

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NEW ROADS, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**FOR THE YEAR ENDED MARCH 31, 2008**

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 1/7/09

POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NEW ROADS, LOUISIANA  
(225) 638-6356

GOVERNING BOARD

<u>NAME</u>	<u>REPRESENTING</u>
Tommy Nelson	- City of New Roads
Juliette Williams	- Pointe Coupee Police Jury
Mercedes Christophe	- Pointe Coupee School Board
Paul Raymond Smith	- Pointe Coupee Sheriff
Sylvester Muckelroy	- Pointe Coupee Parks & Recreation
James Richard	- Pointe Coupee NAACP
Linda Christophe	- St. Peter AM&E
Edna Mae Lathers	- Immaculate Conception Church
Annie Mae Jackson	- St. Jude Church
Yolanda Slaughter	- St. Augustine Catholic Church
Betty Williams	- Zion Travelers Baptist Church
Willie Wilson, Jr.	- Batchelor, Lettsworth, Innis
Robin M. Lea	- Morganza
Sylvia Martin	- Livonia
Deanna Gremillion	- Lakeland

EXECUTIVE DIRECTOR

Clinton H. Flint

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# George F. Delaune

CERTIFIED PUBLIC ACCOUNTANT

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OFFICERS ASSOCIATION

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
Pointe Coupee Community Advancement, Inc.

I have reviewed the accompanying combined statement of assets, liabilities, and net assets—cash basis of Pointe Coupee Community Advancement, Inc., (a nonprofit organization) as of March 31, 2008, and the related statement of revenues, expenses, and other changes in net assets—cash basis for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Pointe Coupee Community Advancement, Inc.

A review consists principally of inquiries of Organization personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with the cash basis of accounting, as described in Note 2.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, I have issued a report, dated November 10, 2008, on the results of my agreed-upon procedures.

*George F. Delaune, CPA*

November 10, 2008

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## **BASIC FINANCIAL STATEMENTS**

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**COMBINED STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS**  
**MARCH 31, 2008**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>ASSETS</b>			
Cash		\$ 129	\$ 129
Due from other funds	\$ 6,524	110	6,634
Due from employees	800		800
<b>TOTAL ASSETS</b>	<u>7,324</u>	<u>239</u>	<u>7,563</u>
<b>LIABILITIES</b>			
Bank overdraft	42	6,075	6,117
Accrued payroll liabilities and deductions		3,334	3,334
Due to other funds		25,035	25,035
Due to employees	3,186		3,186
<b>TOTAL LIABILITIES</b>	<u>3,228</u>	<u>34,444</u>	<u>37,672</u>
<b>NET ASSETS</b>			
Restricted - permanently		(34,205)	(34,205)
Unrestricted - undesignated	4,096		4,096
<b>TOTAL NET ASSETS</b>	<u>\$ 4,096</u>	<u>\$ (34,205)</u>	<u>\$ (30,109)</u>

See accountant's review report.

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**COMBINED STATEMENT OF REVENUES, EXPENSES, & OTHER CHANGES IN NET ASSETS**  
**YEAR ENDED MARCH 31, 2008**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>REVENUES</b>			
Grants and reimbursements		\$ 275,832	\$ 275,832
Contributions from local governments	\$ 13,084	1,500	14,584
<b>Total Revenues</b>	<u>13,084</u>	<u>277,332</u>	<u>290,416</u>
<b>EXPENSES</b>			
Program Services -			
Home Energy Assistance		187,035	187,035
Emergency Food and Shelter		6,221	6,221
Community Services Block Grant		85,089	85,089
Emergency Food Assistance Program		1,635	1,635
Medicaid		2,555	2,555
<b>Total Program Services</b>	<u>0</u>	<u>282,535</u>	<u>282,535</u>
Management and general	11,425		11,425
<b>Total Expenses</b>	<u>11,425</u>	<u>282,535</u>	<u>293,960</u>
<b>CHANGE IN NET ASSETS</b>	1,659	(5,203)	(3,544)
Transfers	(1,818)	(29,779)	(31,597)
Net Assets at Beginning of Year	<u>4,255</u>	<u>777</u>	<u>5,032</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 4,096</u>	<u>\$ (34,205)</u>	<u>\$ (30,109)</u>

See accountant's review report.

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 1 - THE ENTITY**

Pointe Coupee Community Advancement, Inc. ("the Agency") was organized in 1965 as a non-profit corporation under the Nonprofit Corporation Law of Louisiana, Section 201(7) of Title 12 of the Louisiana Revised Statutes. The corporation is organized on a non-stock basis. It functions as a community action agency whose purpose is to improve the quality of life for low income, needy persons throughout the area with emphasis on providing educational, nutritional, health and social assistance to underprivileged children and nutritional and energy assistance to low income persons.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**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 Pointe Coupee Community Advancement, Inc. 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.

**Basis of Accounting**

The Agency's policy is to prepare its financial statements on the cash basis of accounting; consequently, grants, contributions, and other revenues are recognized when received rather than when promised or earned, and certain expenses and purchases of assets are recognized when cash is disbursed rather than when the obligation is incurred.

**Use of 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.

**Fund Accounting**

The accounts of Pointe Coupee Community Advancement, Inc. are maintained in accordance with the principles of fund accounting. Under fund accounting, resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose. Separate accounts are maintained for each fund; however, in the accompanying financial statements, funds that have similar characteristics have been combined into fund groups. In accordance with SFAS No. 117, fund balances are classified on the Statement of Financial Position as unrestricted, temporarily restricted, or permanently restricted net assets based on the absence or existence and type of donor-imposed restrictions. The various funds maintained by Pointe Coupee Community Advancement, Inc. are as follows:

***Local Administration*** -- the general operating fund used to account for all financial resources over which the Board of Directors has discretionary control and is used to carry out the operations of the agency in accordance with its bylaws.

***Home Energy Assistance*** — the objective of this program is to assist low-income persons in paying for energy and reduce the impact of rising energy costs on eligible participants.

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NOTES TO THE FINANCIAL STATEMENTS**

*Emergency Food and Shelter Program* — distribution of food commodities donated by the federal government to those person meeting certain income and other eligibility criteria.

*Community Services Block Grant* — a federally-funded grant implemented to provide community-based programs that assist in ameliorating the causes and consequences of poverty.

*Emergency Food Assistance Program* — the objective of this program is to provide food to needy people on an emergency basis.

*Medicaid* -- the objective of this program is to assist people complete the medicaid applications which are sent to the state for further processing.

**Revenue Recognition**

Grants received from federal and state sources are recorded as permanently restricted support.

**Donated Services and Facilities**

Prior to October 1, 2000, the Emergency Food Assistance Program obtained commodities from the U.S. Department of Agriculture through the Louisiana Department of Agriculture & Forestry. During that time, the cost of commodities were provided by USDA and recorded in accordance with SFAS No. 116. Effective October 1, 2000, the Greater Baton Rouge Food Bank became the distribution center for all commodities throughout a twelve parish outreach area. No estimated costs were obtained from the Greater Baton Rouge Food Bank for commodities received and Pointe Coupee Community Advancement, Inc. was unable to provide an estimate; consequently, the cost of donated items are not recorded in the statement of activities after September 30, 2000.

**Property and Equipment**

The Pointe Coupee Community Advancement, Inc. has no property and equipment in excess of \$1,000 that requires capitalization.

**Income Tax Status**

Pointe Coupee Community Advancement, Inc. is exempt from federal income taxes under Internal Revenue Code Section 501[c][4] and Louisiana Revenue and Taxation Code.

**NOTE 3 - CASH**

Regulations require that deposits of the Agency be insured by Federal depository insurance or collateralized by securities held in the name of the Agency by the trust department of a bank that does not hold the collateralized deposits. As of March 31, 2008, the status of deposited funds and collateralized balances are as follows:

Demand accounts	\$	10,484
Federal deposit insurance coverage		10,484
Pledged securities		0
Unsecured	\$	0

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 4 - DUE FROM/TO OTHER FUNDS**

Loan and advances between funds is comprised of the following:

		<u>Unrestricted</u>	<u>Restricted</u>
Local Administration	CSBG	\$ 6,524	
Home Energy	CSBG		\$ (762)
CSBG	Local Administration		(25,645)
CSBG	Home Energy		1,482
CSBG	Medicaid		(110)
Medicaid	CSBG		110

**NOTE 5 - DUE FROM/TO EMPLOYEES**

Loan and advances to employees and amounts due employees are comprised of the following:

		<u>Due From</u>	<u>Due To</u>
Loan to employee	Repaid April 2008	\$ 800	
Payroll due executive director			\$ 1,398
Excess garnishments deducted from employee			1,788
		<u>\$ 800</u>	<u>\$ 3,186</u>

**NOTE 6 - OPERATING LEASE COMMITMENTS**

Management has entered into a month-to-month lease commencing July 1, 2007 in the amount of \$450.00 per month for administrative offices located at 337 Napoleon Street, New Roads, LA with the Pointe Coupee Parish School Board. Rent expense is recorded for the current year in the amount of \$5,400.

**NOTE 7 - COMPENSATED ABSENCES**

Pointe Coupee Community Advancement, Inc. has adopted the following policy on compensated absences:

Only full-time, full-year employees are eligible for annual leave. Employees earn annual leave after a 90 day probationary evaluation is conducted and recommendation was made for retention.

1. Employees with less than 5 years of service earn 12 days per year.
2. Employees with more than 5 years of service earn 18 days per year.

All accumulated leave must be used on or before December 31 of each year. Payment for unused annual leave time shall be made upon the discharge, resignation, removal of an employee due to reduction in force, retirement, or death of an employee not to exceed 18 days.

Annual leave days are credited at the beginning of the year and decreased as time is taken; consequently, no provision for unused vacation time is accrued in the financial statements.

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
NOTES TO THE FINANCIAL STATEMENTS**

**NOTE 8 - CONTINGENCIES**

The Agency receives Federal and State Grants for specific purposes that are subject to review and audit by Federal and State agencies. Such audits could result in a request for reimbursement by the Federal and State for expenditures disallowed under the terms and conditions of the appropriate agency.

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**ADDITIONAL INFORMATION**

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## **CURRENT UNRESTRICTED FUNDS**

The "Local Administration Fund" is the general operating fund of Pointe Coupee Community Advancement, Inc. It is used to account for all financial resources over which the Board of Directors has discretionary control and is used to carry out the operations of the agency in accordance with its bylaws.

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**STATEMENT OF ASSETS, LIABILITIES, AND NETS ASSETS – CASH BASIS**  
**UNRESTRICTED FUNDS**  
**MARCH 31, 2008**

	<u>Local Administration</u>
<b>ASSETS</b>	
Due from other funds	\$6,524
Due from employees	800
<b>TOTAL ASSETS</b>	<u>7,324</u>
<b>LIABILITIES</b>	
Bank overdraft	42
Due to employees	3,186
<b>TOTAL LIABILITIES</b>	<u>3,228</u>
<b>NET ASSETS</b>	
Unrestricted - undesignated	4,096
<b>TOTAL NET ASSETS</b>	<u>\$ 4,096</u>

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**STATEMENT OF REVENUES, EXPENSES, & OTHER CHANGES IN NET ASSETS--CASH BASIS**  
**UNRESTRICTED FUNDS**  
**YEAR ENDED MARCH 31, 2008**

	<u>Local Administration</u>
<b>REVENUES</b>	
Contributions from local governments	\$ 13,084
Total Revenues	<u>13,084</u>
<b>EXPENSES</b>	
Professional fees	4,425
Supplies	959
Telephone	754
Building rent and occupancy	3,852
Insurance	1,435
Total Expenses	<u>11,425</u>
<b>CHANGE IN NET ASSETS</b>	1,659
Transfers to other funds	(1,818)
Net Assets at Beginning of Year	4,255
<b>NET ASSETS AT END OF YEAR</b>	<u><u>\$ 4,096</u></u>

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## **PERMANENTLY RESTRICTED FUNDS**

Permanently restricted funds are expendable only for operating purposes specified by the grantor. Restricted funds of the Agency are as follows:

- Home Energy Assistance
- Emergency Food and Shelter Program
- Community Services Block Grant
- Emergency Food Assistance Program
- Medicaid

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**STATEMENT OF ASSETS, LIABILITIES, AND NETS ASSETS – CASH BASIS**  
**PERMANENTLY RESTRICTED FUNDS**  
**MARCH 31, 2008**

	Home Energy Assistance	Emergency Food & Shelter	Community Services Block Grant	Emergency Food Assistance Program	Medicaid	Total
<b>ASSETS</b>						
Cash				\$ 115	\$ 14	\$ 129
Due from other funds					110	110
<b>TOTAL ASSETS</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>115</u>	<u>124</u>	<u>239</u>
<b>LIABILITIES</b>						
Bank overdraft	1,988		4,089			6,075
Accrued payroll liabilities and deductions			3,334			3,334
Due to other funds	762		24,273			25,035
<b>TOTAL LIABILITIES</b>	<u>2,748</u>	<u>0</u>	<u>31,696</u>	<u>0</u>	<u>0</u>	<u>34,444</u>
<b>NET ASSETS</b>						
Restricted - permanently	(2,748)		(31,696)	115	124	(34,205)
<b>TOTAL NET ASSETS</b>	<u>\$ (2,748)</u>	<u>\$ 0</u>	<u>\$ (31,696)</u>	<u>\$ 115</u>	<u>\$ 124</u>	<u>\$ (34,205)</u>

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.**  
**STATEMENT OF REVENUES, EXPENSES, & OTHER CHANGES IN NET ASSETS—CASH BASIS**  
**PERMANENTLY RESTRICTED FUNDS**  
**YEAR ENDED MARCH 31, 2008**

	Home Energy Assistance	Emergency Food & Shelter	Community Services Block Grant	Emergency Food Assistance Program	Medicaid	Total
<b>REVENUES</b>						
Grants and reimbursements	\$ 181,394		\$ 93,255		\$ 1,183	\$ 275,832
Contributions from local governments				\$ 1,500		1,500
<b>Total Revenues</b>	<b>181,394</b>	<b>0</b>	<b>93,255</b>	<b>1,500</b>	<b>1,183</b>	<b>277,332</b>
<b>EXPENSES</b>						
Salaries and wages	25,555		48,514		500	74,569
Employee benefits	2,953		17,273		598	20,824
Professional fees	7,025					7,025
Supplies	3,229		2,267	1,041	200	6,737
Telephone			5,016	221		5,237
Insurance			769			769
Travel	3,267			40	1,257	4,564
Program services	142,704	6,221	10,250			159,175
Building rent and occupancy	280		1,000	333		1,613
Penalties and interest	2,022					2,022
<b>Total Expenses</b>	<b>187,035</b>	<b>6,221</b>	<b>85,089</b>	<b>1,635</b>	<b>2,555</b>	<b>292,535</b>
<b>CHANGE IN NET ASSETS</b>	<b>(5,641)</b>	<b>(6,221)</b>	<b>8,166</b>	<b>(135)</b>	<b>(1,372)</b>	<b>(5,203)</b>
Transfers from (to) other funds	2,893	(74)	(34,039)	210	1,231	(29,779)
Net Assets at Beginning of Year	0	6,295	(5,823)	40	265	777
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ (2,748)</b>	<b>\$ 0</b>	<b>\$ (31,696)</b>	<b>\$ 115</b>	<b>\$ 124</b>	<b>\$ (34,205)</b>

POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
SCHEDULE OF PER DIEM AND OTHER COMPENSATION  
PAID TO MEMBERS OF THE BOARD OF DIRECTORS  
YEAR ENDED MARCH 31, 2008

Paul Raymond Smith	\$	0
Juliette Williams		0
Sylvester Muckelroy		0
Tommy Nelson		0
James Richard		0
Mercedes Christophe		0
Linda Christophe		0
Edna Mae Lathers		0
Annie Mae Jackson		0
Yolanda Slaughter		0
Willie Wilson, Jr.		0
Robin M. Lea		0
Betty Williams		0
Sylvia Martin		0
Deanna Gremillion		0
	<u>\$</u>	<u>0</u>

**OTHER REPORT REQUIRED BY**  
***LOUISIANA GOVERNMENTAL AUDIT GUIDE***

The following pages contain a report on the *Louisiana Attestation Questionnaire* which represents managements responsibility for the Board's compliance with laws and regulations specified in the questionnaire and the effectiveness of the Board's internal control over compliance with those laws and regulations. This report is based solely on the agreed-upon procedures applied to the representations made in the questionnaire and includes, where appropriate, any findings as a result of applying the agreed-upon procedures.

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# George F. Delaune

CERTIFIED PUBLIC ACCOUNTANT

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

**Board Members of  
Pointe Coupee Community Advancement, Inc.  
State of Louisiana  
New Roads, Louisiana**

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Pointe Coupee Community Advancement, Inc. and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Pointe Coupee Community Advancement, Inc.'s compliance with certain laws and regulations during the year ended March 31, 2008 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Federal, State, and Local Awards

1. Determine the amount of Federal, state, and local award expenditures for the fiscal year, b grant and grant year.

Pointe Coupee Community Advancement, Inc.'s Federal award expenditures for all Federal programs for the fiscal year follow:

Federal Grantor/ Pass-Through Grantor/ Program Name	Grant Years	CFDA Number	Federal Expenditures
<i>U.S. Department of Health &amp; Human Services</i>			
LA Department of Labor - Community Services Block Grant	2007 & 2008	93.569	\$ 85,089
LA Department of Social Services - Home Energy Assistance	2007 & 2008	93.568	184,142
<i>Federal Emergency Management Agency</i>			
Direct Program - Emergency Food & Shelter Program	2008	83.523	6,295
Total Federal Awards			<u>\$ 275,526</u>

2. For each Federal, state, and local award, I randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

3. For the items selected in procedure 2, I traced the six disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, I determined if the six disbursements were properly coded to the correct fund and general ledger account.

All payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals by the executive director.

6. For the items selected in procedure 2: For federal awards, I determined whether the disbursements complied with the applicable specific program compliance requirements summarized in the *Compliance Supplement* and for state and local awards, I determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

I reviewed the previously listed disbursements for types of services allowed or not allowed. All disbursements complied with the allowability requirements.

Eligibility

I reviewed the previously listed disbursements for eligibility requirements. All disbursements complied with the eligibility requirements.

Reporting

I reviewed the previously listed disbursements for reporting requirements. All disbursements complied with the reporting requirements.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

The six disbursements selected included one Federal program that was closed out during the period of my review. I compared the close-out reports for that one Federal program with the entity's financial records. The amounts reported on the close-out reports agreed to the entity's financial records.

Meetings

8. I examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Pointe Coupee Community Advancement, Inc. is only required to post a notice of each meeting and the accompanying agenda. Management has asserted that such documents were properly posted, and are kept on file in their office.

## Comprehensive Budget

9. For all grants exceeding \$5,000.00, I determined that each applicable federal, state, or local grantor agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Pointe Coupee Community Advancement, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

## Prior Comments and Recommendations

10. I reviewed any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

In the review engagement for the year ended March 31, 2007, I reported the following findings:

- a. Accounting system deficiencies

The deficiencies reported in the prior year were not corrected until October 2007; therefore, some of the deficiencies still existed during the fiscal year under review but were corrected by year end.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Pointe Coupee Community Advancement, Inc. and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*George F. Delaune, CPA*

November 10, 2008

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Quasi-public Entities)**

November 10, 2008

George F. Delaune, CPA, APC  
7663 Anchor Drive  
Ventress, LA 70783

In connection with your review of our financial statements as of **March 31, 2008** and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of **November 10, 2008**.

**Federal, State, and Local Awards**

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes  No [  ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes  No [  ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes  No [  ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes  No [  ]

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes  No [  ]

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes  No [  ]

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

Christine Hunt

Executive Director

11/10/08

Date

**POINTE COUPEE COMMUNITY ADVANCEMENT, INC.  
FINDINGS AND QUESTIONED COSTS  
YEAR ENDED MARCH 31, 2008**

2008-1      Late Filing of Report to Legislative Auditor

*Condition*

An extension was requested and granted for the report to be completed by October 15, 2008.

*Cause*

The engagement was originally scheduled to start on May 5, 2008 but errors were detected in the first review of the general ledger and the CPA requested the Agency to correct the problems. On June 2, 2008, the CPA requested that the errors be corrected. The contract accountant corrected those errors, closed out old programs, corrected and reconciled all interfund receivables/payables, and payroll liabilities of eight different existing and closed programs. Due to the complexity of this process, along with other engagement obligations, the contract accountant was not able to complete the process until August 4, 2008.

Then Hurricane Gustav put pressure on the Agency which has a staff of two; consequently, obtaining requested data for the review was delayed which caused scheduling problems for the CPA.

*Recommendation*

Internal control over financial reporting must be improved.

**Pointe Coupee Community Advancement, Inc.**  
337 Napoleon Street  
New Roads, Louisiana  
(225) 638-3656

**CORRECTIVE ACTION PLAN**

Legislative Auditor  
State of Louisiana

Pointe Coupee Community Advancement, Inc. respectfully submits the following corrective action plan for the year ended March 31, 2008.

**2008-1 Late Filing of Report to Legislative Auditor**

***Condition***

An extension was requested and granted for the report to be completed by October 15, 2008.

***Corrective Action Being Taken***

The contract CPA is reviewing the accounting quarterly; therefore, the accounting records should be ready when the next engagement is scheduled.

If the Legislative Auditor has questions regarding this plan, please call Clint Flint, Executive Director at (225) 638-3656.

Sincerely yours,

*Clint Flint*

Executive Director