

**FIRST CIRCUIT COURT APPOINTED  
SPECIAL ADVOCATE PROGRAM**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2015 AND 2014**

***CM* Carlon  
& Millar, Prof. L.L.C.**

certified public accountants

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
First Circuit CASA Program

We have reviewed the accompanying financial statements of First Circuit CASA Program (a South Dakota nonprofit organization) which comprise the statement of assets, liabilities, and net assets – modified cash basis as of December 31, 2015, and the related statement of revenues, expenses and changes in net assets-modified cash basis for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for 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.

**Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

**Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting

### **Basis of Accounting**

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

### **Prior Period Financial statements**

The 2014 financial statements were audited by us and our report thereon, dated January 20, 2015 stated the financial statements were fairly stated in all material respects in relation to the financial statements as a whole, in conformity with the modified cash basis of accounting.

### **Report on Supplementary Information**

The supplementary information is 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 us to prepare the financial statements.

*Carlson + Miller, Prof LLC*

Mitchell, South Dakota  
January 15, 2016

**First Circuit Court Appointed Special Advocate Program**  
**Statement of Assets, Liabilities and Net Assets - Modified Cash Basis**  
**December 31, 2015 and 2014**

	<u>2015</u> (Reviewed)	<u>2014</u> (Audited)
<b>Assets</b>		
<b>Current Assets</b>		
Cash in Bank - Checking	\$ 95,107	\$ 82,352
Cash in Bank - Savings	6,263	13,319
Certificates of Deposit	32,039	24,750
Prepaid Rent	2,400	4,000
Prepaid Software Subscription	1,800	-
Prepaid Consulting	-	2,175
<b>Total Current Assets</b>	<u>137,609</u>	<u>126,596</u>
<b>Property and Equipment</b>		
Office Equipment	21,561	21,561
Less Accumulated Depreciation	<u>(13,943)</u>	<u>(10,788)</u>
<b>Net Property and Equipment</b>	<u>7,618</u>	<u>10,773</u>
	<u>\$ 145,227</u>	<u>\$ 137,369</u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Payroll Taxes Withheld	<u>\$ 1,744</u>	<u>\$ 3,042</u>
<b>Net Assets</b>		
Net Assets - Unrestricted	140,483	131,327
Net Assets - Designated	<u>3,000</u>	<u>3,000</u>
<b>Total Net Assets</b>	<u>143,483</u>	<u>134,327</u>
	<u>\$ 145,227</u>	<u>\$ 137,369</u>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program  
Statement of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis  
For the Years Ended December 31, 2015 and 2014**

	<u>2015</u> <u>(Reviewed)</u>	<u>2014</u> <u>(Audited)</u>
<b>Revenues</b>		
<b>Grants</b>		
National CASA	\$ 24,500	\$ 16,800
South Dakota CASA Commission	23,000	22,000
Court Improvement	15,000	17,000
VOCA	6,027	8,921
Court Improvement - Extra	5,354	8,328
Other	3,247	1,370
South Dakota CASA Association	-	1,934
<b>Fundraisers</b>	50,499	63,508
<b>Donations</b>	24,622	24,304
<b>United Way</b>	17,000	17,927
<b>Memorials</b>	-	460
	<hr/>	<hr/>
<b>Total Revenues</b>	<b>\$ 169,249</b>	<b>\$ 182,552</b>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program**  
**Statement of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis**  
**For the Years Ended December 31, 2015 and 2014**

	<u>2015</u> <u>(Reviewed)</u>	<u>2014</u> <u>(Audited)</u>
<b>Expenses</b>		
<b>Salaries and Wages:</b>		
Executive Director	\$ 46,000	\$ 43,500
Program Manager	30,596	27,144
Other	4,055	2,993
<b>Insurance:</b>		
Health	13,762	11,706
General Liability and Property	2,704	2,628
Directors' and Officers' Liability	1,136	1,030
Work Comp	724	637
<b>Travel:</b>		
Volunteers	4,669	3,287
Executive Director	4,463	2,082
Program Manager	3,735	544
<b>Special Events</b>	11,563	16,144
<b>Payroll Taxes</b>	6,165	7,085
<b>Training and Conferences:</b>		
Staff	1,429	775
Volunteers/Board	642	678
<b>Rent</b>	4,800	4,800
<b>Advertising and Public Relations</b>	3,845	864
<b>Professional Fees</b>	3,307	2,850
<b>Depreciation</b>	3,155	2,583
<b>Fund Raising</b>	3,055	2,854
<b>Repairs and Maintenance</b>	2,568	2,936
<b>Leased Equipment</b>	1,656	1,656
<b>Supplies</b>	1,206	2,342
<b>Telephone</b>	1,087	1,162
<b>Furniture and Equipment</b>	1,034	-
<b>Postage</b>	755	792
<b>Software Expense</b>	746	2,121
<b>Dues</b>	568	514
<b>Internet</b>	542	263
<b>Background Checks</b>	252	495
<b>Miscellaneous</b>	106	109
<b>Software and Training</b>	-	1,500
<b>Printing</b>	-	651
<b>Total Expenses</b>	<u>160,325</u>	<u>148,725</u>
<b>Excess of Revenues over Expenses</b>	<u>8,924</u>	<u>33,827</u>
<b>Other Income</b>		
Interest Income	<u>232</u>	<u>274</u>
<b>Change in Net Assets</b>	9,156	34,101
<b>Net Assets, Beginning of Year</b>	<u>134,327</u>	<u>100,226</u>
<b>Net Net Assets</b>	<u>\$ 143,483</u>	<u>\$ 134,327</u>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program  
Notes to Financial Statements**

1. Organization and Nature of Activities:

The First Circuit Court Appointed Special Advocate Program (CASA) is a non-profit organization and is affiliated with national CASA organizations.

CASA provides trained community volunteers appointed by a judge to represent the best interests of abused and neglected children that are in the juvenile or regular court system through no fault of their own. CASA volunteers provide the court with a carefully researched background of the child to assist the court in making sound decisions about the child's future. The CASA volunteer may make recommendations about foster care, reuniting with parents, legal freedom or adoption based on their visitations with the child, the parents and those who are knowledgeable about the child's history.

2. Summary of Significant Accounting Policies:

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

Financial Statement Presentation: The Organization has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-For-Profit Organizations." Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted. The Organization has presented its net assets by degree of restriction.

Contributions: The Organization has also adopted SFAS No. 116, "Accounting for Contributions Received and Contributions Made," whereby contributions received including unconditional promises to give, are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose restrictions. Unless specifically restricted by the donor, all contributions are considered to be available for unrestricted use. SFAS No. 116 requires contributions to be received in the future to be recorded at their present value.

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.

Concentrations: The fund-raising and service activities of the Organization are confined to the First Circuit geographical area of South Dakota.

See independent accountant's review report



First Circuit Court Appointed Special Advocate Program  
Notes to Financial Statements....Continued

Property and Equipment: Property and equipment are recorded at cost, when purchased, or if donated, at their estimated fair market value at date of donation. All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Depreciation is provided on the straight-line method over estimated useful lives ranging from three to ten years.

Cash and Cash Equivalents: The Organization considers all short-term debt securities purchased with a maturity of three months or less to be current assets.

Advertising and Public Relations Costs: Advertising and public relations costs are expensed as incurred.

3. **Tax Status:**  
The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donations are deductible for income tax purposes.
4. **Rent:**  
The Organization rents its office space for \$400 per month. The lease runs on a month to month basis.
5. **Lease Equipment:**  
The Organization leases a copier from A & B Business, Inc. for \$138 per month. This lease started September 30, 2011 and runs through December 31, 2016.
6. **Contributed Services:**  
Numerous individuals volunteer their time and perform valuable tasks that assist the Organization with its program and supporting services. These services typically do not meet the criteria for recognition of income under SFAS No. 116.
7. **Restricted Net Assets:**  
At December 31, 2015 and 2014, the Organization had no temporary or permanently restricted net assets. In December, 2013, the Board designated \$3,000 for the expansion into Brule and Buffalo Counties.
8. **Income Taxes:**  
The federal tax returns (Form 990-EZ) of CASA for years ending December 31, 2014, 2013, 2012 and 2011 are subject to examination by the IRS, generally for three years after they are filed.
9. **Subsequent Events:**  
Management has evaluated subsequent events through January 15, 2016, the date the financial statements were available to be issued.

See Independent accountant's review report

**SUPPLEMENTARY INFORMATION**

**First Circuit Court Appointed Special Advocate Program  
 Schedule of Fundraiser Revenues  
 For the Years Ended December 31, 2015 and 2014**

	<u>2015</u> <u>(Reviewed)</u>	<u>2014</u> <u>(Audited)</u>
Cool Nights, Warm Hearts	\$ 31,342	\$ 24,248
Baskets of Hope	7,770	7,065
Popcorn Balls	7,473	16,434
Corn Palace Challenge	2,561	2,125
Charity Shoot Out	702	755
Kash Kids	651	385
Greg Wagner Walk	-	8,709
Concert	-	1,907
Bratwurst Feed	-	1,880
	<u>\$ 50,499</u>	<u>\$ 63,508</u>

See Independent Auditor's Report.

