

**FIRST CIRCUIT COURT APPOINTED  
SPECIAL ADVOCATE PROGRAM**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2020 AND 2019**

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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
First Circuit CASA Program

We have reviewed the accompanying financial statements of First Circuit CASA Program (a South Dakota nonprofit organization) which comprise the statement of assets, liabilities, and net assets – modified cash basis as of December 31, 2020 and 2019, and the related statement of revenues, expenses and changes in net assets-modified cash basis functional expenses – modified cash basis for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for 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.

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting

## **Basis of Accounting**

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

## **Report on Supplementary Information**

The supplementary information 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.

*Carlson + Miller, Prof LLC*

Mitchell, South Dakota  
January 19, 2021

**First Circuit Court Appointed Special Advocate Program**  
**Statement of Assets, Liabilities and Net Assets - Modified Cash Basis**  
**December 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash in Bank - Checking	\$ 196,315	\$ 170,529
Certificates of Deposit	41,937	41,042
Prepaid Rent	6,825	6,825
Prepaid Expenses	5,833	-
Prepaid Software Subscription	1,325	4,500
Rent Deposit	975	975
Prepaid Advertising	-	2,700
<b>Total Current Assets</b>	<u>253,210</u>	<u>226,571</u>
<b>Property and Equipment</b>		
Office Equipment	36,135	30,716
Less Accumulated Depreciation	<u>(22,204)</u>	<u>(21,117)</u>
<b>Net Property and Equipment</b>	<u>13,931</u>	<u>9,599</u>
	<u>\$ 267,141</u>	<u>\$ 236,170</u>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Payroll Taxes Payable	\$ 5,662	\$ -
Credit Card Payable	3,229	-
<b>Total Current Liabilities</b>	<u>8,891</u>	<u>-</u>
<b>Net Assets</b>		
<b>Net Assets Without Restrictions</b>	<u>258,250</u>	<u>236,170</u>
	<u>\$ 267,141</u>	<u>\$ 236,170</u>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program**  
**Statement of Revenues, Expenses and Changes in Net Assets - Modified Cash Basis**  
**For the Years Ended December 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<b>Revenues</b>		
<b>Grants</b>		
VOCA	\$ 157,726	\$ 123,291
South Dakota CASA Commission	24,952	30,500
Court Improvement	22,000	19,200
National CASA	12,700	-
Other	11,360	6,000
Court Improvement - Extra	2,190	7,459
Fundraisers	40,653	82,352
Donations	37,343	38,096
Major Gifts	30,318	25,435
United Way	17,000	16,000
Memorials	2,292	-
	<u>358,534</u>	<u>348,333</u>
<b>Total Revenues</b>		
	<u>358,534</u>	<u>348,333</u>
 <b>Expenses</b>		
Program	252,090	206,907
Management and General	60,010	58,723
Fund Raising	25,320	51,597
	<u>337,420</u>	<u>317,227</u>
<b>Total Expenses</b>		
	<u>337,420</u>	<u>317,227</u>
 <b>Other Income</b>		
Interest	966	937
	<u>966</u>	<u>937</u>
 <b>Change in Net Assets</b>	 22,080	 32,043
<b>Net Assets, Beginning of Year</b>	<u>236,170</u>	<u>204,127</u>
<b>Net Assets, End of Year</b>	<u>\$ 258,250</u>	<u>\$ 236,170</u>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program  
Statement of Functional Expenses- Modified Cash Basis  
For the Year Ended December 31, 2020**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 151,347	\$ 30,595	\$ 7,649	\$ 189,591
Health Insurance	24,775	3,644	1,984	30,403
Payroll Taxes	15,288	3,090	773	19,151
Radio/TV Ads	14,091	-	-	14,091
Rent	5,850	4,680	1,170	11,700
Insurance	5,759	1,620	820	8,199
Special Events	-	-	8,111	8,111
Software Expense	4,637	1,546	1,546	7,729
Advertising and Public Relation	7,239	-	-	7,239
Travel	4,666	1,084	-	5,750
Leased Equip/Service Contract	-	5,313	-	5,313
Retirement	2,600	2,085	520	5,205
Supplies	3,065	1,098	463	4,626
Utilities	2,087	1,672	418	4,177
Training and Conferences	3,491	-	-	3,491
Volunteers Appreciation	3,432	-	-	3,432
Depreciation	1,443	1,443	-	2,886
Professional Fees	-	1,515	-	1,515
Direct Mail	-	-	1,417	1,417
Telephone	693	347	-	1,040
Postage	359	90	449	898
Dues	893	-	-	893
Internet	375	188	-	563
Total	<u>\$ 252,090</u>	<u>\$ 60,010</u>	<u>\$ 25,320</u>	<u>\$ 337,420</u>

See accompanying notes to these statements.

**First Circuit Court Appointed Special Advocate Program  
Statement of Functional Expenses- Modified Cash Basis  
For the Year Ended December 31, 2019**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 123,747	\$ 28,138	\$ 24,190	\$ 176,075
Health Insurance	16,167	8,083	2,695	26,945
Travel	18,887	2,085	-	20,972
Special Events	-	-	15,569	15,569
Payroll Taxes	9,045	2,057	1,768	12,870
Rent	5,850	4,680	1,170	11,700
Insurance	3,665	2,117	515	6,297
Training and Conferences	6,027	-	-	6,027
Software Expense	3,412	650	1,913	5,975
Radio/TV Ads	5,747	-	-	5,747
Leased Equip/Service Contract	-	4,236	-	4,236
Supplies	2,822	1,104	-	3,926
Utilities	1,952	1,561	390	3,903
Retirement	2,514	786	197	3,497
Direct Mail	-	-	2,721	2,721
Depreciation	1,281	1,281	-	2,562
Advertising and Public Relation	1,612	-	-	1,612
Professional Fees	-	1,323	-	1,323
Volunteers Appreciation	1,280	-	-	1,280
Telephone	655	328	-	983
Postage	376	94	469	939
Background Checks	913	-	-	913
Internet	400	200	-	600
Dues	555	-	-	555
Move	-	-	-	-
Repairs and Miscellaneous	-	-	-	-
Total	<u>\$ 206,907</u>	<u>\$ 58,723</u>	<u>\$ 51,597</u>	<u>\$ 317,227</u>

See accompanying notes to these statements.



**First Circuit Court Appointed Special Advocate Program  
Notes to Financial Statements**

1. Organization and Nature of Activities:

The First Circuit Court Appointed Special Advocate Program (CASA) is a non-profit organization and is affiliated with national and state CASA organizations.

CASA provides trained community volunteers appointed by a judge to promote and protect the best interests of abused and neglected children that are involved in the court system through no fault of their own. CASA volunteers provide the court with a carefully researched background of the child to assist the court in making sound decisions about the child's future. The CASA volunteer may make recommendations about foster care, reuniting with parents, legal freedom or adoption based on their visitations with the child, the parents and those who are knowledgeable about the child's history. The CASA program was originally developed by the Davison County Child Protection Team in 2000.

2. Summary of Significant Accounting Policies:

Basis of Accounting: The Organization's policy is to prepare its financial statements on the modified cash basis of accounting; consequently, contributions and other revenues are recognized when received rather than when promised or earned, and certain expenses and purchases of assets are recognized when cash is disbursed rather than when the obligation is incurred.

Financial Statement Presentation: The Organization has adopted FASB Accounting Standards Update (ASU) No.2016-14. "Presentation of Financial Statements of Not-For-Profit Entities." Under ASU 2016-14, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Contributions: Contributions received including unconditional promises to give, are recorded as support depending on the existence and/or nature of any donor restrictions. Restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose restrictions. Unless specifically restricted by the donor, all contributions are considered to be available for unrestricted use. Contributions to be received in the future are recorded at their present value.

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.

Concentrations: The fund-raising and service activities of the Organization are confined to the First Circuit geographical area of South Dakota.

**First Circuit Court Appointed Special Advocate Program  
Notes to Financial Statements....Continued**

Property and Equipment: Property and equipment are recorded at cost, when purchased, or if donated, at their estimated fair market value at date of donation. All acquisitions of property and equipment in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Depreciation is provided on the straight-line method over estimated useful lives ranging from three to ten years.

Cash and Cash Equivalents: The Organization considers all short-term securities purchased with a maturity of three months or less to be current assets.

Advertising and Public Relations Costs: Advertising and public relations costs are expensed as incurred.

3. **Tax Status:**  
The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Donations are deductible for income tax purposes.
4. **Contributed Services:**  
Numerous individuals volunteer their time and perform valuable tasks that assist the Organization with its program and supporting services. These services typically do not meet the criteria for recognition of income under SFAS No. 116.
5. **Net Assets with Donor Restrictions:**  
At December 31, 2020 and 2019, the Organization had no net assets with donor restrictions.
6. **Income Taxes:**  
The federal tax returns (Form 990) of CASA for years ending December 31, 2020, 2019, 2018 and 2017 are subject to examination by the IRS, generally for three years after they are filed.
7. **Retirement Plan:**  
In 2016 the Organization adopted a SIMPLE retirement plan whereby eligible employees' contributions are matched up to 3% of qualified wages.
8. **Leases:**  
On August 1, 2018, the Organization moved into its present location. The rent is \$975 per month plus utilities. The new lease runs through July 31, 2023.

Starting in October, 2016, a Toshiba copier was leased from A & B Business, Inc. for \$368 per month, including maintenance. The new lease runs for 63 months through December, 2023.

**First Circuit Court Appointed Special Advocate Program  
Notes to Financial Statements....Continued**

The following is a schedule by years of future minimum payments under the non-cancelable leases as of December 31, 2020:

Calendar year:

2021	\$16,116
2022	11,700
2023	<u>6,825</u>
	<u>\$34,641</u>

9. Accrued Vacation:

The organization's vacation policy allows carryover of a maximum of 80 hours. At December 31, 2020, there was unused vacation pay of \$5,842.

10. Subsequent Events:

Management has evaluated subsequent events through January 19, 2021, the date the financial statements were available to be issued.

**SUPPLEMENTARY INFORMATION**

**First Circuit Court Appointed Special Advocate Program  
Schedule of Fundraisers Revenue  
For the Years Ended December 31, 2020 and 2019**

	2020	2019
CASA's Got Talent	\$ 21,215	\$ 55,761
Murder Mystery	12,895	-
Vendor Fair	2,827	-
Kash Kids	1,949	2,306
CASA Palooza	1,023	-
T-Shirts	475	-
Charity Shoot Out	269	435
Baskets of Hope	-	10,586
Concert	-	4,914
July 4 Bash	-	4,800
Corn Palace Challenge	-	2,295
Santa Pictures	-	700
Popcorn Balls	-	555
Total	<u>\$ 40,653</u>	<u>\$ 82,352</u>