized by employees, the time sheets show only the number of hours worked, not the arrival and departure times. Records were not maintained to quantify compensated absences. Payroll files in many instances lack employee application, date of hire, evaluations, rate of pay, and payroll withholding forms.

Effect: Inadequate payroll records can result in incorrect calculation of workers pay.

Recommendation: We recommend employees be required to report arrival and departure times, records be maintained for compensated absences, and payroll files include employee applications, dates of hire and termination, evaluations, rates of pay, and payroll withholding forms.

Management's Response: We agree with the finding. We will implement the recommendation.

**Finding #2007-7:**

Condition: The Association did not file the required payroll reports with the Internal Revenue Service, the Louisiana Department of Revenue, and the Louisiana Department of Labor on a timely basis and the applicable payroll taxes were not paid on a timely basis.

Effect: The Association incurred penalties for late filing and penalties for late payment .

Recommendation: We recommend all payroll tax returns be filed on a timely basis and all applicable taxes be paid when due.

Management's Response: We agree with the finding. We will file all payroll returns on a timely basis in the future and will pay the taxes on a timely basis.

**Finding #2007-8:**

Condition: The Association did not pay on a timely basis to the Association's retirement plan the amounts withheld from employees and the Association's matching portion.

Effect: The Association incurred additional expense for the interest lost on the contributions that should have been made and was temporarily suspended from the plan.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)

Year Ended December 31, 2007

**Finding #2007-8 (Continued):**

Recommendation: Upon reinstatement to the plan, we recommend that payments to the plan be made upon a timely basis.

Management's Response: We agree with the finding. Upon reinstatement to the plan, we will pay the contributions to the national plan on a timely basis.

**Finding #2007-9:**

Condition: The Association is not accruing and paying vacation time in accordance with Section 5 of its Employee Policy Manual. Also, the Employee Policy Manual is silent as to the carryover from year to year of any unused vacation time.

Effect: Employees may have been paid vacation time that they were not entitled to.

Recommendation: We recommend that the vacation policy of the Association be reviewed and revised as necessary and that the policy be adhered to.

Management's Response: We agree with the finding. We will review the vacation policy, make necessary changes, and adhere to the policy.

**Finding #2007-10:**

Condition: Louisiana Revised Statute 24:513 requires this audit be completed and filed with the Louisiana Legislative Auditor's office by June 30, 2008. It was completed and filed in October, 2008.

Effect: The Association is in violation of State Law.

Recommendation: We recommend the audit reports be completed and filed within six months of the end of the year.

Management's Response: We agree with the finding. We will file the audit report timely in the future.

YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF NORTHWEST LOUISIANA, INC.

Corrective Action Taken on Prior Year Findings

For the Year Ended December 31, 2007

FINDING 2006-1: There was a lack of reconciliation of certain grant-related receivables on a timely basis during the fiscal year.

STATUS: Unresolved.

FINDING 2006-2: Passwords used to control computer workstations apparently are not changed at regular intervals. There is no entity-wide policy on password maintenance that requires such changes.

STATUS: Unresolved.

FINDING 2006-3: Reconciliations of the cash account were not completed until audit fieldwork began, approximately five months after the entity's year-end.

STATUS: Unresolved.