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LINCOLN TOTAL COMMUNITY ACTION, INC.

RUSTON, LOUISIANA

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FINANCIAL STATEMENTS  
AND ADDITIONAL INFORMATION  
FOR THE YEAR ENDED  
NOVEMBER 30, 2003

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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 6.16.04

LINCOLN TOTAL COMMUNITY ACTION, INC.  
NOVEMBER 30, 2003

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# JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.



"The CPA Never Underestimate The Value"

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May 25, 2004

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

Board of Directors  
Lincoln Total Community Action, Inc.  
Ruston, Louisiana

We have audited the financial statements of Lincoln Total Community Action, Inc. (a nonprofit organization) as of and for the year ended November 30, 2003, and have issued our report thereon dated May 25, 2004. We conducted our audit in accordance with accounting standards generally accepted in the United States of America 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 Lincoln Total Community Action, Inc.'s financial statements are free of material misstatement, we 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 our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Lincoln Total Community Action, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our 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. We 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 audit committee, management, 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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Johnston, Perry, Johnson & Associates, L.L.P.*

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May 25, 2004

## REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors  
Lincoln Total Community Action, Inc.  
Ruston, Louisiana

### Compliance

We have audited the compliance of Lincoln Total Community Action, Inc. (a nonprofit organization) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended November 30, 2003. Lincoln Total Community Action, Inc.'s major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Lincoln Total Community Action, Inc.'s management. Our responsibility is to express an opinion on Lincoln Total Community Action, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with accounting standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Lincoln Total Community Action, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Lincoln Total Community Action, Inc.'s compliance with those requirements.

In our opinion, Lincoln Total Community Action, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended November 30, 2003.

Internal Control Over Compliance

The management of Lincoln Total Community Action, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Lincoln Total Community Action, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be a material weakness. 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 noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the audit committee, management, 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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

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May 25, 2004

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Lincoln Total Community Action, Inc.  
Ruston, Louisiana

We have audited the accompanying statement of financial position of the Lincoln Total Community Action, Inc. (a nonprofit organization) as of and for the year ended November 30, 2003, and the related statement of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*. Those standards and OMB Circular A-133 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 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lincoln Total Community Action, Inc., as of November 30, 2003, and the changes in its net assets and 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*, we have also issued a report dated May 25, 2004 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with

certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the result of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Lincoln Total Community Action, Inc. taken as a whole. The accompanying financial information listed as supplementary financial information on pages 28 to 34, including the accompanying Schedule of Federal Awards for the year ended November 30, 2003, are presented for purposes of additional analysis as required by the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* and are not a required part of the financial statements. The accompanying financial information listed as supplementary financial information on pages 16 to 27 has been prepared in accordance with grantors' requirements and is not intended to be a complete presentation in accordance with accounting principles generally accepted in the United States of America. Such information on pages 16 to 34 has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Johnston, Perry, Johnson & Associates, L.L.P.*

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CERTIFIED PUBLIC ACCOUNTANTS

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED NOVEMBER 30, 2003

ASSETS

CURRENT ASSETS

Cash	90,650	
Accounts Receivable - Grants	40,195	
Accounts Receivable - Other	587	
Due from Other Funds	<u>898</u>	

TOTAL CURRENT ASSETS 132,330

FIXED ASSETS AND PROPERTY

Furniture, Buildings, and Equipment at Cost, Net	249,721	
Land	<u>5,000</u>	

TOTAL FIXED ASSETS AND PROPERTY 254,721

TOTAL ASSETS 387,051

LIABILITIES

CURRENT LIABILITIES

Accounts Payable	53,511	
Unearned Interest	-	
Due to Other Funds	898	
Advanced Fundings	<u>4,014</u>	

TOTAL CURRENT LIABILITIES 58,423

NET ASSETS

Unrestricted Net Assets:		
Operations	73,907	
Fixed Assets and Property	<u>254,721</u>	

TOTAL NET ASSETS 328,628

TOTAL LIABILITIES AND NET ASSETS 387,051

The accompanying notes are an integral part of these financial statements.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED NOVEMBER 30, 2003

	<u>OPERATIONS</u>	<u>FIXED ASSETS</u>	<u>TOTAL</u>
<u>SUPPORT AND REVENUE</u>			
Grants - GOEA	11,067	-	11,067
Grants - Corporation for National Services	54,287	-	54,287
Grants - HHS	1,890,371	-	1,890,371
Grants - USDA Food Program	182,604	-	182,604
In-Kind Contributions	472,579	-	472,579
Donations & Interest	<u>17,408</u>	<u>-</u>	<u>17,408</u>
<u>TOTAL SUPPORT AND REVENUE</u>	<u>2,628,316</u>	<u>-0-</u>	<u>2,628,316</u>
<u>EXPENSES</u>			
Federal Services:			
RSVP	76,663	2,570	79,233
Headstart (HHS)	1,995,298	66,841	2,062,139
USDA - Food Services	207,624	6,955	214,579
State Collaboration	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL PROGRAM SERVICES</u>	<u>2,279,585</u>	<u>76,366</u>	<u>2,355,951</u>
<u>SUPPORT SERVICES</u>			
General and Administrative	<u>237,255</u>	<u>7,947</u>	<u>245,202</u>
<u>TOTAL SUPPORT SERVICES</u>	237,255	7,947	245,202
<u>TOTAL EXPENSES</u>	<u>2,516,840</u>	<u>84,313</u>	<u>2,601,153</u>
<u>EXCESS (DEFICIT) OF SUPPORT OVER EXPENSES</u>	111,476	( 84,313)	27,163
<u>CHANGES IN NET ASSETS</u>			
Acquisition of Property	( 136,375)	136,375	-
<u>NET ASSETS - BEGINNING OF YEAR</u>	173,541	202,659	376,200
<u>PRIOR YEAR FUNDS REPROGRAMMED</u>	( 74,735)	<u>-</u>	( 74,735)
<u>NET ASSETS - END OF YEAR</u>	<u>73,907</u>	<u>254,721</u>	<u>328,628</u>

The accompanying notes are an integral part of these financial statements.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED NOVEMBER 30, 2003

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in Net Assets	27,163
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided (Used) by Operating Activities:	
Depreciation	84,313
(Increase) Decrease in:	
Accounts Receivable - Grants	78,711
Accounts Receivable - Other	( 212)
Due from Other Funds	( 898)
Increase (Decrease) in:	
Accounts Payable	24,973
Unearned Interest	-
Due to Other Funds	898
Advance Funding	( 659)
Funds Reprogrammed	( 74,735)
 Net Cash Provided (Used) by Operating Activities	 <u>139,554</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of Equipment	(136,375)
 Net Cash Provided (Used) by Investing Activities	 <u>(136,375)</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS 3,179

CASH AND CASH EQUIPMENT - BEGINNING OF YEAR 87,471

CASH AND CASH EQUIPMENT - END OF YEAR 90,650

SUPPLEMENTAL DATA

Interest Paid	-0-
Income Taxes	-0-

The accompanying notes are an integral part of these financial statements.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED NOVEMBER 30, 2003

	RSVP	HEADSTART HHS	USDA FOOD SERVICES	STATE COLLAB- ORATION	TOTAL PROGRAM SERVICES	GENERAL AND ADMINISTRATIVE	TOTAL EXPENSES
Personnel	39,260	1,025,181	59,778	-	1,124,219	143,640	1,267,859
Fringe Benefits	6,565	314,346	19,274	-	340,185	20,801	360,986
Travel	10,997	2,072	-	-	13,069	240	13,309
Contractual	2,189	-	-	-	2,189	8,400	10,589
Operating Supplies	4,041	42,779	7,847	-	54,667	15,602	70,269
Other Costs	13,611	144,401	1,124	-	159,136	42,512	201,648
Program Services	-	-	118,114	-	118,114	-	118,114
Program Administration	-	-	1,487	-	1,487	-	1,487
In-Kind Expenditures	-	466,519	-	-	466,519	6,060	472,579
<u>TOTAL EXPENSES BEFORE DEPRECIATION</u>	76,663	1,995,298	207,624	-0-	2,279,585	237,255	2,516,840
<u>DEPRECIATION</u>	2,570	66,841	6,955	-0-	76,366	7,947	84,313
<u>TOTAL EXPENSES</u>	79,233	2,062,139	214,579	-0-	2,355,951	245,202	2,601,153

The accompanying notes are an integral part of these financial statements.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
NOVEMBER 30, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Statement of Presentation:

The accompanying financial statements conform to accounting principles generally accepted in the United States of America for non-profit organizations.

B. Organization:

Lincoln Total Community Action, Inc., is a non-profit organization organized to promote and develop economic opportunities for the people of Lincoln Parish. The Agency is operated exclusively for charitable, educational, and scientific purposes. The Agency is not a component of any governmental organization.

C. 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.

D. Basis of Accounting:

The accompanying financial statements have been prepared on the account basis of accounting in accordance with accounting principles generally accepted in the United States of America.

E. Budget Policy:

Budgets for the various programs are prepared by the Agency's Executive Director and approved by grantor of the funds for each respective program. Budgets versus actual expenditures are presented in the supplementary data for each grant period ending during the year ended November 30, 2003.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
 RUSTON, LOUISIANA  
 NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
 NOVEMBER 30, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Total Columns of Combined Statements - Supplementary Information:

Total columns on the combined statements - overview are captioned "memorandum only" to indicate that they are presented only to help with financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

G. Property and Equipment Accounting

Property and equipment acquired with the Agency funds are considered to be owned by the Agency while used in the program or in future authorized programs. However, funding sources have a reversionary interest in these assets as well as the determination of use of any proceeds from the sale of these assets.

The Agency follows the practice of capitalizing all expenditures for property and equipment in excess of \$500. Depreciation is computed on a straight-line basis over the estimated service lives of the assets. The following lives have been assigned to the fixed assets:

Computer Equipment and Vehicles	5 Years
Furniture, Fixtures and Equipment	7 Years
Buildings (Portable)	10 Years

Net Values are Computed as Follows:

	<u>2003</u>
Computer Equipment and Vehicles	713,802
Furniture, Fixtures and Equipment	473,581
Buildings	102,988
Land	5,000
Less: Accumulated Depreciation	<u>(1,040,650)</u>
Net Value	<u>254,721</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
NOVEMBER 30, 2003

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

H. Cash and Cash Equivalents

Cash equivalents consist of short-term, highly liquid investments which are readily convertible into cash within ninety (90) days of purchase.

I. Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted. Management has determined that fund-raising expenses are not material.

J. 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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Advertising Costs

Advertising costs are expensed as they are incurred. Advertising expenses for the year ended December 31, 2003 were \$-0-.

NOTE 2 FUNDING POLICIES AND SOURCES OF FUNDS

The Agency receives its monies through various methods of funding. Most of the funds are received on a grant basis. Under this method funds are received as needed or on a monthly or quarterly allocation of the total budget (grant) in advance of the actual expenditure. The Agency also receives funds as a reimbursement of actual expenditures, and upon a per unit of service provided method. The Agency also receives funds by contributions from both public and private sources.

The Agency receives a majority of its monies from federal agencies. If significant budget cuts are made at the federal level, it could have an adverse effect on the operations of the Agency.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
NOVEMBER 30, 2003

NOTE 3 ACCOUNTS RECEIVABLE

Accounts Receivable - Grants at November 30, 2003, consists of reimbursements for expenses incurred under the various grant programs. The following list presents accounts receivable-grants by fund at November 30, 2003.

USDA	<u>40,195</u>
<u>TOTAL</u>	<u>40,195</u>

Accounts Receivable - Other at November 30, 2003 consists mostly of reimbursements that were due to the general fund.

Management has determined that the receivable for bad debts is not material.

NOTE 4 BOARD OF DIRECTORS' COMPENSATION

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

NOTE 5 IN-KIND CONTRIBUTIONS

The Agency received various in-kind contributions during the year from private and public sources. These contributions have been reported as revenues, and the offsetting expenses have been reported in the financial statements.

NOTE 6 INCOME TAX STATUS

The Agency, a non-profit corporation, is exempt from federal income taxes under Section 501 (C) (3) of the Internal Revenue Code.

NOTE 7 CASH IN BANK

All funds are in institutions insured by an agency of the Federal Government. There was an uninsured balance in one local institution in the amount of \$15,956.

NOTE 8 UNEARNED INTEREST

The following grants require cash to be placed in interest bearing accounts. The interest earned in these accounts must be returned to the funding agency or applied towards the grant award; however, Lincoln Total Community Action, Inc. is allowed to keep \$250 each grant year for administrative costs.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
NOVEMBER 30, 2003

NOTE 9 RELATED PARTY

There were no related party transactions during the period ending November 30, 2003.

NOTE 10 STATE COLLABORATION

The Agency received monies through the state collaboration program. The grant allows the Agency to offer programs to parents of children to promote family enrichment.

NOTE 11 NET ASSETS

Under SFAS 117, the Agency is required to report information regarding its financial position and activities according to these classes of net assets:

Unrestricted Net Assets - consists of assets, public support and program revenues which are available and used for operations and programs. Contributions are considered available for unrestricted use unless specifically restricted by the donor.

Temporarily Restricted Net Assets - includes funds with donor-imposed restrictions which permit the donee organization to expend the assets as specified and is satisfied either by the passage of time or by actions of the organization. Resources of this nature originate from gifts, grants, bequests, contracts and investment income earned on restricted funds.

Permanently Restricted Net Assets - includes resources which have a permanent donor-imposed restriction which stipulates that the assets are to be maintained permanently, but permits the organization to expend part or all of the income derived from the donated assets.

As of November 30, 2003, all of the Agency's net assets are considered unrestricted.

SUPPLEMENTARY FINANCIAL INFORMATION

SCHEDULE I

LINCOLN TOTAL COMMUNITY ACTION, INC.  
 RUSTON, LOUISIANA  
 COMBINING BALANCE SHEET - ALL PROGRAMS  
 FOR THE YEAR ENDED NOVEMBER 30, 2003

	GENERAL	RSVP	HEADSTART (HHS)	USDA FOOD SERVICES	STATE COLLABORATION	FIXED ASSETS AND PROPERTY	TOTAL MEMORANDUM ONLY
<u>CURRENT ASSETS</u>							
Cash	7,605	4,354	52,387	25,059	1,245	-	90,650
Accounts Receivable - Grants	-	-	-	40,195	-	-	40,195
Accounts Receivable - Other	200	-	-	387	-	-	587
Due from Other Funds	-	-	898	-	-	-	898
<u>TOTAL CURRENT ASSETS</u>	<u>7,805</u>	<u>4,354</u>	<u>53,285</u>	<u>65,641</u>	<u>1,245</u>	<u>-0-</u>	<u>132,330</u>
<u>FIXED ASSETS AND PROPERTY</u>							
Furniture and Equipment at Cost, Net	-	-	-	-	-	249,721	249,721
Land	-	-	-	-	-	5,000	5,000
<u>TOTAL FIXED ASSETS AND PROPERTY</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>254,721</u>	<u>254,721</u>
<u>TOTAL ASSETS</u>	<u>7,805</u>	<u>4,354</u>	<u>53,285</u>	<u>65,641</u>	<u>1,245</u>	<u>254,721</u>	<u>387,051</u>
<u>CURRENT LIABILITIES</u>							
Accounts Payable	15	300	53,196	-	-	-	53,511
Due to Other Funds	898	-	-	-	-	-	898
Unearned Interest	-	-	-	-	-	-	-0-
Advanced Funding	-	3,994	20	-	-	-	4,014
<u>TOTAL CURRENT LIABILITIES</u>	<u>913</u>	<u>4,294</u>	<u>53,216</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>58,423</u>
<u>NET ASSETS</u>							
Unrestricted Net Assets	6,892	60	69	65,641	1,245	-	73,907
Operations	-	-	-	-	-	254,721	254,721
Fixed Assets and Property	-	-	-	-	-	-	-
<u>TOTAL NET ASSETS</u>	<u>6,892</u>	<u>60</u>	<u>69</u>	<u>65,641</u>	<u>1,245</u>	<u>254,721</u>	<u>328,628</u>
<u>TOTAL LIABILITIES AND NET ASSETS</u>	<u>7,805</u>	<u>4,354</u>	<u>53,285</u>	<u>65,641</u>	<u>1,245</u>	<u>254,721</u>	<u>387,051</u>

SCHEDULE II

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS - UNRESTRICTED OPERATIONS  
(OTHER THAN FIXED ASSETS) - GRANTOR BASIS  
FOR THE YEAR ENDED NOVEMBER 30, 2003

	GENERAL	RSVP	HEADSTART (HHS)	USDA FOOD SERVICES	STATE COLLAB- ORATION	TOTAL (MEMORANDUM ONLY)
<u>SUPPORT AND REVENUE</u>						
Grants - GOEA	-	11,067	-	-	-	11,067
Grants - Corporation for National Services	-	54,287	-	-	-	54,287
Grants - HHS*	-	-	1,890,371	-	-	1,890,371
Grants - USDA Food Services	-	-	-	182,604	-	182,604
In-Kind Contributions	-	-	472,579	-	-	472,579
Donations & Interest	<u>5,105</u>	<u>12,303</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,408</u>
<u>TOTAL SUPPORT AND REVENUE</u>	<u>5,105</u>	<u>77,657</u>	<u>2,362,950</u>	<u>182,604</u>	<u>-0-</u>	<u>2,628,316</u>
<u>EXPENSES</u>						
Personnel	-	39,260	1,168,821	59,778	-	1,267,859
Fringe Benefits	-	6,565	335,147	19,274	-	360,986
Travel	-	10,997	2,312	-	-	13,309
Contractual	-	2,189	8,400	-	-	10,589
Operating Supplies	268	4,041	58,113	7,847	-	70,269
Other Costs	5,710	13,611	181,203	1,124	-	201,648
Program Services	-	-	-	118,114	-	118,114
Program Administration	-	-	-	1,487	-	1,487
In-Kind Expenditures	-	-	<u>472,579</u>	<u>-</u>	<u>-</u>	<u>472,579</u>
<u>TOTAL EXPENSES</u>	<u>5,978</u>	<u>76,663</u>	<u>2,226,575</u>	<u>207,624</u>	<u>-0-</u>	<u>2,516,840</u>
<u>SUPPORT OVER EXPENDITURES</u>						
NET ASSETS - BEGINNING OF YEAR	( 873)	994	136,375	( 25,020)	-0-	111,476
REPROGRAMMED FUNDS	7,765	( 934)	74,804	90,661	1,245	173,541
ACQUISITION OF PROPERTY	-0-	-0-	( 74,735)	-0-	-0-	( 74,735)
	<u>-0-</u>	<u>-0-</u>	<u>( 136,375)</u>	<u>-0-</u>	<u>-0-</u>	<u>( 136,375)</u>
<u>NET ASSETS - END OF YEAR</u>	<u>6,892</u>	<u>60</u>	<u>69</u>	<u>65,641</u>	<u>1,245</u>	<u>73,907</u>

\* Includes \$74,735 of prior year funds reprogrammed to this year.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
RSVP - FEDERAL FUNDS - GRANTOR BASIS  
FOR THE PERIOD

	(MEMO ONLY) 04/01/02 through <u>11/30/02</u>	12/01/02 through <u>03/31/03</u>	(MEMO ONLY) TOTAL <u>FYE 03/31/03</u>
<u>REVENUES</u>			
Grant Receipts - Corporation for National Services	34,200	20,732	54,932
Donations & Interest	<u>          -</u>	<u>          -</u>	<u>          -</u>
<u>TOTAL REVENUES</u>	<u>34,200</u>	<u>20,732</u>	<u>54,932</u>
<u>VOLUNTEER SUPPORT EXPENDITURES</u>			
Personnel	22,899	11,591	34,490
Fringe Benefits	2,559	1,509	4,068
Travel	6,721	1,928	8,649
Contractual	56	800	856
Operating Supplies	375	678	1,053
Other Costs	1,170	322	1,492
Capital Outlay	<u>          -</u>	<u>          -</u>	<u>          -</u>
<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>33,780</u>	<u>16,828</u>	<u>50,608</u>
<u>VOLUNTEER EXPENDITURES</u>			
Travel	795	-	795
Other	<u>          -</u>	<u>3,473</u>	<u>3,473</u>
<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>795</u>	<u>3,473</u>	<u>4,268</u>
<u>TOTAL EXPENDITURES</u>	<u>34,575</u>	<u>20,301</u>	<u>54,876</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	( 375)	431	56
<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>104</u>	<u>( 271)</u>	<u>104</u>
<u>NET ASSETS - END OF PERIOD</u>	<u>(271)</u>	<u>160</u>	<u>160</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
RSVP - FEDERAL FUNDS - GRANTOR BASIS  
FOR THE PERIOD

04/01/03  
through  
11/30/03

REVENUES

Grant Receipts - Corporation for National Services	33,555
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<u>TOTAL REVENUES</u>	<u>33,555</u>
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VOLUNTEER SUPPORT EXPENDITURES

Personnel	24,233
Fringe Benefits	2,953
Travel	2,556
Contractual	280
Operating Supplies	389
Other Costs	1,654
Capital Outlay	<u>          -</u>

<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>32,065</u>
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VOLUNTEER EXPENDITURES

Fringe Benefits	1,463
Travel	705
Other Costs	<u>          -</u>

<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>2,168</u>
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<u>TOTAL EXPENDITURES</u>	34,233
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<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	( 678)
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<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>160</u>
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<u>NET ASSETS - END OF PERIOD</u>	<u>( 518)</u>
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LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND FUND BALANCES  
RSVP - STATE FUNDS - GRANTOR BASIS  
FOR THE PERIOD

	(MEMO ONLY) 04/01/02 through <u>11/30/02</u>	12/01/02 through <u>03/31/03</u>	(MEMO ONLY) TOTAL <u>FYE 03/31/03</u>
<u>REVENUES</u>			
Grant Receipts - Office of Elderly Affairs	-	11,067	11,067
Donations & Interest	<u>5,464</u>	<u>6,369</u>	<u>11,833</u>
<u>TOTAL REVENUES</u>	<u>5,464</u>	<u>17,436</u>	<u>22,900</u>
<u>VOLUNTEER SUPPORT EXPENDITURES</u>			
Personnel	2,248	1,124	3,372
Fringe Benefits	411	206	617
Travel	1,740	1,167	2,907
Operating Supplies	-	952	952
Other Costs	993	1,610	2,603
Contractual	<u>392</u>	<u>224</u>	<u>616</u>
<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>5,784</u>	<u>5,283</u>	<u>11,067</u>
<u>VOLUNTEER EXPENDITURES</u>			
Fringe Benefits	1,463	-	1,463
Travel	1,301	1,243	2,544
Other Costs	<u>-</u>	<u>7,826</u>	<u>7,826</u>
<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>2,764</u>	<u>9,069</u>	<u>11,833</u>
<u>TOTAL EXPENDITURES</u>	<u>8,548</u>	<u>14,352</u>	<u>22,900</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	(3,084)	3,084	-0-
<u>NET ASSETS - BEGINNING OF PERIOD</u>	2,420	( 664)	2,420
<u>RETURN OF ADVANCED FUNDING</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
<u>NET ASSETS - END OF PERIOD</u>	<u>( 664)</u>	<u>2,420</u>	<u>2,420</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
RSVP - STATE FUNDS - GRANTOR BASIS  
FOR THE PERIOD

04/01/03  
through  
11/30/03

REVENUES

Grant Receipts - Office of Elderly Affairs	-
Donations & Interest	<u>5,934</u>

<u>TOTAL REVENUES</u>	<u>5,934</u>
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VOLUNTEER SUPPORT EXPENDITURES

Personnel	2,312
Fringe Benefits	434
Travel	1,243
Operating Supplies	157
Other Costs	1,363
Contractual	<u>112</u>

<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>5,621</u>
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VOLUNTEER EXPENDITURES

Fringe Benefits	-
Travel	2,155
Other Costs	<u>-</u>

<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>2,155</u>
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<u>TOTAL EXPENDITURES</u>	<u>7,776</u>
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<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	(1,842)
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<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>2,420</u>
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<u>NET ASSETS - END OF PERIOD</u>	<u>578</u>
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LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
HEAD START - GRANTOR BASIS  
FOR THE PERIOD

	12/01/02 through <u>11/30/03</u>
<u>REVENUES</u>	
Grant Receipts - HHS	1,890,371
In-Kind Receipts	<u>472,579</u>
<u>TOTAL REVENUES</u>	<u>2,362,950</u>
<u>EXPENDITURES</u>	
Personnel	1,168,821
Fringe Benefits	335,147
Travel	2,312
Contractual	8,400
Operating Supplies	58,113
Other Costs	194,958
Capital Outlay	122,620
In-Kind Expenses	<u>472,579</u>
<u>TOTAL EXPENDITURES</u>	<u>2,362,950</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	-0-
<u>REPROGRAMMED FUNDS</u>	( 74,735)
<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>74,804</u>
<u>NET ASSETS - END OF PERIOD</u>	<u><u>69</u></u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
USDA FOOD SERVICES - GRANTOR BASIS  
FOR THE PERIOD

	(MEMO ONLY) 10/01/02 through <u>11/30/02</u>	12/01/02 through <u>09/30/03</u>	(MEMO ONLY) TOTAL FYE <u>09/30/03</u>
<u>REVENUES</u>			
Grant Receipts - USDA	34,676	147,051	181,727
Reimbursements	<u>2,940</u>	<u>1,137</u>	<u>4,077</u>
<u>TOTAL REVENUES</u>	<u>37,616</u>	<u>148,188</u>	<u>185,804</u>
<u>EXPENDITURES</u>			
Personnel	8,984	50,298	59,282
Fringe Benefits	2,571	15,844	18,415
Food Costs	28,160	92,515	120,675
Operating Supplies	1,557	6,534	8,091
Other Costs	-	866	866
Administrative	<u>230</u>	<u>1,479</u>	<u>1,709</u>
<u>TOTAL EXPENDITURES</u>	<u>41,502</u>	<u>167,536</u>	<u>209,038</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	( 3,886)	(19,348)	( 23,234)
<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>94,546</u>	<u>90,660</u>	<u>94,546</u>
<u>NET ASSETS - END OF PERIOD</u>	<u>90,660</u>	<u>71,312</u>	<u>71,312</u>

SCHEDULE III  
(CONTINUED)

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
USDA FOOD SERVICES - GRANTOR BASIS  
FOR THE PERIOD

	10/01/03 through <u>11/30/03</u>
<u>REVENUES</u>	
Grant Receipts - USDA	34,258
Reimbursements	<u>158</u>
<u>TOTAL REVENUES</u>	<u>34,416</u>
<u>EXPENDITURES</u>	
Personnel	9,480
Fringe Benefits	3,430
Food Costs	25,599
Operating Supplies	1,313
Other Costs	258
Administrative	<u>7</u>
<u>TOTAL EXPENDITURES</u>	<u>40,087</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	( 5,671)
<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>71,312</u>
<u>NET ASSETS - END OF PERIOD</u>	<u>65,641</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF PROGRAM REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS  
STATE COLLABORATION - GRANTOR BASIS  
FOR THE PERIOD

	12/01/02 through <u>11/30/03</u>
<u>REVENUES</u>	
Grant Receipts - Social Services	-
<u>TOTAL REVENUES</u>	<u>-0-</u>
<u>EXPENDITURES</u>	
Personnel	-
Fringe Benefits	-
Operating Supplies	-
Other Costs	-
Program Services	-
<u>TOTAL EXPENDITURES</u>	<u>-0-</u>
<u>EXCESS (DEFICIT) REVENUES OVER EXPENDITURES</u>	-0-
<u>NET ASSETS - BEGINNING OF PERIOD</u>	<u>1,245</u>
<u>NET ASSETS - END OF PERIOD</u>	<u>1,245</u>

This program was closed out in 2001. The Agency has not yet applied to use the above carryover funds.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED NOVEMBER 30, 2003

	BUDGETED EXPENDITURES	ACTUAL EXPENDITURES	BUDGETED OVER (UNDER) ACTUAL EXPENDITURES
<u>RSVP - FEDERAL FUNDS</u>			
FYE March 31, 2003			
<u>VOLUNTEER SUPPORT EXPENDITURES</u>			
Personnel	34,536	34,490	46
Fringe Benefits	5,107	4,068	1,039
Travel	8,886	8,649	237
Contractual	543	856	( 313)
Supplies	604	1,053	( 449)
Other Costs	<u>979</u>	<u>1,492</u>	<u>( 513)</u>
<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>50,655</u>	<u>50,608</u>	<u>47</u>
<u>VOLUNTEER EXPENDITURES</u>			
Fringe Benefits	367	-	367
Travel	3,266	795	2,471
Other Costs	<u>644</u>	<u>3,473</u>	<u>(2,829)</u>
<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>4,277</u>	<u>4,268</u>	<u>9</u>
<u>TOTAL FEDERAL EXPENDITURES</u>	<u>54,932</u>	<u>54,876</u>	<u>56</u>
<u>RSVP - NON-FEDERAL FUNDS</u>			
FYE March 31, 2003			
<u>VOLUNTEER SUPPORT EXPENDITURES</u>			
Personnel	3,372	3,372	-
Fringe Benefits	837	617	220
Travel	3,153	2,907	246
Supplies	246	952	( 706)
Other Costs	2,362	2,603	( 241)
Contractual	<u>1,097</u>	<u>616</u>	<u>481</u>
<u>TOTAL VOLUNTEER SUPPORT EXPENDITURES</u>	<u>11,067</u>	<u>11,067</u>	<u>-0-</u>
<u>VOLUNTEER EXPENDITURES</u>			
Fringe Benefits	687	1,463	( 776)
Travel	7,789	2,544	5,245
Other Costs	3,357	7,826	(4,469)
In-Kind Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL VOLUNTEER EXPENDITURES</u>	<u>11,833</u>	<u>11,833</u>	<u>-0-</u>
<u>TOTAL NON-FEDERAL EXPENDITURES</u>	<u>22,900</u>	<u>22,900</u>	<u>-0-</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
STATEMENT OF EXPENDITURES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED NOVEMBER 30, 2003

	<u>BUDGETED</u> <u>EXPENDITURES</u>	<u>ACTUAL</u> <u>EXPENDITURES</u>	BUDGETED OVER (UNDER) ACTUAL <u>EXPENDITURES</u>
<u>HEAD START</u>			
FYE November 30, 2003			
Personnel	1,200,239	1,168,821	31,418
Fringe Benefits	343,337	335,147	8,190
Travel	14,600	2,312	12,288
Contractual	9,000	8,400	600
Operating Supplies	41,986	58,113	(16,127)
Other Costs	188,674	194,958	( 6,284)
Capital Outlay	92,535	122,620	(30,085)
In-Kind Contributions	<u>472,579</u>	<u>472,579</u>	<u>          -</u>
<u>TOTALS</u>	<u>2,362,950</u>	<u>2,362,950</u>	<u>          -0-</u>
 <u>USDA FOOD SERVICES</u>			
FYE September 30, 2003			
Administrative	800	1,709	( 909)
Personnel	66,017	59,282	6,735
Fringe Benefits	16,277	18,415	( 2,138)
Food Costs	122,369	120,675	1,694
Operating Supplies	6,500	8,091	( 1,591)
Other	1,500	866	634
Travel	<u>1,500</u>	<u>          -</u>	<u>1,500</u>
<u>TOTALS</u>	<u>214,963</u>	<u>209,038</u>	<u>5,925</u>

LINCOLN TOTAL COMMUNITY ACTION, INC.  
 RUSTON, LOUISIANA  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED NOVEMBER 30, 2003

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH OR AWARD NUMBER	FEDERAL DISBURSEMENTS/ EXPENDITURES
<u>U.S. Department of Agriculture</u> Passed through Louisiana Department of Education: Child and Adult Care Food Program	10.558	N/A	207,624
<u>U.S. Department of Health and Human Services</u> * Head Start	93.600	06CH5091/37	1,890,371
<u>The Corporation for National Service</u> Retired Senior Volunteer Program	72.002	025RWLA014	54,876
* Major Program			

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED NOVEMBER 30, 2003

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Lincoln Total Community Action, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

NOTE 2 SUBRECIPIENTS

Lincoln Total Community Action, Inc. did not provide federal awards to subrecipients.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
SCHEDULE OF BOARD MEMBERS COMPENSATION  
FOR THE YEAR ENDED NOVEMBER 30, 2003

No compensation was paid any board member during the period under audit.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED NOVEMBER 30, 2003

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- \* Material weakness(es) identified?           \_\_\_ yes X no
- \* Reportable condition(s) identified that  
are not considered to be material  
weaknesses?                                   \_\_\_ yes X none reported
- Noncompliance material to financial  
statements noted?                           \_\_\_ yes X no

Federal Awards

Internal control over major programs:

- \* Material weakness(es) identified?           \_\_\_ yes X no
- \* Reportable condition(s) identified that  
are not considered to be material  
weaknesses?                                   \_\_\_ yes X none reported

Type of auditors' report issued on compliance for major programs:  
Unqualified

Any audit findings disclosed that are  
required to be reported in accordance  
with section 510(a) of Circular A-133?   \_\_\_ yes X no

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
93.600	Department of Health and Human Services - Head Start

Dollar threshold used to distinguish  
between type A and type B programs:       \$300,000

Auditee qualified as low-risk auditee?   \_\_\_ yes X no

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
FOR THE YEAR ENDED NOVEMBER 30, 2003

SECTION II - FINANCIAL STATEMENT FINDINGS

There were no findings nor questioned costs for the year ended November 30, 2003.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS  
HEADSTART, ONLY MAJOR PROGRAM

There were no findings nor questioned costs for the year ended November 30, 2003.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS  
NOVEMBER 30, 2003

SECTION I - Internal Control

There were no findings nor questioned costs for the year ended November 30, 2002.

SECTION II - Compliance

There were no findings nor questioned costs for the year ended November 30, 2002.

LINCOLN TOTAL COMMUNITY ACTION, INC.  
RUSTON, LOUISIANA  
EXIT CONFERENCE  
FOR THE YEAR ENDED NOVEMBER 30, 2003

An exit conference was held on May 25, 2004 at the Lincoln Total Community Action, Inc.'s administrative office in Ruston, Louisiana. Mr. Rowland Perry, CPA, represented the auditors. The Executive Director of the Agency was present.

We reported that we did not discover any material weaknesses in internal or administrative controls.