SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING REQUEST

Legal Name of Agency: Full Circle Life Enrichment Center

Mailing Address: 1304 Lindsey Plaza Drive, Norman, OK 73071

Application completed by: Patricia Ingram

Telephone Number: 405-447-2955

Email Address: Patriciai@coxinet.net

Amount of Funding Request: $3500

In what year was your Agency incorporated: December 1995

Are you associated with a national organization: We are a member of the National Adult Day Services Association, but they do not provide any financial or operational assistance. We are an independent, private non-profit agency.

Number of volunteers: 58 Individuals, 16 Groups

How many hours do volunteers donate: 2681.50 hrs

How much money do volunteers save the agency: $ 20,111.25

Has your Agency applied for SVSC funds before: Yes

1998	$1372	Computer
2002	$0	Computer
2003	$0	Social Services Coordinator
2004	$600	Intergenerational Music Program
2005	$1200	Intergenerational Music Program
2006	$1200	Intergenerational Music Program
2007	$1500	$200 – Intergenerational Music Program $1300 – Electronic Equipment
2008	$1300	$850 – Caregiver Helpbooks $450 – Electronic Equipment
2009	$2160	Music Therapy Program
2010	$2160	Music Therapy Program

2011	$2160	Music Therapy Program
2012	$2160	Music Therapy Program
2013	$2000	Music Therapy Program

Financial Information from the last fiscal year:

Percent of the budget which is spent on fund-raising:	12%
Percent of your budget spent on programs:	77%
Percent of your budget spent on administrative expenses:	11%

Percentage of Organizational funding:

Religious Organizations	0
Civic Clubs	0
Corporate Donors	.0005%
Endowment/Interest Income	.0003%
Fees for services/products	46%
Government Grants	.003%
Government Contracts	34%
Individual Donors	8%
Private Foundations	2%
Special Events (based on net earnings)	3%
United Way	6%
Other	.007%

Overall Mission of Agency

Adult day services are the most affordable option for long term healthcare today, and Full Circle is the only provider of adult day services in Cleveland County. Our mission is to be the premier provider of comprehensive, individually focused, quality-based services in order to support and enrich the lives of seniors, their families, and the community. We are guided by a vision that calls for us to provide person centered care in a nurturing atmosphere, so that members of the community can continue to age in place.

Full Circle provides safe, professional, friendly daytime care in a non-residential, community setting from 7:30am-5:30pm, Monday through Friday. We are also open one Saturday a month. We offer therapeutic activities for senior adults, enabling family caregivers to work, attend to personal matters, or take a break without concern. Our services include nutritious, well-balanced meals and refreshments, structured activities, exercise, health monitoring, companionship, counseling, and medication supervision. The center also serves as an information and support center for primary caregivers (ie. resource library, monthly support group, annual caregiver education course).

According to our most recent records, Full Circle served 76 families for the 2012 fiscal year. We are currently providing services to approximately 31 families, and enrollment is open to accept new members. We are actively marketing and performing outreach to rural communities in an effort to increase public awareness. Thirty-nine percent (39%) of our members are considered low income and are receiving financial assistance to attend. Individuals attend between 2 and 5 days per week, depending on their specific family needs. Members range in age from 49 to 94 years of age, with majority of these (87%) being Norman residents.

We currently employ 1 Licensed Practical Nurse, 3 Certified Nurses Assistants, 1 Kitchen Manager, 1 Activity Director, 1 Assistant Director/Marketing Coordinator and 1 Executive Director. As enrollment increases, staffing needs increase, as we are required by the state to maintain a low staff to member ratio.

Project Proposal

Proposal: Two desktop computers with monitors: $2500
OSBI background checks for prospective employees and volunteers: $1000

Computers: Full Circle endeavors to provide premier care, services and activities to our participants. This effort involves the use of many technological capabilities.

Our nursing staff uses computer technology to track participant's daily medical evaluations, new participant intake, Care Team calendar of events, and electronic mail correspondence with doctors' offices and colleagues.

The Activity Director utilizes the computer to research new activities to keep the participants' mind and body engaged. She creates a monthly calendar, which is required by the state, but also helps the participants' caregivers to initiate conversation with their loved ones thus enriching their family life. She researches the latest trends in making exercise fun and stimulating the mind with arts, crafts, history and music. As the Volunteer Coordinator she also tracks and recruits volunteers via the computer.

The Executive Director and Assistant Director both utilize computers for billing, bookkeeping, attendance tracking, donor tracking, research, electronic mail correspondence, networking, teambuilding, creating our monthly newsletter, updating our website and day to day operations. We have an agreement with our bookkeeper which allows us to perform data entry into our Quickbooks software account. This enables the bookkeeper to reduce the number of trips to our office to two per month as well as the amount of time spent on premises. This is a significant cost savings to our organization.

The Executive Director and Assistant Director are each in need of new computers. Both computers are several years old and frequently freeze up or overheat causing a significant increase in the time it takes to accomplish tasks. The Assistant Director's computer threatens to crash almost weekly and we hold our breath hoping today is not the day.

OSBI Background Checks: All Long Term Care Providers, including Adult Day Providers, are required to participate in national background checks. The current cost is $19 per background check. With the implementation in the near future of a fingerprint requirement as well, the cost may increase. We appreciate and value our volunteers and do not want their volunteer work to be a financial burden; however, many of our volunteers are students with limited funds or retirees on fixed incomes. Our volunteers give so much to the community and to the culture of our organization we would like to continue to pay for background checks. Unfortunately, the cost has become a challenge for us.

Financial Information

Each month the Full Circle Board Treasurer reviews the internal financial statement and reports at the monthly board meeting, and the organization undergoes an independent audit each year.

Full Circle is licensed by the Department of Health and is inspected annually to determine compliance with the Adult day care regulations. We contract with the Department of Human Services in which the Office of the Inspector General reviews our audit each year.

Policy and Procedures are reviewed and updated regularly by staff and the board of directors. Internal control procedures are in place and are currently being reviewed by an independent certified accountant. At this time, all purchases are made by credit card or check and receipts and billing statements are compared and examined by the Executive Director, Assistant Director, President and Vice President of the Board. We are in the process of streamlining our accounts receivable and payable processes so that they are more automated and less susceptible to error.

Last year's budget, this year's projected budget, and IRS determination letter follow as attachments. Our 2012-2013 Audit is not complete at this time; however, I have included the 2012 audit.

Full Circle Board of Directors

Geri Krenek – President
Community Volunteer

Susie Conklin – Vice President
Independent Marketing Distributor for Send Out Cards, On-Line Greeting Card & Gift Store

Mary Bruehl – Secretary
Attorney at Law, Capital Trial Counsel for Oklahoma Indigent Defense System

Steffann Price – Treasurer
Vice President, First Bank & Trust

Jo Bennett – Board Member
Community Volunteer

Lea Johnston – Board Member
Community Volunteer

Martha Foster – Board Member
Registered Nurse

Robbie Lamberson – Board Member
Community Volunteer

Melissa Mahaffey – Board Member
Community Volunteer

Full Circle Staff Members

Patricia Ingram – Executive Director

Debbie Durham – Assistant Director / Marketing Coordinator

Denise Williams – Licensed Practical Nurse

Jeannie Hanks – Activity Director

Terri Williams – Kitchen Manager

Carrie Miller – Certified Nurse's Assistant

Alyssa Colby – Certified Nurse's Assistant

Cindy Ponder – Certified Nurse's Assistant

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248162363
May 12, 2010 LTR 4168C E0
73-1489357 000000 00
00024594
BODC: TE

FULL CIRCLE SENIOR ADULT DAY CENTER
INC
1304 E LINDSEY PLAZA DR
NORMAN OK 73071

030250

Employer Identification Number: 73-1489357
Person to Contact: Ms. Merrill
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 03, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1996.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

	A	B	C	D	E	F
1						Jul '13 - Jun 14
2	Ordinary Income/Expense					
3		Income				
4			4001 · PRIVATE PAY			189,600.00
5			4002 · INTEREST INCOME			30.00
6			4003 · DHS			56,000.00
7			4004 · UNITED WAY			29,000.00
8			4005 · ADVANTAGE			57,000.00
9			4006 · CACFP			14,400.00
10			4008 · DONATIONS-RESTRICTED-001			5,700.00
11			4013 · ANNUAL DRIVE			18,500.00
12			4015 · SVSC GRANT			2,000.00
13			4018 · DONATION-UNRESTRICTED			11,000.00
14			4019 · FUNDRAISING-PURSEONALITY			18,500.00
15			4032 OEC Foundation			1,500.00
16			4038 Anderson Foundation			10,000.00
17			4039 · DDSD			5,500.00
18			4160 · DONATIONS-MEMORIAL			250.00
19			4161 · FUNDRAISING-CHRISTMAS DRIVE			15,000.00
20			4163 · SNACKS/PAPERGOODS/OTHER			
21			4164 · FUNDRAISING/ART FAIR			
22			4165 · SATURDAY/SERVICES			4,960.00
23		Total Income				438,940.00
24	Gross Profit					438,940.00
25		Expense				
26			Payroll Expenses			
27			2212 · Federal Unemployment Tax			
28			4520 · FOOD CONTRACT-AGING SERVICES			35,600.00
29			4526 · DONATIONS-UNRESTRICTED			
30			4530 · PARTICIPANT SUPPLIES			1,700.00
31			4555 · RESTRICTED FUNDS EXPENSE			
32			4560 · ACTIVITIES			12,000.00
33			4564 · Participant Fees			
34			4570 · SNACKS/PAPER GOODS/OTHER			500.00
35			4590 · SVSC GRANT-001			
36			4591 · FUNDRAISER-PURSEONALITY			2,500.00
37			4910 · Contract Labor			0.00
38			4914 · Annual Drive			250.00
39			5110 · SALARIES - DIRECTORS			40,000.00
40			5111 · BONUSES-DIRECTOR			
41			5120 · SALARIES - OTHERS			175,000.00
42			5122 · BONUSES-OTHER			0.00
43			5150 · BOARD DEVELOPMENT EXPENSE			500.00

	A	B	C	D	E	F
1						Jul '13 - Jun 14
44					5200 · AUDIT	7,000.00
45					5210 · ADVERTISING	1,500.00
46					5220 · ALARM & SECURITY	
47					5260 · FEES/FINANCE CHARGE	
48					5266 · License and Fees Staff	500.00
49					5270 · BANK CHARGES	100.00
50					5350 · HOUSEKEEPING	0.00
51					5380 · DEPRECIATION EXPENSE	28,953.00
52					5400 · DUES & SUBSCRIPTIONS	1,000.00
53					5500 · INSURANCE - D & O LIABILITY	3,000.00
54					5501 · INSURANCE-W/C	5,000.00
55					5502 · EMPLOYEE HEALTH BENEFITS	34,000.00
56					5503 · INSURANCE-GENERAL LIABILITY	4,600.00
57					5504 · Insurance - Employee Bond	150.00
58					5520 · UNRESTRICTED DONATIONS	
59					5530 · OSBI	100.00
60					5531 · STATE OF OKLAHOMA	0.00
61					5560 · LEGAL & ACCOUNTING	6,000.00
62					5570 · Licenses and Fees	150.00
63					5571 · Licenses and Fees- State of OK	50.00
64					5590 · MARKETING	5,000.00
65					5600 · OFFICE SUPPLIES	5,500.00
66					5601 · POSTAGE	1,000.00
67					5602 · PRINTING & PUBLICATIONS	320.00
68					5680 · RENT	42,000.00
69					5700 · STAFF DEVELOPMENT	500.00
70					5710 · PENSION-EMPLOYEE	
71					5720 · MAINTENANCE/REPAIR	6,600.00
72					5819 · PAYROLL TAXES-M/C	2,700.00
73					5820 · PAYROLL TAXES-FICA	14,000.00
74					5821 · PAYROLL TAXES-SUTA	6,600.00
75					5900 · TELEPHONE	3,000.00
76					5910 · EQUIPMENT	750.00
77					5930 · MILEAGE-EMPLOYEE	500.00
78					5950 · UTILITIES-ELECTRICITY	6,000.00
79					5953 · UTILITIES-GAS	1,000.00
80					5954 · UTILITIES-TRASH/WATER	900.00
81					6134 · Compensated Absences Payable-	
82					Total Expense	456,523.00

Accrual Basis

	A	B	C	D	E	F
1						Jul '12 - Jun 13
2	Ordinary Income/Expense					
3		Income				
4			4001 · PRIVATE PAY			161,200.00
5			4002 · INTEREST INCOME			36.00
6			4003 · DHS			56,974.00
7			4004 · UNITED WAY			32,000.00
8			4005 · ADVANTAGE			71,060.00
9			4006 · CACFP			13,200.00
10			4008 · DONATIONS-RESTRICTED-001			5,700.00
11			4013 · ANNUAL DRIVE			15,000.00
12			4015 · SVSC GRANT			2,000.00
13			4018 · DONATION-UNRESTRICTED			7,000.00
14			4019 · FUNDRAISING-PURSEONALITY			16,000.00
15			4032 OEC Foundation			1,500.00
16			4038 Anderson Foundation			15,000.00
17			4039 · DDSD			3,700.00
18			4160 · DONATIONS-MEMORIAL			150.00
19			4161 · FUNDRAISING-CHRISTMAS DRIVE			3,500.00
20			4163 · SNACKS/PAPERGOODS/OTHER			
21			4164 · FUNDRAISING/ART FAIR			
22			4165 · SATURDAY/SERVICES			2,760.00
23		Total Income				406,780.00
24	Gross Profit					406,780.00
25		Expense				
26			Payroll Expenses			
27			2212 · Federal Unemployment Tax			
28			4520 · FOOD CONTRACT-AGING SERVICES			24,000.00
29			4526 · DONATIONS-UNRESTRICTED			
30			4530 · PARTICIPANT SUPPLIES			1,700.00
31			4555 · RESTRICTED FUNDS EXPENSE			
32			4560 · ACTIVITIES			11,000.00
33			4564 · Participant Fees			
34			4570 · SNACKS/PAPER GOODS/OTHER			500.00
35			4590 · SVSC GRANT-001			
36			4591 · FUNDRAISER-PURSEONALITY			3,500.00
37			4910 · Contract Labor			1,000.00
38			4914 · Annual Drive			500.00
39			5110 · SALARIES - DIRECTORS			38,000.00
40			5111 · BONUSES-DIRECTOR			
41			5120 · SALARIES - OTHERS			136,500.00
42			5122 · BONUSES-OTHER			5,700.00
43			5150 · BOARD DEVELOPMENT EXPENSE			

Accrual Basis

	A	B	C	D	E	F
1						Jul '12 - Jun 13
44					5200 · AUDIT	7,000.00
45					5210 · ADVERTISING	1,500.00
46					5220 · ALARM & SECURITY	
47					5260 · FEES/FINANCE CHARGE	
48					5266 · License and Fees Staff	80.00
49					5270 · BANK CHARGES	220.00
50					5350 · HOUSEKEEPING	9,440.00
51					5380 · DEPRECIATION EXPENSE	28,953.00
52					5400 · DUES & SUBSCRIPTIONS	1,000.00
53					5500 · INSURANCE - D & O LIABILITY	450.00
54					5501 · INSURANCE-W/C	2,888.00
55					5502 · EMPLOYEE HEALTH BENEFITS	19,000.00
56					5503 · INSURANCE-GENERAL LIABILITY	3,800.00
57					5504 · Insurance - Employee Bond	60.00
58					5520 · UNRESTRICTED DONATIONS	
59					5530 · OSBI	100.00
60					5531 · STATE OF OKLAHOMA	15.00
61					5560 · LEGAL & ACCOUNTING	6,000.00
62					5570 · Licenses and Fees	169.00
63					5571 · Licenses and Fees- State of OK	50.00
64					5590 · MARKETING	5,000.00
65					5600 · OFFICE SUPPLIES	5,500.00
66					5601 · POSTAGE	1,000.00
67					5602 · PRINTING & PUBLICATIONS	320.00
68					5680 · RENT	42,000.00
69					5700 · STAFF DEVELOPMENT	500.00
70					5710 · PENSION-EMPLOYEE	
71					5720 · MAINTENANCE/REPAIR	6,600.00
72					5819 · PAYROLL TAXES-M/C	2,700.00
73					5820 · PAYROLL TAXES-FICA	11,500.00
74					5821 · PAYROLL TAXES-SUTA	4,200.00
75					5900 · TELEPHONE	3,000.00
76					5910 · EQUIPMENT	750.00
77					5930 · MILEAGE-EMPLOYEE	100.00
78					5950 · UTILITIES-ELECTRICITY	7,000.00
79					5953 · UTILITIES-GAS	1,000.00
80					5954 · UTILITIES-TRASH/WATER	900.00
81					6134 · Compensated Absences Payable-	
82					Total Expense	395,195.00

Full Circle Senior Adult Day Center
Balance Sheet
As of July 31, 2013

	Jul 31, 13
ASSETS	
Current Assets	
Checking/Savings	
1004 · FIRSTBANK &TRUST 4032	29,744.06
1005 · FIRSTBANK & TRUS-4059	28,837.20
1006 · FIRST BANK &TTUST-CK0652	15,040.04
1007 · FIRST BANK &TTUST-MM660	17,593.35
10160 · Cash on hand	150.00
Total Checking/Savings	91,364.65
Accounts Receivable	
1200 · Accounts Receivable	13,793.72
Total Accounts Receivable	13,793.72
Total Current Assets	105,158.37
Fixed Assets	
1400 · Leasehold Improvements	121,988.60
1410 · Furniture & Fixtures	19,752.98
1450 · Equipment-001	52,834.89
1452 · Small Equipment / Misc.	5,800.00
1595 · Accumulated Depreciation	-144,446.00
Total Fixed Assets	55,930.47
Other Assets	
1610 · Prepaid Insurance	6,463.76
1650 · Building Deposit	3,250.00
Total Other Assets	9,713.76
TOTAL ASSETS	**170,802.60**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	2,443.39
Total Accounts Payable	2,443.39
Other Current Liabilities	
2100 · Payroll Liabilities	
2109 · MEDICARE PAYABLE	154.41
2110 · FICA PAYABLE	660.26
2111 · SUTA PAYABLE	1,865.04
2201 · M/C WITHHELD	154.41

Full Circle Senior Adult Day Center
Balance Sheet
As of July 31, 2013

	Jul 31, 13
2202 · FICA WITHHELD	660.22
2203 · FEDERAL WITHHOLDING	545.00
2204 · STATE WITHHOLDING	116.00
2309 · Health Insurance	28.69
2310 · UW of NORMAN	291.08
2311 · Accrued Wages - Director	1,744.62
2315 · Accrued Wages - Other	5,957.00
2317 · Comp Absences Payable - Other	6,338.50
Total 2100 · Payroll Liabilities	18,515.23
Total Other Current Liabilities	18,515.23
Total Current Liabilities	20,958.62
Total Liabilities	20,958.62
Equity	
3500 · Retained Earnings	148,097.08
Net Income	1,746.90
Total Equity	149,843.98
TOTAL LIABILITIES & EQUITY	**170,802.60**

Full Circle Senior Adult Day Center
Profit & Loss
July 2013

	TOTAL
Ordinary Income/Expense	
Income	
4001 · PRIVATE PAY	12,462.00
4002 · INTEREST INCOME	7.30
4003 · DHS	4,183.00
4004 · UNITED WAY	1,750.00
4005 · ADVANTAGE	7,654.72
4018 · DONATION-UNRESTRICTED	10.00
4175 · Other Income	199.00
Total Income	26,266.02
Gross Profit	26,266.02
Expense	
4520 · FOOD CONTRACT-AGING SERVICES	2,722.66
4530 · PARTICIPANT SUPPLIES	165.13
4560 · ACTIVITIES	526.20
4910 · Contract Labor	50.00
5110 · SALARIES - DIRECTORS	157.70
5120 · SALARIES - OTHERS	10,491.00
5200 · AUDIT	500.00
5270 · BANK CHARGES	17.14
5400 · DUES & SUBSCRIPTIONS	15.00
5502 · EMPLOYEE HEALTH BENEFITS	2,831.49
5560 · LEGAL & ACCOUNTING	0.00
5600 · OFFICE SUPPLIES	302.89
5680 · RENT	4,000.00
5720 · MAINTENANCE/REPAIR	218.54
5819 · PAYROLL TAXES-M/C	154.41
5820 · PAYROLL TAXES-FICA	660.22
5821 · PAYROLL TAXES-SUTA	332.97
5900 · TELEPHONE	453.32
5910 · EQUIPMENT	75.75
5950 · UTILITIES-ELECTRICITY	740.96
5953 · UTILITIES-GAS	36.72
5954 · UTILITIES-TRASH/WATER	67.02
Total Expense	24,519.12
Net Ordinary Income	1,746.90
Net Income	**1,746.90**

Full Circle Senior Adult Day Center
Profit & Loss- by month
July 2013

	Jul 13	Jul 12	$ Change
Ordinary Income/Expense			
Income			
4001 · PRIVATE PAY	12,462.00	16,062.00	-3,600.00
4002 · INTEREST INCOME	7.30	5.80	1.50
4003 · DHS	4,183.00	4,782.00	-599.00
4004 · UNITED WAY	1,750.00	2,666.66	-916.66
4005 · ADVANTAGE	7,654.72	4,547.72	3,107.00
4018 · DONATION-UNRESTRICTED	10.00	1,065.00	-1,055.00
4019 · FUNDRAISING-PURSEONALITY	0.00	250.00	-250.00
4039 · DDSD	0.00	900.52	-900.52
4165 · SATURDAY/SERVICES	0.00	559.00	-559.00
4175 · Other Income	199.00	0.00	199.00
Total Income	26,266.02	30,838.70	-4,572.68
Gross Profit	26,266.02	30,838.70	-4,572.68
Expense			
4520 · FOOD CONTRACT-AGING SERVICES	2,722.66	3,268.61	-545.95
4530 · PARTICIPANT SUPPLIES	165.13	28.52	136.61
4560 · ACTIVITIES	526.20	829.92	-303.72
4910 · Contract Labor	50.00	0.00	50.00
5110 · SALARIES - DIRECTORS	157.70	3,489.24	-3,331.54
5120 · SALARIES - OTHERS	10,491.00	11,837.00	-1,346.00
5200 · AUDIT	500.00	1,500.00	-1,000.00
5270 · BANK CHARGES	17.14	0.00	17.14
5350 · HOUSEKEEPING	0.00	600.00	-600.00
5380 · DEPRECIATION EXPENSE	0.00	2,412.80	-2,412.80
5400 · DUES & SUBSCRIPTIONS	15.00	0.00	15.00
5502 · EMPLOYEE HEALTH BENEFITS	2,831.49	0.00	2,831.49
5560 · LEGAL & ACCOUNTING	0.00	0.00	0.00
5590 · MARKETING	0.00	297.50	-297.50
5600 · OFFICE SUPPLIES	302.89	507.67	-204.78
5601 · POSTAGE	0.00	100.00	-100.00
5680 · RENT	4,000.00	3,500.00	500.00
5720 · MAINTENANCE/REPAIR	218.54	851.46	-632.92
5819 · PAYROLL TAXES-M/C	154.41	222.22	-67.81
5820 · PAYROLL TAXES-FICA	660.22	950.23	-290.01
5821 · PAYROLL TAXES-SUTA	332.97	363.97	-31.00
5900 · TELEPHONE	453.32	319.66	133.66
5910 · EQUIPMENT	75.75	0.00	75.75
5930 · MILEAGE-EMPLOYEE	0.00	14.63	-14.63
5950 · UTILITIES-ELECTRICITY	740.96	862.00	-121.04
5953 · UTILITIES-GAS	36.72	36.16	0.56

Full Circle Senior Adult Day Center
Profit & Loss- by month
July 2013

	Jul 13	Jul 12	$ Change
5954 · UTILITIES-TRASH/WATER	67.02	79.20	-12.18
Total Expense	24,519.12	32,070.79	-7,551.67
Net Ordinary Income	1,746.90	-1,232.09	2,978.99
Net Income	**1,746.90**	**-1,232.09**	**2,978.99**

Full Circle Senior Adult Day Center
SVCS Grant Reporting
November 2012 through July 2013

	Nov '12 - Jul 13
Ordinary Income/Expense	
Income	
4015 · SVSC GRANT-002	2,000.00
Total Income	2,000.00
Gross Profit	2,000.00
Expense	
5120 · SALARIES - OTHERS	1,800.00
5819 · PAYROLL TAXES-M/C	26.10
5820 · PAYROLL TAXES-FICA	111.60
5821 · PAYROLL TAXES-SUTA	36.48
Total Expense	1,974.18
Net Ordinary Income	25.82
Net Income	**25.82**

FULL CIRCLE SENIOR ADULT DAY CENTER, INC.

AUDIT OF FINANCIAL STATEMENTS

JUNE 30, 2012

FULL CIRCLE SENIOR ADULT DAY CENTER, INC.
NORMAN, OKLAHOMA
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JUNE 30, 2012

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INDEPENDENT AUDITORS' REPORT

May 13, 2013

To the Board of Directors
Full Circle Adult Day Center, Inc.
Norman, Oklahoma

We have audited the accompanying statements of financial position of Full Circle Adult Day Center, Inc. (the Organization) (a nonprofit corporation) as of June 30, 2012, and the related statement of activities and changes in net assets, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit 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 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 audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Full Circle Adult Day Center, Inc. as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

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In accordance with *Government Auditing Standards*, we have also issued our report dated May 13, 2013, on our consideration of Full Circle Adult Day Center, Inc.'s internal control over financial reporting and on its compliance with 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 the internal controls over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Full Circle Adult Day Center, Inc. taken as a whole.

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FULL CIRCLE SENIOR ADULT DAY CENTER, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2012

ASSETS

Cash and cash equivalents	$	26,655
Cash and cash equivalents, temporarily restricted		27,260
Participants receivable		13,827
Government receivable		10,826
Prepaid expenses		6,464
Building Deposit		3,250
Fixed assets, net		84,884
Total Assets	$	173,166

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable	$	9,495
Accrued payroll and related liabilities		13,033
Compensated absences payable		6,339
Total liabilities		28,867
Net Assets		
Unrestricted		117,039
Temporarily restricted		27,260
Total Net Assets		144,299
Total Liabilities and Net Assets	$	173,166

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

FULL CIRCLE SENIOR ADULT DAY CENTER, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2012

	Unrestricted	Temporarily Restricted	Total
Revenues			
Contributions	$ 49,256	$ -	$ 49,256
Government contracts	61,468	-	61,468
Other grants	11,701	7,160	18,861
United Way	26,877	-	26,877
Participant fees	286,086	-	286,086
Interest income	131	-	131
Other income	3,218	-	3,218
Total Revenues	438,737	7,160	445,897
Satisfaction of time and program restrictions	13,636	(13,636)	-
Total Revenues and Other Support	452,373	(6,476)	445,897
Expenses			
Program	461,436	-	461,436
Administrative	17,455	-	17,455
Fundraising	9,756	-	9,756
Total Expenses	488,647	-	488,647
Change in net assets	(36,274)	(6,476)	(42,750)
Net assets, beginning of year	153,313	33,736	187,049
Net assets, end of year	$ 117,039	$ 27,260	$ 144,299

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

FULL CIRCLE SENIOR ADULT DAY CENTER, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2012

	Program Services	General and Administrative	Fundraising	Total
Compensation officers and directors	$ 43,618	$ 1,939	$ 600	$ 46,157
Salaries and wages	146,527	6,512	2,016	155,055
Payroll taxes	18,578	826	256	19,660
Employee benefits	32,623	1,450	449	34,522
Total payroll expenses	241,346	10,727	3,321	255,394
Accounting and auditing	11,457	509	158	12,124
Activities	15,370	-	-	15,370
Advertising	6,358	283	87	6,728
Telephone	4,322	193	59	4,574
Alarm and security	941	42	13	996
Bank Charges	152	7	2	161
Contract Labor	2,900	129	40	3,069
Depreciation	27,942	1,242	384	29,568
Designated funds expense	6,382	284	88	6,754
Dues and subscriptions	1,239	55	17	1,311
Equipment lease	2,129	95	29	2,253
Food contract	42,754	-	-	42,754
Fundraising	-	-	4,358	4,358
Housekeeping	15,720	699	216	16,635
Insurance	3,374	150	46	3,570
Licenses and fees	451	-	-	451
Mileage expense	2,138	95	29	2,262
Miscellaneous expense	611	28	8	647
Office expense	6,562	292	90	6,944
Participant supplies	5,811	-	-	5,811
Postage and shipping	3,799	169	52	4,020
Printing and publications	666	30	9	705
Occupancy	46,985	2,089	646	49,720
Repairs and maintenance	7,583	337	104	8,024
Board and staff developmen	4,444	-	-	4,444
Total Functional Expenses	$ 461,436	$ 17,455	$ 9,756	$ 488,647

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

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and cash Equivalents
Cash and cash equivalents include cash in bank accounts, petty cash, and any short term investments with original maturities of three months or less.

Property and Equipment
Acquisitions of property and equipment greater than $500 are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the life of the equipment which varies from 5-10 years.

Revenue Recognition
Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All donor-restricted support is reported as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. If restrictions on temporarily restricted net assets are met in the reporting period, they are reported as unrestricted support.

The Organization does not imply time restrictions on gifts of long-lived assets. In the absence of explicit donor stipulation as to how long an asset must be held, the Organization releases any purpose restrictions when the asset is placed in service for the use stipulated by the donor.

Grant revenues are recognized in revenue when earned based on performing conditional requirements as stated in the related grant agreement, if any.

No permanently restricted assets were held during the year ending June 30, 2012 and accordingly, these financial statements do not reflect any activity related to this class of net assets.

Contributed Services and Materials

Full Circle Adult Day Center, Inc. receives services donated by a variety of unpaid volunteers assisting the Organization in its programs. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under FASB ASC 958.

The Organization records the value of donated supplies, assets and services when there is an objective basis available to measure their value. During the fiscal year ending June 30, 2012, no material items were received.

Federal and State Contracts

The Organization receives funding through federal and state contracts. Acceptance of these contracts requires compliance with contracts conditions. Any costs disallowed by the contracts must be paid by non-governmental funds.

Income Tax Status

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization has also been classified as an entity that is not a private organization within the meaning of Section 509(a)(1) and qualifies for deductible contributions. No provision for federal or state income taxes has been recorded. There was no interest or penalties to the Internal Revenue Service included in these financial statements. The Organization's tax returns are generally subject to examination by the Internal Revenue Service and the State of Oklahoma for a period of three years from the date they are to be filed.

Functional Allocation of Expenses

The Organization allocates its expenses on a functional basis among its program activities, fund-raising activities and support services. Expenses and support services that can be identified with a specific program are allocated directly to the program.

Expenses that are common to different functions are allocated based on various relationships.

Concentration of Credit Risk
Full Circle Adult Day Center, Inc. maintains cash balances at various financial institutions. The Federal Deposit Insurance Corporation insures interest bearing accounts at each institution up to $250,000 at June 30, 2012.

Noninterest bearing transactional accounts currently have unlimited FDIC insurance coverage. The Organization requires the banks with which it does business to provide collateral for amounts exceeding federal insurance coverage. All cash balances were insured or collateralized at June 30, 2012.

Advertising Expense – All advertising costs which approximated $6,728 for the year ending June 30, 2012, are expensed as incurred or when the first time advertising takes place.

Subsequent Events
Subsequent events have been evaluated through the issuance date of this report. Significant subsequent events are noted in Note 10.

Note 3 - Cash

The Organization maintains cash balances at a financial institution in Shawnee. The Federal Deposit Insurance Corporation insures interest bearing accounts at each institution up to $250,000, non-interest bearing accounts with unlimited insurance, at June 30, 2012. From time to time, the Organization may have cash balances that are not insured. All balances were insured at June 30, 2012. The Organization does not believe that there is any significant risk associated with these concentrations of credit.

Note 4 - Accounts Receivable

As of June 30, 2012, Full Circle Senior Adult Day Center, Inc. had the following accounts receivable:

DHS contract	$ 4,810
Advantage waiver contract	4,772
Children and Adult Care Food Program	1,244
Private pay participants	13,827
	$ 24,653

An allowance for doubtful accounts is not considered necessary since management believes all accounts at June 30, 2012 to be fully collectible.

Note 5 - Property and Equipment

Property and equipment at June 30, 2012 consists of the following:

Leasehold improvements	$ 121,989
Furniture, fixtures and equipment	78,387
	200,376
Less: Accumulated depreciation	(115,492)
Property and Equipment, Net	$ 84,884

Note 8 - Temporarily Restricted Net Assets

Full Circle Senior Adult Day Center, Inc. started a capital campaign in the 2004-2005 fiscal years. Donations received have been restricted and are included in temporarily restricted net assets as of June 30, 2012. The amounts included in the temporarily restricted net assets at June 30, 2012 are:

Capital Campaign	$ 26,019
Norman Community Foundation	241
Norman Regional Health Foundation	500
Exchange Club of Norman	500
TOTAL	$ 27,260

Note 6 – Compensated Absences

Employees can accrue vacation time through December of each fiscal year. Any hours earned and not used over the annual earned amount by December 31 can be carried over. Employees are paid for any vacation time accrued upon termination or resignation. The amount of this liability is in included in compensated absences. Accrued vacation of all other eligible employees which is to be used by December 31, 2012 is also reflected in compensated absences at June 30, 2012.

Note 7 - Commitments and Contingencies

The Organization has a lease agreement for office space and a lease agreement for the use of a copier which are accounted for as operating leases. The building lease agreement has a lease term of five years and started September 1, 2009. The lease goes through October 31, 2014. The monthly payments during 2012 and through the end of the lease are $3,500 per month. The building lease expense was $42,000 for 2012. The copier lease has a term of five years and began July 1, 2011 with monthly payments of $152. Copier lease expense for 2012 was $1,824.

Future minimum lease payments as of June 30, 2012 are as follows:

2013	$ 43,824
2014	15,824
2015	1,824
2016	1,824
	$ 63,296

Note 10 - Subsequent Event

After June 30, 2012, an investigation was begun into an alleged fraud by the former executive director of the Organization. The amount of the receivable approximates $4,500 and will be recorded in the year it is determined to be certain. The investigation is on-going.

FULL CIRCLE SENIOR ADULT DAY CENTER, INC.
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED JUNE 30, 2012

State Grantor/Pass-through Grantor/Program Title	Grantor Number	Federal CFDA Number	Receipts or Revenue Recognized	Disbursement/ Expenditures
U.S Department of Agriculture				
Passed through the State of Oklahoma Department of Education				
Child and Adult Care Food Program	AD-14-001	10.558	$ 3,704	$ 3,704
U.S Department of Health and Human Services				
Passed through the State of Oklahoma Department of Human Services, Aging Division				
Social Services Block Grant	10000330	93.667	55,605	55,605
Total State Awards			$ 59,309	$ 59,309

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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*

May 13, 2013

To the Board of Directors of
Full Circle Adult Day Center, Inc.
Norman, Oklahoma

We have audited the financial statements of Full Circle Adult Day Center, Inc. (a nonprofit organization) as of and for the year ended June 30, 2012, and have issued our report thereon dated May 13, 2013. We conducted our audit 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.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Full Circle Adult Day Center, Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Full Circle Adult Day Center, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

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.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Full Circle Adult Day Center, Inc.'s financial statements are free of 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*.

We noted certain matters that we reported to management of Full Circle Adult Day Center, Inc. in a separate letter dated May 13, 2013.

This report is intended solely for the information and use of management, Department of Human Services, and others within the entity and is not intended to be and should not be used by anyone other than these specified parties.

GRAY, BLODGETT & COMPANY, PLLC

Gray, Blodgett & Company, PLLC