



CASA OF NORTHEAST OKLAHOMA, INC.

**ANNUAL FINANCIAL STATEMENTS
AND ACCOMPANYING
INDEPENDENT AUDITOR'S REPORTS
FOR THE YEAR ENDED JUNE 30, 2023**

CASA OF NORTHEAST OKLAHOMA, INC.
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
CASA of Northeast Oklahoma, Inc.
Claremore, Oklahoma

OPINION

We have audited the accompanying financial statements of the CASA of Northeast Oklahoma, Inc (a nonprofit organization), which comprise the statement financial position as of June 30, 2023, and the related statements of activities, statement of functional expenses, and statement of cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the CASA of Northeast Oklahoma, Inc as of June 30, 2023, 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.

BASIS FOR OPINION

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of CASA of Northeast Oklahoma, Inc and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about of the CASA of Northeast Oklahoma, Inc ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit 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 CASA of Northeast Oklahoma, Inc internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the CASA of Northeast Oklahoma, Inc. ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements, as a whole. The accompanying schedule of expenditures of federal and state awards on page 13 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.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report, dated October 27, 2023, on our consideration of CASA of Northeast Oklahoma, Inc's internal control over financial reporting, and on 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 internal control over financial reporting, or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering CASA of Northeast Oklahoma, Inc.'s internal control over financial reporting, and compliance.

Very truly yours,



OBER & LITTLEFIELD, CPAS, PLLC
MIAMI, OKLAHOMA
OCTOBER 27, 2023

CASA OF NORTHEAST OKLAHOMA, INC.
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2023

Assets	
Current Assets	
Cash and cash equivalents	\$ 40,256.91
Investments	36,574.42
Grants and contracts receivable	19,639.21
Promises to give	12,375.00
Prepaid expenses	1,805.25
Total Current Assets	<u>110,650.79</u>
Furniture and equipment	29,835.97
Less: Accumulated depreciation	<u>(23,284.38)</u>
Total Property and Equipment	<u>6,551.59</u>
Other Assets	
Deposits	<u>1,900.00</u>
Total Assets	<u>\$ 119,102.38</u>
Liabilities and Net Assets	
Current Liabilities	
Wages payable	\$ <u>5,798.49</u>
Total Liabilities	<u>5,798.49</u>
Net Assets	
Without donor restrictions	100,928.89
With donor restrictions	<u>12,375.00</u>
Total Net Assets	<u>113,303.89</u>
Total Liabilities and Net Assets	<u>\$ 119,102.38</u>

The accompanying notes are an integral part of these financial statements

CASA OF NORTHEAST OKLAHOMA, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2023

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues, Gains, and Other Support			
Support:			
Grants - VOCA	\$ 141,189.05	\$ -	\$ 141,189.05
Grants - CASA	43,336.70	-	43,336.70
United Way	-	16,500.00	16,500.00
Donations	123,866.69	-	123,866.69
Fundraising	30,805.47	-	30,805.47
Interest income	4,516.15	-	4,516.15
Other income	5,157.00	-	5,157.00
Total Support	<u>348,871.06</u>	<u>16,500.00</u>	<u>365,371.06</u>
Net assets released from restrictions	<u>16,500.00</u>	<u>(16,500.00)</u>	<u>-</u>
Total Revenues, Gains, and Other Support	<u>365,371.06</u>	<u>-</u>	<u>365,371.06</u>
Expenses			
Program	237,873.83	-	237,873.83
Management and general	56,510.03	-	56,510.03
Resource development	33,319.97	-	33,319.97
Total Expenses	<u>327,703.83</u>	<u>-</u>	<u>327,703.83</u>
Change in Net Assets	37,667.23	-	37,667.23
Net Assets, Beginning of Year	<u>63,261.66</u>	<u>12,375.00</u>	<u>75,636.66</u>
Net Assets, End of Year	<u>\$ 100,928.89</u>	<u>\$ 12,375.00</u>	<u>\$ 113,303.89</u>

The accompanying notes are an integral part of these financial statements.

CASA OF NORTHEAST OKLAHOMA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2023

	Programs	Support Services		Total Expenses
		Management & General	Resource Development	
Bank charges	\$ -	\$ 502.97	\$ -	\$ 502.97
Background checks	1,517.43	-	-	1,517.43
Fundraising - special events	-	-	5,742.75	5,742.75
Paper dolls expense	570.36	-	-	570.36
Insurance	6,113.64	3,909.73	640.05	10,663.42
Memberships and dues	4,066.90	-	-	4,066.90
Miscellaneous	156.70	-	-	156.70
Office supplies	1,554.43	5,200.04	-	6,754.47
Other expenses	5,836.29	-	-	5,836.29
Payroll tax expense	13,737.16	2,564.27	2,014.78	18,316.21
Payroll processing fees	1,508.91	-	-	1,508.91
Postage/shipping	422.11	-	-	422.11
Professional fees	-	7,537.00	-	7,537.00
Rent expense	14,100.00	-	-	14,100.00
Salaries and wages	169,925.39	31,719.41	24,922.39	226,567.19
Utilities	7,521.40	-	-	7,521.40
Vehicle expense	10,740.78	-	-	10,740.78
Volunteer supplies	102.33	-	-	102.33
Total Expenses Before Depreciation	237,873.83	51,433.42	33,319.97	322,627.22
Depreciation	-	5,076.61	-	5,076.61
Total Expenses	\$ 237,873.83	\$ 56,510.03	\$ 33,319.97	\$327,703.83

The accompanying notes are an integral part of these financial statements

CASA OF NORTHEAST OKLAHOMA, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2023

Cash Flows from Operating Activities:	
Change in net assets	\$ 37,667.23
Adjustments to reconcile change in net assets to net cash used for operating activities:	
Depreciation	5,076.61
Unrealized gains on investments	(4,516.15)
(Increase)/Decrease in:	
Contracts receivable	8,874.85
Prepaid expenses	1,810.75
Deposits	(1,500.00)
Increase/(Decrease) in:	
Cash Overdraft	(9,566.59)
Payroll taxes payable	2,195.23
Net Cash Provided/(Used) by Operating Activities	<u>40,041.93</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	40,041.93
Cash and Cash Equivalents - June 30, 2022	<u>214.98</u>
Cash and Cash Equivalents - June 30, 2023	<u><u>\$ 40,256.91</u></u>

The accompanying notes are an integral part of these financial statements

Note 1 - Nature of Organization

Nature of Activities

CASA of Northeast Oklahoma, Inc. (the "Organization") was incorporated in 1995 under the laws of the State of Oklahoma. On May 12, 2014, the Organization changed the name from Tri County Casa, Inc. On August 14, 2019, the Organization changed their name from Child Advocates of Northeast Oklahoma to CASA of Northeast Oklahoma, Inc. The corporation is a nonprofit organization under the Internal Revenue Code Section 501 (c)(3) and is exempt from federal and state income taxes. The major objective of the Organization is recruiting, training, and supervising volunteer court-appointed special advocates, who provide a voice for abused and neglected children in the courts of Rogers, Mayes, Craig, Ottawa, Delaware, and Washington counties, as well as the Shawnee Nation's tribal court. The Organization receives the majority of its funding through grants from the Attorney General's office, the Oklahoma CASA Association, local United Way agencies, and other local sources. The Organization is in the process of further expanding its service area to include a nearby two-county judicial district.

Note 2 - Summary of Significant Accounting Policies

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Accordingly, revenue is recorded when earned, and expenses are recorded when incurred. The financial statements are presented in accordance with authoritative accounting standards for not-for-profit organizations. As such, the standards require contributions to be recognized as revenue when they are received, or unconditionally pledged, and net assets to be classified as net assets with restrictions or without restrictions, depending on the limitations placed on the contributions when received.

Cash and Cash Equivalents

Cash, and cash equivalents, include all monies in banks and highly liquid investments, with maturity dates of less than twelve months. The carrying value of cash, and cash equivalents, approximates fair value because of the short maturities of those financial instruments.

Investments

Investments in certificates of deposits, mutual funds, and fixed income funds are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in net assets without restrictions if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Concentrations of Credit and Market Risk

Financial instruments that potentially expose the Organization to concentrations of credit, and market, risk consist primarily of cash equivalents and investments. Cash equivalents are maintained at high-quality financial institutions, and credit exposure is limited at any one institution. The Organization has not experienced any losses on its cash equivalents.

Note 2 - Summary of Significant Accounting Policies: (continued)

Promises to Give

Promises to give represent promises by donors to give in future periods. Promises are recognized in the period received if all eligibility requirements are met, and if such amounts are both measurable, and probable, of collection.

Property and Equipment

The Organization capitalizes property and equipment with an original cost over \$1,000, and an estimated useful life of more than one year. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions, at their estimated fair value. Such donations are reported as unrestricted contributions, unless the donor has restricted the donated asset to 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 contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated, or acquired, assets are placed in service. The Organization reclassifies net assets with restrictions to net assets without restrictions at that time. Property and equipment are depreciated using the straight-line method, over their estimated useful lives ranging from five (5) to forty (40) years.

Compensated Absences

The Organization's policy for vacation allows full-time employees, with at least two (2) years of employment, to earn two weeks of vacation. For two (2) to three (3) years of employment, full-time employees earn three (3) weeks of vacation. Once employed four (4) to six (6) years of employment, full-time employees earn four (4) weeks of vacation, and beyond six (6) years of employment, employees are to earn five (5) weeks of vacation. Vacation time cannot be accumulated in excess of five (5) weeks. Part time employees shall be prorated, with ½ paid time off benefits for ½ time employees, and ¾ paid time off benefits for ¾ time employees. Annual vacation must be used within the calendar year it is granted, and may not be carried over, and shall not be paid out to employees upon separation of employment.

Full-time employees also earn sick leave at the end of the three months of "in training" status. Full time employees receive ten (10) days of paid sick leave per year. All other employees receive a prorated number of paid sick days, based on percentage of employment. Sick leave is not payable upon termination.

Revenue Recognition

Contributions received are recorded as support with restrictions or support without restrictions, depending on the existence and/or nature of any donor restrictions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as contributions without restrictions. Support received from grant agreements, and contracts, are recognized when income is earned, or becomes available for use by the Organization. Amounts received that are designated for future periods, or restricted by the donor for specific purposes, are reported as support with restrictions that increases that net asset class. When a temporary restriction expires, net assets with restrictions are reclassified to net assets without restrictions and reported in the statement of activities as net assets released from restrictions.

Note 2 - Summary of Significant Accounting Policies: (continued)

Support and Revenue

The Organization receives the majority of its funding through grants from the Attorney General's office, the Oklahoma CASA Association, local United Way agencies, and other local sources. Support received from grants is recognized when income is earned, or becomes available for use, by the Organization. The VOCA grant received contains a matching requirement of volunteer hours and/or other contributions. As of June 30, 2023, the necessary volunteer hours and matching contributions reported for this grant was adequate.

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

The Organization's Forms 990, *Return of Organization Exempt from Income Tax*, for the years ending 2020, 2021, and 2022 are subject to examination by the IRS, generally for three years after they were filed.

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.

Note 3 – Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the Organization's deposits may not be returned to it. The Organization does not have a deposit policy for custodial credit risk. As of June 30, 2023, the Organization's bank balances were fully insured by FDIC. Investment balances, as of June 30, 2023, were protected by SIPC.

Note 4 - Grants and Contracts Receivable

As of June 30, 2023, accounts receivable from grants and contracts was composed of:

Victims of Crime Act	\$ 16,244.75
Oklahoma CASA Association	<u>3,394.46</u>
Total Grants and Contracts Receivable	<u>\$ 19,639.21</u>

Note 5 - Promises to Give

As of June 30, 2023, promises to give were composed of:

United Way - Ottawa County	<u>\$ 12,375.00</u>
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Note 6 - Net Assets with Restrictions

As of June 30, 2023, net assets with restrictions were composed of:

United Way - Ottawa County	<u>12,375.00</u>
Total Net Assets with Restrictions	<u><u>\$ 12,375.00</u></u>

Note 7 - Capital Assets

Capital asset activity during the year was as follows:

	<u>Balance</u> 7/1/2022	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> 6/30/2023
Fixtures and Equipment	\$ 29,835.97	\$ -	\$ -	\$ 29,835.97
Accumulated Depreciation	<u>(18,207.77)</u>	<u>(5,076.61)</u>	<u>-</u>	<u>\$(23,284.38)</u>
Net Property and Equipment	<u>\$ 11,628.20</u>	<u>\$ (5,076.61)</u>	<u>\$ -</u>	<u>\$ 6,551.59</u>

Note 8 - Functional Allocation of Expenses

The costs of providing the various programs, and supporting services, have been summarized on a functional basis, in the statement of functional expenses. Costs that are not directly associated with providing specific services have been allocated based on the relative time spent by the employees providing these services.

Note 9 - Economic Dependence

The Organization receives a large portion of its revenue from the State of Oklahoma Victims of Crime Act grant. During 2023, the Organization recognized revenue from the State of Oklahoma Victims of Crime Act grant, in the amount of \$141,189.05, which represents 38.64% of total revenues.

Note 10 – Evaluation of Subsequent Events

The Organization has evaluated subsequent events through October 27, 2023, the date which the financial statements were available to be issued, and no additional disclosures are deemed necessary.

Note 11 – Liquid Resources

The following reflects the Organization’s financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date. Amounts not available include amounts set aside for long-term investing in the quasi-endowment that could be drawn upon if the governing board approves that action.

Cash and cash equivalents	\$ 40,256.91
Investments	36,574.42
Grant and contributions receivable	<u>32,014.21</u>
Total financial assets	108,845.54
Less financial assets held to meet donor-imposed restrictions:	
Time restricted net assets	<u>12,375.00</u>
Amount available for general expenditure within one year	<u>\$ 96,470.54</u>

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes schedules not required by GAS, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

- **Schedule of Expenditures of Federal and State Awards**

CASA OF NORTHEAST OKLAHOMA, INC.
 SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
 JUNE 30, 2023

<u>Funding Source/Pass-Through Grantor/ Program Title</u>	<u>CFDA Number</u>	<u>Contract or Award Number</u>	<u>Contract or Award Amount</u>	<u>Recognized Expenses</u>
<u>State of Oklahoma</u>				
<u>District Attorney's Council</u>				
Victims of Crime Act	16.575	2021-VOCA-CASA	\$ 136,962.00	29,521.89
Victims of Crime Act	16.575	2022-VOCA-CASA	\$ 136,962.00	<u>111,667.16</u>
Total State of Oklahoma				<u>141,189.05</u>
Total Grants and Contracts				<u><u>\$ 141,189.05</u></u>

INTERNAL CONTROL AND COMPLIANCE SECTION



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

To the Board of Directors
CASA of Northeast Oklahoma, Inc.
Claremore, Oklahoma

We have audited, in accordance with the 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, the financial statements of CASA of Northeast Oklahoma, Inc. ("the Organization") (a nonprofit organization), which comprise the statement of financial position, as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows, for the year then ended, and the related notes to the financial statements, and have issued our report thereon, dated October 27, 2023.

Internal Control Over Financial Reporting

In planning, and performing, our audit of the financial statements, we considered CASA of Northeast Oklahoma, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate, in the circumstances, for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CASA of Northeast Oklahoma, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design, or operation, of a control does not allow management, or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CASA of Northeast Oklahoma, Inc.'s financial statements are free from 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*.

To the Board of Directors
CASA of Northeast Oklahoma, Inc.
Page 2

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control, and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control, or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards*, in considering the organization's internal control, and compliance. Accordingly, this communication is not suitable for any other purpose.

Very truly yours,



OBER & LITTLEFIELD, CPAS, PLLC
MIAMI, OKLAHOMA

OCTOBER 27, 2023