

**FINANCIAL STATEMENT AUDIT REPORT OF
CHOWAN/GATES/PERQUIMANS PARTNERSHIP FOR
CHILDREN
TYNER, NORTH CAROLINA
FOR THE YEAR ENDED JUNE 30, 2001**

**PERFORMED UNDER CONTRACT WITH THE
NORTH CAROLINA OFFICE OF STATE AUDITOR
RALPH CAMPBELL, JR.**

FINANCIAL STATEMENT AUDIT REPORT OF
CHOWAN/GATES/PERQUIMANS PARTNERSHIP FOR CHILDREN
TYNER, NORTH CAROLINA
FOR THE YEAR ENDED JUNE 30, 2001

BOARD OF DIRECTORS

LEO HIGGINS, CHAIRMAN

ADMINISTRATIVE OFFICER

WENDY JEWETT, EXECUTIVE DIRECTOR



Ralph Campbell, Jr.
State Auditor

STATE OF NORTH CAROLINA

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AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor
The General Assembly of North Carolina
Board of Directors, Chowan/Gates/Perquimans Partnership for Children

This report presents the results of the financial statement audit of the Chowan/Gates/Perquimans Partnership for Children for the year ended June 30, 2001. Crisp Hughes Evans LLP performed the audit under contract with the Office of the State Auditor, and their report is submitted herewith.

The audit of the Chowan/Gates/Perquimans Partnership for Children 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 partnerships. The Chowan/Gates/Perquimans Partnership for Children is one of these local partnerships. As such, the Chowan/Gates/Perquimans Partnership for Children is a private nonprofit 501(c)(3) organization and is required by G.S. 143B-168.14 to have an annual financial and compliance audit conducted by the State Auditor. The State Auditor's authority to perform or coordinate all audit functions for state government is set forth in Article 5 of Chapter 147 of the North Carolina General Statutes.

The significant Smart Start expansion authorized in the 1998 fiscal year almost doubled the related audit burden placed on the Office of the State Auditor. Therefore, the General Assembly, in its 1998-99 Expansion Budget, gave recognition to the resources needed to provide the audit oversight required by statute. Those resources incorporated a combination of permanent positions and contract funding to make the Smart Start audit effort self-sustaining.

North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of all 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.

A handwritten signature in black ink that reads "Ralph Campbell, Jr." in a cursive script.

Ralph Campbell, Jr.
State Auditor

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Chowan/Gates/Perquimans Partnership for Children
Tyner, North Carolina

We have audited the accompanying Statement of Receipts, Expenditures, and Net Assets - Regulatory Basis of the Chowan/Gates/Perquimans Partnership for Children (CGP 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 CGP 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 accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the net assets of the Chowan/Gates/Perquimans Partnership for Children 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.

INDEPENDENT AUDITORS' REPORT (CONCLUDED)

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2002 on our consideration of the CGP 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 *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 Chowan/Gates/Perquimans Partnership for Children 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.

January 29, 2002

Crisp Hughes Evans LLP

Chowan/Gates/Perquimans Partnership for Children
Statement of Receipts, Expenditures, and Net Assets - Regulatory Basis
For the Year Ended June 30, 2001 ***Exhibit A***

	Unrestricted Funds		Total Funds
	Smart Start Fund	Other Funds	
Receipts:			
State Awards (less refunds of \$147,882)	\$ 628,379	\$ 32,696	\$ 661,075
Private Contributions	-	37,927	37,927
Interest and Investment Earnings	-	560	560
Sales Tax Refunds	-	7,134	7,134
Total Receipts	<u>628,379</u>	<u>78,317</u>	<u>706,696</u>
Expenditures:			
Programs:			
Child Care and Education Quality	160,390	26,456	186,846
Child Care and Education Affordability	135,541	-	135,541
Health and Safety	60,210	315	60,525
Family Support	161,598	10,363	171,961
Support:			
Management and General	181,149	35,000	216,149
Program Coordination	53,834	-	53,834
Other:			
Sales Tax Paid	-	6,882	6,882
Total Expenditures	<u>752,722</u>	<u>79,016</u>	<u>831,738</u>
Deficiency of Receipts Over Expenditures	(124,343)	(699)	(125,042)
Net Assets at Beginning of Year	<u>144,620</u>	<u>(2,514)</u>	<u>142,106</u>
Net Assets at End of Year	<u>\$ 20,277</u>	<u>\$ (3,213)</u>	<u>\$ 17,064</u>
Net Assets Consisted of:			
Cash on Deposit	\$ 16,226	\$ (3,213)	\$ 13,013
Refunds Due From Contractors	4,051	-	4,051
	<u>\$ 20,277</u>	<u>\$ (3,213)</u>	<u>\$ 17,064</u>

The accompanying notes are an integral part of these statements.

Chowan/Gates/Perquimans Partnership for Children
Statement of Functional Expenditures - Regulatory Basis
For the Year Ended June 30, 2001

Exhibit B

	Total	Personnel	Contracted Services	Supplies and Materials	Other Operating	Fixed Charges and Other	Property and Equipment Outlay	Services/Contracts/Grants
Smart Start Fund:								
Programs:								
Child Care and Education Quality	\$ 160,390	\$ 46,059	\$ -	\$ 17,045	\$ 5,542	\$ 100	\$ 1,943	\$ 89,701
Child Care and Education Affordability	135,541	-	-	-	-	-	-	135,541
Health and Safety	60,210	-	-	-	-	-	-	60,210
Family Support	161,598	110,789	-	8,529	12,374	2,595	-	27,311
Support:								
Management and General	181,149	100,371	10,607	12,210	22,745	25,502	9,714	-
Program Coordination	53,834	49,894	-	1,850	2,090	-	-	-
Total Smart Start Fund Expenditures	\$ 752,722	\$ 307,113	\$ 10,607	\$ 39,634	\$ 42,751	\$ 28,197	\$ 11,657	\$ 312,763
Other Funds:								
Programs:								
Child Care and Education Quality	\$ 26,456	\$ -	\$ 309	\$ 7,851	\$ 97	\$ 3,227	\$ 10,903	\$ 4,069
Health and Safety	315	-	-	315	-	-	-	-
Family Support	10,363	-	6,360	1,030	2,173	800	-	-
Support:								
Management and General	35,000	23,332	11,668	-	-	-	-	-
Other:								
Sales Tax Paid	6,882	-	-	6,882	-	-	-	-
Total Other Funds Expenditures	\$ 79,016	\$ 23,332	\$ 18,337	\$ 16,078	\$ 2,270	\$ 4,027	\$ 10,903	\$ 4,069

The accompanying notes are an integral part of these statements.

CHOWAN/GATES/PERQUIMANS PARTNERSHIP FOR CHILDREN
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2001

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

A. Organization and Purpose - The Chowan/Gates/Perquimans Partnership for Children (CGP Partnership) is a legally separate nonprofit organization incorporated on July 7, 1998. The CGP Partnership was established to develop and provide, through public and private means, early childhood education and developmental services for children and families. The CGP 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 CGP 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 contributions received and expended in the same year are reported as unrestricted receipts rather than as temporarily restricted receipts.

The CGP Partnership did not have any temporarily or 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 accounting principles generally accepted in the United States of America 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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

balance is reduced. Payments to the State for the recovered advances are recorded as a reduction to the state awards balance.

NOTE 2 - DEPOSITS

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

NOTE 3 - FUNDING FROM GRANT AWARDS

Smart Start Program - The CGP 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 CGP Partnership and represents a concentration of credit risk as to the generation of revenue.

Associated with these contracts, the CGP 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 CGP Partnership. These service provider contracts are not reflected on the accompanying financial statements. However, a summary of the service provider contracts entered into by DHHS is presented on Schedule 2 accompanying the financial statements.

The CGP Partnership was awarded and has received \$772,957 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 \$20,235 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 CGP Partnership are representative of various organizations that benefit from actions taken by the Board. It is the policy of the CGP Partnership

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 activities funded by the Partnership's Smart 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:

A. Program Functions

Child Care and Education Quality - Used to account for service activities including child care resource and referral, salary supplements, health and safety intervention in child care, and environmental assessment.

Child Care and Education Affordability - Used to account for service activities including eliminate waiting list, public preschool classes, and transportation to child care.

Health and Safety - Used to account for service activities including outreach nurses, special needs - early intervention services, and outreach materials.

Family Support - Used to account for service activities including parenting skills training and literacy projects.

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.

NOTES TO THE FINANCIAL STATEMENTS (CONCLUDED)

Program Coordination - Expenditures that are incurred to coordinate the policies, procedures, and daily practices of service delivery. Also, costs associated with monitoring in-house and direct service provider activities.

NOTE 6 - COMMITMENTS AND CONTINGENCIES

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:

<u>Fiscal Year</u>	<u>Operating Leases</u>
2002	\$ 5,600
2003	5,600
2004	5,600
2005	<u>933</u>
Total Minimum Lease Payments	<u>\$ 17,733</u>

Total rental expenditure for all operating leases was \$5,600 for the year ended June 30, 2001.

NOTE 7 - PENSION PLAN

The CGP Partnership has a SIMPLE - IRA Plan covering all full-time employees. Each full-time employee of the CGP Partnership has an option to participate in the plan. An Individual Retirement Account is provided to the employee through an outside financial institution. For the year ended June 30, 2001, the CGP Partnership contributed 3% of gross wages when the employee invested up to 3%. The CGP Partnership does not own the accounts nor is liable for any other cost other than the required contribution.

For the year ended June 30, 2001, the CGP Partnership had a total payroll of \$274,612, all of which was covered under the plan. The Partnership contributed \$8,238 for pension benefits during the year.

***Chowan/Gates/Perquimans Partnership for Children
Schedule of Contract and Grant Expenditures - Regulatory Basis
For the Year Ended June 30, 2001***

Schedule 1

Organization Name	Smart Start Fund		Other Funds	
	Amount Advanced	Refund Due	Amount Advanced	Refund Due
Albemarle Regional Health *	\$ 17,622	\$ (1,830)	\$ -	\$ -
Albemarle Smart Start Partnership, Inc. *	29,683	(1,124)	-	-
Chowan County Schools	44,695	-	-	-
Gates County Cooperative Extension *	38,360	-	-	-
Gates County Inter-Regional Transportation System	-	-	3,750	-
Perquimans County Library	14,594	(68)	-	-
Perquimans County Schools *	43,230	-	-	-
Playground Grants	9,256	-	-	-
Quality Enhancement Grants	61,142	-	319	-
Shepard Pruden Library	13,814	(1,029)	-	-
Individuals:				
Behavior Management Specialist	15,370	-	-	-
Health Outreach and Education (Community Outreach Coordinator)	29,048	-	-	-
	\$ 316,814	\$ (4,051)	\$ 4,069	\$ -

* These organizations are represented on the Partnership's Board as described in Note 4 - Service Provider Contracts with Board Member Organizations.

See Independent Auditors' Report.

***Chowan/Gates/Perquimans Partnership for Children
Schedule of State Level Service Provider Contracts
For the Year Ended June 30, 2001***

Schedule 2

Organization Name	DHHS Contracts
Child Care Services Association - WAGE\$ Program	\$ 22,750
Chowan/Gates/Perquimans Counties Departments of Social Services *	138,020
	\$ 160,770

* These organizations are represented on the Partnership's Board as described in Note 4 - Service Provider Contracts with Board Member Organizations.

The information on this schedule provides a listing of service provider contracts entered into by the Department of Health and Human Services (DHHS) as described in Note 3 - Funding From Grant Awards.

See Independent Auditors' Report.

***Chowan/Gates/Perquimans Partnership for Children
Schedule of State Awards - Regulatory Basis
For the Year Ended June 30, 2001***

Schedule 3

<u>State Grantor/Pass-through Grantor/Program</u>	<u>Contract #</u>	<u>Receipts</u>	<u>Expenditures</u>
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)	* 1-90-5-08-001	\$ (144,578)	\$ -
Early Childhood Initiatives Program (Current Year)	* 1-01-5-08-001	772,957	752,722
Multi-County Accounting and Contracting Grant (Prior Year)	-	(3,304)	-
Multi-County Accounting and Contracting Grant (Current Year)	-	<u>36,000</u>	<u>35,000</u>
Total State Awards		<u>\$ 661,075</u>	<u>\$ 787,722</u>

* Programs with compliance requirements that have a direct and material effect on the financial statements.

See Independent Auditors' Report.

Chowan/Gates/Perquimans Partnership for Children
Schedule of Property and Equipment
For the Year Ended June 30, 2001

Schedule 4

Furniture and Non-Computer Equipment	\$	23,886
Computer Equipment/Printers		<u>22,178</u>
Total Property and Equipment	\$	<u>45,864</u>

Note: The information on this schedule provides a summary of property and equipment with acquisition or donated cost of \$500 or more which were held by the Partnership at year end. On the regulatory basis of accounting, these items are expensed in the year purchased.

See Independent Auditors' Report.

***Chowan/Gates/Perquimans Partnership for Children
Schedule of Qualifying Match (Non-GAAP)
For the Year Ended June 30, 2001***

Schedule 5

Match Provided at the Partnership Level:

Cash	\$	37,927
In-Kind Goods and Services		<u>16,072</u>
	\$	<u>53,999</u>

Match Provided at the Contractor Level:

Cash	\$	27,183
In-Kind Goods and Services		<u>6,853</u>
	\$	<u>34,036</u>

Note: This schedule is presented in accordance with the program match requirement as provided for by North Carolina Session Law 1999-237, Section 11.48(l). The law allows for volunteer services to be valued for match purposes, a concept that deviates from accounting principles generally accepted in the United States of America.

See Independent Auditors' Report.



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

Board of Directors
Chowan/Gates/Perquimans Partnership for Children
Tyner, North Carolina

We have audited the financial statements of the Chowan/Gates/Perquimans Partnership for Children (CGP Partnership) as of and for the year ended June 30, 2001, and have issued our report thereon dated January 29, 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 CGP 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 CGP 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

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

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.

We noted a matter involving an issue of a management control nature that is described in the Audit Findings and Recommendations section of this report.

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.

January 29, 2002

Crisp Hughes Evans LLP

AUDIT FINDINGS AND RECOMMENDATIONS

Other Observations and Recommendations from the Current Audit - The following presents a management control issue related to the efficiency and effectiveness of operations.

1. ACCOUNTING RECORDS

Our review of the Chowan/Gates/Perquimans Partnership's internal control over financial reporting identified a weakness related to reconciling salary expense reported on the trial balance to salaries reported on Forms 941. Management is not reconciling the information that is processed by a contracted service. Without adequate review of the information, errors can go undetected. This could result in misleading financial statements and/or incorrect reports to taxing authorities.

Recommendation: We recommend that the Executive Director or MAC Site Coordinator reconcile the information reported on Forms 941 to the salary expense reported on the trial balance at least quarterly.

Partnership's Response: The Executive Director, on a quarterly basis, will sign off on Form 941 as well as the trial balance. If errors are found, they will be returned to the Finance Officer for reconciliation of information.

DISTRIBUTION OF AUDIT REPORT

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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The Honorable Beverly M. Perdue
The Honorable Richard H. Moore
The Honorable Roy A. Cooper, III
Mr. David T. McCoy
Mr. Robert L. Powell
Ms. Carmen Hooker Odom
Mr. Ashley Thrift

Ms. Karen Ponder

Governor of North Carolina
Lieutenant Governor of North Carolina
State Treasurer
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State Controller
Secretary, Department of Health and Human Services
Chairman, Board of Directors
North Carolina Partnership for Children, Inc.
Executive Director
North Carolina Partnership for Children, Inc.

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