Property of the

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE MONROE, LOUISIANA

FINANCIAL STATEMENTS

AND ADDITIONAL INFORMATION

FOR THE YEAR ENDED

JUNE 30, 1999

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed, 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 OCT 2 0 1999

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MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE JUNE 30, 1999

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JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

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Non-Profit Organizations
 Business & Financial Planning

• Tax Preparation & Planning

- Individual & Partnership

- Corporate & Fiduciary

Bookkeeping & Payroli Services

August 27, 1999

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Monroe Area Guidance Center
a/k/a Harmony House
Monroe, Louisiana 71201

We have audited the accompanying statement of financial position of the Monroe Area Guidance Center a/k/a Harmony House (a nonprofit organization) as of and for the year ended June 30, 1999, and the related statements of activities, functional expenses, 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 generally accepted auditing standards; <u>Government Auditing Standards</u>, 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 also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Monroe Area Guidance Center a/k/a Harmony House, as of June 30, 1999, and the changes in its net assets and its cash flows for the year then ended, in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Monroe Area Guidance Center a/k/a Harmony House taken as a whole. The accompanying financial information listed as supplementary financial information in the table of contents for the year ended June 30, 1999, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in

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in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

In accordance with <u>Government Auditing Standards</u>, we have also issued a report dated August 27, 1999 on our consideration of Monroe Area Guidance Center a/k/a Harmony House's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants.

Johnston, Lerry, Johnson & Associates, LLP.

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August 27, 1999

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

Board of Directors
Monroe Area Guidance Center
a/k/a Harmony House
Monroe, Louisiana

We have audited the financial statements of Monroe Area Guidance Center a/k/a Harmony House as of and for the year ended June 30, 1999, and have issued our report thereon dated August 27, 1999. We conducted our audit in accordance with generally accepted accounting standards applicable to financial audits contained in <u>Government Auditing Standards</u>, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Monroe Area Guidance Center a/k/a Harmony House'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 <u>Government Auditing Standards</u>.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Monroe Area Guidance Center a/k/a Harmony House's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over

financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the audit committee, management, and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Johnston, Lerry, Johnson & associates, LLP.

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE STATEMENT OF FINANCIAL POSITION JUNE 30, 1999

<u>ASSETS</u>

Current Assets		
Cash and Cash Equivalents	23,776	
Accounts Receivable - Grants Unconditional Promises to Give	54,992	
United Way Services Funding	35,649	
TOTAL CURRENT ASSETS		111 117
		114,417
Property and Equipment		
Land	105,000	
Buildings Furnitume and Remission	957,715	
Furniture and Equipment Improvements	220,485	
Tubrovemencs	<u>73,064</u> 1,356,264	
Less: Accumulated Depreciation	<u>296,698</u>	
	<u></u>	
NET PROPERTY AND EQUIPMENT		<u>1,059,566</u>
TOTAL ASSETS		<u>1,173,983</u>
LIABILITIES AND NET AS	SETS	
Current Liabilities		
Accounts Payable	1,659	
Notes Payable Due Within One Year	105,621	
TOTAL CITATION TANDER TOTAL		
TOTAL CURRENT LIABILITIES		107,280
Net Assets		
Unrestricted - Operations	(28,512)	
Unrestricted - Fixed Assets	1,059,566	
Temporarily Restricted	35,649	
TOTAL NET ASSETS		1,066,703
MAMBE TENDESS SES SES		<u> </u>
TOTAL LIABILITIES AND NET ASSETS		<u>1,173,983</u>

The accompanying notes are an integral part of these financial statements. -5-

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE STATEMENT OF ACTIVITIES FOR THE YEAR ENDED JUNE 30, 1999

UNRESTRICTED NET ASSETS

Support	
Grants and Contracts	450,510
Contributions	51,908
TOTAL UNRESTRICTED SUPPORT	<u>502,418</u>
Revenues	
Medicaid	193,100
Client Fees	8,286
Interest	1,003
Miscellaneous	20,192
TOTAL UNRESTRICTED REVENUES	222,581
Net Assets Released from Restrictions	
United Way Services Funding	32,149
Emergency Services Grant	20,000
TOTAL NET ASSETS RELEASED FROM RESTRICTIONS	52,149
TOTAL UNRESTRICTED SUPPORT, REVENUES	
AND RECLASSIFICATION	777,148
<u>EXPENSES</u>	
Program Services	
Community Support	267,121
Fairhaven Shelter	233,541
Supportive Living	102,084
Laundry Services	26,851
Housing Options	25,344
Harmony House	55,918
Supportive Services	25,264
TOTAL PROGRAM SERVICES	736,123
Supporting Services	40 510
Management and General	49,719
Fund Raising	
TOTAL SUPPORTING SERVICES	49,719
TOTAL EXPENSES	785,842
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	8,694)

The accompanying notes are an integral part of these financial statements. -6-

JOHNSTON, PERRY, JOHNSON & ASSOCIATES, L.L.P. CERTIFIED PUBLIC ACCOUNTANTS

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE STATEMENT OF ACTIVITIES (CONTINUED) FOR THE YEAR ENDED JUNE 30, 1999

TEMPORARILY RESTRICTED NET ASSETS

United Way Services Funding for Future Periods Net Assets Released from Restriction Expiration of Time Restriction on United	35,649
Way Service Funding	(32,149)
Emergency Services Grant Expanded	$(\underline{20,000})$
TOTAL INCREASE (DECREASE) IN TEMPORARILY	
RESTRICTED NET ASSETS	(<u>16,500</u>)
TOTAL INCREASE (DECREASE) IN NET ASSETS	(25,194)
NET ASSETS AT BEGINNING OF YEAR	1,091,897
NET ASSETS AT END OF YEAR	1.066.703

The accompanying notes are an integral part of these financial statements. -7-

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 1999

ROGRAM SERVICES

 	TOTAL	479,642	73,995	16,270	148,399	16,827	4,728	6,101		745,962	39,880	785,842
GENERAL AND ADMINIS-	TRATIVE	28,372	5,245	ą	13,260	282	528	1		47,687	2,032	49,719
SUPPORTIVE	SERVICES	6,584	1,100	200	15,351	700	250	47		24,232	1,032	25,264
X X W	OMH	32,131	6,446	258	12,900	1,398	200	1		53, 633	2,285	55,918
HOUSING	OPTIONS	3,630	747	ı	19,481	200	250			24,308	1,036	25,344
LAUNDRY	SERVICES	15,981	1,620	478	6,700	641	300	1		25,720	1,131	26,851
SUPPORTIVE	LIVING	76,635	13,281	2,000	4,995	500	400	1		97,811	4,273	102,084
FAIRHAVEN	SHELTER	158,037	21,408	7,560	26,087	5,330	1,000	'		219,422	14,119	233,541
COMMUNITY	PROGRAM	158,272	24,148	5,774	49,625	7,776	1,500	6,054		253,149	13,972	267, 121
		Personal Services	Related Benefits	Travel	Operating Services	Supplies	Professional Services	Miscellaneous	Total Expenses Before	<u>Depreciation</u>	Depreciation	TOTAL EXPENSES

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 1999

CASH FLOWS FROM OPERATING ACTIVITIES	
Increase (Decrease) in Net Assets	(25, 194)
Adjustments to Reconcile Increase in Net Assets	
to Net Cash Provided (Used) by Operating Activities	
Donated Fixed Assets	(900)
Depreciation	`39 , 880
(Increase) Decrease in Operating Assets -	02,000
Unconditional Promises to Give	62,474
	02,474
Increase (Decrease) in Operating Liabilities -	
Accounts Payable	(<u>1,452</u>)
NET CASH PROVIDED (USED) BY OPERATING	
ACTIVITIES	<u>74,808</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of Fixed Assets	(<u>78,138</u>)
NET CASH PROVIDED (USED) BY INVESTING	
<u>ACTIVITIES</u>	(<u>78,138</u>)
CASH FLOWS FROM FINANCING ACTIVITIES	
Increase (Decrease) in Short-Term Debt	(<u>7,490</u>)
NET CASH PROVIDED (USED) BY FINANCING	
<u>ACTIVITIES</u>	(<u>7,490</u>)
NET INCREASE (DECREASE) IN CASH	(10, 820)
BEGINNING CASH AND CASH EQUIVALENTS	<u>34,596</u>
ENDING CASH AND CASH EQUIVALENTS	<u>23,776</u>
SUPPLEMENTAL CASH BASIS DATA	
Interest Paid	7,256 -0-
Income Taxes Paid	-0-

The accompanying notes are an integral part of these financial statements. -9-

NOTE 1 - Summary of Significant Accounting Policies

A. Statement of Presentation:

The accompanying financial statements conform to generally accepted accounting principles for not-for-profit organizations.

B. Organization:

The Organization provides a spectrum of habilitation-oriented services to the chronically mentally ill in northeast Louisiana, including providing employment opportunities, helping clients with physical and emotional problems in order to help them get into the mainstream of community life, and operating a group home for the mentally ill. The Organization also carries out a janitorial program to help train clients for employment.

C. Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

D. Cash and Cash Equivalents:

The Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents.

E. Budget Policy:

Budgets for various programs are prepared by the Organization and approved by grantor of the funds for each respective program.

F. Cash in Bank:

All funds are in institutions insured by an agency of the Federal Government, the Federal Deposit Insurance Corporation.

G. Related Party Transactions:

There were no related party transactions for the year ended June 30, 1999.

NOTE 1 - Summary of Significant Accounting Policies (Continued)

H. Contributions:

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization has no permanently restricted net assets at June 30, 1999.

I. Property and Equipment:

Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor 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 temporarily restricted net assets to unrestricted net assets at that time. Buildings are depreciated using the straight-line method over the useful lives ranging between 27.5 years and 39 years. Equipment is depreciated using the declining balance method.

J. Allocation of Functional Expenses:

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

NOTE 1 - Summary of Significant Accounting Policies (Continued)

K. Reserve for Bad Debts:

Accounts receivable have been reviewed by management and they have determined that there is no requirement for a reserve for bad debts account as of June 30, 1999.

NOTE 2 - Funding Policies and Sources of Funds

The Organization receives its monies through various methods of funding. Most of the funds are received on a grant basis from Louisiana Department of Health and Hospitals and Vocational Rehabilitation. The Organization also receives funds as a reimbursement of actual expenditures, and upon a per unit of service provided method, including Medicaid funds. The Organization also receives funds by contributions from both public and private sources.

NOTE 3 - Unconditional Promises to Give

Grants

Grants at June 30, 1999 generally consist of reimbursements from the Department of Health and Hospitals for expenditures incurred under the grant program. Such receivables have been pledged to secure the short term loan.

United Way

United Way Services Funding is awarded on a calendar year basis. For the calendar year 1999, \$71,298 was awarded to Monroe Area Guidance Center, of which \$35,649 is temporarily restricted.

NOTE 4 - Board of Directors' Compensation

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

NOTE 5 - In-Kind Contributions

The Organization received various in-kind contributions during the year from private and public sources. The value of donated volunteer services is not reflected in the accompanying financial statements since there is no objective basis available by which to measure the value of such services.

NOTE 6 - Income Tax Status

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

NOTE 7 - Changes in Fixed Assets

A summary of changes in fixed assets recorded at cost follows:

	Balance July 1, <u>1998</u>	<u>Additions</u>	Retirements	Balance June 30, 1999
Land	105,000		•	105,000
Harmony House Bldg.	660,000	_	_	660,000
Fairhaven Bldg.	297,715	_	_	297,715
Harmony House Improvements	_	73,064	-	73,064
Furniture & Equipment	215,107	<u>5,973</u>	<u>595</u>	220,485
TOTAL	<u>1,277,822</u>	<u>79,037</u>	<u>595</u>	1,356,264
Accumulated Depreciation	257,413	<u>39,880</u>	<u>595</u>	<u> 296,698</u>

The State of Louisiana maintains a revisionary right against \$114,010 of the furniture and equipment in the event the Organization wishes to dispose of assets or ceases operations.

NOTE 8 - Accrued Leave

As of June 30, 1999, unrecorded accrued annual leave time was \$11,205. The Organization's policy is to record leave as an expenditure in the year the leave is used.

NOTE 9 - Clients on Medicaid

The Organization's policy is to bill the Department of Health and Hospitals for non-Medicaid clients. If the client later becomes Medicaid eligible, Medicaid may reimburse the Organization for past services that were originally billed and paid by the Department of Health and Hospitals to the Organization. When the Medicaid reimbursement for these past services is received by the Organization, the Organization reduces the amount of the current monthly funds request to the Department of Health and Hospitals.

NOTE 10 - Pension

The Organization maintains an employee retirement plan for full-time salaried employees. Employer contributions equal seven per cent of compensation, up to a maximum of \$2,000 per year, per employee. The pension contribution for the year was \$18,112.

NOTE 11 - Contingent Liabilities

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

NOTE 12 - Fair Values of Financial Instruments

The Organization's financial instruments, none of which are held for trading purposes, include cash and a note payable. The Organization estimates that the fair value of all financial instruments at June 30, 1999 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial position.

NOTE 13 - Bank Loan Payable

The short-term note payable consists of an installment loan in the original amount of \$125,000 payable to Central Bank. The 9.75% installment note with \$1,693 monthly principal and interest payments had a \$105,621 balance at June 30, 1999. It matures on December 17, 1999 and is secured by real estate and accounts receivable.

NOTE 14 - Audit Requirements

The Organization did not fall under the A-133 audit regulation which became effective for fiscal years beginning July 1, 1996 due to federal funds expended being under \$3,00,000.

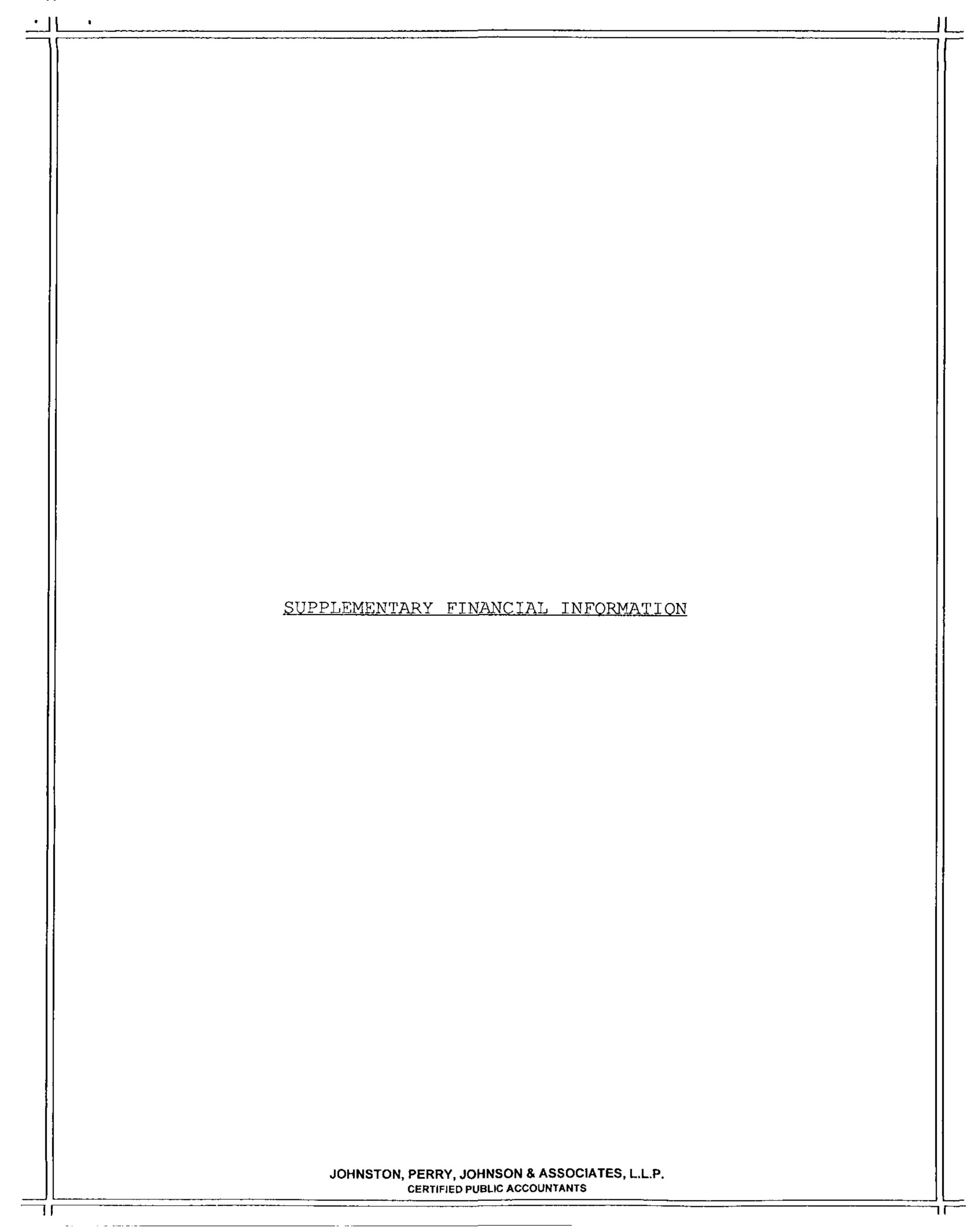
NOTE 15 - New Funding

During the year the Organization was approved by the Department of Housing and Urban Development (HUD) for a grant for a Case Management Plus project. The total obligation by HUD for this grant will be \$300,357 to be disbursed in the following three years on a cost-reimbursement basis.

The Organization has also applied for a grant under 811 HUD Funding for people with disabilities. As of yet, the Organization is still waiting for approval.

NOTE 16 - Lawsuits

The Organization was not involved in any lawsuits or pending litigation for the year ended June 30, 1999.



SCHEDULE I

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE COMPENSATION TO BOARD MEMBERS FOR THE YEAR ENDED JUNE 30, 1999

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

See accountants' report.

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CERTIFIED PUBLIC ACCOUNTANTS

}{ 	
SCHEDULE	

AREA GUIDANCE CENTER MONROE

A/K/A HARMONY HOUSE OF

SCHEDULE

FUNCTIONAL REVENUES AND EXPENSES -FOR THE YEAR ENDED JUNE 30, 1999

PROGRAM SERVICES

	COMMINTER						
	SUPPORT	FAIRHAVEN	SUPPORTIVE	LAUNDRY	HOUSING	HARMONY HOUSE OMH	SUPPORTIVE
Support:							
Grants and Contracts							
	1	103,885	101,450	27,658	25,422	56,702	24,667
VA	l	6,518	l	l	l	ı	I
ESG	48,000	•	l	I	l	1	ı
CDBG	20,000	1	I	1	I	1	I
VR	ı	18,445	ı	ł	I	ł	ı
Dept of Transportation	37,744	;	I	l	I	•	I
United Way	40,897	26,900	ı	1	I	ţ	I
Other	16,279			1	1		
TOTAL SUPPORT	162,920	155,748	101,450	27,658	25,422	56,702	24,667
Revenue: Client Fees - Room and Board	1	8,286	!	1	I	•	I
id	163,950	29,150	1	I	I	I	1
Interest Income	1,003	•	l	I	I	I	l
Miscellaneous	6,516	11,531	1	1	489	1	1,656
TOTAL REVENUE	171,469	48,967	-0-	-0-	489	-0-	1,656
TOTAL SUPPORT AND REVENUE	334,389	204,715	101,450	27,658	25,911	56,702	26,323

repor accountants,

MONROE AREA GUIDANCE CENTER

A/K/A HARMONY HOUSE

BASIS GRANTOR 1999 FOR THE YEAR ENDED JUNE 30, FUNCTIONAL REVENUES AND EXPENSES OF SCHEDULE

ROGRAM SERVICES

	COMMUNITY SUPPORT PROGRAM	FAIRHAVEN	SUPPORTIVE	LAUNDRY	HOUSING	HARMONY HOUSE OMH	SUPPORTIVE	
Personal Services	158,272	158,037	76,635	15,981	3,630	32,131	6,584	
Related Benefits	24,148	21,408	13,281	1,620	747	6,446	1,100	
Travel	5,774	7,560	2,000	478	I	258	200	
Operating Services	49,625	26,087	4,995	6,700	19,481	12,900	15,351	
Supplies	7,776	5,330	200	641	200	1,398	700	
Professional Services	1,500	1,000	400	300	250	200	250	
Capital Outlay	74,811	I	2,484	833	I	•	ı	
Miscellaneous	6,054	I	I	I	l	•	47	
Administrative Costs	23,310	17,499	1,155	1,105	1,114	3,069	435	
TOTAL EXPENDITURES	351,270	236,921	101,450	27,658	25,422	56,702	24,667	
NET REVENUE	(16,881)	(32,206)	-0-	-0-	489	-0-	1,656	

See accountants' report.

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 1999

There were no findings nor questioned costs for the year ended June 30, 1999.

MONROE AREA GUIDANCE CENTER A/K/A HARMONY HOUSE CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS JUNE 30, 1999

There were no findings for the year ended June 30, 1998.