

MONROE AREA GUIDANCE CENTER

A/K/A HARMONY HOUSE

MONROE, LOUISIANA

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FINANCIAL STATEMENTS  
AND ADDITIONAL INFORMATION

FOR THE YEAR ENDED

JUNE 30, 2003

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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 12.24.03

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
JUNE 30, 2003

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



JULIAN B. JOHNSTON, CPA  
ROWLAND H. PERRY, CPA, APC  
CHARLES L. JOHNSON, JR., CPA  
VIOLET M. ROUSSEL, CPA  
PAM BATTAGLIA, CPA  
JAY CUTHBERT, CPA

"The CPA Never Underestimate The Value"

**Certified Public Accountants**

3007 Armand Street  
Monroe, Louisiana 71201

Telephone (318) 322-5156 or (318) 323-1411  
Facsimile (318) 323-6331

- Accounting & Auditing
  - H.U.D. Audits
  - Non-Profit Organizations
- Business & Financial Planning
- Tax Preparation & Planning
  - Individual & Partnership
  - Corporate & Fiduciary
- Bookkeeping & Payroll Services

November 7, 2003

## 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, 2003, 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 auditing standards generally accepted in the United States of America; *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit 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, 2003, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

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, 2003, 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 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 *Government Auditing Standards*, we have also issued a report dated November 7, 2003 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

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

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

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November 7, 2003

## 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, 2003, and have issued our report thereon dated November 7, 2003. We conducted our audit in accordance with accounting standards generally accepted in the United States of America applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether 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 *Government Auditing Standards*.

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

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, 2003

ASSETS

Current Assets

|   |               |
|---|---------------|
| Cash and Cash Equivalents                                     | 71,424        |
| Accounts Receivable - Grants                                  | 66,340        |
| Accounts Receivable - Other                                   | 21,032        |
| Unconditional Promises to Give<br>United Way Services Funding | <u>41,065</u> |

TOTAL CURRENT ASSETS 199,861

Property and Equipment

|                                |                |
|--------------------------------|----------------|
| Land                           | 120,650        |
| Buildings                      | 957,715        |
| Furniture and Equipment        | 205,320        |
| Improvements                   | <u>81,182</u>  |
|                                | 1,364,867      |
| Less: Accumulated Depreciation | <u>409,889</u> |

NET PROPERTY AND EQUIPMENT 954,978

TOTAL ASSETS 1,154,839

LIABILITIES AND NET ASSETS

Current Liabilities

|                                   |               |
|-----------------------------------|---------------|
| Accounts Payable                  | 697           |
| Notes Payable Due Within One Year | 22,972        |
| Accrued Leave                     | <u>22,385</u> |

TOTAL CURRENT LIABILITIES 46,054

Net Assets

|                             |               |
|-----------------------------|---------------|
| Unrestricted - Operations   | 112,742       |
| Unrestricted - Fixed Assets | 954,978       |
| Temporarily Restricted      | <u>41,065</u> |

TOTAL NET ASSETS 1,108,785

TOTAL LIABILITIES AND NET ASSETS 1,154,839

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

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2003

UNRESTRICTED NET ASSETS

|                      |               |
|----------------------|---------------|
| Support              |               |
| Grants and Contracts | 546,378       |
| Contributions        | <u>45,476</u> |

|                                   |                |
|-----------------------------------|----------------|
| <u>TOTAL UNRESTRICTED SUPPORT</u> | <u>591,854</u> |
|-----------------------------------|----------------|

|                                 |              |
|---------------------------------|--------------|
| Revenues                        |              |
| Medicaid                        | 488,600      |
| Client Fees                     | 10,995       |
| Interest                        | 729          |
| Miscellaneous                   | 41,883       |
| Management and Bookkeeping Fees | <u>3,784</u> |

|                                    |                |
|------------------------------------|----------------|
| <u>TOTAL UNRESTRICTED REVENUES</u> | <u>545,991</u> |
|------------------------------------|----------------|

|                                       |               |
|---------------------------------------|---------------|
| Net Assets Released from Restrictions |               |
| United Way Services Funding           | <u>40,053</u> |

|  |               |
|--|---------------|
| <u>TOTAL NET ASSETS RELEASED FROM RESTRICTIONS</u> | <u>40,053</u> |
|--|---------------|

|  |                  |
|--|------------------|
| <u>TOTAL UNRESTRICTED SUPPORT, REVENUES<br/>AND RECLASSIFICATION</u> | <u>1,177,898</u> |
|--|------------------|

EXPENSES

|                      |                |
|----------------------|----------------|
| Program Services     |                |
| Community Support    | 495,499        |
| Fairhaven Shelter    | 303,587        |
| Supportive Living    | 102,684        |
| Laundry Services     | 29,083         |
| Harmony House        | 66,735         |
| Supportive Services  | 41,053         |
| Case Management Plus | <u>100,884</u> |

|                               |                  |
|-------------------------------|------------------|
| <u>TOTAL PROGRAM SERVICES</u> | <u>1,139,525</u> |
|-------------------------------|------------------|

|                        |          |
|------------------------|----------|
| Supporting Services    |          |
| Management and General | 37,203   |
| Fund Raising           | <u>-</u> |

|                                  |               |
|----------------------------------|---------------|
| <u>TOTAL SUPPORTING SERVICES</u> | <u>37,203</u> |
|----------------------------------|---------------|

|                       |                  |
|-----------------------|------------------|
| <u>TOTAL EXPENSES</u> | <u>1,176,728</u> |
|-----------------------|------------------|

|   |       |
|---|-------|
| <u>INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS</u> | 1,170 |
|---|-------|

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



MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
STATEMENT OF ACTIVITIES (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2003

TEMPORARILY RESTRICTED NET ASSETS

|   |                   |
|---|-------------------|
| United Way Services Funding for Future Periods                            | 41,065            |
| Net Assets Released from Restriction                                      |                   |
| Expiration of Time Restriction on United<br>Way Service Funding           | ( <u>40,053</u> ) |
| <u>TOTAL INCREASE (DECREASE) IN TEMPORARILY<br/>RESTRICTED NET ASSETS</u> | <u>1,012</u>      |
| <u>TOTAL INCREASE (DECREASE) IN NET ASSETS</u>                            | 2,182             |
| <u>NET ASSETS AT BEGINNING OF YEAR</u>                                    | <u>1,106,603</u>  |
| <u>NET ASSETS AT END OF YEAR</u>  | <u>1,108,785</u>  |

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

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

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2003

PROGRAM SERVICES

|                       | <u>COMMUNITY<br/>SUPPORT<br/>PROGRAM</u> | <u>FAIRHAVEN<br/>SHELTER</u> | <u>SUPPORTIVE<br/>LIVING<br/>SERVICES</u> | <u>LAUNDRY<br/>SERVICES</u> | <u>HARMONY<br/>HOUSE<br/>OMH</u> | <u>SUPPORTIVE<br/>SERVICES</u> | <u>CASE<br/>MANAGE-<br/>MENT<br/>PLUS</u> | <u>GENERAL<br/>AND<br/>ADMINIS-<br/>TRATIVE</u> | <u>TOTAL</u>     |
|-----------------------|--|------------------------------|---|-----------------------------|----------------------------------|--------------------------------|---|---|------------------|
| Personal Services     | 277,016                                  | 193,515                      | 69,961                                    | 15,248                      | 34,490                           | 11,103                         | 67,379                                    | 32,269  | 700,981          |
| Related Benefits      | 36,983                                   | 22,744                       | 10,115                                    | 1,709                       | 5,700                            | 1,941                          | 7,826                                     | 3,303   | 90,321           |
| Travel                | 11,671                                   | 5,334                        | 4,934                                     | 550                         | 250                              | 98                             | 2,329                                     | -   | 25,166           |
| Operating Services    | 122,430                                  | 59,360                       | 12,300                                    | 9,294                       | 17,967                           | 24,697                         | 16,239                                    | -   | 262,287          |
| Supplies              | 16,465                                   | 10,351                       | 800                                       | 800                         | 5,115                            | 1,000                          | 5,456                                     | -   | 39,987           |
| Professional Services | 5,378                                    | 1,000                        | 400                                       | 300                         | 500                              | 500                            | -   | -   | 8,078            |
| Miscellaneous         | 5,459                                    | -                            | -   | -                           | -                                | -                              | 1,655                                     | 119   | 7,233            |
| <u>Total Expenses</u> | <u>475,402</u>                           | <u>292,304</u>               | <u>98,510</u>                             | <u>27,901</u>               | <u>64,022</u>                    | <u>39,339</u>                  | <u>100,884</u>                            | <u>35,691</u>                                   | <u>1,134,053</u> |
| <u>Before</u>         |  |                              |   |                             |                                  |                                |   |   |                  |
| <u>Depreciation</u>   | <u>20,097</u>                            | <u>11,283</u>                | <u>4,174</u>                              | <u>1,182</u>                | <u>2,713</u>                     | <u>1,714</u>                   | <u>-</u>                                  | <u>1,512</u>                                    | <u>42,675</u>    |
| <u>TOTAL EXPENSES</u> | <u>495,499</u>                           | <u>303,587</u>               | <u>102,684</u>                            | <u>29,083</u>               | <u>66,735</u>                    | <u>41,053</u>                  | <u>100,884</u>                            | <u>37,203</u>                                   | <u>1,176,728</u> |

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

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2003

|  |                 |
|--|-----------------|
| <u>CASH FLOWS FROM OPERATING ACTIVITIES</u>  |                 |
| Increase (Decrease) in Net Assets  | 2,182           |
| Adjustments to Reconcile Increase in Net Assets<br>to Net Cash Provided (Used) by Operating Activities |                 |
| Depreciation   | 42,675          |
| (Increase) Decrease in:  |                 |
| Operating Assets - Unconditional Promises to Give  | ( 1,012)        |
| Accounts Receivable - Grants   | 740             |
| Accounts Receivable - Other  | 5,815           |
| Increase (Decrease) in Operating Liabilities -   |                 |
| Accounts Payable   | ( 1,048)        |
| Accrued Leave  | <u>22,385</u>   |
| <br>   |                 |
| <u>NET CASH PROVIDED (USED) BY OPERATING<br/>ACTIVITIES</u>  | <u>71,737</u>   |
| <br>   |                 |
| <u>CASH FLOWS FROM INVESTING ACTIVITIES</u>  |                 |
| Purchase of Fixed Assets   | (22,767)        |
| <br>   |                 |
| <u>NET CASH PROVIDED (USED) BY INVESTING<br/>ACTIVITIES</u>  | <u>(22,767)</u> |
| <br>   |                 |
| <u>CASH FLOWS FROM FINANCING ACTIVITIES</u>  |                 |
| Increase (Decrease) in Short-Term Debt   | (60,247)        |
| <br>   |                 |
| <u>NET CASH PROVIDED (USED) BY FINANCING<br/>ACTIVITIES</u>  | <u>(60,247)</u> |
| <br>   |                 |
| <u>NET INCREASE (DECREASE) IN CASH</u>   | <u>(11,277)</u> |
| <br>   |                 |
| <u>BEGINNING CASH AND CASH EQUIVALENTS</u>   | <u>82,701</u>   |
| <br>   |                 |
| <u>ENDING CASH AND CASH EQUIVALENTS</u>  | <u>71,424</u>   |
| <br>   |                 |
| <u>SUPPLEMENTAL CASH BASIS DATA</u>  |                 |
| Interest Paid  | 4,858           |
| Income Taxes Paid  | -0-             |

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

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2003

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.

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2003

NOTE 1 - Summary of Significant Accounting Policies (Continued)

G. Related Party Transactions:

Monroe Area Guidance Center a/k/a Harmony House is the managing agent over Kilgore Complex, Inc. Monroe Area Guidance Center a/k/a Harmony House and Kilgore Complex, Inc. share several board members and employees. Management and bookkeeping received from Kilgore Complex, Inc. during the year ended June 30, 2003 totaled \$3,784. At June 30, 2002 \$9,604 was due from Kilgore Complex, Inc. for reimbursement of operating expenses.

Monroe Area Guidance Center a/k/a Harmony House and Garrett Road Apartments, Inc. share several board members and employees. At June 30, 2003, \$11,428 was due from Garrett Road Apartments, Inc. for the reimbursement of expenses.

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, 2003.

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

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2003

NOTE 1 - Summary of Significant Accounting Policies (Continued)

I. Property and Equipment: (Continued)

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.

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, 2003.

L. Advertising Costs:

Advertising cost for the year ended June 30, 2003 were immaterial. Advertising costs are expensed as incurred.

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. 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, 2003 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.

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2003

NOTE 3 - Unconditional Promises to Give (Continued)

United Way

United Way Services Funding is awarded on a calendar year basis. For the calendar year 2003, \$82,130 was awarded to Monroe Area Guidance Center, of which \$41,065 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<br>July 1,<br><u>2002</u> | <u>Additions</u> | <u>Retirements</u> | Balance<br>June 30,<br><u>2003</u> |
|----------------------------|-----------------------------------|------------------|--------------------|------------------------------------|
| Land                       | 120,650                           | -                | -                  | 120,650                            |
| Harmony House Bldg.        | 660,000                           | -                | -                  | 660,000                            |
| Fairhaven Bldg.            | 297,715                           | -                | -                  | 297,715                            |
| Harmony House Improvements | 81,182                            | -                | -                  | 81,182                             |
| Furniture & Equipment      | <u>220,171</u>                    | <u>22,767</u>    | <u>37,618</u>      | <u>205,320</u>                     |
| TOTAL                      | <u>1,379,718</u>                  | <u>22,767</u>    | <u>37,618</u>      | <u>1,364,867</u>                   |
| Accumulated Depreciation   | <u>404,832</u>                    | <u>42,675</u>    | <u>37,618</u>      | <u>409,889</u>                     |

The State of Louisiana maintains a revisionary right against \$66,945 on the furniture and equipment in the event the Organization wishes to dispose of assets or ceases operations.

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2003

NOTE 8 - Accrued Leave

As of June 30, 2003, accrued annual leave time was \$22,385. The Organization changed its policy during the year to record leave as an expenditure in the year the leave is earned.

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, per employee. The pension contribution for the year was \$22,017.

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, 2003 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial position.



MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
JUNE 30, 2003

NOTE 13 - Bank Loan Payable

The short-term note payable consists of a line of credit payable to Iberia Bank. The line of credit, with a variable interest rate of 10%, had a balance of \$22,972 at June 30, 2003 and is secured by real estate.

NOTE 14 - Audit Requirements

The Organization did not fall under the A-133 audit regulation which became effective for fiscal years beginning after July 1, 1996 due to federal funds expended being under \$300,000.

NOTE 15 - HUD Funding

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 \$160,432 to be disbursed in two years on a cost-reimbursement basis beginning in the year ended June 30, 2003.

NOTE 16 - Cash Funds

All cash funds are in institutions insured up to \$100,000 by an agency of the federal government. At various times during the year the cash funds in these institutions exceeded \$100,000 and the excess of these funds was uninsured.

NOTE 17 - CONTINGENCY

The Organization is a defendant in a lawsuit filed by an employee. The suit alleges the employee was discriminated against. Management believes the suit is without merit and is vigorously defending the lawsuit.

SUPPLEMENTARY FINANCIAL INFORMATION

MONROE AREA GUIDANCE CENTER  
 A/K/A HARMONY HOUSE  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 FOR THE YEAR ENDED JUNE 30, 2003

| <u>Federal Grantor/Pass-Through<br/>Grantor/Program Title</u>   | <u>Federal<br/>CFDA<br/>Number</u> | <u>Federal<br/>Expenditures</u> |
|---|------------------------------------|---------------------------------|
| U.S. Department of Housing and Urban<br>Development<br>Supportive Housing Program<br>Case Management Plus<br>6-30-03 Program Year | 14.181                             | <u>104,460</u>                  |
| <u>TOTAL SUPPORTIVE HOUSING PROGRAM</u>   |                                    | <u>104,460</u>                  |
| Emergency Food and Shelter Program<br>6-30-03 Program Year  | 83.523                             | <u>5,000</u>                    |
| <u>TOTAL EMERGENCY FOOD AND SHELTER<br/>PROGRAM</u>   |                                    | <u>5,000</u>                    |
| <u>TOTAL FEDERAL ASSISTANCE</u>   |                                    | <u>109,460</u>                  |

See accountants' report.

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2003

GENERAL

The Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of Monroe Area Guidance Center a/k/a Harmony House (nonprofit organization). All financial assistance received directly or passed through from other government or nonprofit agencies is included on the schedule.

BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Monroe Area Guidance Center a/k/a Harmony House and is presented on the accrual basis of accounting.

SUBRECIPTS

Monroe Area Guidance Center a/k/a Harmony House did not pass through any federal funds received by it.

See accountants' report.

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MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
COMPENSATION TO BOARD MEMBERS  
FOR THE YEAR ENDED JUNE 30, 2003

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

See accountants' report.

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SCHEDULE III

MONROE AREA GUIDANCE CENTER  
 A/K/A HARMONY HOUSE  
 SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES - GRANTOR BASIS  
 FOR THE YEAR ENDED JUNE 30, 2003

PROGRAM SERVICES

|                        | COMMUNITY<br>SUPPORT<br>PROGRAM | FAIRHAVEN<br>SHELTER | SUPPORTIVE<br>LIVING | LAUNDRY<br>SERVICES | HARMONY<br>HOUSE OMH | SUPPOR-<br>TIVE<br>SERVICES | CASE<br>MANAGE-<br>MENT<br>PLUS |
|------------------------|---------------------------------|----------------------|----------------------|---------------------|----------------------|-----------------------------|---------------------------------|
| Support:               |                                 |                      |                      |                     |                      |                             |                                 |
| Grants and Contracts   |                                 |                      |                      |                     |                      |                             |                                 |
| OMH                    | -                               | 135,790              | 99,552               | 28,797              | 66,737               | 40,201                      | -                               |
| ESG                    | -                               | 26,210               | -                    | -                   | -                    | -                           | -                               |
| FEMA                   | -                               | 5,000                | -                    | -                   | -                    | -                           | -                               |
| Dept of Transportation | 39,631                          | -                    | -                    | -                   | -                    | -                           | -                               |
| HUD                    | -                               | -                    | -                    | -                   | -                    | -                           | 104,460                         |
| Contributions          |                                 |                      |                      |                     |                      |                             |                                 |
| United Way             | 53,956                          | 28,175               | 40                   | -                   | -                    | -                           | -                               |
| Other                  | <u>4,070</u>                    | <u>-</u>             | <u>-</u>             | <u>-</u>            | <u>-</u>             | <u>-</u>                    | <u>300</u>                      |
| <u>TOTAL SUPPORT</u>   | <u>97,657</u>                   | <u>195,175</u>       | <u>99,592</u>        | <u>28,797</u>       | <u>66,737</u>        | <u>40,201</u>               | <u>104,760</u>                  |

|                                 |                |
|---------------------------------|----------------|
| Revenue:                        |                |
| Client Fees - Room and Board    | -              |
| Medicaid                        | 448,250        |
| Interest Income                 | 729            |
| Miscellaneous                   | 28,432         |
| Management and Bookkeeping Fees | <u>3,784</u>   |
| <u>TOTAL REVENUE</u>            | <u>481,195</u> |

|                |                |               |               |               |               |                |            |
|----------------|----------------|---------------|---------------|---------------|---------------|----------------|------------|
| 10,995         | -              | -             | -             | -             | -             | -              | -          |
| 40,350         | -              | -             | -             | -             | -             | -              | -          |
| -              | -              | -             | -             | -             | -             | -              | -          |
| 12,079         | -              | -             | -             | 41            | -             | 1,136          | 195        |
| <u>-</u>       | <u>-</u>       | <u>-</u>      | <u>-</u>      | <u>-</u>      | <u>-</u>      | <u>-</u>       | <u>-</u>   |
| <u>63,424</u>  | <u>-0-</u>     | <u>-0-</u>    | <u>-0-</u>    | <u>41</u>     | <u>-</u>      | <u>1,136</u>   | <u>195</u> |
| <u>578,852</u> | <u>258,599</u> | <u>99,592</u> | <u>28,797</u> | <u>66,778</u> | <u>41,337</u> | <u>104,955</u> |            |

See accountants' report.

SCHEDULE III  
(CONTINUED)

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
SCHEDULE OF FUNCTIONAL REVENUES AND EXPENSES - GRANTOR BASIS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2003

PROGRAM SERVICES

|                           | COMMUNITY<br>SUPPORT<br>PROGRAM | FAIRHAVEN<br>SHELTER | SUPPORTIVE<br>LIVING | LAUNDRY<br>SERVICES | HARMONY<br>HOUSE OMH | SUPPOR-<br>TIVE<br>SERVICES | CASE<br>MANAGE-<br>MENT<br>PLUS |
|---------------------------|---------------------------------|----------------------|----------------------|---------------------|----------------------|-----------------------------|---------------------------------|
| Personal Services         | 277,016                         | 193,515              | 69,961               | 15,248              | 34,490               | 11,103                      | 67,379                          |
| Related Benefits          | 36,983                          | 22,744               | 10,115               | 1,709               | 5,700                | 1,941                       | 7,826                           |
| Travel                    | 11,671                          | 5,334                | 4,934                | 550                 | 250                  | 98                          | 2,329                           |
| Operating Services        | 122,430                         | 59,360               | 12,300               | 9,294               | 17,967               | 24,697                      | 16,239                          |
| Supplies                  | 16,465                          | 10,351               | 800                  | 800                 | 5,115                | 1,000                       | 5,456                           |
| Professional Services     | 5,378                           | 1,000                | 400                  | 300                 | 500                  | 500                         | -                               |
| Capital Outlay            | 22,368                          | 400                  | -                    | -                   | -                    | -                           | -                               |
| Administrative Costs      | 17,582                          | 8,818                | 1,082                | 896                 | 2,756                | 1,998                       | 4,071                           |
| Miscellaneous             | <u>5,459</u>                    | -                    | -                    | -                   | -                    | -                           | <u>1,655</u>                    |
| <b>TOTAL EXPENDITURES</b> | <u>515,352</u>                  | <u>301,522</u>       | <u>99,592</u>        | <u>28,797</u>       | <u>66,778</u>        | <u>41,337</u>               | <u>104,955</u>                  |
| <b>NET REVENUE (LOSS)</b> | <u>63,500</u>                   | <u>(42,923)</u>      | <u>-0-</u>           | <u>-0-</u>          | <u>-0-</u>           | <u>-0-</u>                  | <u>-0-</u>                      |

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2003

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

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

Federal Awards

Internal control over major programs:

- \* Material weakness(es) identified?                   Not Applicable
- \* Reportable condition(s) identified that  
are not considered to be material  
weaknesses?   Not Applicable

Type of auditors' report issued on compliance for major programs:  
Not Applicable

Any audit findings disclosed that are  
required to be reported in accordance  
with section 510(a) of Circular A-133?           Not Applicable

Identification of major programs:  
None

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

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



MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2003

SECTION II - FINANCIAL STATEMENT FINDINGS

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

SECTION III - FEDERAL FINDINGS AND QUESTIONED COSTS

Not Applicable

MONROE AREA GUIDANCE CENTER  
A/K/A HARMONY HOUSE  
CORRECTIVE ACTION TAKEN ON PRIOR YEAR FINDINGS  
JUNE 30, 2003

There were no findings for the year ended June 30, 2002.