

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**FINANCIAL STATEMENTS  
AND SUPPLEMENTAL INFORMATION**

**JUNE 30, 2016 and 2015**

**WITH**

**INDEPENDENT AUDITOR'S REPORTS**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Volunteers of America of Oklahoma, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Volunteers of America of Oklahoma, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities, functional expenses and cash flows for the years then ended and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

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

### **Auditor's Responsibility**

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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Volunteers of America of Oklahoma, Inc. as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matter**

### ***Other 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, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the supplemental schedules on pages 26 through 29 as required by the Oklahoma Department of Human Services are presented for purposes of additional analysis and are 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 14, 2016, on our consideration of the Volunteers of America of 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 Volunteers of America of Oklahoma, Inc.'s internal control over financial reporting and compliance.

*Hogan Taylor LLP*

October 14, 2016

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENTS OF FINANCIAL POSITION**

**June 30, 2016 and 2015**

	2016	2015
<b>Assets</b>		
Current assets:		
Cash and cash equivalents	\$ 532,850	\$ 402,501
Restricted cash	826,331	804,555
Accounts receivable, net of allowance for doubtful accounts of \$15,605 and \$75,773, in 2016 and 2015, respectively	768,367	1,014,973
Pledges receivable	6,000	7,500
Certificate of deposit	250,783	250,406
Prepaid expenses	99,158	108,035
Other current assets	75,000	100,000
Total current assets	2,558,489	2,687,970
Property and equipment, net	820,175	862,587
Investments and beneficial interest in assets held by others	302,906	306,449
Other	5,619	5,359
Total assets	<b>\$ 3,687,189</b>	<b>\$ 3,862,365</b>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable	\$ 61,105	\$ 159,725
Current portion of notes payable	102,257	16,281
Accrued expenses	760,318	841,577
Clients' personal funds (see Note 12)	826,331	796,843
Other current liabilities	16,460	3,843
Total current liabilities	1,766,471	1,818,269
Accrued expenses	7,044	49,310
Notes payable	35,173	52,430
Total liabilities	1,808,688	1,920,009
Net assets:		
Unrestricted	1,748,501	1,812,356
Temporarily restricted	130,000	130,000
Total net assets	1,878,501	1,942,356
Total liabilities and net assets	<b>\$ 3,687,189</b>	<b>\$ 3,862,365</b>

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENT OF ACTIVITIES**

**Year ended June 30, 2016  
(with comparative totals for the year ended June 30, 2015)**

	2016			2015
	Unrestricted	Temporarily Restricted	Total	Total
<b>Revenues from operations:</b>				
Public support received directly:				
Contributions	\$ 136,672	\$ 180,000	\$ 316,672	\$ 313,151
Contributions, in-kind	46,067	-	46,067	55,412
Public support received indirectly:				
United Way	15,314	-	15,314	10,000
Volunteers of America, Inc.	1,734	-	1,734	-
Total public support	199,787	180,000	379,787	378,563
Revenue and grants from governmental agencies	11,663,086	-	11,663,086	12,320,035
Other revenue:				
Program service fees	945,629	-	945,629	1,371,322
Other operating income	2	-	2	42,608
Total other revenue	945,631	-	945,631	1,413,930
Net assets released from restrictions	180,000	(180,000)	-	-
Total revenues from operations	12,988,504	-	12,988,504	14,112,528
<b>Operating expenses:</b>				
Fostering independence	9,527,861	-	9,527,861	10,637,528
Promoting self-sufficiency	1,190,558	-	1,190,558	876,320
Total program services	10,718,419	-	10,718,419	11,513,848
Management and general	1,751,655	-	1,751,655	2,024,470
Fund raising	254,200	-	254,200	307,227
Total supporting services	2,005,855	-	2,005,855	2,331,697
Administrative fees paid to national organization	331,026	-	331,026	297,943
Total operating expenses	13,055,300	-	13,055,300	14,143,488
Loss from operations	(66,796)	-	(66,796)	(30,960)
Nonoperating gains (loss):				
Investment income (loss)	(1,550)	-	(1,550)	8,510
Gain on sale of property and equipment	4,491	-	4,491	-
Income from other activities	2,941	-	2,941	8,510
Change in net assets	(63,855)	-	(63,855)	(22,450)
Net assets, beginning of year	1,812,356	130,000	1,942,356	1,964,806
Net assets, end of year	\$ 1,748,501	\$ 130,000	\$ 1,878,501	\$ 1,942,356

See notes to financial statements.

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENT OF ACTIVITIES**

**Year ended June 30, 2015**

	Unrestricted	Temporarily Restricted	Total
<b>Revenues from operations:</b>			
Public support received directly:			
Contributions	\$ 133,151	\$ 180,000	\$ 313,151
Contributions, in-kind	55,412	-	55,412
Public support received indirectly:			
United Way	10,000	-	10,000
Total public support	198,563	180,000	378,563
Revenue and grants from governmental agencies	12,320,035	-	12,320,035
Other revenue:			
Program service fees	1,371,322	-	1,371,322
Other operating income	42,608	-	42,608
Total other revenue	1,413,930	-	1,413,930
Net assets released from restrictions	195,000	(195,000)	-
Total revenues from operations	14,127,528	(15,000)	14,112,528
<b>Operating expenses:</b>			
Fostering independence	10,637,528	-	10,637,528
Promoting self-sufficiency	876,320	-	876,320
Total program services	11,513,848	-	11,513,848
Management and general	2,024,470	-	2,024,470
Fund raising	307,227	-	307,227
Total supporting services	2,331,697	-	2,331,697
Administrative fees paid to national organization	297,943	-	297,943
Total operating expenses	14,143,488	-	14,143,488
Loss from operations	(15,960)	(15,000)	(30,960)
Nonoperating gains:			
Investment income	8,510	-	8,510
Income from other activities	8,510	-	8,510
Change in net assets	(7,450)	(15,000)	(22,450)
Net assets, beginning of year	1,819,806	145,000	1,964,806
Net assets, end of year	<u>\$ 1,812,356</u>	<u>\$ 130,000</u>	<u>\$ 1,942,356</u>

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**

**Year ended June 30, 2016**

	Program Services			Support Services			Total 2016
	Fostering Independence	Promoting Self- Sufficiency	Total	Management and General	Fund Raising	Total	
Salaries	\$ 6,650,465	\$ 520,006	\$ 7,170,471	\$ 734,771	\$ 98,826	\$ 833,597	\$ 8,004,068
Pension expense	-	-	-	20,079	-	20,079	20,079
Other employee benefits	710,431	53,769	764,200	161,370	10,347	171,717	935,917
Payroll taxes	484,805	36,388	521,193	46,238	7,259	53,497	574,690
<b>Total personnel expenses</b>	<b>7,845,701</b>	<b>610,163</b>	<b>8,455,864</b>	<b>962,458</b>	<b>116,432</b>	<b>1,078,890</b>	<b>9,534,754</b>
Legal fees	-	-	-	19,158	-	19,158	19,158
Accounting fees	14,505	6,852	21,357	91,460	86	91,546	112,903
Other professional fees	251,406	10,701	262,107	48,782	9,024	57,806	319,913
Supplies and expenses	6,928	69,683	76,611	24,022	1,345	25,367	101,978
Telecommunications	87,061	4,107	91,168	33,558	168	33,726	124,894
Postage	2,505	20,705	23,210	7,098	4,248	11,346	34,556
Occupancy expense	579,429	355,163	934,592	97,477	2,991	100,468	1,035,060
Interest	4,119	-	4,119	2,319	-	2,319	6,438
Insurance	56,110	7,324	63,434	130,860	294	131,154	194,588
Equipment rental and maintenance	1,915	3,658	5,573	29,568	213	29,781	35,354
Printing and publications	90	4,178	4,268	-	3,377	3,377	7,645
Travel and transportation	286,528	20,565	307,093	22,472	1,563	24,035	331,128
Conferences and meetings	19,088	-	19,088	15,275	4,760	20,035	39,123
Specific assistance to individuals	346,867	58,747	405,614	73,688	45,474	119,162	524,776
Other	25,609	18,712	44,321	151,048	64,225	215,273	259,594
Depreciation and amortization	-	-	-	42,412	-	42,412	42,412
<b>Total functional expense</b>	<b>9,527,861</b>	<b>1,190,558</b>	<b>10,718,419</b>	<b>1,751,655</b>	<b>254,200</b>	<b>2,005,855</b>	<b>12,724,274</b>
Administrative fees paid to national organization	29,295	-	29,295	301,731	-	301,731	331,026
<b>Total expenses</b>	<b>\$ 9,557,156</b>	<b>\$ 1,190,558</b>	<b>\$ 10,747,714</b>	<b>\$ 2,053,386</b>	<b>\$ 254,200</b>	<b>\$ 2,307,586</b>	<b>\$ 13,055,300</b>

See notes to financial statements.



**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENT OF FUNCTIONAL EXPENSES**

**Year ended June 30, 2015**

	Program Services			Support Services			Total 2015
	Fostering Independence	Promoting Self- Sufficiency	Total	Management and General	Fund Raising	Total	
Salaries	\$ 7,586,228	\$ 342,860	\$ 7,929,088	\$ 789,324	\$ 108,708	\$ 898,032	\$ 8,827,120
Pension expense	-	-	-	11,713	-	11,713	11,713
Other employee benefits	776,524	46,649	823,173	77,525	13,398	90,923	914,096
Payroll taxes	556,808	24,830	581,638	48,940	8,029	56,969	638,607
<b>Total personnel expenses</b>	<b>8,919,560</b>	<b>414,339</b>	<b>9,333,899</b>	<b>927,502</b>	<b>130,135</b>	<b>1,057,637</b>	<b>10,391,536</b>
Legal fees	74	-	74	304	-	304	378
Accounting fees	91	-	91	107,420	-	107,420	107,511
Other professional fees	125,713	6,961	132,674	70,106	20,863	90,969	223,643
Supplies and expenses	13,102	8,369	21,471	34,777	3,287	38,064	59,535
Telecommunications	64,673	502	65,175	31,026	15	31,041	96,216
Postage	1,293	17,879	19,172	13,491	357	13,848	33,020
Occupancy expense	594,289	327,778	922,067	108,274	1,455	109,729	1,031,796
Interest	-	-	-	7,436	-	7,436	7,436
Insurance	38,739	5,218	43,957	174,844	-	174,844	218,801
Equipment rental and maintenance	5,620	6,385	12,005	41,237	225	41,462	53,467
Printing and publications	2,733	4,984	7,717	350	1,784	2,134	9,851
Travel and transportation	352,450	10,542	362,992	18,459	2,717	21,176	384,168
Conferences and meetings	32,976	216	33,192	20,466	7,473	27,939	61,131
Specific assistance to individuals	434,396	36,687	471,083	45,327	40,327	85,654	556,737
Other	51,819	36,460	88,279	379,384	98,589	477,973	566,252
Depreciation and amortization	-	-	-	44,067	-	44,067	44,067
<b>Total functional expense</b>	<b>10,637,528</b>	<b>876,320</b>	<b>11,513,848</b>	<b>2,024,470</b>	<b>307,227</b>	<b>2,331,697</b>	<b>13,845,545</b>
Administrative fees paid to national organization	-	-	-	297,943	-	297,943	297,943
<b>Total expenses</b>	<b>\$ 10,637,528</b>	<b>\$ 876,320</b>	<b>\$ 11,513,848</b>	<b>\$ 2,322,413</b>	<b>\$ 307,227</b>	<b>\$ 2,629,640</b>	<b>\$ 14,143,488</b>

See notes to financial statements.

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**STATEMENTS OF CASH FLOWS**

**Years ended June 30, 2016 and 2015**

	2016	2015
<b>Cash Flows from Operating Activities</b>		
Change in net assets	\$ (63,855)	\$ (22,450)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation and amortization	42,412	44,067
Loss (gain) on investments	6,462	(4,046)
Gain on sale of property and equipment	(4,491)	-
Change in:		
Accounts receivable	246,606	264,862
Pledges receivable	1,500	500
Prepaid expenses	8,877	25,963
Other assets	24,740	(1,800)
Accounts payable	(98,620)	76,598
Accrued expenses	(123,525)	(312,454)
Other current liabilities	12,617	(12,091)
	52,723	59,149
<b>Cash Flows from Investing Activities</b>		
Purchase of property and equipment	-	(64,606)
Net changes in restricted cash	7,712	(1,283)
Proceeds on sales of property and equipment	4,491	-
Net purchase and sales of investments	(3,296)	(3,523)
	8,907	(69,412)
<b>Cash Flows from Financing Activities</b>		
Payments on notes payable	(61,281)	(17,917)
Proceeds from notes payable	130,000	-
	68,719	(17,917)
Net cash provided by (used in) financing activities	68,719	(17,917)
Net change in cash and cash equivalents	130,349	(28,180)
Cash and cash equivalents, beginning of year	402,501	430,681
Cash and cash equivalents, end of year	\$ 532,850	\$ 402,501
<b>Supplemental Cash Flow Disclosure</b>		
Interest paid	\$ 6,438	\$ 7,436

# VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

### Note 1 – Organization Summary of Significant Accounting Policies

#### Organization

Volunteers of America of Oklahoma, Inc. (the Organization) is a nonprofit interdenominational non-discriminatory faith-based human services organization, incorporated in Oklahoma that provides social services within Oklahoma under a charter from Volunteers of America, Inc., a national nonprofit interdenominational non-discriminatory faith-based organization, through statewide human services programs and through individual and community involvement opportunities. The Organization was incorporated in Oklahoma on January 29, 1993, prior to incorporation; it operated as a branch of the national organization. The Organization provides residential and vocational services to adults with intellectual and developmental disabilities including affordable housing through the Department of Housing and Urban Development (HUD). Additionally, through the Aging Services Division, the Organization provides affordable HUD housing and case management for seniors and the elderly; and operates a volunteer program for individuals 55 years and older. In the Homeless Services Division, the Organization provides housing through the HUD housing first model, provides financial management through its payee services program and provides employment services to veterans who are homeless or at risk of homelessness.

#### Fostering independence

The Organization fosters the health and independence of seniors and the elderly, individuals with mental illness and individuals with intellectual and developmental disabilities through quality, affordable housing, and a wide range of community services as follows:

- Intellectual and Developmental Disabilities Division – provides residential services to individuals with intellectual and developmental disabilities and provides affordable HUD housing.
- Aging Services Division – provides affordable HUD housing and case management services to seniors and the elderly and operates a volunteer program for individuals 55 years and older.

#### Promoting self-sufficiency

The Organization promotes self-sufficiency for individuals and families who have experienced personal crises, including mental illness, substance abuse, previous incarceration and unemployment which leads to homelessness. The Organization focuses on client-centered solutions-oriented best practices, using a continuum of services from prevention to long-term support.

- Homeless Services Division – provides supportive HUD housing to the chronically homeless and veterans; representative payee services and employment services to veterans.
- Intellectual and Developmental Disabilities Division – provides vocational services to individuals with intellectual and developmental disabilities.

### Basis of accounting

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. The financial statements reflect the activities of the Organization as a whole and present balances and transactions according to the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

*Unrestricted Net Assets* – Net assets not subject to donor-imposed restrictions and available for purposes consistent with the Organization's mission. Revenues are generally reported as increases in unrestricted net assets unless the use of the related assets is limited by donor-imposed restrictions. Investment returns generated by unrestricted funds are classified as changes in unrestricted net assets. Expenses are reported as decreases in unrestricted net assets.

*Temporarily Restricted Net Assets* – Net assets subject to donor-imposed restrictions that must be met by actions of the Organization and/or the passage of time. Contributed assets normally fund specific expenditures of an operating or capital nature. Temporarily restricted contributions received and expended within the same fiscal year are reported as increases in temporarily restricted net assets and net assets released from restrictions, respectively, in the Statement of Activities.

*Permanently Restricted Net Assets* – Net assets subject to donor-imposed restrictions requiring that they be maintained permanently by the Organization. There were no permanently restricted net assets at June 30, 2016 or 2015.

### Cash and cash equivalents

Cash and cash equivalents include cash and unrestricted highly liquid investments with original maturities less than 90 days. At times, such balances may be in excess of the Federal Deposit Insurance Corporation insurance limit of \$250,000.

### Receivables

Accounts receivable represents amounts due from governmental agencies. Amounts are recorded at the time services are rendered. Receivables are carried at original billing less an estimate for doubtful receivables based on a review of all outstanding amounts on a monthly basis. Receivables are written off when deemed uncollectible.

### Fixed assets

Property and equipment are stated at purchased cost or estimated fair value at date of donation. Additions in excess of \$1,000 are capitalized, whereas the cost of repairs and maintenance are charged to expense as incurred. Depreciation is computed on the straight-line method over the estimated useful lives of the respective assets. The depreciation expense on assets acquired under capital leases is included with depreciation expense on owned assets.

### Contributions

Contributions are generally recorded only upon receipt, unless evidence or an unconditional promise to give has been received. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the amounts expected to be collected. Conditional promises to give are not included as support until such time as the conditions are substantially met. All contributions are considered available for unrestricted use unless specifically restricted by the donor.

### In-kind contributions

Amounts recorded in the financial statements relating to donated goods and services are limited to those items that meet requirements prescribed by the Financial Accounting Standards Board in which contributed services are recognized if the services received (a) create or enhance nonfinancial assets, or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donations. Contributions of donated noncash assets are recorded at their fair values in the period received.

### Allocation of functional expenses

The costs of providing the various program services and supporting activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the various functions.

### Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts in the financial statements and disclosure in the accompanying notes thereto. Actual results could differ from those estimates.

### Income taxes

The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code, and is considered an organization that is not a private foundation. The Organization does not file an income tax return due to its church affiliation.

### Subsequent events

Subsequent events were evaluated through October 14, 2016, which is the date the financial were available to be issued.

## **Note 2 – Investments and Beneficial Interest in Assets Held by Others**

The Organization has an endowment fund with Tulsa Community Foundation (TCF), an Oklahoma not-for-profit corporation and community foundation. The mutual intent of the Organization and TCF is that a significant portion of the fund remains as a permanent fund to further the purposes of the Organization and TCF. Investment management policies are directed by TCF.

In unusual circumstances of need or opportunity, the Organization may request a distribution of all or a portion of the funds. TCF may grant the request, if it concludes the distribution is neither unreasonable nor inconsistent with the charitable purposes of TCF and the Organization; however, TCF has the ultimate unilateral authority over and control of all property in the fund. There were no distributions for the years ended June 30, 2016 or 2015.

### Fair value measurements

The Financial Accounting Standards Board defines fair value as the price that would be received to sell an asset or paid to transfer a liability (exit price) in an orderly transaction between market participants at the measurement date.

The Organization utilizes the following fair value hierarchy, which prioritizes, into three broad levels, the inputs to valuation techniques used to measure fair value:

- Level 1 – Quoted prices in active markets for identical assets and liabilities,
- Level 2 – Significant other observable inputs,
- Level 3 – Significant unobservable inputs.

The fair value hierarchy gives the highest priority to quoted prices in active markets (Level 1) and the lowest priority to unobservable data (Level 3). The following tables present the Organization's investments that are measured at fair value on a recurring basis for each hierarchy level as of June 30:

Description	2016			
	Total	Level 1	Level 2	Level 3
Cash and cash equivalents	\$ 1,017	\$ 1,017	\$ -	\$ -
Volunteers of America, Inc.:				
Equity funds	35,041	35,041	-	-
Alternative investments	3,637	-	3,637	-
Total Volunteers of America, Inc.	38,678	35,041	3,637	-
Tulsa Community Foundation:				
Cash equivalents	7,747	-	7,747	-
Fixed income	81,865	-	81,865	-
Equity funds	157,601	-	157,601	-
Alternative investments	15,998	-	15,998	-
Total Tulsa Community Foundation	263,211	-	263,211	-
Total investments and beneficial investment in assets held by others	\$ 302,906	\$ 36,058	\$ 266,848	\$ -

Description	2015			
	Total	Level 1	Level 2	Level 3
Cash and cash equivalents	\$ 1,017	\$ 1,017	\$ -	\$ -
Volunteers of America, Inc.:				
Equity funds	35,305	35,305	-	-
Alternative investments	3,550	-	3,550	-
Total Volunteers of America, Inc.	38,855	35,305	3,550	-
Tulsa Community Foundation:				
Cash equivalents	7,792	-	7,792	-
Fixed income	73,579	-	73,579	-
Equity funds	171,448	-	171,448	-
Alternative investments	13,758	-	13,758	-
Total Tulsa Community Foundation	266,577	-	266,577	-
Total investments and beneficial investment in assets held by others	\$ 306,449	\$ 36,322	\$ 270,127	\$ -

Beneficial interest in assets held by others (Beneficial Interest) at Tulsa Community Foundation (TCF) is measured at fair value using Level 2 inputs. Since TCF maintains variance power for the beneficial interest it holds, there is no potential market for the Beneficial Interest or similar assets. Consequently,

the valuation is determined by aggregating the valuation of the underlying investments of the Beneficial Interest. The underlying investments include cash equivalents, fixed income, equity funds and alternative investments securities. The fair values of the underlying investments are based on quoted prices from active markets.

### Note 3 – Fixed Assets

Property and equipment, recorded at cost, consist of the following at June 30:

	2016	2015	Years
Land	\$ 671,818	\$ 671,818	-
Building and improvements	368,518	368,518	10 - 15
Office equipment, furniture and vehicles	1,347,306	1,357,306	3 - 10
	<u>2,387,642</u>	<u>2,397,642</u>	
Less: accumulated depreciation	<u>(1,567,467)</u>	<u>(1,535,055)</u>	
Net property and equipment	<u>\$ 820,175</u>	<u>\$ 862,587</u>	

### Note 4 – Notes Payable

The Organization has entered into a revolving line of credit agreement with a bank which provides for borrowings up to \$500,000, and a standby letter of credit with a bank which provides for borrowings up to \$800,000 secured by the real estate of the Organization's headquarters. Interest is payable on borrowings at *Bank of Oklahoma Financial Corporation* Prime Rate (4.25% at June 30, 2016). As of June 30, 2016 and 2015, the Organization had an outstanding balance of \$85,000 and \$0, respectively, on the line of credit.

The Organization has acquired two vehicles under capital leases for approximately \$90,000. The equipment and the related liability under the capital leases were recorded in 2014 at the present value of the future payments due under the lease agreements, as determined with a blended 6.84% discount rate. The related liability under the capital leases is included in notes payable. The following is a schedule by years of the future minimum lease payments under the capital leases together with the present value of the net minimum lease payments as of June 30, 2016:

2017	\$ 20,400
2018	20,400
2019	14,523
2020	<u>3,544</u>
Total minimum lease payments	58,867
Less amount representing interest	<u>6,437</u>
Present value of net minimum lease payments	<u>\$ 52,430</u>

## Note 5 – Temporarily Restricted Net Assets

Temporarily restricted net assets consist of the following at June 30:

	2016	2015
Temporarily restricted - Payee Services Program	\$ 100,000	\$ 100,000
Temporarily restricted - Supported Housing Program	30,000	30,000
	<u>\$ 130,000</u>	<u>\$ 130,000</u>

## Note 6 – Leases

The Organization occupies office space under various month-to-month lease agreements. Rent expenses for the years ended June 30, 2016 and 2015, incurred under all office space and client housing space leases were approximately \$781,000 and \$753,000, respectively.

## Note 7 – Pension Plan

The Organization participates in a noncontributory defined benefit pension and retirement plan. The plan is administered through a commercial insurance company and covers all ministers commissioned through December 31, 1999. Pension plan expenses were approximately \$20,000 and \$11,700 for the years ended June 30, 2016 and 2015, respectively. Because the plan is a multi-employer plan, the accumulated benefits and net asset available for benefits as they relate solely to the Organization are not readily available.

The Organization also sponsors a tax sheltered annuity contract pursuant to Section 403(b) of the Internal Revenue code through Massachusetts Mutual Life Insurance Company and AIG VALIC Retirement Services. Participation in the plan is at the option of the employee and contributions are made by salary deferral. No employer contributions are required and the Organization did not make any contributions for the years ended June 30, 2016 or 2015.

## Note 8 – Related Party Transactions

The Organization is affiliated with Volunteers of America, Inc., which provides supporting services to the Organization for a fee. Affiliate fees for the fiscal years ended June 30, 2016 and 2015, totaled approximately \$302,000 and \$298,000, respectively. Risk pool fees paid during the years were approximately \$29,000 and \$25,000 for June 30, 2016 and 2015, respectively. Amounts due to Volunteers of America, Inc. were approximately \$24,000 and \$28,000 as of June 30, 2016 and 2015, respectively.

On December 9, 2008, Home of Hope, Inc. transferred sponsorship of Hope Housing of Green Country, Inc. a U.S. Department of Housing and Urban Development Section 811 project to the Organization. In addition to being the project sponsor, the Organization serves as the management agent, and members of the Organization's board of directors also serve as the board of directors for the project.

During 2009, the Organization created a nonprofit corporation for the purpose of developing and operating Tulsa Volunteers of America Senior Housing Inc., a U.S. Department of Housing and Urban Development Section 202 project. Members of the Organization's board of directors also serve as the board of directors for the project.



Hope Housing of Green Country, Inc. and Tulsa Volunteers of American Senior Housing, Inc. are controlled by the same board of directors as the Organization; however, the financial statements are not consolidated with the Organization's financial statements, since there is no economic interest in these entities and, therefore, does not meet the accounting requirements for consolidation as outlined in the accounting standards.

#### **Note 9 – Major Funding Source and Concentration of Credit Risk**

The Organization received approximately 90% and 87% of its funding from the Oklahoma Department of Human Services for the years ended June 30, 2016 and 2015, respectively, under contracts to provide the requisite care for qualified developmentally disabled individuals. The contracts are for one to three year periods. The Organization is currently operating under contracts that expire beginning June 30, 2017. Financial instruments that potentially subject the Organization to credit risk consist principally of accounts receivable from the funding source.

#### **Note 10 – Self-Insurance Program**

The Organization is partially self-insured for worker's compensation insurance. Specific individual losses for claims are limited to \$250,000 per occurrence up to a maximum loss of \$750,000 per year. For the years ended June 30, 2016 and 2015, the Organization's total worker's compensation insurance costs were approximately \$323,000 and \$331,000, respectively, including an accrual of approximately of \$351,000 and \$390,000, respectively, for the estimated liability for employee benefit claims reported but not yet paid and claims incurred but not yet reported. An \$800,000 letter of credit secured by a certificate of deposit and a portion of the Organizations' real estate has been issued to support any uninsured potential losses.

#### **Note 11 – Commitments and Contingencies**

A substantial portion of the Organization's support and revenue is derived from various grants and contracts which depend directly or indirectly on continued funding from the federal government. The loss of these funds or extended delays of the receipt of these funds could adversely impact the operations and continued existence of the Organization.

The Organization is subject to various legal proceeding claims that arise in the ordinary course of its business, including employment related matters. Management of the Organization believes these matters can be successfully defended or resolved without material adverse effects on the Organization's financial position and results of activities.

#### **Note 12 – Clients' Personal Funds**

The Organization maintains approximately \$826,000 and \$805,000 at June 30, 2016 and 2015, respectively, in funds received on behalf of clients for Payee Services and other programs. The Organization has the fiduciary responsibility for the administration of the bank accounts and the distribution of the funds on behalf of the clients.

**SUPPLEMENTAL INFORMATION**

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**

**Year ended June 30, 2016**

State Grantor/Program Title	CODA No.	Contract Number	Contract Period	Disbursements/ Expenditures
<b>Department of Housing and Urban Development</b>				
Supportive Housing Program 1	14.235	OK0011L6I011306	09/01/14-08/31/15	\$ 70,524
Supportive Housing Program 1	14.235	OK0011L6I011407	09/01/15-08/31/16	182,969
Supportive Housing Program 3	14.235	OK0012L6I011306	10/01/14-09/30/15	43,098
Supportive Housing Program 3	14.235	OK0012L6I011407	10/01/15-09/30/16	98,037
Supportive Housing Program 4	14.235	OK0060L6I011405	02/01/15-01/31/16	68,687
Supportive Housing Program 4	14.235	OK0060L6I011506	02/01/16-01/31/17	45,755
Supportive Housing Program 5	14.235	OK0093L6I011300	04/01/15-03/13/16	40,478
Supportive Housing Program 5	14.235	OK0093L6I011401	04/01/16-03/13/17	10,321
Total for CFDA 14.235				<u>559,869</u>
Service Coordination Program - Oklahoma Properties	14.191	(B)	07/01/15-06/30/16	120,745
Service Coordination Program - Kansas Properties	14.191	(B)	07/01/15-06/30/16	13,145
Total for CFDA 14.191				<u>133,890</u>
<b>Total Department of Housing and Urban Development</b>				<u>693,759</u>
<b>U.S. Department of Labor:</b>				
Veterans Employment and Training Service	17.805	HV-27462-15-60-5-40	07/01/15-06/30/16	286,005
<b>Total U.S. Department of Labor</b>				<u>286,005</u>
<b>Corporation for National Service</b>				
RSVP	94.002	13SRWOK005	07/01/15-06/30/16	55,326
<b>Total Corporation for National Service</b>				<u>55,326</u>
<b>Total federal expenditures</b>				<u>1,035,090</u>
<b>Oklahoma Department of Human Services</b>				
Supported Living Services	(A)	(B)	(C)	6,587,233
Companion Services	(A)	(B)	(C)	428,670
Prader-Willi Syndrome	(A)	(B)	07/01/15-06/30/16	1,447,498
Independent Living Services	(A)	(B)	(C)	1,007,082
Vocational Services	(A)	(B)	(C)	29,855
In-Home Services	(A)	(B)	(C)	1,112,818
Advantage Services	(A)	(B)	(C)	4,403
<b>Total Oklahoma Department of Human Services</b>				<u>10,617,559</u>
<b>Total federal and state expenditures</b>				<u>\$ 11,652,649</u>

(A) Included in revenues are Federal monies from the Department of Health and Human Services under the Medical Assistance Program CFDA No. 93.778 which are passed through and administered by the Oklahoma Department of Human Services.

(B) Not applicable or not available.

(C) Contract periods and amounts based upon individualized plans of care.

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**

**June 30, 2016**

**Note 1 – Basis of Presentation**

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes the federal and state award activity of Volunteers of America of Oklahoma, Inc. (the Organization) under programs of the federal and state award activity for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

**Note 2 – Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Organization has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

**Note 3 – Subrecipients**

The Organization provided no federal awards to subrecipients.

## **OTHER REPORTS**

**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***

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Volunteers of America of Oklahoma, Inc.

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 Volunteers of America of Oklahoma, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2016, 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 14, 2016.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Volunteers of America of Oklahoma, Inc.'s internal control over financial reporting (internal control) to determine the 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 Volunteers of America of Oklahoma, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Volunteers of America of Oklahoma, Inc.'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 a 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 Volunteers of America of 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*.

## **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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hagen Taylor LLP*

October 14, 2016

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE *UNIFORM GUIDANCE***

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Volunteers of America of Oklahoma, Inc.

**Report on Compliance for Each Major Federal Program**

We have audited Volunteers of America of Oklahoma, Inc. (a nonprofit organization) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Volunteers of America of Oklahoma, Inc.'s major federal programs for the years ended June 30, 2016. Volunteers of America of Oklahoma, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Volunteers of America of Oklahoma, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Volunteers of America of Oklahoma, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Volunteers of America of Oklahoma, Inc.'s compliance.



### ***Opinion on Each Major Federal Program***

In our opinion, Volunteers of America of Oklahoma, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the years ended June 30, 2016.

### **Report on Internal Control Over Compliance**

Management of Volunteers of America of Oklahoma, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Volunteers of America of Oklahoma, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Volunteers of America of Oklahoma, Inc.'s internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Hagan Taylor LLP*

October 14, 2016

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**Year ended June 30, 2016**

**Section I – Summary of Auditor's Results**

*Financial statements*

Type of auditor's report issued:	Unmodified		
	Yes	No	None Reported
Internal control over financial reporting: Material weakness(es) identified?		X	
Significant deficiency(ies) identified?			X
Noncompliance material to financial statements noted?		X	

*Federal awards*

	Yes	No	None Reported
Internal control over major programs: Material weakness(es) identified?		X	
Significant deficiency(ies) identified?			X
Type of auditor's report issued on compliance for major programs:		Unmodified	
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR Circular 200.516(a)?		X	
Identification of major programs:			
<u>Name of Federal Program or Cluster</u>			
17.805 – Veterans Employment and Training Services			
Dollar threshold used to distinguish between type A and type B programs:		\$750,000	
	Yes	No	None Reported
Auditee qualified as low-risk auditee?	X		

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS (continued)**

**Year ended June 30, 2016**

**Section II – Financial Statement Findings**

None

**Section III – Federal Awards Findings and Questioned Costs**

None

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**Year ended June 30, 2016**

There were no prior year findings or questioned costs.

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**SUPPLEMENTAL SCHEDULE OF REVENUES AND EXPENSES**

**Year ended June 30, 2016**

<b>Schedule:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	
	DLS	HTS and IPS	Homemaker	Combined Room and Board	SL Special Payments	Transportation	Other DDSD and Non-DDSD	Total
<b>Revenues</b>								
Procedure Code W4055 (T2033)	\$ 3,170,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,170,710
Procedure Code W4056 (T2033TV)	26,809	-	-	-	-	-	-	26,809
Procedure Code W4697 (T2033)	-	-	-	-	-	-	-	-
Procedure Code W4003 (T2017)	-	5,658,218	-	-	-	-	-	5,658,218
Procedure Code W4057 (T2017TF)	-	393,246	-	-	-	-	-	393,246
Procedure Code W4574 (T2017TF SE)	-	-	-	-	-	-	-	-
Procedure Code W4704 (T2017SE)	-	2,025	-	-	-	-	-	2,025
Procedure Code W4006 (S5130)	-	-	87,098	-	-	-	-	87,098
Procedure Code W4046 (S5150)	-	-	-	-	-	-	-	-
Procedure Code W4706 (S5130SE)	-	-	-	-	-	-	-	-
Service Recipient Fees (NON S/LIVING)	-	-	-	177,814	-	-	-	177,814
Revenues from Procedure Code W4698	-	-	-	-	17,735	-	-	17,735
Revenues from Procedure Code W4724	-	-	-	-	29,568	-	-	29,568
Procedure Code A0130	-	-	-	-	-	62,264	-	62,264
Procedure Code W4008 (T2004)	-	-	-	-	-	-	-	-
Procedure Code W4009 (S0215)	-	-	-	-	-	251,767	-	251,767
Procedure Code W4707 (T2004)	-	-	-	-	-	-	-	-
Procedure Code W4708 (S0215)	-	-	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	2,424,606	2,424,606
<b>Total revenues</b>	<b>3,197,519</b>	<b>6,053,489</b>	<b>87,098</b>	<b>177,814</b>	<b>47,303</b>	<b>314,031</b>	<b>2,424,606</b>	<b>12,301,860</b>
<b>Expenses</b>								
Nonadministration labor:								
Supervision Expenses	-	-	-	-	-	-	-	-
Program Coordinator Expenses	18,517	41,721	-	-	-	-	-	60,238
Direct Support Staff Regular Expenses	261,858	593,544	8,729	-	-	-	-	864,131
Direct Support Staff Overtime Premium and Payroll Taxes	6,266	14,203	209	-	-	-	-	20,678
<b>Total nonadministration labor</b>	<b>286,641</b>	<b>649,468</b>	<b>8,938</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>945,047</b>
Other Habilitative and House Management Expenses (only DLS)	-	-	-	-	-	-	-	-
Non-Medicaid Room and Board Expenses	-	-	-	177,814	-	-	-	177,814
Non-Medicaid Facilities/Maintenance Expenses	-	-	-	-	-	-	-	-
Property replacement	-	-	-	-	11,289	-	-	11,289
Special needs transportation	-	-	-	-	29,568	-	-	29,568
Adapted and nonadapted transportation expense	-	-	-	-	-	234,461	-	234,461
Public transportation expense	-	-	-	-	-	-	-	-
Other expenses	-	-	-	-	-	-	9,130,234	9,130,234
Administration (only allowed on Schedule 1, 2, 3 and 6)	438,210	992,890	13,664	-	-	358,438	-	1,803,202
<b>Total expenses</b>	<b>724,851</b>	<b>1,642,358</b>	<b>22,602</b>	<b>177,814</b>	<b>40,857</b>	<b>592,899</b>	<b>9,130,234</b>	<b>12,331,615</b>
<b>Net income (loss)</b>	<b>\$ 2,472,668</b>	<b>\$ 4,411,131</b>	<b>\$ 64,496</b>	<b>\$ -</b>	<b>\$ 6,446</b>	<b>\$ (278,868)</b>	<b>\$ (6,705,628)</b>	<b>\$ (29,755)</b>
Total Days/Units of Service Provided	22,210	400,363	6,805	-	N/A	N/A	N/A	N/A
Number of Individuals Served (Unduplicated Count)	84	152	11	-	30	108	N/A	N/A

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**SUPPORTED LIVING ROOM AND BOARD COMPLIANCE TEST**

**Year ended June 30, 2016**

I. Room and Board Carryover from Previous Fiscal Year:

(1) Amount shown under section IV. Carryover Calculation of prior year's schedule (or most recent version) \$ 20,829

II. Current Fiscal Year (Provider's):

(2) Supported Living Room and Board Revenues

Procedure Code W4576	241,816	
Procedure Code W4577	153,452	
Procedure Code W4725	-	
Service Recipient Fees	289,891	
(The total amount that was due from the service recipient(s) whether or not actually collected.)	-	
<b>Total Supported Living Room and Board Revenues</b>		<b>685,159</b>

(3) Supported Living Room and Board Expenses

Housing Costs and Utilities		468,171
Rent	299,087	
Telephone/Internet	63,170	
Utilities	105,635	
Moving	279	
Groceries		215,740
Household Maintenance		8,767
Household Mntc & Repairs	8,767	
Equipment Mntc	-	
Recreation		4,735
Recreation	87	
Restaurant/Client	4,648	
Personal Items and Clothing		3,065
Medical Supplies	2,285	
Medicine/Drugs/Medi Sup	-	
Personal Supplies	780	
Household Property Insurance		-
Yard Care		20,396
Furnishings and Appliances		-
Health Insurance Co-Payments		-
Other (Requires prior written approval of DDS Programs Administrator Community Services.)		-
<b>Total Supported Living Room and Board Expenses</b>		<b>720,874</b>

(4) Fiscal Year Supported Living Room and Board Revenues Minus

Supported Living Room and Board Expenses  
Line (2) minus Line (3) (35,715)

(5) Supported Living Room and Board Fund Balance at end of Fiscal Year

Line (1) plus Line (4) \$ (14,886)

IF AMOUNT ON LINE (5) IS ZERO OR LESS, YOU DO NOT HAVE AN OVERPAYMENT OR CARRYOVER, COMPLETE ONLY THE STATISTICAL DATA ON PAGE 2. IF AMOUNT ON LINE (5) IS GREATER THAN ZERO, COMPLETE ALL OF PAGE 2.

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**

**SUPPORTED LIVING ROOM AND BOARD COMPLIANCE TEST (continued)**

**Year ended June 30, 2016**

III. Excessive Balance Test

(6) Total Room and Board Revenues for the fiscal year Total of Line (2)	685,159	
(7) 5%	5%	
(8) Product of Supported Living Room and Board Revenues times 5% Line (6) times Line (7)	<u>34,258</u>	
(9) Supported Living Room and Board Fund Balance in excess of 5% of Supported Living Room Revenues Line (5) minus Line (8)	<u>(49,144)</u>	
(10) Excessive Balance Calculation (amount to be refunded to DHS) If Line (9) is greater than zero, enter amount on Line (9) here, otherwise enter zero.		<u>-</u>

IV. Carryover Calculation

(11) TOTAL AMOUNT TO CARRYOVER TO NEXT FISCAL YEAR If Line (9) is less than zero, enter higher of amount on Line (5) or zero; otherwise enter the amount on Line (8).		<u><u>\$ -</u></u>
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V. Statistical Data

12) Total days in Supported Living Service Provided	18,448
13) Number of Individuals Served (unduplicated count)	47

**VOLUNTEERS OF AMERICA OF OKLAHOMA, INC.**  
**SUPPORTED LIVING SPECIAL NEEDS COMPLIANCE TEST**

**Year ended June 30, 2016**

(1) Supported Living Special Needs Revenue Procedure Code W4581	\$ 4,426	
(2) Supported Living Special Needs Expenses Medical Cost Based on Actual Expenses Incurred	<u>2,811</u>	
(3) Difference in Special Needs Revenues and Expenses		<u>1,615</u>
(4) Supported Living Special Needs Revenue in Excess of Supported Living Special Needs Expenses (amount to be repaid to DHS). If line (3) is greater than zero, enter amount of Line (3), otherwise enter zero.		<u><u>\$ 1,615</u></u>