

**FIRST CIRCUIT COURT APPOINTED  
SPECIAL ADVOCATE PROGRAM**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022**

***CM* Carlton  
& 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, 2023 and 2022, 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.

*Carlson Miller, P.C.*

Mitchell, South Dakota  
February 13, 2024

**First Circuit Court Appointed Special Advocate Program  
Statement of Assets, Liabilities and Net Assets - Modified Cash Basis  
December 31, 2023 and 2022**

	<u>2023</u>	<u>2022</u>
<b>Assets</b>		
<b>Current Assets</b>		
Cash in Bank - Checking & Savings	\$ 91,662	\$ 454,075
Certificates of Deposit	444,333	31,422
Prepaid Rent	6,950	6,825
Prepaid Software Subscription	1,050	1,050
Rent Deposit	975	975
<b>Total Current Assets</b>	<u>544,970</u>	<u>494,347</u>
<b>Property and Equipment</b>		
Office Equipment and Furniture	39,222	42,427
Less Accumulated Depreciation	<u>(28,281)</u>	<u>(28,429)</u>
<b>Net Property and Equipment</b>	<u>10,941</u>	<u>13,998</u>
	<u><b>\$ 555,911</b></u>	<u><b>\$ 508,345</b></u>
<b>Liabilities</b>		
Payroll Liabilities	<u>2,578</u>	<u>-</u>
<b>Net Assets</b>		
<b>Net Assets Without Restrictions</b>	<u>553,333</u>	<u>508,345</u>
	<u><b>\$ 555,911</b></u>	<u><b>\$ 508,345</b></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, 2023 and 2022**

	2023	2022
<b>Revenues</b>		
<b>Grants</b>		
VOCA	\$ 253,961	\$ 202,230
South Dakota CASA	23,400	28,000
Court Improvement	20,000	22,216
Other	10,050	11,400
Court Improvement - Extra	4,177	4,800
<b>Fundraisers</b>	81,179	95,204
<b>Major Gifts</b>	64,518	80,452
<b>Donations</b>	28,131	31,232
<b>United Way</b>	18,000	16,000
<b>Memorials</b>	100	250
	<b>503,516</b>	<b>491,784</b>
<b>Expenses</b>		
<b>Program</b>	332,004	281,607
<b>Management and General</b>	85,781	80,881
<b>Fund Raising</b>	49,483	62,075
	<b>467,268</b>	<b>424,563</b>
<b>Other Income</b>		
<b>Interest</b>	8,740	1,854
	<b>8,740</b>	<b>1,854</b>
<b>Change in Net Assets</b>	<b>44,988</b>	<b>69,075</b>
<b>Net Assets, Beginning of Year</b>	<b>508,345</b>	<b>439,270</b>
<b>Net Assets, End of Year</b>	<b>\$ 553,333</b>	<b>\$ 508,345</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, 2023**

	Program Services	Management and General	Fundraising	Total
Salaries and Wages	\$ 214,266	\$ 39,082	\$ 19,542	\$ 272,890
Health Insurance	30,773	5,606	2,822	39,201
Travel	21,891	4,754	-	26,645
Payroll Taxes	16,907	3,080	1,551	21,538
Advertising and Public Relations	9,770	-	2,442	12,212
Special Events	-	-	12,029	12,029
Rent	5,344	5,344	1,187	11,875
Insurance	5,683	3,022	675	9,380
Retirement	7,134	1,300	654	9,088
Software Expense	5,172	1,724	1,724	8,620
Leased Equip/Service Contract	-	6,618	-	6,618
Utilities	2,775	2,775	617	6,167
Supplies	2,348	2,348	1,185	5,881
Direct Mail	-	-	4,684	4,684
Depreciation	2,231	2,232	-	4,463
Training and Conferences	4,199	-	-	4,199
Repairs and Maintenance	-	2,293	-	2,293
Volunteers Appreciation	2,159	-	-	2,159
Consulting Fees	-	2,000	-	2,000
Professional Fees	-	1,508	-	1,508
Postage	-	743	371	1,114
Telephone	502	502	-	1,004
Dues	460	460	-	920
Internet	390	390	-	780
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  
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  
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 \$107,475 at year end.

**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.

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, 2023 and 2022, 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, 2023, 2022, 2021 and 2020 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, 2023:

Calendar year:

2024	\$18,618
2025	18,618
2026	18,618
2027	18,618
2028	18,618

9. Fund Raising Costs:

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

10. Accrued Vacation:

The organization's vacation policy allows carryover of a maximum of 80 hours. At December 31, 2023, there was unused vacation pay of \$10,325.

11. Subsequent Events:

Management has evaluated subsequent events through February 13, 2024, 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, 2023 and 2022**

	<b>2023</b>	<b>2022</b>
<b>CASA's Got Talent</b>	<b>\$ 67,416</b>	<b>\$ 67,834</b>
<b>Baskets of Hope</b>	<b>8,675</b>	<b>-</b>
<b>Fill the Calendar</b>	<b>1,974</b>	<b>1,431</b>
<b>Kids Helping Kids</b>	<b>1,612</b>	<b>4,443</b>
<b>Popcorn Balls</b>	<b>1,312</b>	<b>-</b>
<b>Community Awareness Fair</b>	<b>120</b>	<b>1,520</b>
<b>Charity Shoot Out</b>	<b>70</b>	<b>20</b>
<b>Murder Mystery</b>	<b>-</b>	<b>11,561</b>
<b>Church Concerts</b>	<b>-</b>	<b>7,895</b>
<b>Santa Pictures</b>	<b>-</b>	<b>500</b>
<b>Total</b>	<b><u>\$ 81,179</u></b>	<b><u>\$ 95,204</u></b>