

**FIRST CIRCUIT COURT APPOINTED
SPECIAL ADVOCATE PROGRAM**

FINANCIAL STATEMENTS

FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

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

certified public accountants

CONTENTS

	PAGE
INDEPENDENT ACCOUNTANT'S REVIEW REPORT	1-2
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS – MODIFIED CASH BASIS	3
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS – MODIFIED CASH BASIS	4
STATEMENT OF FUNCTIONAL EXPENSES – MODIFIED CASH BASIS	5-6
NOTES TO FINANCIAL STATEMENTS	7-9
SUPPLEMENTARY INFORMATION	10
SCHEDULE OF FUNDRAISERS REVENUE	11

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, 2024 and 2023, 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 AICPA. 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 other 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.

Carlton Miller, Prof LLC

Mitchell, South Dakota
February 26, 2025

First Circuit Court Appointed Special Advocate Program
Statement of Assets, Liabilities and Net Assets - Modified Cash Basis
December 31, 2024 and 2023

	2024	2023
Assets		
Current Assets		
Cash in Bank - Checking and Savings	\$ 135,916	\$ 91,662
Brokerage Account - Dice Financial	177,040	-
Prepaid Rent	6,950	6,950
Prepaid Software Subscription	-	1,050
Rent Deposit	975	975
Total Current Assets	320,881	100,637
Investments		
Certificates of Deposit	250,000	444,333
Property and Equipment		
Office Equipment and Furniture	47,096	39,222
Less Accumulated Depreciation	(33,296)	(28,281)
Net Property and Equipment	13,800	10,941
	\$ 584,681	\$ 555,911
Liabilities		
Payroll Liabilities	\$ -	\$ 2,578
Net Assets		
Net Assets Without Restrictions	584,681	553,333
	\$ 584,681	\$ 555,911

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, 2024 and 2023

	2024	2023
Revenues		
Grants		
VOCA	\$ 122,560	\$ 253,961
South Dakota CASA	68,835	23,400
Court Improvement	21,300	20,000
Other	15,700	10,050
Court Improvement - Extra	1,721	4,177
Fundraisers	106,692	81,179
Major Gifts	98,974	64,518
Donations	25,727	28,131
United Way	18,000	18,000
In-Kind Donations	2,000	-
Memorials	100	100
	481,609	503,516
Expenses		
Program	328,738	332,004
Management and General	85,171	85,781
Fund Raising	57,135	49,483
	471,044	467,268
Other Income		
Interest	18,743	8,740
Dividends	2,040	-
	20,783	8,740
Change in Net Assets	31,348	44,988
Net Assets, Beginning of Year	553,333	508,345
Net Assets, End of Year	\$ 584,681	\$ 553,333

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, 2024**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 205,626	\$ 42,221	\$ 21,110	\$ 268,957
Health Benefits	25,805	5,299	2,649	33,753
Retirement	5,558	1,170	585	7,313
Payroll Taxes	16,499	3,474	1,737	21,710
Travel	20,723	2,764	-	23,487
Training and Conferences	3,151	-	-	3,151
Advertising and Public Relations	24,319	-	6,080	30,399
Special Events	-	-	15,739	15,739
Direct Mail	-	-	3,379	3,379
Rent	5,400	5,400	1,200	12,000
Insurance	4,815	2,675	535	8,025
Software Expense	7,012	2,337	2,337	11,686
Leased Equip/Service Contract	-	6,980	-	6,980
Maintenance	-	2,078	-	2,078
Depreciation	2,507	2,508	-	5,015
Utilities	1,977	1,977	439	4,393
Supplies	1,702	1,702	851	4,255
Volunteers Appreciation	2,168	-	-	2,168
Professional Fees	-	2,080	-	2,080
Dues	454	455	-	909
Postage	-	987	494	1,481
Telephone	662	663	-	1,325
Internet	360	361	-	721
Bank Fees	-	40	-	40
Total	<u>\$ 328,738</u>	<u>\$ 85,171</u>	<u>\$ 57,135</u>	<u>\$ 471,044</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, 2023**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 214,266	\$ 39,082	\$ 19,542	\$ 272,890
Health Benefits	30,773	5,606	2,822	39,201
Retirement	7,134	1,300	654	9,088
Payroll Taxes	16,907	3,080	1,551	21,538
Travel	21,891	4,754	-	26,645
Training and Conferences	4,199	-	-	4,199
Advertising and Public Relations	9,770	-	2,442	12,212
Special Events	-	-	12,029	12,029
Direct Mail	-	-	4,684	4,684
Rent	5,344	5,344	1,187	11,875
Insurance	5,683	3,022	675	9,380
Software Expense	5,172	1,724	1,724	8,620
Leased Equip/Service Contract	-	6,618	-	6,618
Maintenance	-	2,293	-	2,293
Depreciation	2,231	2,232	-	4,463
Utilities	2,775	2,775	617	6,167
Supplies	2,348	2,348	1,185	5,881
Volunteers Appreciation	2,159	-	-	2,159
Professional Fees	-	1,508	-	1,508
Dues	460	460	-	920
Postage	-	743	371	1,114
Telephone	502	502	-	1,004
Internet	390	390	-	780
Consulting Fees	-	2,000	-	2,000
Total	<u>\$ 332,004</u>	<u>\$ 85,781</u>	<u>\$ 49,483</u>	<u>\$ 467,268</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 no cash in bank accounts that exceeded the FDIC insured limit.

**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 certificates of deposit 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.

Cost Allocation: The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include compensation and benefits, which are allocated on the basis of estimates of time and effort, as well as depreciation and occupancy, which are allocated on a square footage basis.

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, 2024 and 2023, 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, 2024, 2023, 2022 and 2021 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 was \$975 per month plus utilities. The old lease ran through July 31, 2023. At that time the lease was renewed at a monthly rate of \$1,000.

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

Starting in October, 2016, a Toshiba copier was leased from A & B Business, Inc. for \$368 per month, including maintenance. The new lease ran for 63 months through December, 2023. The lease was renewed at year end for \$551 per month, including maintenance.

The following is a schedule by years of future minimum payments under the non-cancelable leases as of December 31, 2024:

Calendar year:

2025	\$18,618
2026	18,618
2027	18,618
2028	18,618

9. Brokerage Investment:

The organization opened a brokerage account with Dice Financial during the current year. The entire investment is in the American U.S. Government Money Market Fund. At December 31, 2024, the estimated yield was 4.15%.

10. Fund Raising Costs:

Fund raising costs made up 12.1% of total expenses in 2024, 10.6% of total expenses in 2023, 14.6% of total expenses in 2022 and 12.1% of total expenses in 2021.

11. Accrued Vacation:

The organization's vacation policy allows carryover of a maximum of 80 hours. At December 31, 2024, there was unused vacation pay of \$7,798.

12. Subsequent Events:

Management has evaluated subsequent events through February 26, 2025, 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, 2024 and 2023**

	2024	2023
CASA's Got Talent	\$ 54,296	\$ 67,416
CASA's Got Talent Sponsorships	30,600	-
Community Breakfast	6,673	8,675
Kids Helping Kids	6,479	1,612
Fill the Calendar	4,737	1,974
Concerts	2,895	-
Arts-in-the-Park T-shirts	1,012	120
Popcorn Balls	-	1,312
Charity Shoot Out	-	70
Total	<u>\$ 106,692</u>	<u>\$ 81,179</u>