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**NORTHSHORE FAMILIES HELPING  
FAMILIES, INC.**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2004**

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 2-9-05

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# Skarda & Silva, L.L.P.

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## INDEPENDENT ACCOUNTANTS' REPORT

To The Board of Directors  
Northshore Families Helping Families, Inc.  
Covington, Louisiana

We have audited the accompanying statement of financial position of Northshore Families Helping Families, Inc. (a Louisiana non-profit corporation) as of June 30, 2004, and the related statements of activities, functional expenses, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the Organization'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, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that 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 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 Northshore Families Helping Families, Inc. as of June 30, 2004, and the results of its activities and its cash flows for the year then ended, in conformity with accepted accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated December 20, 2004 on our consideration of Northshore Families Helping Families, Inc.'s 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 results of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Northshore Families Helping Families, Inc. taken as a whole. The accompanying schedule of state financial assistance is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



December 20, 2004

**Northshore Families Helping Families, Inc.**  
**Statement of Financial Position**  
**June 30, 2004**

ASSETS

Current assets	
Cash and cash equivalents	\$ 37,840
Accounts receivable	115,421
Prepaid rents	<u>1,800</u>
	155,061
Property and equipment	
Furniture and equipment	26,124
Less accumulated depreciation	<u>(6,478)</u>
	19,646
Other assets	
Deposits	<u>1,700</u>
TOTAL ASSETS	<u><u>\$ 176,407</u></u>

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable	\$ 16,470
Net assets	
Unrestricted	<u>159,937</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 176,407</u></u>

The accompanying notes are an integral part of this statement

**Northshore Families Helping Families, Inc.**  
**Statement of Activities**  
**For the Year Ended June 30, 2004**

Revenues and Other Support

State grants and contracts	\$ 488,570
Donations	2,906
Fundraisers, net of expenses of \$1,284	608
Interest income	268
Other	4,053
	496,405
Total revenues and other support	496,405

Functional Expenses

Advertising	140
Contract labor	905
Depreciation	3,225
Dues and subscriptions	100
Insurance	4,152
Occupancy	25,150
Other	3,160
Postage	3,758
Printing	761
Professional services	12,975
Repairs and maintenance	3,195
Salaries and taxes	264,384
Seminars and education	12,416
Stipend	3,157
Supplies	19,757
Telephone and communications	13,551
Travel	14,729
Utilities	5,270
	390,785
Total functional expenses	390,785

Change in net assets	\$ <u>105,620</u>
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The accompanying notes are an integral part of this statement

**Northshore Families Helping Families, Inc.**  
**Statement of Changes in Net Assets**  
**June 30, 2004**

Net assets - beginning of year	\$ 54,317
Increase (decrease) in net assets	
Unrestricted	<u>105,620</u>
Net assets - end of year	<u><u>\$ 159,937</u></u>

The accompanying notes are an integral part of this statement

**Northshore Families Helping Families, Inc.**  
**Statement of Cash Flows**  
**June 30, 2004**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in net assets	\$ 105,620
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation	3,225
(Increase) decrease in operating assets	
Receivables	(69,426)
Prepaid rents	(1,800)
Increase (decrease) in operating liabilities	
Accounts payable	5,745
Salaries and taxes payable	<u>(21,026)</u>
Net cash provided by (used in) operating activities	22,338
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of property and equipment	<u>(19,534)</u>
Net cash used in investing activities	(19,534)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
	<u>-</u>
Net increase (decrease) in cash and cash equivalents	2,804
Cash and cash equivalents - beginning of year	<u>35,036</u>
Cash and cash equivalents - end of year	<u><u>\$ 37,840</u></u>

The accompanying notes are an integral part of this statement

Northshore Families Helping  
Families, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2004

	Program Services						DHH SPOE
	OHP Children Special Services	La DD Council FHF Center	La DD Council Inclusion	La DD Council Stipend	La DD Council Star	LA Office for Citizens DD	
Advertising	\$ 12	\$ 13	\$ 1	\$ -	\$ 1	\$ 15	\$ 73
Contract labor	78	82	4	-	9	99	474
Depreciation	276	292	15	-	31	353	1,690
Dues and subscriptions	9	9	-	-	1	11	52
Insurance	356	375	20	-	40	454	2,176
Occupancy	2,154	2,274	120	-	239	2,753	13,181
Other	271	286	15	-	30	346	1,656
Postage	322	340	18	-	36	411	1,970
Printing	65	69	4	-	7	83	399
Professional services	1,111	1,173	62	-	123	1,420	6,800
Repairs and maintenance	274	289	15	-	30	350	1,675
Salaries and taxes	22,647	23,905	1,258	-	2,516	28,938	138,566
Seminars and education	1,064	1,123	59	-	118	1,359	6,507
Stipend	-	-	-	1,950	-	-	-
Supplies	1,692	1,786	94	-	188	2,162	10,355
Telephone and communications	1,161	1,225	64	-	129	1,483	7,102
Travel	1,262	1,332	70	-	140	1,612	7,720
Utilities	451	477	25	-	50	577	2,762
	<u>\$ 33,205</u>	<u>\$ 35,050</u>	<u>\$ 1,844</u>	<u>\$ 1,950</u>	<u>\$ 3,688</u>	<u>\$ 42,426</u>	<u>\$ 203,158</u>

The accompanying notes are an integral part of this statement.

Northshore Families Helping  
Families, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2004

	Program Services				Support Services Admin and General	Total
	LA Bureau of Community Support	LA DOE LaSig	LA DOE Parent	Program Services Total		
Advertising	\$ 3	\$ 5	\$ 11	\$ 134	\$ 5	\$ 139
Contract labor	22	30	73	871	34	905
Depreciation	77	107	261	3,102	123	3,225
Dues and subscriptions	2	3	8	95	4	99
Insurance	99	138	336	3,994	158	4,152
Occupancy	598	838	2,035	24,192	957	25,149
Other	75	105	256	3,040	120	3,160
Postage	89	125	304	3,615	143	3,758
Printing	18	25	62	732	29	761
Professional services	309	432	1,050	12,480	494	12,974
Repairs and maintenance	76	106	258	3,073	122	3,195
Salaries and taxes	6,291	8,807	21,389	254,317	10,065	264,382
Seminars and education	295	414	1,004	11,943	473	12,416
Stipend	-	1,206	-	3,156	-	3,156
Supplies	470	658	1,598	19,003	752	19,755
Telephone and communications	322	451	1,096	13,033	516	13,549
Travel	350	491	1,192	14,169	561	14,730
Utilities	125	176	426	5,069	211	5,280
	<u>\$ 9,221</u>	<u>\$ 14,117</u>	<u>\$ 31,359</u>	<u>\$ 376,018</u>	<u>\$ 14,767</u>	<u>\$ 390,785</u>

The accompanying notes are an integral part of this statement.

**Northshore Families Helping Families, Inc.**  
**Notes to Financial Statements**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Nature of Organization

Northshore Families Helping Families, Inc. (the “Organization”) was incorporated on October 6, 1992. The Organization is a non-profit corporation organized to provide informational support and educational services to area families who have family members, which are handicapped or have developmental disabilities. The primary sources of revenue are from contracts for services provided to the State of Louisiana.

Donated Assets and Services

The Organization records noncash donations as contributions at its estimated fair value at the date of donation. Significant portions of the Organization’s functions are conducted by unpaid officers, board members, and volunteers. The value of this contributed time is not reflected in the accompanying financial statements as they do not create nonfinancial assets nor are they specialized services as described in SFAS No. 116.

The Organization recognizes donated services, if significant in amount, that creates, or enhance non-financial assets or that require specialized skills that are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Property and Equipment

Property and equipment are recorded at cost. Acquisitions of property and equipment are made with unrestricted assets. Depreciation is provided over the estimated useful lives of the respective assets using the straight-line basis over a five to seven year period. Donations of property and equipment are recorded at estimated fair market value on the date of donation. These assets are recorded as unrestricted net assets unless the donor imposes a restriction.

Income Taxes

The Organization is a not-for-profit corporation that is exempt from both federal and Louisiana income taxes under Section 501(c)(3) of the Internal Revenue Code and R.S. 12:201 of Louisiana statutes.

Accounts Receivable

Accounts receivable consists of amounts owed from the state for grants and cost reimbursed programs. These amounts are presented at cost and management estimates that all are collectable.

**Northshore Families Helping Families, Inc.**  
**Notes To Financial Statements**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, (continued)

Restricted and Unrestricted Revenue and Support

Contributions received are recorded 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 restrictions expire 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 purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Grant awards are classified as refundable advances until expended for the purposes of the grants since they are conditional promises to give.

Functional Expense Allocation

Functional expenses are allocated among the various program services, general and administrative, and fundraising categories based on actual use or management's best estimate.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all restricted highly liquid debt instruments purchased with an initial maturity of three months or less to be cash equivalents.

Use of Estimates in the Preparation of Financial Statements

In preparing the Organization's financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenue and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 116, *Accounting for Contributions Received and Contributions Made*, and SFAS No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 116 and 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 depending on the existence and/or nature of any donor restrictions.

**Northshore Families Helping Families, Inc.**  
**Notes To Financial Statements**

NOTE B – ACCOUNTS RECEIVABLE

The detail of accounts receivable at June 30, 2004 is as follows:

La Developmental Disabilities Council	\$ 19,407
La Office OHP Childrens' Special Services	8,630
Families Helping Families of NO (OMH)	4,500
Louisiana Department of Health and Hospital (SPOE)	53,511
Bureau of Community Support Services	6,364
La DOE	<u>23,009</u>
	<u>\$ 115,421</u>

NOTE C - CONCENTRATIONS OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

The Organization maintains its cash balances in financial institutions located in Covington, Louisiana that may at times exceed amounts covered by insurance provided by the Federal Deposit Insurance Corporation up to \$100,000. The Organization's cash balances were not in excess of the FDIC insurance at June 30, 2004. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk to cash.

NOTE D- PROPERTY AND EQUIPMENT

Property and equipment consists of the following at June 30, 2004:

Furniture and equipment	\$ 26,124
Less: accumulated depreciation	<u>(6,478)</u>
Total	<u>\$ 19,646</u>

Depreciation expense was \$3,225 for the year ended June 30, 2004.

**Northshore Families Helping Families, Inc.**  
**Notes To Financial Statements**

**NOTE E – PROGRAM GRANTS**

The Organization was established to provide informational support and educational services to area families who have family members, which are handicapped or have developmental disabilities.

A substantial portion of the Organization's support and revenue is derived from grants for the programs conducted. The various grants are approved on a year-to-year basis. Any unexpended grant funds or unauthorized expenditures must be refunded.

In May 2003, Families requested a Lump Sum advance Payment not to exceed \$23,902 for start up costs on the Systems Point of Entry Grant. These funds were received in August 2003 and have been repaid as of June 30, 2004.

**NOTE F – THIRD PARTY REVENUES**

A substantial share of contract revenues for services to clients is derived under a state third-party reimbursement program. These revenues are based, in part, on cost reimbursement principles and are subject to adjustments by the respective third-party providers. Retroactive adjustments, if any, would not be material to the financial position or results of operations of the Organization.

**NOTE G – CONTINGENT LIABILITIES**

From time to time, the Organization is involved as a defendant in actual or threatened litigation, which is not covered by insurance. At June 30, 2004, there were no pending or threatened claims which, in the opinion of the Organization's legal advisors, would have a material adverse affect on the financial statements should such claims be settled in favor of the plaintiffs.

**NOTE H – FUND RAISING REVENUES**

Fund raising revenues are presented net of fundraising expenses on the accompanying statement of activities. Gross fund raising income for the period ending June 30, 2004 were \$1,892 and related expenses were \$1,284.

**NOTE I – LEASES**

The Organization currently leases office space under cancelable leases expiring in June 2004 and August 2005. Rental expense for office space as of June 30, 2004 was \$25,150.

During June 2004, the Organization entered into a lease agreement for a copy machine. Monthly payments starting in July 2004 will be \$219 excluding meter print charges.

**SUPPLEMENTARY INFORMATION**

**Northshore Families Helping Families, Inc.**  
**Schedule of Financial Assistance**  
**For the Year Ended June 30, 2004**

DESCRIPTION	GRANT NUMBER	GRANT PERIOD		TOTAL GRANT AWARD	ACCRUED/ (DEFERRED) REVENUE		ASSISTANCE RECEIVED DURING YEAR		ACCRUED/ (DEFERRED) REVENUE		TOTAL REVENUE RECOGNIZED	TOTAL EXPENDITURES
		FROM	THROUGH		June 30, 2003	June 30, 2004	GRANTS	OTHER	June 30, 2004	June 30, 2004		
Louisiana Office of Public Health- Children's Special Health Services	602239	7/1/2003	6/30/2004	\$ 66,000	\$ -	\$ 45,455	\$ -	\$ 8,630	\$ 54,085	\$ -	\$ 33,205	
	570169	7/1/2002	6/30/2003	40,000	9,650	9,650	-	-	-	-	-	
Louisiana Developmental Disabilities Council	584655	7/1/2002	9/30/2003	7,500	5,000	6,500	-	-	1,500	-	7,500	
	604338	10/1/2003	9/30/2004	6,000	-	-	-	4,500	4,500	-	3,688	
	599685	7/1/2003	9/30/2004	6,350	-	1,478	-	1,155	2,633	-	1,844	
	592906	12/1/2002	6/30/2003	5,000	714	714	-	-	-	-	-	
	562275	7/1/2000	6/30/2003	101,024	4,171	4,171	-	-	-	-	-	
600275	7/1/2003	6/30/2004	56,252	-	47,919	-	-	8,333	56,252	-	35,050	
Louisiana Office for Citizens with Developmental Disabilities	583255	7/1/2002	6/30/2003	65,000	5,417	5,417	-	-	-	-	-	
	595349	7/1/2003	6/30/2004	66,000	-	60,584	-	5,416	66,000	-	42,426	
Louisiana Department of Health and Hospitals	597417	6/1/2003	5/31/2004	203,184	13,150	155,311	-	40,617	182,778	-	198,770	
	610657	6/1/2004	5/31/2005	172,778	-	-	-	12,893	12,893	-	12,893	
Bureau of Community Supports and Services	598542	4/1/2003	12/31/2003	15,000	3,333	13,333	-	-	10,000	-	8,805	
	607323	2/1/2004	12/31/2004	14,000	-	-	-	6,364	6,364	-	3,908	
Louisiana Department of Education	678035	7/1/2002	6/30/2003	9,269	3,319	3,319	-	-	-	-	-	
	678046	7/1/2003	6/30/2004	24,918	-	14,966	-	6,509	21,475	-	14,117	
	681045	7/1/2003	6/30/2004	49,500	-	33,000	-	16,500	49,500	-	31,359	
Total			\$ 907,775	\$ 44,754	\$ 401,817	\$ -	\$ 110,917	\$ 467,980	\$ 393,565			

See independent auditors' report  
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**OTHER INDEPENDENT ACCOUNTANTS' REPORTS**

# Skarda & Silva, L.L.P.

*Certified Public Accountants*

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

To The Board of Directors  
Northshore Families Helping Families, Inc.  
Covington, Louisiana

We have audited the financial statements of Northshore Families Helping Families, Inc. (a Louisiana corporation, not-for-profit) as of and for the year ended June 30, 2004, and have issued our report thereon dated December 20, 2004. 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.

### Compliance

As part of obtaining reasonable assurance whether Northshore Families Helping Families, 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 noncompliance that are required to be reported under *Government Auditing Standards*.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Northshore Families Helping Families, 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 board of directors, management, the State of Louisiana Department of Health and Hospitals, and the Louisiana Legislative Auditor. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*Marda & Silen, LLP*  
December 20, 2004

**Northshore Families Helping Families, Inc.  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2004**

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unqualified		
Internal control over financial reporting:			
Material weaknesses identified?	_____ yes	_____ <u>X</u> _____	no
Reportable conditions identified? not considered to be material weaknesses?	_____ yes	_____ <u>X</u> _____	none reported
Noncompliance material to financial statements noted?	_____ yes	_____ <u>X</u> _____	no

Federal Awards

Internal control over major programs:	
Material weaknesses identified?	Not applicable.
Reportable conditions identified? not considered to be material weaknesses?	Not applicable.

Type of auditors' report issued on compliance for major programs:	Not applicable
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Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510 (a)?	Not applicable
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Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
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Not Applicable

Dollar threshold used to distinguish between Type A and Type B programs:	_____ <u>\$300,000</u> _____
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Auditee qualified as low-risk audit?	Not applicable
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Section II - Internal Control & Compliance  
Governmental Auditing Standards

Internal Control

<u>Item Number</u>	<u>Agency/Program</u>	<u>Questioned Costs</u>
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No findings and questioned costs for the year ended June 30, 2004

**Northshore Families Helping Families, Inc.  
Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2004**

<u>Ref. No.</u>	<u>Fiscal Year Finding Initially Occurred</u>	<u>Description</u>	<u>Corrective Action Taken (Yes, No, Partially)</u>	<u>Planned Corrective Action/Partial Corrective Action Taken</u>	<u>Additional Explanation</u>
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**Section III - Management Letter Comments**

2004-1	6/30/2004	Documentation not maintained on file for employee reimbursements	Yes		Bookkeeper has made changes to filing system that will eliminate this problem.
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**Northshore Families Helping Families, Inc.**  
**Summary Schedule of Prior Audit Findings**  
**For the Year Ended June 30, 2004**

Ref. No.	Fiscal Year Finding Initially Occurred	Description	Corrective Action Taken (Yes, No, Partially)	Planned Corrective Action/Partial Corrective Action Taken	Additional Explanation
2003-1	6/30/2003	The Local Government Accounting, Auditing and Financial Reporting Act LSA-R.S. 24:513 (a) requires that all audits shall be completed within six months of the close of the entity's fiscal year.	Yes		
2003-2	6/30/2003	Per LSA-RS 14:138, bonuses or advanced wages to employees may not be made. For the year ended June 30, 2003, bonuses totaling \$2,250 were paid to employees.	Yes		
2003-3	6/30/2003	To maintain effective internal control over financial reporting and compliance with laws and regulations, there should be a segregation of duties for accounting functions. There should be monthly posting to the general ledger and reconciliations performed timely throughout the year.	Partially		Cash functions will be segregated to multiple staff for cash receipts and cash disbursements.