

**AGENCY FOR SUBSTANCE ABUSE  
PREVENTION, INC.  
OXFORD, ALABAMA**

**AUDITED FINANCIAL STATEMENTS AND  
SUPPLEMENTAL INFORMATION**

**SEPTEMBER 30, 2017**

Gerald G. Pentecost, Jr., CPA



Certified Public Accountants

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*FINANCIAL SECTION*

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Agency for Substance Abuse Prevention, Inc.

We have audited the accompanying financial statements of the Agency for Substance Abuse Prevention, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2017, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## INDEPENDENT AUDITOR'S REPORT (Continued)

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency for Substance Abuse Prevention, Inc. as of September 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matter**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses on page 12 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Arnold R. Stewart, CPA*

Rainbow City, Alabama  
January 18, 2018

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC**  
**STATEMENT OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2017**

**ASSETS**

**Current Assets**

Cash	\$	62,996
Receivables, Net		11,870
<b>Total Current Assets</b>		<u>74,866</u>

**Fixed Assets**

Depreciable Assets		
Machinery and Equipment		48,824
Furniture and Fixtures		17,971
Less: Accumulated Depreciation		<u>(65,095)</u>
<b>Fixed Assets, Net</b>		1,700

<b>Total Assets</b>	<b>\$</b>	<b><u>76,566</u></b>
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**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts Payable	\$	121
Accrued Payroll		2,191
Accrued Compensated Absences		1,460
<b>Total Current Liabilities</b>		<u>3,772</u>

<b>Total Liabilities</b>		3,772
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**Net Assets**

Unrestricted		72,794
<b>Total Net Assets</b>		<u>72,794</u>

<b>Total Liabilities and Net Assets</b>	<b>\$</b>	<b><u>76,566</u></b>
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**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>Revenues, Gains and Other Support</b>			
State Grants	\$ -	\$ 147,122	\$ 147,122
Contributions	18,170	-	18,170
Program Service Fees	8,000	-	8,000
Interest Income	67	-	67
<b>Total Other Revenues</b>	<u>26,237</u>	<u>147,122</u>	<u>173,359</u>
Transfer From Restricted Funds	<u>147,122</u>	<u>(147,122)</u>	<u>-</u>
<b>Total Revenues, Gains and Other Support</b>	173,359	-	173,359
<b>Functional Expenses</b>			
Program Expenses	126,108	-	126,108
Support Services, Management and General	46,323	-	46,323
<b>Total Functional Expenses</b>	<u>172,431</u>	<u>-</u>	<u>172,431</u>
<b>Change in Net Assets - Current Operations</b>	928	-	928
<b>Net Assets, Beginning</b>	<u>71,866</u>	<u>-</u>	<u>71,866</u>
<b>Net Assets, Ending</b>	<u>\$ 72,794</u>	<u>\$ -</u>	<u>\$ 72,794</u>

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

<b>Cash Flows From Operating Activities</b>	
Increase (decrease) in net assets from operations	\$ 928
<b>Adjustments to reconcile increase in net assets to net cash provided by operating activities:</b>	
Depreciation	1,370
(Increase) decrease in receivables	(3,862)
Increase (decrease) in accounts payable	(1,143)
Increase (decrease) in accrued payroll	(28)
Increase (decrease) in accrued compensated absences	321
<b>Net cash provided (used) by operating activities</b>	<u>(2,414)</u>
<b>Cash Flows From Investing Activities</b>	
Purchase of property and equipment	<u>-</u>
<b>Net cash used by investing activities</b>	-
<b>Net increase (decrease) in cash</b>	(2,414)
<b>Beginning cash</b>	<u>65,410</u>
<b>Ending cash</b>	<u>\$ 62,996</u>



**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017**

**NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

Agency for Substance Abuse Prevention, Inc. (the Organization) was incorporated as a substance abuse prevention education agency dedicated to providing services to parents, students, employees, affected individuals and their families in Calhoun and Cleburne Counties of Alabama. The Organization is governed by a Board of Directors. Terms expire each year for three members and officers serve for a one-year term, but may be re-elected for an additional term.

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Revenue is recognized when earned and expenses are recorded when incurred.

**Basis of Presentation**

The Organization follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification: FASB ASC 958-210-50 (formerly SFAS No. 117). The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

The Organization also elected to adopt FASB ASC 958-300-50 (formerly SFAS No. 116). In accordance with FASB ASC 958-300-50, contributions are recorded as unrestricted, temporarily restricted or permanently restricted support depending on the existence or nature of any donor restrictions. Donor restricted support is reported as an increase in the temporarily or permanently restricted net assets depending upon the nature of the restrictions. As the restrictions expire or conditions of restrictions are satisfied in the year of donation, the assets are recorded as unrestricted.

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017**

**NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES –  
Continued**

**Basis of Presentation - Continued**

- Unrestricted net assets of the organization represent revenues and expenses related to the operation and management of the Organization's primary programs and supporting services.
- Temporarily restricted net assets represent resources available for use, but expendable only for the purposes specifically stated by the donor.
- Permanently restricted net assets are permanently restricted by the donor. There are no permanently restricted net assets.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents .

**Income Taxes**

Agency for Substance Abuse Prevention, Inc. is incorporated under the laws of the State of Alabama as a non-profit corporation and is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code for not for profit entities . No provision for income taxes is reflected in the financial statements.

**Capital Assets**

The capitalization policy is to capitalize assets with a life of over one year and a cost of \$500 or more. All fixed assets are recorded at historical cost, or if donated, fair market value at the date of donation. Depreciation is provided, using the straight-line method over the estimated useful life of the related asset. Repairs and maintenance are expensed as incurred. The following useful lives are used in determining depreciation:

<b>Estimated</b>	<b><u>Useful Life</u></b>
Furniture & Fixtures	7 years
Office Equipment	5 - 7 years

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**

**NOTE A – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES –  
Continued**

**Planned Major Maintenance Activities**

If major maintenance will extend the life of a capital asset, the cost of maintenance is then capitalized. If major maintenance will not extend the life of a capital asset, then the cost of maintenance is expensed.

**Revenues and Support**

Revenues of the Organization consist mostly of grants received from the Alabama Department of Mental Health / Mental Retardation. The Organization recognizes the revenue based on either a fee for services provided or cost reimbursement, whichever applies.

Contributions of non-cash assets are recorded at their fair values in the period received. Such donations are reported as unrestricted support unless the donor has restrictions regarding their use for a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Functional Expenses**

The costs of providing Organization programs and the administration of the Organization have been summarized on a functional basis in the Schedule of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Date of Management's Review**

Subsequent events have been reviewed through issuance date of the report.

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017**

**NOTE B – CASH AND INVESTMENTS**

Cash consists of funds held in demand deposit accounts. The balance for the year ended September 30, 2017 was \$62,996.

**NOTE C – ACCOUNTS RECEIVABLE**

Accounts receivable at September 30, 2017 consisted of the following:

	<b>2017</b>
Grant receivable – DMH	\$ <u>11,870</u>
Less: allowance for doubtful accounts	<u>(0)</u>
Accounts receivable, net	\$ <u>11,870</u>

The allowance for doubtful accounts is determined by management based on the estimated uncollectible dues and other revenues at the end of the year and is determined to be \$0 at September 30, 2017.

**NOTE D – FIXED ASSETS**

	<b>Balance 09/30/2016</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance 09/30/2017</b>
Depreciable Assets				
Machinery & Equipment	\$ 48,824	\$ -	\$ -	\$ 48,824
Furniture and fixtures	17,971	-	-	17,971
Total Depreciable Assets	<u>66,795</u>	<u>-</u>	<u>-</u>	<u>66,795</u>
Less: accum. depreciation	<u>(63,725)</u>	<u>(1,370)</u>	<u>-</u>	<u>(65,095)</u>
Total Fixed Assets, Net	<u>\$ 3,070</u>	<u>\$ (1,370)</u>	<u>\$ -</u>	<u>\$ 1,700</u>

Depreciation expense for the year ended September 30, 2017 was \$1,370.

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2017**

**NOTE E – ACCOUNTS PAYABLE**

Accounts payable consists of amounts due to vendors. The balance at September 30, 2017 was \$121.

**NOTE F – COMPENSATION AND RELATED EXPENSES**

Accrued payroll at September 30, 2017 consists of accrued salaries. The balance at September 30, 2017 was \$2,191. Accrued compensated absences consist of vacation owed at September 30, 2017 of \$1,460.

**NOTE G – ADVERTISING COSTS**

The Organization expenses advertising costs as they are incurred. The Organization has no direct-response advertising costs. Advertising expense at September 30, 2017 was \$775.

**NOTE H – RISKS AND UNCERTAINTIES**

The preparation of financial statements in conformity with generally accepted accounting principles required the use of estimates made by the management of the Organization. Estimates used in the preparation of financial statements could differ from the actual results of operations.

The Organization receives the majority of its revenue from governmental sources. It is reasonably possible that changes in the funding available under grants could impact the Organization.

**NOTE I – ECONOMIC DEPENDENCE**

The Organization is significantly dependent on funding from the Alabama Department of Mental Health / Mental Retardation. For the year ended September 30, 2017, the grant revenues from DMH/MR represented approximately 85% of total revenues for the year ended.

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC.  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2017**

**NOTE J – LEASES**

During the year ended September 30, 2017, the Organization began leasing its operating facilities in Oxford, Alabama. The term of the lease was 9 months ended in September 2017. Rent was due monthly at \$750 per month. There is a renewal provision contained in this lease that allows a renewal of the lease for an additional two year term. Management exercised this renewal option in October of 2017 and at the new rate of \$850 per month. Rent paid under this lease was \$9,100 for the year ended September 30, 2017.

Minimum future lease payments required under operating lease agreements as of September 30, 2017 were as follows:

2018	\$ 10,200
2019	<u>10,200</u>
	<u>\$ 20,400</u>

*SUPPLEMENTAL INFORMATION*

**AGENCY FOR SUBSTANCE ABUSE PREVENTION, INC**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2017**

	<b>Program Expenses</b>	<b>Support Management and General</b>	<b>Total</b>
Advertising	\$ 775	\$ -	\$ 775
Bank Charges	-	10	10
Conferences and Conventions	1,174	-	1,174
Contract Labor	4,030	-	4,030
Depreciation	1,370	-	1,370
Dues and Subscriptions	416	416	832
Equipment Rental and Maint	1,523	1,524	3,047
Insurance	1,936	1,936	3,872
Food and Beverage - Meetings	-	65	65
Miscellaneous	-	844	844
Payroll Tax Expense	6,818	2,273	9,091
Postage and Delivery	49	49	98
Printing and Publications	215	-	215
Professional and Legal Fees	12,946	4,000	16,946
Program	200	-	200
Rent	4,550	4,550	9,100
Salaries	82,263	27,421	109,684
Scholarship Program	1,850	-	1,850
Supplies	94	994	1,088
Travel	3,658	-	3,658
Utilities	2,241	2,241	4,482
<b>Total Expenses</b>	<b>\$ 126,108</b>	<b>\$ 46,323</b>	<b>\$ 172,431</b>



REPORT ON COMPLIANCE WITH  
DEPARTMENT OF MENTAL HEALTH CONTRACT

To the Board of Directors of  
Agency for Substance Abuse Prevention, Inc.

We have audited the contract between the Department of Mental Health (DMH) and the Agency for Substance Abuse Prevention, Inc. as of and for the year ended September 30, 2017.

Compliance with the DMH Contract, Provider Agreement and all applicable laws, rules, and regulations applicable to the Agency for Substance Abuse Prevention, Inc. is the responsibility of the Agency for Substance Abuse Prevention, Inc.'s management. As a part of obtaining reasonable assurance about whether the contract, Provider Agreement, and all applicable laws, rules, and regulations were complied with, we performed certain tests of transactions and made other determinations as outlined in each requirement of *Section 12, Audit for Compliance with the Contract of the DMH Audit Guidelines*. Revenues and expenditures were analyzed to determine if they were in compliance with applicable terms and conditions of the contract. Funds claimed as match for federal programs were audited to determine if they were allowable and adequate to match federal funds received.

The results of our tests disclosed no material instances of noncompliance with the DMH contract and all applicable laws, and regulations.

This report is intended for the information of management and DMH. However, this report is a matter of public record and its distribution is not limited.

*Gerald G. Pentecost, Jr., CPA*

Rainbow City, Alabama  
January 18, 2018