

COMPREHENSIVE HEALTH AND SOCIAL  
SERVICE CENTER OF NORTH BATON ROUGE, INC.  
BATON ROUGE, LOUISIANA  
FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2002

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 1/15/03

TABLE OF CONTENTS

Independent Auditor's Report	Page 3
Financial Statements	
Statement of Financial Position	Page 4
Statement of Activities	Page 5
Statement of Functional Expenses	Page 6
Statement of Cash Flows	Page 7
Notes to Financial Statements	Page 8
Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed In Accordance with Government Auditing Standards	Page 14
Prior Years Findings	Page 15
Current Year's Finding	Page 16

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## INDEPENDENT AUDITOR'S REPORT

November 6, 2002

Members of the Board of Directors  
Comprehensive Health & Social Services Center, Inc.  
Baton Rouge, Louisiana

I have audited the accompanying statements of financial position of Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc. (a non-profit organization) as of June 30, 2002, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc.'s management. My responsibility is to express an opinion of these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards in the United States of America. 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 provided 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 Comprehensive Health & Social Services of North Baton Rouge, Inc., Inc. as of June 30, 2002, and the results of its operations and cash flows for the year then ended in conformity with generally accepted accounting principles in the United States of America.

In accordance with Government Auditing Standards, I have also issued a report dated November 6, 2002, on our consideration of Comprehensive Health & Social Services of North Baton Rouge, Inc.'s internal control over financial reporting and our tests of its compliance with laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be read in conjunction with this report in considering the results of our audit.



**COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2002**

(With Comparative Data For June 30, 2001)

	TOTALS	
	JUNE 30,	
	2002	2001
<b>ASSETS</b>		
Cash and Cash Equivalents	\$30,744	\$22,337
Equipment, Net	814	1,687
Deposits	-0-	-0-
<b>TOTAL ASSETS</b>	<b>31,558</b>	<b>24,024</b>
 <b>LIABILITIES</b>		
Accounts Payable	\$877	\$226
Payroll Taxes Payable	853	1,428
<b>TOTAL LIABILITIES</b>	<b>1,730</b>	<b>1,654</b>
 <b>NET ASSETS</b>		
Unrestricted	29,828	22,370
<b>TOTAL LIABILITIES &amp; NET ASSET</b>	<b>31,558</b>	<b>24,024</b>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2002

(With Comparative Data For Year Ended June 30, 2001)

	TOTALS	
	JUNE 30,	
	2002	2001
<b>REVENUE AND OTHER SUPPORT:</b>		
Grants	\$186,010	\$186,010
Other Income	1,010	2,984
	<u>187,020</u>	<u>188,994</u>
<b>TOTAL REVENUE AND OTHER SUPPORT</b>		
 <b>EXPENSES:</b>		
PROGRAM SERVICES		
Juvenile Delinquency/Elderly Affairs/Homemaker	156,220	189,961
SUPPORT SERVICES		
Management	23,342	994
	<u>179,562</u>	<u>190,955</u>
<b>TOTAL EXPENSES</b>		
<b>INCREASE (DECREASE) IN NET ASSETS</b>	7,458	(1,961)
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>22,370</u>	<u>24,331</u>
 <b>NET ASSETS AT END OF YEAR</b>	<u>29,828</u>	<u>22,370</u>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
YEAR ENDED JUNE 30, 2002

(With Comparative Data For Year Ended June 30, 2001)

	<u>PROGRAM SERVICES</u>	<u>SUPPORT SERVICES</u>	<u>TOTALS</u>	
	<u>JUVENILE, ELDERLY, HOMEMAKER</u>	<u>MANAGEMENT</u>	<u>2002</u>	<u>2001</u>
WAGES	\$105,580	\$15,776	\$121,356	\$129,384
FRINGE	12,557	1,876	14,433	16,787
OPERATING SERVICES	14,732	2,201	16,933	22,145
SUPPLIES	4,058	606	4,664	3,883
TRAVEL	1,268	189	1,457	1,395
PROFESSIONAL	8,814	1,317	10,131	10,067
TELEPHONE	1,143	171	1,314	-0-
OCCUPANCY	7,308	1,092	8,400	6,300
DEPRECIATION	760	114	874	994
	<u>156,220</u>	<u>23,342</u>	<u>179,562</u>	<u>190,955</u>
TOTAL				

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
STATEMENT OF CASH FLOWS  
YEAR ENDED DECEMBER 31, 2002

(With Comparative Data For Year Ended June 30, 2001)

	TOTALS	
	JUNE 30,	
	2002	2001
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES:</u></b>		
Increase (Decrease) In Net Assets	\$7,458	\$(1,961)
Adjustments To Reconcile Increase In Net Assets To Net Cash Provided By Operating Activities:		
Depreciation	873	994
<b>(Increase) Decrease In Operating Assets:</b>		
Prepaid Expense	-0-	1,798
Deposits	-0-	672
<b>Increase (Decrease) In Operating Liabilities:</b>		
Accounts Payable	651	(2,910)
Employee Withholdings	(575)	(9)
	8,407	(1,416)
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<b>8,407</b>	<b>(1,416)</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES:</u></b>		
Purchase of Fixed Assets	-0-	-0-
<b>NET INCREASES (DECREASE) IN CASH</b>	<b>8,407</b>	<b>(1,416)</b>
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	<b>22,337</b>	<b>23,753</b>
<b>CASH AND CASH EQUIVALENTS, End of Year</b>	<b>30,744</b>	<b>22,337</b>

THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THIS STATEMENT.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002

**NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**ORGANIZATION**

The Comprehensive Health and Social Service Center of North Baton Rouge Inc. (Organization), was incorporated on September 29, 1975, under the provisions of the State of Louisiana as a nonprofit corporation and is considered a voluntary health and welfare organization. It was established as an agency for the enactment and oversight of various social, educational and welfare programs for the citizens of the parish of East Baton Rouge. A board of directors consisting of eight members governs the Center.

**BASIS OF ACCOUNTING**

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

**CONTRIBUTIONS**

All contributions are considered to be available for unrestricted use unless specifically restricted by the 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. The Organization has no temporarily or permanently restricted net assets in 2002.

**INCOME TAXES**

The Organization is a not-for-profit organization that is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code and therefore has not made any provision for federal income taxes in the income taxes in the accompanying financial statements. In addition, the organization has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509 (a) of the Internal Revenue Code. There was no unrelated business income for 2002.

**DONATED SERVICES**

Amounts have not been reported in the statements for donated services because they do not meet the criteria for recognition under SFAS No. 116. A substantial number of volunteers have donated significant amounts of their time to the Organization.

Contributions of service shall be recognized if the services received (a) create or enhance non-financial assets or (b) require specialized skills, are provided by individual possessing those skills and would typically need to be purchased if not provided by donation.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002

**NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**REVENUE RECOGNITION**

Contributions are recognized as revenue when they are received or unconditionally pledged.

**Conditions** - Contributions are recorded as unrestricted as unrestricted, temporarily restricted or permanently restricted support depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized.

All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purposes restriction is accomplished), temporarily restricted net assets are classified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used.

Contributions receivable represent amounts committed by donors that have not been received by the Organization.

**CASH AND CASH EQUIVALENTS**

For the purposes of the statement 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**

Inventory is stated at the lower cost or market, determined by the first-in, first-out method.

**PREPAID**

Insurance and similar services which extend over more than one accounting period have been recorded as prepaid.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002

**NOTE # - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**ACCOUNTS RECEIVABLE**

Accounts receivable are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. If they are subsequently collected they are recorded as miscellaneous income. The direct charge-off method is not a material departure from GAAP as it approximates the valuation method.

**USE OF ESTIMATES**

The preparation of financial statements in-conformity with generally accepted accounting principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**PROPERTY AND EQUIPMENT**

The purchase of property and equipment is recorded at cost. Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support 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 support. Property and equipment is depreciated using the straight-line method over the estimated useful lives of 5 to 10 years.

**Functional Allocation of Expenses**

The cost of providing Club's various programs and supporting services have been summarized on a functional basis in the statement of support, revenue and expenses, and changes in fund balances. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**COMPARATIVE DATA**

Comparative data for the prior year have been presented in the accompanying financial statements to provide an understanding of changes in the Clubs' financial position and operations. However, presentation of comparative data by fund type have not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002

**NOTE #2. CONCENTRATION OF CREDIT RISK FOR CASH HELD IN BANK**

The Comprehensive Health and Social Service Center of North Baton Rouge, Inc. maintains several bank accounts at a financial institution. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000. Cash at this institution was Federally insured as of June 30, 2002.

**NOTE #3. FIXED ASSETS**

A summary of fixed asset as of June 30:

	<u>COST</u>	<u>ACCUMULATED DEPRECIATION</u>	<u>BOOK VALUE</u>
Equipment	\$54,205	\$53,391	\$814

**NOTE #4. LEASE OBLIGATIONS**

The Organization entered into a lease with the City of Baton Rouge on August 28, 1996, for its facilities, payable \$700 per month (\$8,000 annually). There is no termination date in the lease and the Organization rents month to month.

**NOTE #5. GRANTS**

A summary of grants are as follows:

Office of Urban Affairs and Development - Juvenile Delinquency, Elderly Affairs and Homemaker Program =	\$186,010
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**NOTE #6. DONATED ASSETS AND SERVICES**

Donated assets are reflected as contributions in the accompanying statements at their estimated values at date of receipt. No amounts have been reflected in the statements for donated services inasmuch as no objective basis is available to measure the value of such service; however, a substantial number of volunteers have donated significant amounts of their time in the Center's programs.

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002

**NOTE 7 - JUDGEMENTS, CLAIMS AND SIMILAR CONTINGENCIES**

The Organization has represented to me there is no litigation pending against the Organization as of June 30, 2002, nor is the Organization aware of any unasserted claims. Furthermore, the Organization's management believes that any potential lawsuits would be adequately covered by insurance.

No claims were paid-out or litigation costs incurred during the year ended June 30, 2002.

**NOTE #8. BOARD OF DIRECTORS' COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

**NOTE #9. CONTINGENCIES**

The Center receives all most all of its revenues from government grants and contracts, all of which are subject to audit by the governments. The ultimate determination of amounts received under these programs generally is based upon allowable cost reported to and are subject to audit by the governments. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

**NOTE #11 - RISK MANAGEMENT**

The Organization is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No settlements were made during the year that exceeded the Organization's coverages.

SUPPLEMENTAL INFORMATION

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## REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

November 6, 2002

To the Board of Directors  
Comprehensive Health and Social Service Center of North Baton Rouge  
Baton Rouge, Louisiana

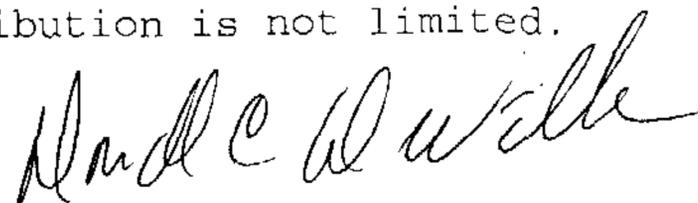
I have audited the financial statements of the Comprehensive Health and Social Service Center of North Baton Rouge, Inc. as of and for the year ended June 30, 2002, and have issued my report thereon dated November 6, 2002. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### COMPLIANCE

As part of obtaining reasonable assurance about whether Comprehensive Health and Social Service Center of North Baton Rouge, Inc.'s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, 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 no instances of noncompliance that are required to be reported under Government Auditing Standards.

### INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing my audit, I considered Comprehensive Health and Social Service Center of North Baton Rouge' Center's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. This report is intended for the information of the management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and distribution is not limited.



COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
SCHEDULE OF PRIOR YEARS FINDINGS  
YEAR ENDED JUNE 30, 2002

<u>REF</u>	<u>FISCAL YEAR</u> <u>FINDING</u> <u>INITIALLY</u> <u>OCCURRED</u>	<u>DESCRIPTION OF FINDING</u>	<u>CORRECTIVE</u> <u>ACTION TAKEN</u> <u>(YES, NO, PARTIALLY)</u>	<u>CORRECTIVE</u> <u>ACTION/PARTIAL</u> <u>CORRECTIVE</u> <u>ACTION TAKEN</u>
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NONE

COMPREHENSIVE HEALTH AND SOCIAL SERVICE CENTER OF NORTH BATON ROUGE, INC.  
SCHEDULE OF CURRENT YEAR FINDINGS  
YEAR ENDED JUNE 30, 2002

NONE