# Report on Audits of Financial Statements of

# Charleston County First Steps

# to School Readiness Partnership

*for the years ended June 30, 2011 and 2010*

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# Independent Auditors' Report

To the Board of Directors
Charleston County First Steps to School Readiness Partnership
N. Charleston, South Carolina

We have audited the accompanying statements of revenues, expenses, and changes in net assets - modified cash basis of Charleston County First Steps to School Readiness Partnership, a South Carolina non-profit corporation, (the "Partnership"), as of and for the years ended June 30, 2011 and 2010 and the related statements of functional expenses - modified cash basis for the years then ended. These financial statements are the responsibility of the Partnership's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits 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 of material misstatement. 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 audits provide a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of Charleston County First Steps to School Readiness Partnership as of June 30, 2011 and 2010, and its revenues and expenses for the years then ended, on the basis of accounting described in Note 1.

Scott and Company LLP

Columbia, South Carolina
June 18, 2012

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**Charleston County First Steps to School Readiness Partnership**
**Statements of Revenues, Expenses, and Changes in Net Assets - Modified Cash Basis**
**for the years ended June 30,**

| Temporarily restricted net assets: | 2011 | 2010 |
|---|---|---|
| Revenues: | | |
| Grant revenues - South Carolina Office of First Steps to School Readiness: | | |
| State allocation | $ 266,009 | $ 381,824 |
| State private | 5,950 | 24,000 |
| Education Improvement Act | 50,262 | 48,274 |
| 4-K state appropriation | 55,000 | 103,750 |
| Federal | 382,915 | 353,106 |
| Local private | - | 660 |
| Interest income | 99 | 534 |
| Contribution income | 481,543 | 492,294 |
| Total revenues | 1,241,778 | 1,404,442 |
| Net assets released from temporary restrictions | (1,254,005) | (1,401,100) |
| Change in temporarily restricted net assets | (12,227) | 3,342 |
| Unrestricted net assets: | | |
| Net assets released from temporary restrictions | 1,254,005 | 1,401,100 |
| Expenses: | | |
| County operations | 166,720 | 163,703 |
| Family strengthening | 255,616 | 291,670 |
| Early education programs | 60,529 | 88,238 |
| Child care quality | 291,728 | 354,546 |
| Healthy start | 479,412 | 502,943 |
| Total expenses | 1,254,005 | 1,401,100 |
| Change in unrestricted net assets | - | - |
| Change in net assets | (12,227) | 3,342 |
| Net assets at beginning of the year: | | |
| Cash | 324,861 | 341,632 |
| Accounts receivable | 16,052 | 5,998 |
| Accounts payable | (144,860) | (154,919) |
| | 196,053 | 192,711 |
| Net assets at end of the year: | | |
| Cash | 548,181 | 324,861 |
| Accounts receivable | 11,381 | 16,052 |
| Accounts payable | (375,736) | (144,860) |
| | $ 183,826 | $ 196,053 |

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

**Charleston County First Steps to School Readiness Partnership**
**Statement of Functional Expenses - Modified Cash Basis**
**for the year ended June 30, 2011**

| | Administrative | Program | | | | |
|---|---|---|---|---|---|---|
| | County operations | Family strengthening | Early education | Child care quality | Healthy Start | Total |
| Salaries | $ 101,347 | $ 165,180 | $ - | $ 75,970 | $ - | $ 342,497 |
| Payroll taxes | 7,616 | 12,637 | - | 5,622 | - | 25,875 |
| Fringe benefits | 19,006 | 40,569 | - | 20,553 | - | 80,128 |
| Office rent | 13,209 | 2,362 | - | 7,073 | - | 22,644 |
| Professional development | 1,610 | 4,825 | - | - | - | 6,435 |
| Telephone | 2,950 | 2,482 | - | 4,955 | - | 10,387 |
| Office equipment-rent | 145 | 50 | - | 175 | - | 370 |
| Office equipment-purchase | 501 | 358 | - | 260 | - | 1,119 |
| Office supplies | 2,178 | 1,103 | - | 5,821 | - | 9,102 |
| Insurance (non-health) | 2,830 | - | - | - | - | 2,830 |
| Board expense | 928 | - | - | - | - | 928 |
| Food | 1,298 | - | - | - | - | 1,298 |
| Travel | 5,593 | 20,834 | - | 4,240 | - | 30,667 |
| Miscellaneous | 8,551 | - | - | - | - | 8,551 |
| Program purchased supplies | - | 3,168 | - | 27,843 | 17,048 | 48,059 |
| Program purchased services | (1,042) | 2,048 | 60,529 | 139,216 | 457,189 | 657,940 |
| Program purchased equipment | - | - | - | - | 5,175 | 5,175 |
| | $ 166,720 | $ 255,616 | $ 60,529 | $ 291,728 | $ 479,412 | $ 1,254,005 |

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

**Charleston County First Steps to School Readiness Partnership**
**Statement of Functional Expenses- Modified Cash Basis**
**for the year ended June 30, 2010**

| | Administrative | Program | | | | |
|---|---|---|---|---|---|---|
| | County operations | Family strengthening | Early education | Child care quality | Healthy start | Total |
| Salaries | $ 91,095 | $ 183,684 | $ - | $ 67,465 | $ - | $ 342,244 |
| Payroll taxes | 7,004 | 12,852 | - | 5,090 | - | 24,946 |
| Fringe benefits | 13,791 | 46,801 | - | 12,833 | - | 73,425 |
| Office rent | 11,400 | 2,159 | - | 8,640 | - | 22,199 |
| Professional development | 2,195 | 8,755 | - | - | - | 10,950 |
| Telephone | 4,333 | 2,997 | - | 3,197 | - | 10,527 |
| Office equipment-rent | 251 | 50 | - | 259 | - | 560 |
| Office equipment-purchase | 1,462 | 1,643 | - | 1,745 | - | 4,850 |
| Office supplies | 3,811 | 548 | - | 5,301 | - | 9,660 |
| Insurance (non-health) | 2,683 | - | - | - | - | 2,683 |
| Board expense | 1,674 | - | - | - | - | 1,674 |
| Food | 1,675 | - | - | - | - | 1,675 |
| Travel | 6,603 | 21,390 | - | 2,747 | 1,239 | 31,979 |
| Miscellaneous | 8,970 | - | - | - | - | 8,970 |
| Program purchased supplies | 2,980 | 10,743 | - | 25,603 | 17,159 | 56,485 |
| Program purchased services | 3,776 | 48 | 88,238 | 221,666 | 479,370 | 793,098 |
| Program purchased equipment | - | - | - | - | 5,175 | 5,175 |
| | $ 163,703 | $ 291,670 | $ 88,238 | $ 354,546 | $ 502,943 | $ 1,401,100 |

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

Charleston County First Steps to School Readiness Partnership
Notes to Financial Statements

## Note 1. Summary of Significant Accounting Policies

**Organization and Purpose** – The Partnership is a non-profit entity organized under the laws of South Carolina with the intent of improving early childhood development. The Partnership provides services directly or contracts with third parties to provide services and support to children and their families in order to enable children to reach school ready to learn; to establish goals for this initiative; to provide programs and services which impact children and families during the first years of a child's life.

The Partnership's stated goals are to (1) provide parents with access to the support they might seek and want to strengthen their families and to promote the optimal development of their preschool children; (2) increase comprehensive services so children have reduced risk for major physical, developmental, and learning problems; (3) promote high quality preschool programs that provide a healthy environment that will promote normal growth and development; (4) provide services so all children receive the protection, nutrition, and health care needed to thrive in the early years of life so they arrive at school ready to learn; and (5) mobilize communities to focus efforts on providing enhanced services to support families and their young children so as to enable every child to reach school healthy and ready to learn.

**Basis of Accounting** – The accompanying financial statements have been prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The basis of accounting determines when the Partnership recognizes revenue and expenses, and related assets and liabilities. The Partnership uses the cash receipts and disbursements basis of accounting, modified by including program revenue and expenses to the extent that such transactions are settled in cash or invoiced to the Partnership timely after year-end.

The basis of accounting adopted by the Partnership differs from generally accepted accounting principles primarily because it recognizes long lived assets and other costs which benefit more than one period as expenses in the year purchased, and it recognizes certain expenses when paid such as vacation and sick time for employees.

**Support and Revenue** – Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and nature of any donor restrictions. All donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction.

**Note 1. Summary of Significant Accounting Policies (continued)**

**Support and Revenue (continued)** – A restriction expires when a stipulated time restriction ends or purpose restriction is accomplished. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Substantially all the support and revenue received by the Partnership is considered to be temporarily restricted as the Partnership is obligated to spend the amounts received consistent with the instructions from the contributor, including the South Carolina First Steps State Board of Trustees, as to their intended use.

**Income Tax** – The Partnership is organized as a nonprofit organization under Section 501(c) (3) of the Internal Revenue Code, and is therefore, exempt from federal and state income tax.

**Use of Estimates** – The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash** – The Partnership maintains its cash in bank deposit accounts at high quality financial institutions and generally limits its exposure to credit risk from balances on deposit with the financial institutions in excess of the Federal Deposit Insurance Corporation ("FDIC") insured limit. At times, such deposits may be in excess of FDIC insured limits. The Partnership has additional insurance/security in place for deposits in excess of FDIC limits.

**Accounts Receivable** – The Partnership's accounts receivable are due from the South Carolina State Office of First Steps or other sources.

**Contributed Services** – Contributed services normally would be recorded under generally accepted accounting principles that (a) create or enhance non-financial assets or require specialized skills, (b) are provided by individuals possessing those skills, and (c) would typically need to be purchased if not provided by donation. A substantial number of unpaid volunteers have made significant contributions of their time to develop the Partnership's programs. The value of this contributed time is not reflected in these financial statements since it does not meet the revenue recognition criteria as defined by the modified cash basis of accounting.

**Note 2. Related Party Transactions**

The board members of the Partnership are representative of various organizations that in certain instances benefit from actions taken by the Board. It is the policy of the Partnership that board members not be involved with decisions regarding organizations they represent.

Certain board members are also members of management of some of the Partnership's contractors, such as the Charleston County School District and various state agencies. The Partnership consummated arm's length transactions with these entities to provide certain services related to the mission of the Partnership. The Partnership has recognized approximately $918,000 and $916,000 as expense for the years ended June 30, 2011 and 2010, respectively, related to the services provided by these contractors.

The Partnership has also contracted with the Charleston County School District to employ individuals whose main goal is to work for the Partnership. The purpose of this contractual agreement is to provide the individuals with the opportunity to participate in employee benefits programs that are not available through the Partnership.

**Note 3. Concentrations of Risks**

The Partnership receives substantially all of its funding through the South Carolina Office of First Steps to School Readiness. Future funding is dependent upon annual evaluation of the Partnership's effectiveness and availability of amounts as appropriated by the South Carolina General Assembly to the South Carolina Office of First Steps to School Readiness for distribution to county First Steps Partnerships, of which the Partnership is one of forty-six partnerships receiving funding. Due to the general economic environment within the State of South Carolina, the overall availability of funding from the South Carolina General Assembly is expected to remain level during fiscal year ending June 30, 2012. In addition, the Partnership received approximately $477,000 and $491,000 from the Children's Trust Fund of South Carolina for the years ended June 30, 2011 and 2010, respectively. This is approximately 99% of contribution income as reported on the statements of revenues, expenses and changes in net assets – modified cash basis for the years ended June 30, 2011 and 2010.

The Partnership enters into various contracts with third parties for the performance of certain services consistent with the organization and purpose of the Partnership. The contracts vary in length, however are generally one year or less and are subject to annual renegotiation. Substantially all amounts as shown in the Statements of Functional Expenses, with the exception of those amounts expensed for administrative functions, were expenses associated with services and goods contracted for by the Partnership and provided by third parties, for the benefit of improving early childhood development on behalf of the Partnership.

**Note 4. Future Minimum Lease Payments**

The Partnership entered into a new office space lease in April of 2008. Future minimum lease payments under this agreement are as follows:

| | | |
|---|---|---|
| 2012 | $ | 23,363 |
| 2013 | | 24,297 |
| | $ | 47,660 |

Rent expense associated with leased office space was approximately $23,000 and $22,000 for the years ended June 30, 2011 and 2010, respectively.

**Note 5. Subsequent Events**

The Partnership has evaluated all events subsequent to the balance sheet date of June 30, 2011, through the date of issuance of these financial statements, June 18, 2012, in accordance with Accounting Standards Codification ("ASC") subtopic 855-10. Management has determined that there are no subsequent events that require disclosure under ASC subtopic 855-10.