

STATE OF NORTH CAROLINA

FINANCIAL STATEMENT AUDIT REPORT OF

CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY, INC.

NAGS HEAD, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2001

OFFICE OF THE STATE AUDITOR

RALPH CAMPBELL, JR.

STATE AUDITOR

FINANCIAL STATEMENT AUDIT REPORT OF

CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY, INC.

NAGS HEAD, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2001

BOARD OF DIRECTORS

BRANT MURRAY, CO-CHAIR

ANNE THOMAS, CO-CHAIR

ADMINISTRATIVE OFFICER

LORETTA MICHAEL, EXECUTIVE DIRECTOR



Ralph Campbell, Jr.

State Auditor

Office of the State Auditor

2 S. Salisbury Street 20601 Mail Service Center Raleigh, NC 27699-0601 Telephone: (919) 807-7500 Fax: (919) 807-7647 Internet http://www.osa.state.nc.us

AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor The General Assembly of North Carolina Board of Directors, Children & Youth Partnership for Dare County, Inc.

This report presents the results of our financial statement audit of the Children & Youth Partnership for Dare County, Inc. (Dare Partnership) for the year ended June 30, 2001. Our audit was made by authority of Article 5A of G.S. §147.

The accounts and operations of the Dare Partnership were subject to audit procedures as we considered necessary for us to report on the accompanying financial statements and supplementary information. The audit procedures were conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

The audit of the Dare Partnership was made in conjunction with the Early Childhood Initiatives (Smart Start) program authorized by G.S. 143B-168.10-.16. This statute created the North Carolina Partnership for Children, Inc. and required the implementation of local demonstration projects (local partnerships). The Dare Partnership is one of these local partnerships. As such, the Dare Partnership is a private nonprofit 501(c)(3) organization and is required by G.S. 143B-168.14(b) to have an annual financial and compliance audit conducted by the State Auditor.

The purpose of this report is to present the results of our audit on the accompanying financial statements. A summary of our reporting objectives and audit results are:

1. Objective - Express an opinion on the accompanying financial statements and supplementary information.

Results – The accompanying financial statements present fairly, in all material respects, the amounts and disclosures made in accordance with the regulatory basis of accounting established by the North Carolina Partnership for Children, Inc. The accompanying supplementary information presents information that is fairly stated in all material respects in relation to the basic financial statements.

2. Objective - Present instances of noncompliance, if any, with laws, regulations, contracts, or grants.

Results - Our tests disclosed no instances of noncompliance which require disclosure herein under *Government Auditing Standards*.

3. Objective - Present significant deficiencies, if any, in internal control over financial reporting which could adversely affect the Dare Partnership's ability to record, process, summarize, and report financial data in the financial statement.

Results - Our tests disclosed no material weaknesses in the internal control over financial reporting which require disclosure herein under *Government Auditing Standards*.

North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of audit reports issued by the Office of the State Auditor may be obtained through one of the options listed in the back of this report.

apph Campbell, J.

Ralph Campbell, Jr. State Auditor

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Children & Youth Partnership for Dare County, Inc. Nags Head, North Carolina

We have audited the accompanying Statement of Receipts, Expenditures, and Net Assets -Regulatory Basis of the Children & Youth Partnership for Dare County, Inc. (Dare Partnership) as of June 30, 2001, and the related Statement of Functional Expenditures – Regulatory Basis for the year then ended. These financial statements are the responsibility of the Dare Partnership'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 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 statement is 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.

As described in Note 1, the accompanying financial statements were prepared on the regulatory basis of accounting as prescribed by the North Carolina Partnership for Children, Inc., which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets of the Children & Youth Partnership for Dare County, Inc. as of June 30, 2001, and the results of its operations for the year then ended, on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 10, 2002 on our consideration of the Dare Partnership's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. This report is an integral part of an audit performed in accordance with

INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

Government Auditing Standards and should be read in conjunction with the independent auditor's report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements of the Children & Youth Partnership for Dare County, Inc. taken as a whole. The accompanying supplementary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The information in these schedules has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the management of the partnership, the North Carolina Partnership for Children, Inc., the Governor, and the General Assembly and is not intended to be, and should not be, used by anyone other than these specified parties.

apph Campbell, J.

Ralph Campbell, Jr. State Auditor

May 10, 2002

Statement of Receipts, Expenditures, and N	itt A	35663 - NEGH		y Dusis				TT 4 4 12 4
For the Year Ended June 30, 2001								Exhibit A
		Unrestric	tod F	unde		Temporarily		
		Smart Start		Other		Restricted		Total
Receipts:		Fund		Funds		Funds		Funds
State Awards (less refunds of \$36,416)	\$	462,360	\$	7,999	\$	0	\$	470,359
Federal Awards (less refunds of \$1,034)	¥	402,300	Ψ	29,156	¥		Ψ	29,156
Local Awards				47,225				47,225
Private Contributions				17,992		500		18,492
Interest and Investment Earnings				3,989		J00		3,989
Sales Tax Refunds				5,829				5,829
				15,125				15,125
Other Receipts				10,120				10,120
Total Receipts		462,360		127,315		500		590,175
				•				
Net Assets Released from Restrictions:								
Satisfaction of Program Restrictions				1,782		(1,782)		
Expiration of Time Restrictions				1,162		(1,162)		
		462,360		130,259		(2,444)		590,175
xpenditures:								
Programs:								
Child Care and Education Quality		233,080		41,541				774 674
Child Care and Education Accessibility and Availability		6,832		3,940				274,621 10,772
				3,940				
Health and Safety		55,784		44.007				55,784
Family Support		62,203		14,827				77,030
Support:		110 /01		000 03				100 711
Management and General		118,431		50,280				168,711
Program Evaluation Other:		10,000						10,000
Sales Tax Paid				2,502				2,502
				2,002				2,002
Total Expenditures		486,330		113,090				599,420
Excess of Receipts Over Expenditures		(23,970)		17,169		(2,444)		(9,245
Net Assets at Beginning of Year		29,939		47,418		2,944		80,301
Net Assets at End of Year	\$	5,969	\$	64,587	\$	500	\$	71,056
Net Assets Consisted of:								
Petty Cash	\$	0	\$	100	\$	0	\$	100
Cash on Deposit		3,079		64,487		500		68,068
Refunds Due From Contractors		2,890						2,890
	\$	5,969	\$	64,587	\$	500	\$	71,058
	÷		-		÷		÷	

Children & Youth Partnership for Dare County, Inc. Schedule of Functional Expenditures - Regulatory Basis For the Year Ended June 30, 2001

	Total	Personnel	Contracted Services	Supplies and Materials	Other Operating Expenses	Fixed Charges and Other Expenses	Property and Equipment Outlay	Services/ Contracts/ Grants	Participant Training Expense
mart Start Fund:									
Programs:									
Child Care and Education Quality	233,080	75,464	4,841	8,569	19,474	8,963		115,769	
Child Care and Education Accessibility and Availability	6,832	2,400		459	2,282			1,691	
Health and Safety	55,784							55,784	
Family Support	62,203	14,041		224	1,610	901		45,427	
	357,899	91,905	4,841	9,252	23,366	9,864	0	218,671	I
Support:									
Management and General	118,431	73,005	6,696	6,069	12,003	19,173	1,485		
⊃rogram Evaluation	10,000		10,000						
	128,431	73,005	16,696	6,069	12,003	19,173	1,485	0	
otal Smart Start Fund Expenditures	486,330	164,910	21,537	15,321	35,369	29,037	1,485	218,671	
ther Funds:									
Programs:	44.544	40.070		205	26			950	
Child Care and Education Quality	41,541 3,940	40,270		295	26			950 3,940	
Child Care and Education Accessibility and Availability	· · · · · · · · · · · · · · · · · · ·	4.042		E 070	E 500	774	600	3,940	
Family Support	14,827 60,308	1,843 42,113	0	5,978 6,273	5,536 5,562	771 771	699 699	4.890	
Support:	00,308	42,113	V	0,213	5,502		099	4,690	
Management and General	50,280	17,685	19,722	3,400	5,730	2,930	813	0	(
							_	_	
	0.555	- 1	- 1						
)ther: Sales Tax Paid	2,502	0	0	2,502	0	0	0	0	

Exhibit B

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

- **A. Organization and Purpose** The Children & Youth Partnership for Dare County, Inc. (Dare Partnership) is a legally separate nonprofit organization incorporated on September 20, 1994. The Dare Partnership was established to develop and provide, through public and private means, early childhood education and developmental services for children and families. The Dare Partnership is tax-exempt as an organization described in Section 501(c)(3) of the Internal Revenue Code.
- **B.** Basis of Presentation The accompanying financial statements present all funds for which the Dare Partnership's Board of Directors is responsible. In accordance with Statement of Financial Accounting Standards (SFAS) No. 117 "Financial Statements of Not-For-Profit Organizations," the accompanying financial statements present information according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As permitted by this Statement, temporarily restricted as unrestricted receipts rather than as temporarily restricted receipts.

Contributions that are temporarily restricted and not expended within the year received are reported as an increase in temporarily restricted net assets. When the restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of receipts, expenditures, and net assets as net assets released from restrictions.

The Dare Partnership did not have any permanently restricted net assets at June 30, 2001.

C. Basis of Accounting - The accompanying financial statements were prepared on the regulatory basis of accounting as prescribed by the North Carolina Partnership for Children, Inc. This basis differs from generally accepted accounting principles primarily because it recognizes long lived assets and other costs which benefit more than one period as expended in the year purchased; it recognizes revenue when received rather than when earned; and it recognizes expenditures when paid rather than when incurred.

However, unexpended advances to contractors that revert back to the State are recognized as a reduction to expenditures and an increase to net assets.

- **D. Refunds Due From Contractors** Refunds due from contractors represent the unexpended amount of advances to contractors at year end which are to be refunded back to the State. As recoveries are collected, the receivable balance is reduced. Payments to the State for the recovered advances are recorded as a reduction to the state awards balance.
- **E.** Use of Estimates The financial statements include estimates and assumptions made by management for the allocation of joint costs. It is management's belief that these estimates are reasonable and fair.

NOTE 2 - DEPOSITS

All funds of the Dare Partnership are deposited with two commercial banks and insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000 per bank. Deposits over this amount subjects the Dare Partnership to a concentration of credit risk.

NOTE 3 - FUNDING FROM GRANT AWARDS

Smart Start Program - The Dare Partnership's major source of revenue and support is from the State of North Carolina based on cost-reimbursement contracts with the North Carolina Partnership for Children, Inc. (NCPC) for the Smart Start Program. A significant reduction in the level of funding from the State could have an adverse effect on the operations of the Dare Partnership and represents a concentration of credit risk as to the generation of revenue.

Associated with these contracts, the Dare Partnership is responsible for developing a comprehensive, collaborative, long-range plan of services to children and families for the service-delivery area. During the year, the Department of Health and Human Services (DHHS) entered into contracts with and made payments to service providers selected by the Dare Partnership. These service provider contracts are not reflected on the accompanying financial statement. However, a summary of the service provider contracts entered into by DHHS are presented on Schedule 2 accompanying the financial statements.

The Dare Partnership was awarded and has received \$492,299 under a current year Smart Start contract with NCPC. The unexpended balance of this contract is subject to reversion to the State. The Partnership has returned

\$5,969 of this contract to the State based on financial status reports submitted to NCPC subsequent to June 30, 2001.

The Partnership expects to receive continued funding through new Smart Start contracts with the State.

NOTE 4 - RELATED PARTY TRANSACTIONS

Service Provider Contracts with Board Member Organizations - The board members of the Dare Partnership are representative of various organizations that benefit from actions taken by the Board. It is the policy of the Dare Partnership that board members not be involved with decisions regarding organizations they represent. During the year, the Partnership entered into contracts with board member organizations for program activities as identified on Schedule 1 accompanying the financial statements. In addition, Schedule 2 identifies contracts entered into by DHHS with board member organizations for statements. Start Allocation.

NOTE 5 - FUNCTIONAL EXPENDITURES

The costs of providing the various programs and activities have been summarized on a functional basis in the Statement of Receipts, Expenditures, and Net Assets – Regulatory Basis. Also, the Statement of Functional Expenditures – Regulatory Basis provides detail of the functional costs by their natural classification. Following are the services associated with the functional categories presented in the accompanying financial statements and the methods utilized to allocate joint cost:

A. Program Functions

Child Care and Education Quality - Used to account for service activities including quality enhancement grants, program upgrade projects, child care resource and referral, professional development, salary supplements, and school readiness programs.

Child Care and Education Accessibility and Availability - Used to account for service activities associated with an increase in available child care spaces.

Health and Safety - Used to account for service activities including prenatal/newborn services, comprehensive health support, and special needs – early intervention services.

Family Support - Used to account for service activities including teen parent/child programs, community leadership, and information and resources services.

B. Support Functions

Management and General - Expenditures that are not identifiable with a single program or fund-raising activity but are indispensable to the conduct of those activities and to an organization's existence, including expenditures for the overall direction of the organization, its general board activities, business management, general recordkeeping, budgeting, and related purposes.

Program Evaluation - Expenditures that are incurred to monitor the performance of service providers as to the delivery of services and adherence to the specific terms and conditions of the contracts.

C. Allocation of Joint Costs

Expenditures benefiting more than one purpose were allocated as follows:

Salaries and Benefits - Allocated based on employee time reports.

Other Costs - Other costs including occupancy cost (rent, utilities and maintenance), supplies and materials, and communication costs (telephone and printing) were allocated based on estimates of utilization.

NOTE 6 - COMMITMENTS AND CONTINGENCIES

A. Leases - The following is a schedule by years of future minimum rental payments required under leases that have noncancelable lease terms as of June 30, 2001:

Fiscal Year	 Dperating Leases
2002 2003	\$ 20,940 20,940
Total Minimum Lease Payments	\$ 41,880

Total rental expenditure for all operating leases was \$20,772 for the year ended June 30, 2001.

B. Commitments on Contracts - The Dare Partnership had outstanding commitments of \$21,360 on cost-reimbursement contracts that had not been paid at June 30, 2001.

NOTE 7 - PENSION PLAN

IRC Section 403(b) - All permanent employees who are at least half-time can participate in a tax sheltered annuity plan created under Internal Revenue Code Section 403(b). The employee's eligible contributions, made through salary reduction agreements, are exempt from federal and state income taxes until the annuity is received or the contributions are withdrawn. All costs of administering and funding this plan are the responsibility of the plan. No costs are incurred by the Dare Partnership. The voluntary contributions by employees amounted to \$18,350 during the year ended June 30, 2001.

NOTE 8 - RESTRICTIONS ON NET ASSETS

A. Temporarily Restricted Net Assets - Temporarily restricted net assets at June 30, 2001 are available for the following purposes:

Purpose	A	Amount
Wings Program	\$	500

B. Net Assets Released From Donor Restrictions - Net assets were released from donor restrictions during the fiscal year ended June 30, 2001, by incurring expenditures satisfying the restricted purposes as follows:

Purpose	 Amount
Wings Program (Dare County) Wings Program (Tyrrell County)	\$ 1,782 1,162
	\$ 2,944

Children & Youth Partnership for Dare County, Inc.		
Schedule of Contract and Grant Expenditures - Regulatory Basis		
For the Year Ended June 30, 2001		Schedule 1

	Sma	art Start Fund	Other Fu	nds
	Amount	Refund	Amount	Refund
Organization Name	Advance	d Due	Advanced	Due
	* 1011			
Dare County Health Department	104,1			
College of The Albemarle	* 24,4			
Better Beginnings	5,4			
Ferris Wheel		159		
Sand Castles	3,4			
Various Daycares	16,8		4,890	
	156,7	36 (2,890)	4,890	C
dividuals:				
Summer Supplement Program	40,5	500		
Education Incentive Program	24,3			
	64,8		0	C
	221,5	61 (2,890)	4,890	C
Frese organizations are represented on the Partnership's Board as described in	Note 4 - Service Provider Contracts	with Board Member	Organizations	

Children & Youth Partnership for Dare County, Inc. Schedule of State Level Service Provider Contracts For the Year Ended June 30, 2001

For the Year Ended June 30, 2001		Schedule 2
Organization Name		DHHS Contracts
Dare County Department of Social Services	*	197,684
* These organizations are represented on the Partnership's Board as described in Note 4 - Service F with Board Member Organizations.	'rovide	er Contracts
The information on this schedule provides a listing of service provider contracts entered into by the De Health and Human Services (DHHS) as described in Note 3 - Funding From Grant Awards.	partm	ent of

Schedule of Federal and State Awards - Regu	latory Basis				
For the Year Ended June 30, 2001					\$ Schedule 3
	Federal				
	CFDA				
Federal/State Grantor/Pass-through Grantor/Program	Number		Contract #	 Receipts	 Expenditures
Federal Awards:					
North Carolina Department of Health and Human Services					
Division of Child Development					
Child Care and Development Block Grant (Prior Year)	93.575		5735	\$ (1,034)	\$ 0
Child Care and Development Block Grant (Current Year)	93.575		5856	 30,190	 30,190
Total Federal Awards				29,156	 30,190
State Awards:					
North Carolina Department of Health and Human Services					
Division of Child Development					
Pass-through from the North Carolina Partnership for					
Children, Inc.					
Early Childhood Initiatives Program (Prior Year)			1-90-4-05-001	(29,939)	
Early Childhood Initiatives Program (Current Year)	•	*	1-01-4-05-001	492,299	486,330
Accounting and Contracting Services Grant (Prior Year)				(5,315)	
Accounting and Contracting Services Grant (Current Year)				12,000	12,000
Pass-through from the Tyrrell County Smart Start, Inc.					
Wings Outreach Program (Prior Year)				(1,162)	
Wings Outreach Program (Current Year)				 2,476	 2,476
Total State Awards				470,359	 500,806
Total Federal and State Awards				\$ 499,515	\$ 530,996
* Programs with compliance requirements that have a direct and ma ** Major Programs per OMB Circular A-133	terial effect on the	finan	cial statement.	 	

Children & Youth Partnership for Dare County, Inc. Schedule of Property and Equipment For the Year Ended June 30, 2001			Schedule 4
Furniture and Non-Computer Equipment	5	13,047	
Computer Equipment/Printers		22,614	
Total Property and Equipment	<u>\$</u>	35,661	
Note: The information on this schedule provides a summary of prop acquisition or donated cost of \$500 or more which were held			nd.
On the regulatory basis of accounting, these items are expe			

	f Qualifying Match (Non-GAAP) ar Ended June 30, 2001			Schedule
Match	Provided at the Partnership Level:	······		
		··········		
Cash		\$	21,064	
In-Kind	Goods and Services		12,312	
		\$	33,376	
Match	Provided at the Contractor Level:			
Cash		\$	52,164	
In-Kind	Goods and Services		60,136	
		\$	112,300	
		•		
	This schedule is presented in accordance with the program match requiren provided for by North Carolina Session Law 1999-237, Section 11.48(I). Th volunteer services to be valued for match purposes, a concept that deviates accepted accounting principles.	ie lav	w allows for	



Ralph Campbell, Jr.

State Auditor

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

Board of Directors Children & Youth Partnership for Dare County, Inc. Nags Head, North Carolina

We have audited the financial statements of the Children & Youth Partnership for Dare County, Inc. (Dare Partnership) as of and for the year ended June 30, 2001, and have issued our report thereon dated May 10, 2002. We conducted our audit 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.

Compliance

As part of obtaining reasonable assurance about whether the Dare Partnership'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 the Dare Partnership's internal control over financial reporting in order to determine our auditing procedures for the purposes 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

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS (CONCLUDED)

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 solely for the information and use of the management of the partnership, the North Carolina Partnership for Children, the Governor, and the General Assembly and is not intended to be, and should not be, used by anyone other than these specified parties.

apph Campbell. J.

Ralph Campbell, Jr. State Auditor

May 10, 2002

In accordance with G.S. § 147-64.5 and G.S. § 147-64.6(c)(14), copies of this report have been distributed to the public officials listed below. Additional copies are provided to other legislators, state officials, the press, and the general public upon request.

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Ms. Karen Ponder

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July 8, 2002

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