FINANCIAL STATEMENT AUDIT REPORT OF

WASHINGTON COUNTY CHILD ADVOCACY COUNCIL, INC.

PLYMOUTH, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2005

PERFORMED UNDER CONTRACT WITH THE NORTH CAROLINA OFFICE OF THE STATE AUDITOR LESLIE W. MERRITT, JR., CPA, CFP

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PLYMOUTH, NORTH CAROLINA

FOR THE YEAR ENDED JUNE 30, 2005

BOARD OF DIRECTORS

ERNEST BURDEN, BOARD CHAIRMAN

ADMINISTRATIVE OFFICER

KAY OVERTON, EXECUTIVE DIRECTOR



Office of the State Auditor

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Leslie W. Merritt, Jr., CPA, CFP State Auditor

AUDITOR'S TRANSMITTAL

The Honorable Michael F. Easley, Governor The General Assembly of North Carolina Board of Directors, Washington County Child Advocacy Council, Inc.

This report presents the results of the financial statement audit of Washington County Child Advocacy Council, Inc. for the year ended June 30, 2005. Langdon & Company performed the audit under contract with the Office of the State Auditor, and their report is submitted herewith.

The audit of the Washington County Child Advocacy Council, 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 Washington County Child Advocacy Council, Inc. is one of these local partnerships. As such, the Washington County Child Advocacy Council, 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.

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 on the back of this report.

Leslie W. Merritt, Jr.

Leslie W. Merritt, Jr., CPA, CFP State Auditor

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Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Washington County Child Advocacy Council, Inc. Plymouth, North Carolina

We have audited the accompanying Statement of Receipts, Expenditures, and Net Assets – Modified Cash Basis of the Washington County Child Advocacy Council, Inc. (Washington Partnership) as of June 30, 2005, and the related Statement of Functional Expenditures – Modified Cash Basis for the year then ended. These financial statements are the responsibility of the Washington 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 Washington County Child Advocacy Council, Inc. as of June 30, 2005, 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 March 21, 2006, on our consideration of the Washington 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 of internal control over financial reporting and compliance and the results of that 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.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Washington County Child Advocacy Council, Inc.'s basic financial statements. The information in Schedules 1 through 5 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Schedules 1, 3, 4 and 5 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 basic financial statements and, accordingly, we express no opinion on Schedule 2.

Langdon " Company

Garner, North Carolina

March 21, 2006

Washington County Child Advocacy Council, Inc. Statement of Receipts, Expenditures, and Net Assets - Modified Cash Basis For the Year Ended June 30, 2005

Exhibit A

	Unrestricted Funds				
		Smart Start Fund		Other Funds	Total Funds
Receipts: State Awards (less refunds of \$435) Local Awards Private Contributions Interest and Investment Earnings	\$	207,491 - - -	\$	62,751 7,902 268 211	\$ 270,242 7,902 268 211
Sales Tax Refunds Other Receipts		-		1,205 477	 1,205 477
Total Receipts		207,491		72,814	 280,305
Expenditures: Programs:		00.050			00.050
Child Care and Education Affordability Child Care and Education Quality		30,952 45,299		- 12,480	30,952 57,779
Family Support Health and Safety Support:		32,698 -		- 3,955	32,698 3,955
Management and General Program Evaluation Other:		95,597 3,380		53,421 -	149,018 3,380
Refund of Prior Year Grant Sales Tax Paid		-		509 893	 509 893
Total Expenditures		207,926		71,258	 279,184
Excess of Receipts Over Expenditures Net Assets at Beginning of Year		(435) 435		1,556 16,437	 1,121 16,872
Net Assets at End of Year	\$	-	\$	17,993	\$ 17,993
Net Assets Consisted of: Cash and Cash Equivalents Refunds Due From Contractors	\$	3,625 352	\$	22,636	\$ 26,261 352
Less:		3,977		22,636	 26,613
Due to the State Funds Held for Others		3,977 -		4,143 500	 8,120 500
	\$	-	\$	17,993	\$ 17,993

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

Washington County Child Advocacy Council, Inc. Statement of Functional Expenditures - Modified Cash Basis For the Year Ended June 30, 2005

Fixed Supplies Other Charges Property and Services/ Contracted and Operating and Other Equipment Contracts/ Total Personnel Services Materials Expenditures Expenditures Outlay Grants Smart Start Funds: Programs: Child Care and Education Affordability 30.952 30.952 \$ \$ \$ \$ \$ \$ \$ Child Care and Education Quality 45,299 32,817 1,245 815 6,160 3,138 1,124 -Family Support 32,698 319 387 2,827 553 28,612 --108,949 33,136 1,245 1,202 8,987 3,138 1,677 59,564 Support: Management and General 95,597 76,935 1,284 2,527 10,098 4,333 420 **Program Evaluation** 3,380 1,369 2,000 11 ---98,977 78,304 3,284 2,527 10,109 4,333 420 -**Total Smart Start Fund Expenditures** 7,471 \$ 207,926 \$ 111,440 \$ 4,529 \$ 3,729 \$ 19,096 \$ \$ 2,097 \$ 59,564 Other Funds: Programs: Child Care and Education Quality \$ 12.480 \$ 8.614 \$ \$ 343 \$ 3.523 \$ \$ \$ Health and Safety 3,955 2,085 1,870 -16,435 10,699 343 5,393 -Support: Management and General 53,421 22,844 6,400 784 7,860 10,000 5,533 6,400 10,000 5,533 53,421 22,844 784 7,860 Other: Refund of Prior Year Grant 509 509 --Sales Tax Paid 893 893 _ --_ 509 1,402 -893 ---**Total Other Funds Expenditures** 71,258 33,543 6,400 2,020 13,253 10,509 5,533 \$ \$ \$ \$ \$ \$

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

Exhibit B

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

- A. Organization and Purpose The Washington County Child Advocacy Council, Inc. (Washington Partnership) is a legally separate nonprofit organization incorporated on March 1, 1994. The Washington Partnership was established to develop and provide, through public and private means, early childhood education and developmental services for children and families. The Washington 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 Washington 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.

The Washington Partnership did not have any temporarily or permanently restricted net assets at June 30, 2005.

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.

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. Amounts withheld from employee paychecks or other amounts received in an agency capacity are recorded as funds held for others. In addition, Smart Start funds advanced to the local Partnership that are unexpended and unearned at year-end are recorded as a Due to the State.

- **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. Due to the State** The funding provided by the State of North Carolina for the Smart Start program is funded on a cost reimbursement basis. The money is earned to the extent of allowable costs incurred. Any unexpended funds as of June 30 are required to be reverted to The North Carolina Partnership for Children, Inc. to be returned to the State of North Carolina.
- **G. Funds Held For Others** Funds held for others includes amounts received that are fiduciary in nature in which the Washington Partnership acts in an agency capacity. For the year ended, the Washington Partnership was holding amounts withheld from employee paychecks for distribution to taxing authorities.
- H. Property and Equipment Under the modified cash basis of accounting, purchases of property and equipment are reported as expenditures in the year incurred. However, Washington Partnership is required by contract regulation to track and maintain property and equipment items as presented in Schedule 4 of this report. The Washington 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, 2005. Donated items are recorded at estimated fair market value at the date of donation.
- I. 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 8.
- **J.** Use of Estimates The preparation of financial statements in conformity with the modified cash basis of accounting used by the Washington 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.

NOTE 2 - **FUNDING FROM GRANT AWARDS**

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

Associated with these contracts, the Washington 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 Washington 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 Washington Partnership was awarded and has received \$211,900 under a current year Smart Start contract with NCPC. The unexpended balance of this contract is subject to reversion to the State. The Washington Partnership has returned \$3,997 of this contract to the State based on financial status reports submitted to NCPC subsequent to June 30, 2005.

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

NOTE 3 - RELATED PARTY TRANSACTIONS

A. Service Provider Contracts with Board Member Organizations – The board members of the Washington Partnership are representative of various organizations that benefit from actions taken by the Board. It is the policy of the Washington Partnership that board members not be involved with decisions regarding organizations they represent. During the year, the Washington 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 the North Carolina Department of Health and

Human Services (DHHS) with board member organizations for activities funded by the Washington Partnership's Smart Start Allocation.

B. Management, Administrative & Programmatic Services – The Washington County Child Advocacy Council, Inc. provided enhanced management and administrative services to Tyrrell County Smart Start, Inc. from July 1, 2004 through June 30, 2005. The Washington Partnership was also a sub-contractor of Tyrrell County Smart Start, Inc. for Smart Start services from October 1, 2004 through June 30, 2005. The Washington Partnership was awarded and has received \$54,895 under these contracts. The unexpended balance of these contracts is subject to reversion to the State. The Washington Partnership has returned \$4,143 of these contracts to the State based on financial status reports submitted to NCPC subsequent to June 30, 2005.

NOTE 4 - **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 Affordability – Used to account for service activities associated with pre-K classes.

Child Care and Education Quality – Used to account for service activities including child care resource and referral, kindergarten orientation/transition.

Family Support – Used to account for service activities including family literacy projects and community outreach information and resources.

Health and Safety – Used to account for service activities associated with special needs – early intervention 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 – Direct allocation 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 5 - OPERATING LEASE OBLIGATIONS

Operating Lease Obligations – Future minimum lease payments under noncancelable operating leases consist of the following at June 30, 2005:

Fiscal Year	Operating Leases		
2006	\$	8,196	
2007 2008		1,896 1,476	
2009		1,476	
2010		1,476	
T. (1) ('	¢	14.500	
Total Minimum Lease Payments	\$	14,520	

Rental expense for all operating leases during the year was \$8,127.

NOTE 6 - PENSION PLAN

Retirement Plans – The Washington Partnership has a SIMPLE - IRA Plan covering all full-time employees. Each full-time employee of the Washington Partnership has an option to participate in the Plan. An Individual Retirement Account is provided to the employee through an outside financial institution. The Washington Partnership contributed 3% of gross wages for the year ended June 30, 2005; however, there were no employee contributions for the year.

The Washington Partnership does not own the accounts nor is liable for any other cost other than the required contribution. The Washington Partnership contributed \$2,169 for pension benefits during the year.

NOTE 7 - RISK MANAGEMENT

The Washington 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 Washington Partnership manages these various risks of loss as follows:

Type of Loss	Method Managed	Risk of Loss
		Retained
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 Washington Partnership. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

NOTE 8 - COMMITMENTS AND CONTINGENCIES

- A. Compensated Absences As a result of the Washington 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, 2005, is \$2,639. No funds or reservation of net assets has been made for this commitment.
- **B.** Commitments on Contracts The Washington Partnership had outstanding commitments of \$453 on cost-reimbursement contracts that had not been paid at June 30, 2005.

NOTE 9 - SUBSEQUENT EVENT

Effective July 1, 2005, Tyrrell County Smart Start, Inc. merged with and into the Washington County Child Advocacy Council, Inc. to form Tyrrell-Washington Partnership for Children, Inc.

Washington County Child Advocacy Council, Inc. Schedule of Contract and Grant Expenditures - Modified Cash Basis For the Year Ended June 30, 2005

Schedule 1

		Smart Start Fund				Other Funds			
Organization Name		Amount Advanced				Amount Advanced		Refund Due	
Washington County Schools	* <u>\$</u>	59,916	\$	352	\$	0	\$	0	

* This organization is represented on the Partnership's Board as described in Note 3A - Service Provider Contracts with Board Member Organizations.

Organization Name		(DHHS Contracts
Washington County Center for Human Services (Social Services)	*	\$	193,652

* This organization is represented on the Partnership's Board as described in Note 3A - 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 2 - Funding from Grant Awards.

Schedule 3

State Grantor/Pass-through Grantor/Program		Contract #	 Receipts	Ex	penditures
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) Early Childhood Initiatives Program (Current Year) Multi-County Accounting and Contracting Grant (Prior Year) Multi-County Accounting and Contracting Grant (Current Year)	*	N/A N/A N/A N/A	\$ (435) 207,926 12,000	\$	207,926 (21) 10,859
North Carolina Department of Health and Human Services Division of Child Development Pass-through from the North Carolina Partnership for Children, Inc. & Tyrrell County Smart Start, Inc. Child Care Provider Program (Current Year) Enhanced Management & Administrative Services (Current Year)	*	05-207 N/A	 12,480 38,271		12,480 38,271
Total State Awards			\$ 270,242	\$	269,515

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

Washington County Child Advocacy Council, Inc. Schedule of Property and Equipment - Modified Cash Basis For the Year Ended June 30, 2005

Schedule 4

Furniture and Noncomputer Equipment Computer Equipment/Printers	\$ 18,269 7,941
Total Property and Equipment	\$ 26,210

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.

Match Provided at the Partnership Level:

Cash In-Kind Goods and Services	\$ 4,668 45,466
	\$ 50,134
Match Provided at the Contractor Level:	
Cash	\$ 26,879
	\$ 26,879

Note: This schedule is presented in accordance with the program match requirement as provided for by North Carolina Session Law 2003-284, 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.

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Certified Public Accountants

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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 THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Washington County Child Advocacy Council, Inc. Plymouth, North Carolina

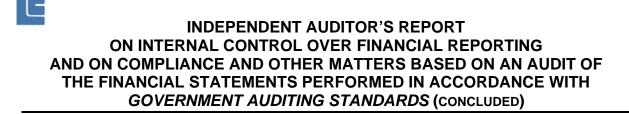
We have audited the financial statements of the Washington County Child Advocacy Council, Inc. (Washington Partnership) as of and for the year ended June 30, 2005, and have issued our report thereon dated March 21, 2006. We conducted our audit in accordance with auditing standards generally accepted 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 Washington 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 Washington 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 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 Washington 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.

Langdon " Company

Garner, North Carolina

March 21, 2006

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