

# CASA of Terrebonne, Inc.



## Financial Statements

As of June 30, 2018 and June 30, 2019  
and for the Six- and Twelve-Month Periods then Ended

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# CASA OF TERREBONNE, INC.

Financial Statements  
As of June 30, 2018 and June 30, 2019  
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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
CASA of Terrebonne, Inc.  
Houma, Louisiana

### Report on the Financial Statements

We have audited the accompanying financial statements of CASA of Terrebonne, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018 and June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the six- and twelve-month periods then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

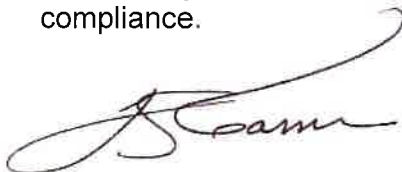
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CASA of Terrebonne, Inc. as of June 30, 2018 and June 30, 2019, and the changes in its net assets and its cash flows for the six- and twelve-month periods then ended in accordance with accounting principles generally accepted in the United States of America.

### **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedules listed in the table of contents are presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 20, 2019, on our consideration of the CASA of Terrebonne's internal control over financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CASA of Terrebonne's internal control over financial reporting and compliance.



Thibodaux, Louisiana  
November 22, 2019

## **Financial Section**

**CASA OF TERREBONNE, INC.**  
**Statement of Financial Position**  
**June 30, 2018 and June 30, 2019**

	<u>6/30/2018</u>	<u>6/30/2019</u>
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 514,832	\$ 131,955
Certificates of deposit, current	-	80,016
Grants receivable	22,196	22,882
Prepaid insurance	-	-
TOTAL CURRENT ASSETS	<u>537,028</u>	<u>234,852</u>
PROPERTY AND EQUIPMENT:		
Furniture & equipment	22,558	21,850
Leasehold improvements	-	31,156
Accumulated depreciation	(19,731)	(16,754)
Capital assets not placed in service	30,659	-
TOTAL PROPERTY & EQUIPMENT	<u>33,486</u>	<u>36,253</u>
OTHER ASSETS:		
Certificates of deposit, long term	-	278,538
Deposits	2,500	1,000
TOTAL OTHER ASSETS	<u>2,500</u>	<u>279,538</u>
TOTAL ASSETS	<u>\$ 573,014</u>	<u>\$ 550,643</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES:		
Accounts payable	\$ 3,658	\$ 5,710
Accrued payroll and payroll liabilities	3,001	5,324
Accrued compensated absences	3,782	5,307
Refundable advances	11,677	10,863
Short term portion of long term obligations	-	1,052
TOTAL CURRENT LIABILITIES	<u>22,118</u>	<u>28,257</u>
LONG TERM LIABILITIES:		
Capital lease obligation	-	3,337
TOTAL LONG TERM LIABILITIES	<u>-</u>	<u>3,337</u>
NET ASSETS:		
Without donor restrictions	550,897	519,050
With donor restrictions	-	-
TOTAL NET ASSETS	<u>550,897</u>	<u>519,050</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 573,015</u>	<u>\$ 550,643</u>

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

**CASA OF TERREBONNE, INC.**  
**Statement of Activities**  
**For the Six- and Twelve-Months Ended June 30, 2018 and June 30, 2019**

	For the Six Months Ended June 30, 2018			For the Twelve Months Ended June 30, 2019		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT:</b>						
Fund-raising activities	\$ 1,500	\$	\$ 1,500	\$ 14,207	\$	\$ 14,207
Donations	3,912		3,912	19,080		19,080
Interest income	1,037		1,037	8,241		8,241
Other income	3,285		3,285	10,352		10,352
Grant income	-	\$ 153,354	153,354	-	\$ 305,190	305,190
Net assets released from restrictions	184,637	(184,637)	-	305,190	(305,190)	-
Total revenue and other support	194,370	(31,283)	163,087	357,069	-	357,069
<b>EXPENSES:</b>						
Program services:						
Court appointed special advocate	165,859		165,859	329,905		329,905
Support services:						
Management and general	19,295		19,295	54,083		54,083
Fund-raising expense	880		880	4,928		4,928
Total support services	20,175		20,175	59,011		59,011
Total expenses	186,034		186,034	388,917		388,917
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>8,336</b>	<b>(31,283)</b>	<b>(22,947)</b>	<b>(31,847)</b>	<b>-</b>	<b>(31,847)</b>
<b>NET ASSETS, BEGINNING</b>	<b>542,561</b>	<b>31,283</b>	<b>573,844</b>	<b>550,897</b>	<b>-</b>	<b>550,897</b>
<b>NET ASSETS, ENDING</b>	<b>\$ 550,897</b>	<b>-</b>	<b>\$ 550,897</b>	<b>\$ 519,050</b>	<b>\$</b>	<b>\$ 519,050</b>

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

**CASA OF TERREBONNE, INC.**  
**Statement of Functional Expenses**  
**For the Six- and Twelve-Months Ended June 30, 2018 and June 30, 2019**

	For the Six Months Ended June 30, 2018				For the Twelve Months Ended June 30, 2019			
	PROGRAM SERVICES		SUPPORT SERVICES		PROGRAM SERVICES		SUPPORT SERVICES	
	Court				Management and General Fundraising			
	Appointed Special Advocate	Management and General	Fundraising	Totals	Appointed Special Advocate	Management and General	Fundraising	Totals
Salaries	\$ 89,783	\$ 9,976	\$	\$ 99,759	\$ 183,306	\$ 20,367	\$	\$ 203,673
Fringe benefits - payroll taxes	6,174	686		6,860	11,829	1,314		13,143
Fringe benefits - insurance	19,561	2,173		21,735	35,829	3,981		39,810
Supplies	1,488	905		2,393	2,940	2,107		5,046
Training	1,153	305		1,457	2,398	2,990		5,388
Operating - rent & utilities	12,502	1,389		13,891	21,819	2,424		24,244
Operating - phones	2,144	6		2,150	6,166	17		6,183
Operating - IT support	516	-		516	2,474	18		2,491
Operating - postage	1,093	-		1,093	2,975	90		3,065
Operating - other	6,191	-		6,191	4,314	692		5,006
Repairs & maintenance	-	-		-	-	1,528		1,528
Insurance	6,044	672		6,715	7,067	785		7,852
Printing	1,683	-		1,683	865	114		979
Professional fees	2,899	322		3,221	15,531	1,726		17,256
Travel and staff training	5,651	568		6,219	7,235	6,650		13,885
Volunteer recruitment & advertising	8,421	-		8,421	23,061	-		23,061
Volunteer & staff appreciation	-	82		82	-	3,280		3,280
Small furniture & equipment	-	408		408	1,064	368		1,432
Other expenses	556	174		730	1,033	928		1,961
Depreciation expense	-	1,614		1,614	-	3,202		3,202
Interest expense	-	15		15	-	314		314
Loss on disposal of assets	-	-		-	-	1,190		1,190
Fund-raising expense	-	-	\$ 880	880	-	-	\$ 4,928	4,928
<b>TOTAL</b>	<b>\$ 165,859</b>	<b>\$ 19,295</b>	<b>\$ 880</b>	<b>\$ 186,034</b>	<b>\$ 329,905</b>	<b>\$ 54,083</b>	<b>\$ 4,928</b>	<b>\$ 388,917</b>

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



**CASA OF TERREBONNE, INC.**  
**Statement of Cash Flows**  
**For the Six- and Twelve-Months Ended June 30, 2018 and June 30, 2019**

	<u>Six-Months Ended 6/30/2018</u>	<u>Twelve- Months Ended 6/30/2019</u>
<b>Cash flows from operating activities</b>		
Increase (decrease) in net assets	\$ (22,947)	\$ (31,847)
Adjustments to reconcile net assets to net cash provided by operating activities:		
Depreciation	1,614	3,202
Loss on disposal of asset	-	1,190
(Increase) decrease in operating assets:		
Grants receivable	(884)	(685)
Prepaid insurance	9,972	-
Deposits	(1,000)	1,500
Increase (decrease) in operating liabilities:		
Accounts payable	(480)	2,053
Accrued payroll & payroll tax payable	(2,190)	2,323
Compensated absences payable	646	1,526
Refundable advances	11,677	(814)
Total adjustments	17,741	5,903
Net cash provided (used) by operating activities	(3,593)	(21,554)
<b>Cash flows from investing activities</b>		
Purchase of capital assets	(30,659)	(7,158)
Purchase of certificates of deposit, maturity > 90 days	-	(357,000)
Interest reinvested in certificates of deposit	-	(1,554)
Net cash provided (used) in investing activities	(30,659)	(365,712)
<b>Cash flows from financing activities</b>		
Proceeds from financing obligation, copier	-	4,864
Payments on capital lease obligation, copier	(990)	(476)
Net cash provided (used) in financing activities	(990)	4,388
<b>Net increase (decrease) in cash and cash equivalents</b>	(35,242)	(382,877)
<b>Cash and cash equivalents, beginning of year</b>	550,074	514,832
<b>Cash and cash equivalents, end of year</b>	<u>\$ 514,832</u>	<u>\$ 131,955</u>

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

**CASA OF TERREBONNE, INC.**  
**Notes to the Financial Statements**  
**As of June 30, 2018 and June 30, 2019 and for the**  
**Six- and Twelve-Month Periods Then Ended**

**NOTE I      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A.      NATURE OF ACTIVITIES**

CASA of Terrebonne, Inc. (a nonprofit organization) is a member of the National Court Appointed Special Advocate Association. Their mission is to be an independent and objective presence in the courts and to speak for the best interests of abused and neglected children of Terrebonne Parish. CASA promotes and supports trained community volunteers to represent children and help secure for each child a nurturing, safe, and permanent home.

**B.      BASIS OF ACCOUNTING**

The financial statements of the CASA of Terrebonne, Inc. have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**C.      BASIS OF PRESENTATION**

Financial statement presentation follows the recommendations of the Financial Accounting standards Board Accounting Standards Codification as set forth under FASB ASC 958. Accordingly, the Organization is required to report information regarding its financial position and activities under two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) based upon the existence or absence of donor-imposed restrictions.

**D.      CASH AND CASH EQUIVALENTS**

For purposes of the Statement of Cash Flows, CASA considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. There were no restrictions on cash nor equivalents at year-end.

**E.      INVESTMENTS**

Investments consist of certificates of deposit which do not meet the Organization's definition of cash equivalents. The investments are carried at their fair values in the statement of financial position.

**F.      PROPERTY AND EQUIPMENT**

Property and equipment purchased with an original cost of \$500 or more are reported at historical cost. Donations of property and equipment are recorded as support at their estimated fair value as of the date received. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor

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stipulations regarding how long those donated assets must be maintained, the organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies assets with donor restrictions to assets without donor restrictions at that time.

Property and equipment are depreciated using the straight-line method over their estimated useful lives as follows:

Equipment & furniture	5-7 years
Leasehold improvements	15 years

**G. CONTRIBUTED FACILITIES AND SERVICES**

Donated services are recognized as contributions in accordance with SFAS No. 116, "Accounting for Contributions Received and Contributions Made", if the services (a) create or enhance nonfinancial assets or (b) required specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Many individuals volunteer their time and perform a variety of tasks that assist the Organization with the advocacy program throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under SFAS No. 116 were not met.

**H. PROMISES TO GIVE**

Promises to give are recognized as revenues or gains and as assets, decreases of liabilities, or expenses depending on the form of the benefits received, when the donor makes an unconditional promise to give. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

**I. REVENUE AND SUPPORT**

Support that is restricted by the donor is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), donor restricted net assets are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions. Grant awards are classified as refundable advances until expended for the purpose of the grants since they are conditional promises to give.

**J. RECEIVABLES**

The Organization considers grants receivable to be fully collectible since the balance consists principally of payments due under government contracts. If amounts due became uncollectible, they will be charged to operations when that determination is made.

**CASA OF TERREBONNE, INC.**  
**Notes to the Financial Statements**  
**As of June 30, 2018 and June 30, 2019 and for the**  
**Six- and Twelve-Month Periods Then Ended**

**K. ADVERTISING**

Advertising costs are expensed when incurred.

**L. INCOME TAX STATUS**

CASA of Terrebonne, Inc. is exempt from federal income tax under Section 501 (C) (3) of the Internal Revenue Code. In addition, the organization qualifies for the charitable contribution deduction under section 170 (b) (1) (A) and has been classified as an organization that is not a private foundation under Section 509 (a) (2). Accordingly, no provision for income taxes is made in the financial statements.

CASA of Terrebonne, Inc. required to file Federal form 990 for informational purposes and federal income tax returns for tax years 2015 and beyond remain subject to examination by the Internal Revenue Service.

**M. USE OF ESTIMATES**

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

**N. EXPENSE ALLOCATION**

The costs of providing the program and other activities have been summarized on a functional basis in the Statement of Activities and the Statement of Functional Expenses. Accordingly, direct expenses have been allocated by management among the program and supporting services benefited based on specific identification. Indirect expenses have been allocated based on salary allocation between program and supporting services benefited.

**O. VACATION AND SICK LEAVE**

Eligible employees will be granted paid vacation on the employee's anniversary date of each calendar year according to the following schedule.

Six months to one year	5 days (40 hours)
One year to three years	10 days
Four to five years	15 days
Six years	18 days
More than six years	for each year in excess of six years of service, an employee will receive one additional day per year added to the standard 18 days per year, not to exceed 20 days annual vacation.

**CASA OF TERREBONNE, INC.**  
**Notes to the Financial Statements**  
**As of June 30, 2018 and June 30, 2019 and for the**  
**Six- and Twelve-Month Periods Then Ended**

An employee becomes eligible to receive vacation benefits when they have successfully completed the six months of continuous employment.

Unused vacation leave may be carried over up to 120 hours. Upon separation, employees will be compensated for any unused vacation leave, paid at the current salary, which is not to exceed eighty hours.

Eligible employees will be granted 40 hours per year sick leave after three months of employment. 40 hours of sick leave will be granted each year on the employee's anniversary date. Sick leave is not accrued nor paid upon separation.

**P. SUBSEQUENT EVENTS**

The subsequent events of the organization were evaluated through the date of the financial statements were available to be issued (November 22, 2019).

**NOTE II CONCENTRATION OF RISK**

CASA's primary sources of support are from grants awarded by the state. Management is always seeking funding for the upcoming years through renewals of current grants as well as by applying for new grants; however, in the event the Organization is unable to secure additional funding, the financial position of the Organization could be significantly impacted.

The organization's support through the CASA AP grants totaled 82% and 80% of total revenue for six months ended June 30, 2018 and twelve months ended June 30, 2019, respectively.

**NOTE III CASH AND EQUIVALENTS**

Cash and Cash equivalents (book balances) consisted of the following at June 30, 2018:

	<b>Carrying Value / Fair Value</b>	<b>Interest rate</b>	<b>Maturity Date</b>
South LA Bank - Money Market	\$ 226,915	0.50%	N/A
Pedestal Bank - Savings	24,968	0.25%	N/A
Pedestal Bank - Raffle Account	3,200	N/A	N/A
Pedestal Bank - Checking	17,616	N/A	N/A
Pedestal Bank- Renovation	273	N/A	N/A
Business First - Money Market	241,860	0.35%	N/A
Total Cash and Cash Equivalents	\$ 514,832		

**CASA OF TERREBONNE, INC.**  
**Notes to the Financial Statements**  
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At June 30, 2018, CASA had cash (collected bank balances) totaling \$519,731. These deposits are stated at cost, which approximates market. All accounts are fully secured under FDIC.

Cash and Cash equivalents (book balances) consisted of the following at June 30, 2019:

	<b>Carrying Value / Fair Value</b>	<b>Interest rate</b>	<b>Maturity Date</b>
South LA Bank - Money Market	\$ 47,488	0.66%	N/A
Pedestal Bank - Savings	4,408	0.25%	N/A
Pedestal Bank - Raffle Account	1,030	N/A	N/A
Pedestal Bank - Checking	7,718	N/A	N/A
Pedestal Bank- Renovation	362	N/A	N/A
Edward Jones - Money Market	8,677	1.75%	N/A
Business First - Money Market	62,252	0.35%	N/A
Total Cash and Cash Equivalents	\$ 131,935		

At June 30, 2019, CASA had cash (collected bank balances) totaling \$130,266. These deposits are stated at cost, which approximates market. All accounts are fully secured under FDIC.

**NOTE IV INVESTMENTS – CERTIFICATES OF DEPOSIT**

At June 30, 2019, certificates of deposit consisted of the following:

<b>Certificates of Deposit</b>	<b>Maturity Date</b>	<b>Fair Value</b>	<b>Rate</b>
Wells Fargo BK N A Sioux Falls 2.45%	8/13/2019	80,015.92	2.40%
Wells Fargo BK N A Sioux Falls 2.80%	7/13/2020	100,493.48	3.23%
Goldman Sachs BK USA New York 3.05%	7/19/2021	77,859.11	4.04%
Goldman Sachs BK USA New York 2.55%	6/19/2024	100,185.63	0.26%

Interest income recognized for the period, earned by the certificates of deposit total \$1,554 and is reported in the statement of activities as unrestricted income.

CASA of Terrebonne, Inc. held no certificates of deposit at June 30, 2018.

**NOTE V OPERATING LEASE**

On April 24, 2017, CASA of Terrebonne entered into a commercial lease for its office space for a term of one year beginning May 1, 2017, expiring April 30, 2018. This lease secured



**CASA OF TERREBONNE, INC.**  
**Notes to the Financial Statements**  
**As of June 30, 2018 and June 30, 2019 and for the**  
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office space for the administrative office at the Goode Street location. Rent was \$1,900 monthly, payable on the first of the month. Electricity and water utilities were included in rent.

Upon the termination of the office lease at the Goode Street location, CASA of Terrebonne secured a new office space on August 2, 2018, when it entered into a commercial lease for a building on Canal Street. The terms are for ten years beginning August 1, 2018 and ending July 31, 2028 (primary term). Rent is \$2,000 monthly, payable on the first of the month. CASA of Terrebonne is responsible for utilities and certain building maintenance expense.

The lessor has granted CASA of Terrebonne the exclusive option to purchase the property at any point within the primary term for the outstanding balance due on the mortgage loan at the time of said purchase.

The future minimum commitment for the next five years of this agreement follows:

Year Ended	Total Commitment
June 30, 2020	\$24,000
June 30, 2021	24,000
June 30, 2022	24,000
June 30, 2023	24,000
June 30, 2024	24,000
Total minimum payments	\$120,000

Rent expense for the six months ended June 30, 2018 was \$12,980 and for the twelve months ended June 30, 2019, was \$22,250.

**NOTE VI CAPITAL LEASE OBLIGATIONS**

On June 12, 2014, CASA entered into a lease agreement for a Canon copier. The agreement was for 48 months, ending June 2018. Monthly payments were \$152.60. At June 30, 2018, the lease was expired. There are no further commitments under this agreement.

On December 3, 2018, CASA entered into a new lease agreement with Canon Solutions of America for a Cannon Copier. The agreement is for 48 months, ending December 13, 2022. Monthly payments are \$131.56. The copier, valued at \$4,864 is recorded as a capital asset on the statement of financial position. \$567 of depreciation has been recorded and is included in the total depreciation expense reported on the statement of activities.

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At June 30, 2019, the minimum commitment for the remainder of this agreement follows:

Year Ended	Total Commitment
June 30, 2020	\$ 1,579
June 30, 2021	1,579
June 30, 2022	1,579
June 30, 2023	789
Total minimum payments	\$ 5,526

**NOTE VII BOARD COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation was paid to any board member for the six months ended June 30, 2018 nor for the 12 months ended June 30, 2019.

**NOTE VIII AVAILABILITY OF FINANCIAL ASSETS**

CASA of Terrebonne maintains operating revenue for general expenditures. The current financial assets totaled \$537,028 and \$234,852 at June 30, 2018 and June 30, 2019, respectively. These assets are available for general expenditures, that is, without donor or other restrictions limiting their use.

As part of CASA of Terrebonne's liquidity management, it primarily maintains current assets in cash and cash equivalents.

**NOTE IX LITIGATION AND CLAIMS**

At June 30, 2018 and June 30, 2019, CASA had no litigation or claims pending.

## Supplementary Information

**CASA OF TERREBONNE, INC.**  
**Schedule of CASA Assistance Program**  
**Grant Revenue and Expenses - Cash Basis**  
**For the Six- and Twelve-Months Ended June 30, 2018 and June 30, 2019**

	<b>Six-Months Ended 6/30/2018</b>	<b>Twelve-Months Ended 6/30/2019</b>
<b>REVENUE</b>		
CASA AP	\$ 142,831	287,346
<b>Total revenue</b>	<b>142,831</b>	<b>287,346</b>
<b>EXPENSES</b>		
Salaries	64,901	129,042
Fringe benefits	13,745	19,581
Professional	1,277	1,898
Operating	21,810	44,191
Travel	5,651	6,966
Training	1,153	2,001
Supplies	1,524	2,818
Printing	1,627	952
Equipment		1,064
Administration	31,144	78,834
<b>Total expenses</b>	<b>142,831</b>	<b>287,346</b>
	-	\$ -

**CASA OF TERREBONNE, INC.**  
**Schedule of Compensation, Benefits and**  
**Other Payments to Agency Head or Chief Executive Officer**  
**For the Six Months Ended June 30, 2018**  
**and Twelve Months Ended June 30, 2019**

**Agency Head Name:** Donna Brunet, Executive Director

<b>Purpose</b>	<b>Six-Months Ended June 30, 2018</b>	<b>Twelve- Months Ended June 30, 2019</b>
Salary	\$22,500	\$46,017
Benefits-insurance	3,323	6,836
Benefits-retirement	0	0
Benefits-other (payroll taxes)	1,721	3,505
Car allowance	0	0
Vehicle provided by government	0	0
Per diem	0	0
Reimbursements	0	0
Travel / mileage	270	485
Registration fees	0	0
Conference travel	279	584
Continuing education	0	0
Housing	0	0
Unvouchered expenses	0	0
Special meals	0	0

**Other Reports**



**CASA OF TERREBONNE, INC.**  
**Summary Schedule of Prior Year Findings**  
**For the Twelve Months Ended June 30, 2019**

**Section I – Internal Control and Compliance material to the financial statements:**

Ref. No. 1806-01 – Inadequate Segregation of Duties

Description of Finding

A material weakness exists in internal controls due to the size of the CASA of Terrebonne's operation. Its limited staff precludes an adequate segregation of duties and other features of an adequate system of internal control, although to employ such controls may not be cost beneficial.

Corrective Action Taken

No corrective action was taken.

Ref. No. 1806-02 - Inadequate Controls over Financial Statement Preparation

Description of Finding

A material weakness exists in financial reporting because the CASA of Terrebonne does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

Corrective Action Taken

Management has evaluated the cost versus benefit of hiring a person who has the qualifications and training to apply generally accepted accounting principles in the preparation of financial statements, including conversion of the financial statements from the cash to accrual basis of accounting. Management has determined that it is in the best interest of CASA at this time, to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them. Management understands that it accepts final responsibility for the financial statements content and presentation.

**Section II – Management Letter**

There was no management letter issued.

**CASA OF TERREBONNE, INC.**  
**Corrective Action Plan for Current Year Findings**  
**For the Six Months Ended June 30, 2018**

**Section I – Internal Control and Compliance material to the financial statements:**

**Ref. No.** 1806-01

**Description of Finding** - Inadequate Segregation of Duties

The size of the CASA of Terrebonne, Inc.'s operations and its limited staff preclude an adequate segregation of duties and other features of an adequate system of internal control, although to employ such controls may not be cost beneficial.

This is a common deficiency noted in audits of small entities. The Organization does not employ enough people in its accounting department to adequately segregate duties such as approving purchase orders, approving invoices for payment, printing checks, recording checks, signing checks, mailing checks, and reconciling bank statements. This is one example of the circumstances that resulted in the reportable condition.

**Corrective Action Planned**

No corrective action is taken because this deficiency cannot be remedied in a cost-effective manner.

**Ref. No.** 1806-02

**Description of Finding** - Inadequate Controls over Financial Statement Preparation

A material weakness exists in financial reporting because the CASA of Terrebonne does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

**Corrective Action Plan**

Management has evaluated the cost versus benefit of hiring a person who has the qualifications and training to apply generally accepted accounting principles in the preparation of financial statements. Management has determined that it is in the best interest of the Organization at this time, to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them. Management understands that it accepts final responsibility for the financial statements content and presentation.

**Name of Contact Person**

Donna Brunet, Executive Director

**Anticipated Completion Date**

None

**Section II – Management Letter**

A management letter was not issued.

**CASA OF TERREBONNE, INC.**  
**Corrective Action Plan for Current Year Findings**  
**For the Twelve Months Ended June 30, 2019**

**Section I – Internal Control and Compliance material to the financial statements:**

**Ref. No.** 1906-01

**Description of Finding** - Inadequate Segregation of Duties

The size of the CASA of Terrebonne, Inc.'s operations and its limited staff preclude an adequate segregation of duties and other features of an adequate system of internal control, although to employ such controls may not be cost beneficial.

This is a common deficiency noted in audits of small entities. The Organization does not employ enough people in its accounting department to adequately segregate duties such as approving purchase orders, approving invoices for payment, printing checks, recording checks, signing checks, mailing checks, and reconciling bank statements. This is one example of the circumstances that resulted in the reportable condition.

**Corrective Action Planned**

No corrective action is taken because this deficiency cannot be remedied in a cost-effective manner.

**Ref. No.** 1906-02

**Description of Finding** - Inadequate Controls over Financial Statement Preparation

A material weakness exists in financial reporting because the CASA of Terrebonne does not have a staff person who has the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the entity's financial transactions or preparing its financial statements, including the related notes.

**Corrective Action Plan**

Management has evaluated the cost versus benefit of hiring a person who has the qualifications and training to apply generally accepted accounting principles in the preparation of financial statements. Management has determined that it is in the best interest of the Organization at this time, to outsource this task to its independent auditors, and to carefully review the draft financial statements and notes prior to approving them. Management understands that it accepts final responsibility for the financial statements content and presentation.

**Name of Contact Person**

Donna Brunet, Executive Director

**Anticipated Completion Date**

None

**Section II – Management Letter**

A management letter was not issued.

**Special Reports of  
Certified Public Accountants**



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
CASA of Terrebonne, Inc.  
Houma, Louisiana

We have audited, in accordance with the 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, the financial statements of CASA of Terrebonne, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018 and June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the six- and twelve-month periods then ended, and the related notes to the financial statements, and have issued our report thereon dated November 22, 2019.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the CASA of Terrebonne's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CASA of Terrebonne's internal control. Accordingly, we do not express an opinion on the effectiveness of the CASA of Terrebonne's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify certain deficiencies in internal control, described in the accompanying

schedule of corrective action plan for current year findings that we consider to be material weaknesses, 1806-01 and 1806-02 which were repeated in the subsequent period in 1906-01 and 1906-02.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the CASA of Terrebonne's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.


### **CASA of Terrebonne's Response to Findings**

CASA of Terrebonne's response to the findings identified in our audit is described in the accompanying corrective action plan for current year findings. CASA of Terrebonne's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Board of Directors, management, and the Legislative Auditor of the State of Louisiana 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 Louisiana Legislative Auditor as a public document.



Thibodaux, Louisiana  
November 22, 2019