FINANCIAL STATEMENT AUDIT REPORT OF NORTHAMPTON PARTNERSHIP FOR CHILDREN JACKSON, NORTH CAROLINA FOR THE YEAR ENDED JUNE 30, 2002

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

FINANCIAL STATEMENT AUDIT REPORT OF

NORTHAMPTON PARTNERSHIP FOR CHILDREN

JACKSON, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2002

BOARD OF DIRECTORS

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Ralph Campbell, Jr. State Auditor

STATE OF NORTH CAROLINA

Office of the State **Auditor**

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AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor The General Assembly of North Carolina Board of Directors, Northampton Partnership for Children, Inc.

This report presents the results of the financial statement audit of the Northampton Partnership for Children, Inc. for the year ended June 30, 2002. 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 Northampton Partnership for Children, Inc. 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 Northampton Partnership for Children, Inc. is one of these local partnerships. As such, the Northampton Partnership for Children, Inc. 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 selfsustaining.

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.

Ralph Campbell, Jr.

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State Auditor

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INDEPENDENT AUDITORS' REPORT

Board of Directors Northampton Partnership for Children Jackson, North Carolina

We have audited the accompanying Statement of Receipts, Expenditures, and Net Assets-Regulatory Basis of the Northampton Partnership for Children (Northampton County Partnership) as of June 30, 2002, and the related Statement of Functional Expenditures-Regulatory Basis for the year then ended. These financial statements are the responsibility of the Northampton County 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 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.

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 Northampton Partnership for Children as of June 30, 2002, 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 January 16, 2003 on our consideration of the Northampton County 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

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INDEPENDENT AUDITORS' REPORT (CONCLUDED)

accordance with *Government Auditing Standards* and should be read in conjunction with the independent auditors' 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 Northampton 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 16, 2003

Crisp Hughes Evans LLP

Northampton Partnership for Children, Inc. Statement of Receipts, Expenditures, and Net Assets--Regulatory Basis For the Year Ended June 30, 2002 Exhibit A

| | Unrestric | eted Funds | |
|--|---------------------|-------------------|------------------|
| | Smart Start Fund | Other Funds | Total Funds |
| Receipts: | | | |
| State Awards (less refunds of \$1,624) | \$ 299,538 | \$ 11,873 | \$ 311,411 |
| Private Contributions | - | 149 | 149 |
| Interest and Investment Earnings | - | 71 | 71 |
| Sales Tax Refunds | - | 913 | 913 |
| Other Receipts | 13 | 505 | 518 |
| Total Receipts | <u>299,551</u> | 13,511 | 313,062 |
| Expenditures: | | | |
| Programs: | | | |
| Child Care and Education Quality | 157,485 | 470 | 157,955 |
| Health and Safety | 21,663 | - | 21,663 |
| Family Support | 9,599 | - | 9,599 |
| Support: | | | |
| Management and General | 94,478 | 11,449 | 105,927 |
| Other: | | | |
| Sales Tax Paid | | 4,732 | 4,732 |
| Total Expenditures | <u>283,225</u> | 16,651 | 299,876 |
| Excess of Receipts Over (Under) | | | |
| Expenditures | 16,326 | (3,140) | 13,186 |
| Net Assets at Beginning of Year | 1,537 | 932 | 2,469 |
| Net Assets at End of Year | \$ <u>17,863</u> | \$(2,208) | \$ <u>15,655</u> |
| Net Assets Consisted of: | | | |
| Cash on Deposit | \$ 16,026 | \$ (2,208) | \$ 13,818 |
| Refunds Due from Contractors | 1,837 | | 1,837 |
| | \$ <u>17,863</u> | \$ <u>(2,208)</u> | \$ <u>15,655</u> |

The accompanying notes are an integral part of these statements.

Northampton Partnership for Children, Inc. Statement of Receipts, Expenditures, and Net Assets--Regulatory Basis For the Year Ended June 30, 2002

Exhibit B

| | | Total | P | 'ersonnel | ontracted Services | Supplies and Materials | (| Other Operating | Fixed Charges nd Other | Ec | Property and quipment Outlay | Services/ Contracts/ Grants | rticipant raining |
|---------------------------------------|-------------|---------|----|-----------|-----------------------|------------------------------|----|--------------------|------------------------------|----|---------------------------------------|-----------------------------------|----------------------|
| Smart Start Fund: | | | | | | | | | | | | | |
| Programs: | | | | | | | | | | | | | |
| Child Care and Education Quality | \$ 1 | 157,485 | \$ | 57,463 | \$ 21,737 | \$ 4,460 | \$ | 12,764 | \$ 5,459 | \$ | 4,656 | \$ 49,378 | \$ 1,568 |
| Health and Safety | | 21,663 | | - | - | - | | - | - | | = | 21,663 | - |
| Family Support | | 9,599 | | - | - | 3,192 | | 5,390 | - | | 1,017 | - | - |
| Support: | | | | | | | | | | | | | |
| Management and General | | 94,478 | | 52,627 | 8,120 | 4,075 | | 16,746 | 12,390 | | 520 | - | - |
| | | | | | | | | | | | | | |
| Total Smart Start Fund | | | | | | | | | | | | | |
| Expenditures | \$ 2 | 283,225 | \$ | 110,090 | \$ 29,857 | \$ 11,727 | \$ | 34,900 | \$ 17,849 | \$ | 6,193 | \$ 71,041 | \$ 1,568 |
| Other Funds: | | | | | | | | | | | | | |
| Programs: | | | | | | | | | | | | | |
| Child Care and Education Quality | \$ | 470 | \$ | _ | \$ _ | \$ 142 | \$ | 95 | \$ - | \$ | - | \$ - | \$ 233 |
| Support: | | | | | | | | | | | | | |
| Management and General | | 11,449 | | - | 10,000 | 3 | | - | - | | 1,446 | - | - |
| Other: | | | | | | | | | | | | | |
| Sales Tax Paid | | 4,732 | | - | - | 4,732 | | - | - | | - | - | - |
| | | | | | | | | | | | | | |
| Total Other Funds Expenditures | \$ | 16,651 | \$ | - | \$ 10,000 | \$ 4,877 | \$ | 95 | \$ _ | \$ | 1,446 | \$ - | \$ 233 |

The accompanying notes are an integral part of these statements.

NORTHAMPTON PARTNERSHIP FOR CHILDREN NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2002

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

- **A.** Organization and Purpose The Northampton Partnership for Children (Northampton County Partnership) is a legally separate nonprofit organization incorporated on May 13, 1994. The Northampton County Partnership was established to develop and provide, through public and private means, early childhood education and developmental services for children and families. The Northampton County 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 Northampton County 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 Northampton County Partnership did not have any temporarily or permanently restricted net assets at June 30, 2002.

- 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.
- **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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 Northampton County Partnership are deposited with one commercial bank and insured by the Federal Deposit Insurance Corporation (FDIC) up to \$100,000.

NOTE 3 - FUNDING FROM GRANT AWARDS

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

Associated with these contracts, the Northampton County 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 Northampton County 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 Northampton County Partnership was awarded and has received \$201,035 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 \$6,541 of this contract to the State based on financial status reports submitted to NCPC subsequent to June 30, 2002.

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

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 4 - RELATED PARTY TRANSACTIONS

Service Provider Contracts with Board Member Organizations - The board members of the Northampton County Partnership are representative of various organizations that benefit from actions taken by the Board. It is the policy of the Northampton County 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 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 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 (upgrade) and child care resource and referral.

Health and Safety - Used to account for service activities associated with child care health consultants/outreach nurses.

Family Support - Used to account for service activities associated with community outreach.

NOTES TO THE FINANCIAL STATEMENTS (CONCLUDED)

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.

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 utilization data.

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, 2002:

| Fiscal Year | Operating Leases | | | | | |
|-------------------------------------|---------------------|-------------------------|--|--|--|--|
| 2003 2004 2005 | \$ | 5,940 5,940 5,940 | | | | |
| 2006 | | 4,108 | | | | |
| Total Minimum Lease Payments | \$ | 21,928 | | | | |

Total rental payments for all operating leases were \$10,952 for the year ended June 30, 2002.

Northampton Partnership for Children, Inc. Schedule of Contract and Grant Expenditures--Regulatory Basis For the Year Ended June 30, 2002 Schedule 1

| | | Smart Start Fund | | | |
|--------------------------------------|---|-------------------------|----------|----|---------|
| | • | A | mount | | Refund |
| Organization Name | | A | Advanced | | Due |
| Northampton County Health Department | * | \$ | 23,500 | \$ | (1,837) |
| Bowers Child Care | * | | 4,420 | | - |
| J&B Child Care Center | * | | 4,604 | | - |
| Little Bee's Child Care Center | * | | 4,195 | | - |
| Peahill Unity Day Care Center | * | | 4,478 | | - |
| Rich Square Child Day Care Center | * | | 4,361 | | - |
| Woodland Head Start | * | | 3,940 | | - |
| Various Day Care Providers | | | 23,380 | | - |
| | | | | | |
| | | \$ | 72,878 | \$ | (1,837) |

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

Northampton Partnership for Children, Inc. Schedule of State Level Service Provider Contracts For the Year Ended June 30, 2002

Schedule 2

| Organization Name | | DHHS Contracts |
|--|---|-----------------------|
| Northampton County Department of Social Services | * | \$ 135,620 |

* This organization is 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.

Northampton Partnership for Children, Inc. Schedule of State Awards--Regulatory Basis For the Year Ended June 30, 2002

Schedule 3

| State Grantor/Pass-through Grantor/Program | Contract # | Receipts | Expenditures |
|---|----------------|-------------------|-------------------|
| 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 years) | *1-01-5-21-001 | \$ (1,497) | \$ - |
| Early Childhood Initiatives Program (current year) | *1-12-5-21-001 | 201,035 | 194,494 |
| Accounting and Contracting Grant (prior year) | N/A | (127) | - |
| Accounting and Contracting Grant (current year) | N/A | 12,000 | 10,000 |
| Capacity Building Project | *1-12-5-21-002 | 100,000 | 88,731 |
| Total State Awards | | \$ <u>311,411</u> | \$ <u>293,225</u> |

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

Northampton Partnership for Children, Inc. Schedule of Property and Equipment For the Year Ended June 30, 2002

Schedule 4

| Furniture and Non-Computer Equipment | \$ 6,226 |
|--------------------------------------|--------------|
| Computer Equipment/Printers | 8,901 |
| Total Property and Equipment | \$ 15,127 |

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.

Northampton Partnership for Children, Inc. Schedule of Qualifying Match (Non-GAAP) For the Year Ended June 30, 2002

Schedule 5

| Match Provided at the Partnership Level: | |
|--|------------------------|
| Cash In-Kind Goods and Services | \$ 149 22,117 |
| | \$ 22,266 |
| Match Provided at the Contractor Level: | |
| Cash In-Kind Goods and Services | \$ 30,942 14,993 |
| | \$ 45,935 |

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.



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 Northampton Partnership for Children Jackson, North Carolina

We have audited the financial statements of the Northampton Partnership for Children (Northampton County Partnership) as of and for the year ended June 30, 2002, and have issued our report thereon dated January 16, 2003. 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 Northampton County 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, which are reported in the Audit Findings and Recommendations section of this report, 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 Northampton County 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. However, we noted certain matters involving the

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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)

internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Northampton County Partnership's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. The reportable conditions noted as a result of our audit are described in the Audit Findings and Recommendations section of this report.

Findings

- 1. CONTRACTS MANAGEMENT AND MONITORING
- 2. DEFERRED PAYMENTS ACTIVITIES

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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable conditions described above 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.

January 16, 2003

Crisp Hughes Evans LLP

AUDIT FINDINGS AND RECOMMENDATIONS

Matters Related to Financial Reporting

Current Year Findings and Recommendations - The following findings and recommendations were identified during the current audit and represent significant deficiencies in internal control.

1. CONTRACT MANAGEMENT AND MONITORING

The Northampton County Partnership lacked an adequate contract management and monitoring system. The following conditions were noted during the current audit:

- Written policies and procedures for contract management and monitoring had not been established and adopted by the Board until August 2002.
- Evidence to support the monitoring of one of the direct service providers was not available.

The achievement of the Northampton County Partnership's goals is dependent on the effectiveness of its contract management system and its monitoring of contractor performance.

Recommendation: We recommend the Northampton County Partnership further refine and implement contract management and monitoring policies and procedures. Such procedures should address the development of an adequate contract management and monitoring system, and proper documentation of the Partnership's monitoring activities in accordance with established policies.

Partnership's Response: The Partnership's written policy governing contract monitoring was approved in August of 2002. Without an approved policy in place we decided not to monitor our one Direct Service Provider Contract for two reasons:

- A. The Direct Service Provider contract was held by a local government agency that operated under the close scrutiny of the County Finance Department on fiscal matters. It was deemed a low risk contract and represented a small percentage of the Partnership's funds.
- B. Monitoring without an approved written policy would have resulted in an audit finding.

A policy is now in place and current Direct Service Provider contracts will be monitored by June 30th of this fiscal year.

AUDIT FINDINGS AND RECOMMENDATIONS (CONCLUDED)

2. Deferred Payment Activities

Our review of disbursements identified \$1,571 in credit card purchases made in June 2001 by the Northampton County Partnership on which payment was deferred until the next grant period. NCPC guidelines require expenditure of Smart Start funds only during the period of availability.

Recommendation: We recommend the Northampton County Partnership establish polices regarding credit card usage to ensure that expenditures made by credit card originate and are paid during the period of grant availability.

Partnership's Response: The items in question were purchased in May and delivered in late June. The bill for the purchase was received by mail on Monday July 2nd making it impossible to pay before June 30th. The bill was paid in full from the next fiscal years' funds. A written credit card policy has been developed and approved by the Board of Directors that include guidelines to prohibit any subsequent occurrences of deferred payment.

DISTRIBUTION OF AUDIT REPORT

In accordance with General Statutes 147-64.5 and 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 Roy A. Cooper, III
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Ms. Carmen Hooker Odom
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North Carolina Partnership for Children, Inc.

Executive Director

North Carolina Partnership for Children, Inc.

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