

**FIRST CIRCUIT COURT APPOINTED  
SPECIAL ADVOCATE PROGRAM**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

***CM* Carlon  
& Millar, Prof. L.L.C.**

**certified public accountants**

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
First Circuit CASA Program  
Mitchell, South Dakota 57301

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, 2022 and 2021, and the related statement of revenues, expenses and changes in net assets-modified cash basis and functional expenses – modified cash basis for the years 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. We are required to be independent of the First Circuit CASA Program and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

### **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 included in the schedule of fundraisers revenue is presented for purposes of additional analysis and is not a required part of the basic 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 supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Carlone Miller, Prof LLC*

Mitchell, South Dakota  
February 7, 2023

**First Circuit Court Appointed Special Advocate Program**  
**Statement of Assets, Liabilities and Net Assets - Modified Cash Basis**  
**December 31, 2022 and 2021**

	2022	2021
<b>Assets</b>		
<b>Current Assets</b>		
Cash in Bank - Checking	\$ 454,075	\$ 367,510
Certificates of Deposit	31,422	42,573
Prepaid Rent	6,825	6,825
Prepaid Software Subscription	1,050	2,497
Rent Deposit	975	975
<b>Total Current Assets</b>	<b>494,347</b>	<b>420,380</b>
<b>Property and Equipment</b>		
Office Equipment and Furniture	42,427	42,627
Less Accumulated Depreciation	(28,429)	(23,737)
<b>Net Property and Equipment</b>	<b>13,998</b>	<b>18,890</b>
	<b>\$ 508,345</b>	<b>\$ 439,270</b>
<b>Net Assets</b>		
<b>Net Assets Without Restrictions</b>	<b>508,345</b>	<b>439,270</b>
	<b>\$ 508,345</b>	<b>\$ 439,270</b>

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, 2022 and 2021**

	2022	2021
<b>Revenues</b>		
<b>Grants</b>		
VOCA	\$ 202,230	\$ 210,187
South Dakota CASA	28,000	24,220
Court Improvement	22,216	23,000
Other	11,400	62,950
Court Improvement - Extra	4,800	3,468
<b>Fundraisers</b>	95,204	79,254
Major Gifts	80,452	71,893
Donations	31,232	43,626
United Way	16,000	15,888
Memorials	250	75
	<b>491,784</b>	<b>534,561</b>
 <b>Expenses</b>		
Program	281,607	307,608
Management and General	80,881	76,089
Fund Raising	62,075	52,790
	<b>424,563</b>	<b>436,487</b>
 <b>Other Income</b>		
PPP Loan Forgiveness	-	82,280
Interest	1,854	666
	<b>1,854</b>	<b>82,946</b>
 <b>Change in Net Assets</b>	 69,075	 181,020
<b>Net Assets, Beginning of Year</b>	<b>439,270</b>	<b>258,250</b>
<b>Net Assets, End of Year</b>	<b>\$ 508,345</b>	<b>\$ 439,270</b>

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, 2022**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 167,527	\$ 36,210	\$ 28,504	\$ 232,241
Health Insurance	26,970	5,835	4,601	37,406
Travel	27,195	3,591	-	30,786
Payroll Taxes	13,036	2,820	2,224	18,080
Advertising and Public Relation	10,841	-	2,710	13,551
Special Events	-	-	13,307	13,307
Rent	5,265	5,265	1,170	11,700
Software Expense	5,740	1,914	1,914	9,568
Insurance	4,535	3,539	193	8,267
Supplies	2,113	3,932	2,112	8,157
Retirement	4,844	1,048	826	6,718
Utilities	2,680	2,680	596	5,956
Leased Equip/Service Contract	-	5,911	-	5,911
Depreciation	2,446	2,446	-	4,892
Training and Conferences	3,912	-	-	3,912
Direct Mail	-	-	3,599	3,599
Volunteers Appreciation	2,984	-	-	2,984
Maintenance	-	2,128	-	2,128
Professional Fees	-	1,405	-	1,405
Telephone	584	583	-	1,167
Dues	497	497	-	994
Postage	-	638	319	957
Internet	438	439	-	877
Total	<u>\$ 281,607</u>	<u>\$ 80,881</u>	<u>\$ 62,075</u>	<u>\$ 424,563</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, 2021**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 171,233	\$ 38,750	\$ 8,611	\$ 218,594
Advertising and Public Relations	36,137	-	4,015	40,152
Health Insurance	24,936	5,643	1,254	31,833
Special Events	-	-	19,867	19,867
Travel	16,032	3,410	-	19,442
Payroll Taxes	13,522	3,060	680	17,262
Rent	5,265	5,265	1,170	11,700
Consulting Fees	-	-	11,422	11,422
Volunteers Appreciation	8,442	-	-	8,442
Insurance	3,915	4,309	114	8,338
Training and Conferences	7,251	-	-	7,251
Software Expense	3,832	1,278	1,278	6,388
Retirement	4,396	995	221	5,612
Leased Equip/Service Contract	-	5,378	-	5,378
Utilities	3,472	852	481	4,805
Depreciation	2,219	2,218	-	4,437
Supplies	2,899	1,103	411	4,413
Repairs and Miscellaneous	1,256	1,257	-	2,513
Direct Mail	-	-	2,473	2,473
Postage	634	159	793	1,586
Dues	1,513	-	-	1,513
Professional Fees	-	1,339	-	1,339
Telephone	654	653	-	1,307
Internet	-	420	-	420
Total	<u>\$ 307,608</u>	<u>\$ 76,089</u>	<u>\$ 52,790</u>	<u>\$ 436,487</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. The Organization had cash in bank accounts that exceeded the FDIC insured limit by \$157,740.

**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, 2022 and 2021, 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, 2022, 2021, 2020 and 2019 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.
9. **Fund Raising Costs:**  
Fund raising costs made up 14.6% of total expenses in 2022 and 12.1% of total expenses in 2021.

**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, 2022:

Calendar year:

2023	<u>\$10,266</u>
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10. Accrued Vacation:

The organization's vacation policy allows carryover of a maximum of 80 hours. At December 31, 2022, there was unused vacation pay of \$9,310.

11. Subsequent Events:

Management has evaluated subsequent events through February 7, 2023, the date the financial statements were available to be issued.

**First Circuit Court Appointed Special Advocate Program  
 Schedule of Fundraisers Revenue  
 For the Years Ended December 31, 2022 and 2021**

	2022	2021
CASA's Got Talent	\$ 67,834	\$ 60,134
Murder Mystery	11,561	14,271
Church Concerts	7,895	-
Kids Helping Kids	4,443	3,972
Community Awareness Fair	1,520	-
Fill the Calendar	1,431	-
Santa Pictures	500	-
Charity Shoot Out	20	395
CASA Walk	-	482
Total	\$ 95,204	\$ 79,254

