

STATE OF NORTH CAROLINA

FINANCIAL STATEMENT AUDIT REPORT OF CRAVEN COUNTY PARTNERSHIP FOR CHILDREN

NEW BERN, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2004

OFFICE OF THE STATE AUDITOR

RALPH CAMPBELL, JR.

STATE AUDITOR

**FINANCIAL STATEMENT AUDIT REPORT OF
CRAVEN COUNTY PARTNERSHIP FOR CHILDREN**

NEW BERN, NORTH CAROLINA

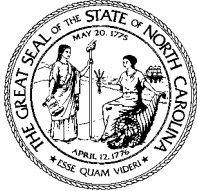
FOR THE YEAR ENDED JUNE 30, 2004

BOARD OF DIRECTORS

JEAN HURYN, BOARD CHAIR

ADMINISTRATIVE OFFICER

PATRICIA PURNELL, EXECUTIVE DIRECTOR



Ralph Campbell, Jr.
State Auditor

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AUDITOR'S TRANSMITTAL

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

This report presents the results of our financial statement audit of the Craven County Partnership for Children (Craven Partnership) for the year ended June 30, 2004. Our audit was made by authority of Article 5A of Chapter 147 of the *North Carolina General Statutes*.

The accounts and operations of the Craven 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 Craven Partnership was made in conjunction with the Early Childhood Initiatives (Smart Start) program authorized by General Statutes 143B-168.10-.16. These statutes created The North Carolina Partnership for Children, Inc. and required the implementation of local demonstration projects (local partnerships). The Craven Partnership is one of these local partnerships. As such, the Craven Partnership is a private nonprofit 501(c)(3) organization and is required by General Statute 143B-168.14(b) to have a financial and compliance audit conducted by the Office of 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** – To express an opinion on the accompanying financial statements.

Results – The accompanying financial statements present fairly, in all material respects, the amounts and disclosures made in accordance with the modified cash basis of accounting, a comprehensive basis of accounting other than generally accepted accounting principles.

AUDITOR'S TRANSMITTAL (CONCLUDED)

2. **Objective** – To present significant deficiencies, if any, in internal control over financial reporting which could adversely affect the Craven Partnership's ability to record, process, summarize, and report financial data in the financial statements and present instances of noncompliance, if any, with laws, regulations, contracts, or grants.

Results - Our tests disclosed no material weaknesses in the internal control over financial reporting and no instances of noncompliance that 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.

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

Ralph Campbell, Jr.
State Auditor

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Ralph Campbell, Jr.
State Auditor

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Craven County Partnership for Children
New Bern, North Carolina

We have audited the accompanying Statement of Receipts, Expenditures, and Net Assets – Modified Cash Basis of the Craven County Partnership for Children (Craven Partnership) as of June 30, 2004, and the related Statement of Functional Expenditures – Modified Cash Basis for the year then ended. These financial statements are the responsibility of the Craven 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 misstatements. 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 modified cash basis of accounting, 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 Craven County Partnership for Children as of June 30, 2004, and the results of its operations arising from modified cash basis transactions 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 September 3, 2004 on our consideration of the Craven Partnership's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

INDEPENDENT AUDITOR'S REPORT (CONCLUDED)

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Craven County Partnership for Children's basic financial statements. The information in Schedules 1, 3, 4, and 5 is presented for purposes of additional analysis and is not a required part of the basic financial statements. These Schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The information in Schedule 2 has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on Schedule 2.

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

Ralph Campbell, Jr.
State Auditor

September 3, 2004

Craven County Partnership for Children**Statement of Receipts, Expenditures, and Net Assets - Modified Cash Basis****For the Year Ended June 30, 2004****Exhibit A**

| | Unrestricted Funds | | Temporarily Restricted Funds | Total Funds |
|---|--------------------|-----------------|------------------------------|------------------|
| | Smart Start Fund | Other Funds | | |
| Receipts: | | | | |
| State Awards (less refunds of \$22,811) | \$ 735,125 | \$ 12,000 | \$ 0 | \$ 747,125 |
| Private Contributions | | 5,661 | 1,237 | 6,898 |
| Special Fund Raising Events | | 5,877 | 327 | 6,204 |
| Interest and Investment Earnings | | 99 | | 99 |
| Sales Tax Refunds | | 2,826 | | 2,826 |
| Other Receipts | | 800 | | 800 |
| Total Receipts | 735,125 | 27,263 | 1,564 | 763,952 |
| Net Assets Released from Restrictions: | | | | |
| Satisfaction of Program Restrictions | | 586 | (586) | |
| | 735,125 | 27,849 | 978 | 763,952 |
| Expenditures: | | | | |
| Programs: | | | | |
| Child Care and Education Accessibility and Availability | 38,464 | | | 38,464 |
| Child Care and Education Affordability | 60,811 | | | 60,811 |
| Child Care and Education Quality | 223,709 | 7,691 | | 231,400 |
| Family Support | 164,457 | 118 | | 164,575 |
| Health and Safety | 70,887 | 88 | | 70,975 |
| Support: | | | | |
| Management and General | 130,467 | 25,293 | | 155,760 |
| Program Evaluation | 49,813 | 30 | | 49,843 |
| Other: | | | | |
| Refund of Prior Year Grant | | 706 | | 706 |
| Sales Tax Paid | | 4,026 | | 4,026 |
| Total Expenditures | 738,608 | 37,952 | | 776,560 |
| Excess of Receipts Over Expenditures | (3,483) | (10,103) | 978 | (12,608) |
| Net Assets at Beginning of Year (Note 11) | 22,246 | 16,440 | 2,267 | 40,953 |
| Net Assets at End of Year | <u>\$ 18,763</u> | <u>\$ 6,337</u> | <u>\$ 3,245</u> | <u>\$ 28,345</u> |
| Net Assets Consisted of: | | | | |
| Cash and Cash Equivalents | \$ 18,677 | \$ 6,337 | \$ 3,245 | \$ 28,259 |
| Refunds Due From Contractors | 86 | | | 86 |
| | <u>\$ 18,763</u> | <u>\$ 6,337</u> | <u>\$ 3,245</u> | <u>\$ 28,345</u> |

The accompanying notes to the financial statements are an integral part of this statement.

Craven County Partnership for Children
Statement of Functional Expenditures - Modified Cash Basis
For the Year Ended June 30, 2004

Exhibit B

| | Total | Personnel | Contracted Services | Supplies and Materials | Other Operating Expenditures | Fixed Charges and Other Expenditures | Property and Equipment Outlay | Services/ Contracts/ Grants | Participant Training Expenditures |
|---|-------------------|-------------------|---------------------|------------------------|------------------------------|--------------------------------------|-------------------------------|-----------------------------|-----------------------------------|
| Smart Start Fund: | | | | | | | | | |
| Programs: | | | | | | | | | |
| Child Care and Education Accessibility and Availability | \$ 38,464 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 0 | \$ 38,464 | \$ 0 |
| Child Care and Education Affordability | 60,811 | | | | | | | 60,811 | |
| Child Care and Education Quality | 223,709 | 126,197 | 5,062 | 10,532 | 27,624 | 21,972 | 20,890 | 9,700 | 1,732 |
| Family Support | 164,457 | 56,006 | | | | | | 108,451 | |
| Health and Safety | 70,887 | 51,073 | | | | | | 19,814 | |
| | <u>558,328</u> | <u>233,276</u> | <u>5,062</u> | <u>10,532</u> | <u>27,624</u> | <u>21,972</u> | <u>20,890</u> | <u>237,240</u> | <u>1,732</u> |
| Support: | | | | | | | | | |
| Management and General | 130,467 | 99,879 | 2,704 | 2,995 | 11,543 | 8,595 | 4,751 | | |
| Program Evaluation | 49,813 | 39,704 | 371 | 1,572 | 4,696 | 2,281 | 1,189 | | |
| | <u>180,280</u> | <u>139,583</u> | <u>3,075</u> | <u>4,567</u> | <u>16,239</u> | <u>10,876</u> | <u>5,940</u> | | |
| Total Smart Start Fund Expenditures | \$ 738,608 | \$ 372,859 | \$ 8,137 | \$ 15,099 | \$ 43,863 | \$ 32,848 | \$ 26,830 | \$ 237,240 | \$ 1,732 |
| Other Funds: | | | | | | | | | |
| Programs: | | | | | | | | | |
| Child Care and Education Quality | \$ 7,691 | \$ 0 | \$ 1,250 | \$ 1,728 | \$ 1,699 | \$ 71 | \$ 2,813 | \$ 0 | \$ 130 |
| Family Support | 118 | | | 38 | | | | 80 | |
| Health and Safety | 88 | | 88 | | | | | | |
| | <u>7,897</u> | | <u>1,338</u> | <u>1,766</u> | <u>1,699</u> | <u>71</u> | <u>2,813</u> | <u>80</u> | <u>130</u> |
| Support: | | | | | | | | | |
| Management and General | 25,293 | 5,128 | 6,622 | 2,513 | 3,472 | 618 | 6,940 | | |
| Program Evaluation | 30 | | | | 30 | | | | |
| | <u>25,323</u> | <u>5,128</u> | <u>6,622</u> | <u>2,513</u> | <u>3,502</u> | <u>618</u> | <u>6,940</u> | | |
| Other: | | | | | | | | | |
| Refund of Prior Year Grant | 706 | | | | | 706 | | | |
| Sales Tax Paid | 4,026 | | | 4,026 | | | | | |
| | <u>4,732</u> | | | <u>4,026</u> | | <u>706</u> | | | |
| Total Other Funds Expenditures | \$ 37,952 | \$ 5,128 | \$ 7,960 | \$ 8,305 | \$ 5,201 | \$ 1,395 | \$ 9,753 | \$ 80 | \$ 130 |

The accompanying notes to the financial statements are an integral part of this statement.

Craven County Partnership for Children
Notes to the Financial Statements
June 30, 2004

NOTE 1 - Significant Accounting Policies

A. Organization and Purpose - The Craven County Partnership for Children (Craven Partnership) is a legally separate nonprofit organization incorporated on August 6, 1998. The Craven Partnership was established to develop and provide, through public and private means, early childhood education and developmental services for children and families. The Craven 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 Craven Partnership’s Board of Directors is responsible. Pursuant to the provisions of 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.

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 Craven Partnership did not have any permanently restricted net assets at June 30, 2004.

C. Basis of Accounting - The accompanying financial statements were prepared on the modified cash basis of accounting. 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.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

However, unexpended advances to contractors that revert back to the State of North Carolina are recognized as a reduction to expenditures and an increase to net assets. In addition, amounts withheld from employee paychecks or other amounts received in an agency capacity are recorded as funds held for others.

- D. Cash and Cash Equivalents** – This classification appears on the Statement of Receipts, Expenditures, and Net Assets – Modified Cash Basis and includes all demand and savings accounts and certificate of deposits or short-term investments with an original maturity of three months or less.
- E. Refunds Due From Contractors** - Refunds due from contractors represent the unexpended amount of advances to contractors at year-end that 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.
- F. Property and Equipment** – Under the modified cash basis of accounting, purchases of property and equipment are reported as expenditures in the year occurred. However, Craven Partnership is required by contract regulation to track and maintain property and equipment items as presented in Schedule 4 of this report. The Craven Partnership has a policy to track purchases of property and equipment items with an individual cost of \$500 or more and an estimated useful life greater than one year. Such items are valued at their original purchase price, which may be different from their valuation as of June 30, 2004. Donated items are recorded at estimated fair market value at the date of donation.
- G. Compensated Absences** – As a result of the use of the modified cash basis of accounting, liabilities related to accrued compensated absences are not recorded in the financial statements. Expenditures related to compensated absences are recorded when paid. The amount of accrued compensated absences for accumulated, unpaid leave that would be due to employees upon termination is reported as a commitment in Note 9.
- H. Use of Estimates** - The preparation of financial statements in conformity with the other comprehensive basis of accounting used by the Craven Partnership requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as allocation of joint costs); accordingly, actual results could differ from those estimates. It is management's belief that these estimates are reasonable and fair.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

NOTE 2 - DEPOSITS

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

NOTE 3 - FUNDING FROM GRANT AWARDS

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

Associated with these contracts, the Craven 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 North Carolina Department of Health and Human Services (DHHS) entered into contracts with and made payments to service providers selected by the Craven 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 Craven Partnership was awarded and has received \$757,936 under a current year Smart Start contract with NCPC. The unexpended balance of this contract is subject to reversion to the State. The Craven Partnership has returned \$18,605 of this contract to the State based on financial status reports submitted to NCPC subsequent to June 30, 2004.

The Craven 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 Craven Partnership are representative of various organizations that benefit from actions taken by the Board. It is the policy of the Craven Partnership that board members not be involved with decisions regarding organizations they represent. During the year, the Craven Partnership entered into contracts with board member organizations for

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

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 Craven 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 – Modified Cash Basis. Also, the Statement of Functional Expenditures – Modified Cash 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 Accessibility and Availability - Used to account for service activities associated with increasing child care availability.

Child Care and Education Affordability - Used to account for service activities including public pre-K classes or part-day care programs.

Child Care and Education Quality - Used to account for service activities including quality enhancement grants for upgrades or child care resource and referral.

Family Support - Used to account for service activities including ongoing parenting education, family literacy projects, or community outreach information and resources.

Health and Safety - Used to account for service activities including child care health consultants or comprehensive health support.

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 (CONTINUED)

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 – Direct allocation based on employee time reports.

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

| <u>Allocated Expenses</u> | <u>Amount</u> |
|----------------------------------|------------------|
| Personnel | \$ 5,361 |
| Contracted Services | 6,335 |
| Supplies and Materials | 5,347 |
| Other Operating Expenses | 21,426 |
| Fixed Charges and Other Expenses | 19,993 |
| Property and Equipment | 3,019 |
| Total Allocated Costs | <u>\$ 61,481</u> |

NOTE 6 - OPERATING LEASE OBLIGATIONS

Future minimum lease payments under noncancelable operating leases consist of the following at June 30, 2004:

| <u>Fiscal Year</u> | <u>Operating Leases</u> |
|--------------------|-----------------------------|
| 2005 | <u>\$ 18,392</u> |

Rental expense for all operating leases during the year was \$21,434.

NOTE 7 - PENSION PLAN

Retirement Plans - The Craven Partnership has a SIMPLE - IRA Plan covering all full-time employees who receives a minimum of \$5,000 in compensation. Each full-time employee of the Craven Partnership has an

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

option to participate in the Plan. An Individual Retirement Account is provided to the employee through an outside financial institution. The Craven Partnership contributed 3% of gross wages for the year ended June 30, 2004. The Craven Partnership does not own the accounts nor is liable for any other cost other than the required contribution. The Craven Partnership contributed \$2,981 for pension benefits during the year.

NOTE 8 - RISK MANAGEMENT

The Craven Partnership is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees' health and life; and natural disasters. The Craven Partnership manages these various risks of loss as follows:

| <u>Type of Loss</u> | <u>Method Managed</u> | <u>Risk of Loss Retained</u> |
|--|--------------------------------|------------------------------|
| Torts, errors and omissions, health and life | Purchased commercial insurance | None |
| Workers Compensation – Employee injuries | Purchased commercial insurance | None |
| Physical property loss and natural disasters | Purchased commercial insurance | None |

Management believes such coverage is sufficient to preclude any significant losses to the Craven Partnership. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

NOTE 9 - COMMITMENTS AND CONTINGENCIES

Compensated Absences – As a result of the Craven Partnership's use of the modified cash basis of accounting, accrued liabilities related to compensated absences (vacation only; sick leave does not vest) and any employer-related costs earned and unpaid, are not reflected in the financial statements. The compensated absences commitment for vacation leave at June 30, 2004, is \$4,677. No funds or reservation of net assets has been made for this commitment.

NOTES TO THE FINANCIAL STATEMENTS (CONCLUDED)

NOTE 10 - RESTRICTIONS ON NET ASSETS

- A. Temporarily Restricted Net Assets** - Temporarily restricted net assets at June 30, 2004 are available for the following purposes:

| Purpose | Amount |
|----------------------------|-----------------|
| Basic School Aged Children | \$ 2,008 |
| Welcome Baby Project | 1,237 |
| | <u>\$ 3,245</u> |

- B. Net Assets Released From Donor Restrictions** - Net assets were released from donor restrictions during the fiscal year ended June 30, 2004, by incurring expenditures satisfying the restricted purposes as follows:

| Purpose | Amount |
|----------------------------|---------------|
| Basic School Aged Children | <u>\$ 586</u> |

NOTE 11 - RESTATEMENT OF NET ASSETS

Our review of the beginning net asset balances for the Craven Partnership identified the misclassification of several activities in a prior period, particularly between unrestricted and temporarily restricted funds. Reclassification entries were recorded to restate the beginning net asset balances and to properly present the following activities:

| | Smart Start Funds | Other Funds | Temporarily Restricted Funds | Total |
|---|-------------------------|------------------|------------------------------------|------------------|
| Net Assets June 30, 2002 as Previously Reported | \$ 66,983 | \$ 14,292 | \$ 960 | \$ 82,235 |
| FY2003 Receipts/Disbursements (Net) | (44,737) | 3,455 | | (41,282) |
| Building Capacity Activity | | 960 | (960) | |
| Basic School Aged Children Activity | | (2,267) | 2,267 | |
| Net Assets June 30, 2003 as Restated | <u>\$ 22,246</u> | <u>\$ 16,440</u> | <u>\$ 2,267</u> | <u>\$ 40,953</u> |

***Craven County Partnership for Children
Schedule of Contract and Grant Expenditures - Modified Cash Basis
For the Year Ended June 30, 2004***

Schedule 1

| Organization Name | Smart Start Fund | | Other Funds | |
|---|--------------------|---------------|--------------------|---------------|
| | Amount Advanced | Refund Due | Amount Advanced | Refund Due |
| Craven Cherry Point Child Development Center | * \$ 38,464 | \$ 0 | \$ 0 | \$ 0 |
| Craven County Cooperative Extension | * 45,501 | (13) | | |
| Craven County Health Department | * 19,815 | | | |
| Craven County Board of Education | 77,681 | | | |
| Miracle Learning Center | 46,092 | | | |
| | 227,553 | (13) | | |
| Individuals: | | | | |
| Scholarships/Bonus Awards | 9,774 | (74) | 80 | |
| | 9,774 | (74) | 80 | |
| | \$ 237,327 | \$ (87) | \$ 80 | \$ 0 |
| * These organizations are represented on the Partnership's Board as described in Note 4 - Service Provider Contracts with Board Member Organizations. | | | | |

***Craven County Partnership for Children
Schedule of State Level Service Provider Contracts
For the Year Ended June 30, 2004***

Schedule 2

| Organization Name | | DHHS Contracts |
|---|---|-------------------|
| Child Care Services Association - WAGE\$ | | \$ 180,500 |
| Craven County Department of Social Services | * | 621,274 |
| | | <u>\$ 801,774</u> |

* 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 North Carolina Department of Health and Human Services (DHHS) as described in Note 3 - Funding from Grant Awards.

| | | | |
|---|--|----|-------------------|
| Craven County Partnership for Children | | | |
| Schedule of Property and Equipment - Modified Cash Basis | | | |
| For the Year Ended June 30, 2004 | | | Schedule 4 |
| | | | |
| | | | |
| | Furniture and Noncomputer Equipment | \$ | 17,952 |
| | Computer Equipment/Printers | | 48,819 |
| | Leasehold Improvements | | 10,125 |
| | | | |
| | Total Property and Equipment | \$ | 76,896 |
| | | | |
| | | | |
| | | | |
| | 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. The valuations represent historical cost. On the modified basis of accounting, these items are expensed in the year of purchase. | | |

Craven County Partnership for Children
Schedule of Qualifying Match (Non-GAAP)
For the Year Ended June 30, 2004

Schedule 5

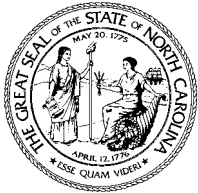
Match Provided at the Partnership Level:

| | | |
|----------------------------|----|--------|
| Cash | \$ | 1,582 |
| In-Kind Goods and Services | | 20,818 |
| | \$ | 22,400 |

Match Provided at the Contractor Level:

| | | |
|----------------------------|----|---------|
| Cash | \$ | 130,252 |
| In-Kind Goods and Services | | 40,698 |
| | \$ | 170,950 |

Note: This schedule is presented in accordance with the program match requirement as provided for by North Carolina Session Law 2003-397, Section 10.38(c). The North Carolina Partnership for Children, Inc. and all local partnerships are required to match the total amount budgeted for the Smart Start Program in each fiscal year. The match is comprised of both cash and in-kind amounts. Only in-kind contributions that are verifiable, quantifiable, and related to the Smart Start Program can be applied to the in-kind match requirement, including volunteer services. The law allows for volunteer services to be valued for match purposes, a concept that deviates from generally accepted accounting principles. This schedule identifies those amounts allowable for this partnership in meeting the statewide match requirement.



Ralph Campbell, Jr.
State Auditor

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

Board of Directors
Craven County Partnership for Children
New Bern, North Carolina

We have audited the financial statements of the Craven County Partnership for Children (Craven Partnership) as of and for the year ended June 30, 2004, and have issued our report thereon dated September 3, 2004. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Craven 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 an opinion 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 reportable 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 caused by error or fraud 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Craven Partnership's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, 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

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objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the audit committee, management of the Craven 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.

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

Ralph Campbell, Jr.
State Auditor

September 3, 2004

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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Lieutenant Governor of North Carolina
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The North Carolina Partnership for Children, Inc.
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Director, Fiscal Research Division

November 23, 2004

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