

DAUGHTER FOR THE DAY, INC.

GRANT AUDIT
January 2014

OFFICE OF AUDITS AND INVESTIGATIONS
Prince George's County
Upper Marlboro, Maryland



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

January 2014

The County Council and County Executive
of Prince George's County, Maryland

Council Resolution 51-1991, adopted June 25, 1991, requires the Office of Audits and Investigations to perform random financial audits of grants and transfer payments appropriated in the Non-Departmental section of the County's Approved Annual Current Expense Budget.

We have examined the books and records of

DAUGHTER FOR THE DAY, INC.,

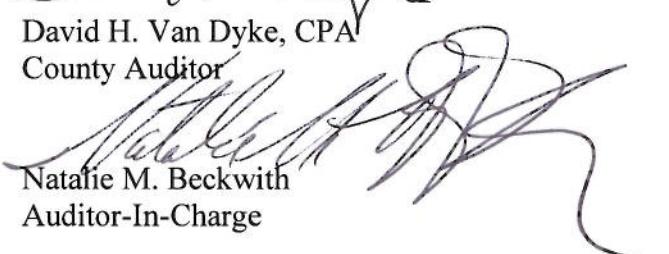
for the period July 1, 2010, through June 30, 2012. Our examination included such tests of the accounting records and such other auditing procedures, as we considered necessary under the circumstances.

We noted no matters involving the Prince George's County grant to the Daughter for the Day, Inc., that led us to believe that the County grant funds were used for other than their intended purpose. However, we did note instances where adequate documentation for financial transactions was not being maintained.

This report, in our opinion, fulfills the requirements of Council Resolution 51-1991 to perform random financial audits of grants and transfer payments made pursuant to the Non-Departmental section of the Prince George's County, Maryland, Fiscal Year 2011 and 2012 Approved Operating Budgets.

A handwritten signature in black ink, appearing to read "D. H. Van Dyke".

David H. Van Dyke, CPA
County Auditor

A handwritten signature in black ink, appearing to read "Natalie M. Beckwith".

Natalie M. Beckwith
Auditor-In-Charge

Daughter for the Day, Inc.

The Prince George's County Government awarded Daughter for the Day, Inc., (DFTD) 14 grants totaling \$46,050 in fiscal years 2011 and 2012. These awards were issued from July of 2010 through May of 2012. A summary of the grants awarded is as follows:

<u>Check Date</u>	<u>Grant Award Amount</u>
7/30/2010	\$5,000
8/6/2010	2,000
10/13/2010	1,000
10/25/2010	20,000
12/17/2010	500
12/30/2010	500
4/8/2011	5,000
4/8/2011	2,000
5/20/2011	1,000
6/16/2011	1,800
10/28/2011	500
1/14/2012	5,000
1/17/2012	1,000
4/5/2012	750
Total Amount Awarded	<u>\$46,050</u>

This funding was to be used expressly for DFTD's core program functions. Daughter for the Day, Inc., is a self-supported organization, receiving funds from grants, fundraising activities, and federated campaigns. DFTD has been in existence for eight years and provides assistance to senior citizens who are at least 70 years old, throughout the County. Daughter for the Day is incorporated as a 501(c) (3) non-profit organization.

DFTD currently provides services to approximately 1,900 Prince George's senior citizens by assisting them with grocery shopping, handy-man services, transportation to and from medical visits, etc. These services are provided at no cost to the senior citizen. DFTD utilizes the help of 500 volunteers to facilitate its core programs. The organization also hosts an annual senior ball and partners with several Councilmanic Districts for senior activities, picnics, and luncheons.

In an effort to increase their service base, Daughter for the Day, Inc., opened a thrift store in 2012. The thrift store is located in Oxon Hill, Maryland, and its proceeds will be used to support the core functions of DFTD.

We examined the books and records maintained by Daughter for the Day, Inc., and included tests of the accounting records and other auditing procedures as we determined necessary. Our examination included a review of expenditures and supporting documentation to ensure that payment amounts were properly approved and corresponded to related invoices. We noted no instances that led us to believe that County grant funds were used for other than their intended purpose; however, we discovered six instances where adequate documentation was not being maintained. These instances were for small program related expenditures (i.e., supplies, fundraising, and postage) ranging from \$30.00 to \$356.00, in which supporting receipts and/or invoices were not maintained.

Based on the findings described above we recommend:

1. **Daughter for the Day, Inc., retain the necessary supporting documents for all financial transactions.**

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January 2014
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The attached Statement of Revenues and Expenditures for the periods ending December 31, 2010, December 31, 2011, and December 31, 2012, shows the activities of the organization for the period in which the grant funds were received.

DAUGHTER FOR THE DAY, INC.
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIODS
JANUARY 1, 2010 THROUGH DECEMBER 31, 2012

	<u>2010</u>	<u>2011</u>	<u>2012</u>
REVENUES:			
County Grant Payments	\$ 29,000	\$ 10,300	\$ 6,750
Contributions	2,178	10,552	0
Other Grants	138,353	149,207	143,259
Fundraising	1,285	9,007	0
Thrift Store Proceeds	<u>0</u>	<u>0</u>	<u>49,598</u>
Total Revenues	\$170,816	\$179,066	\$199,607
EXPENDITURES:			
Compensation	\$119,275	\$135,215	\$105,905
Accounting	1,000	250	0
Office Expenses	11,734	10,960	12,935
Occupancy	15,195	19,933	53,344
Insurance	2,215	2,368	2,286
Uniforms and Embroidery	3,108	9,235	3,667
Membership Fees	755	375	0
Banking / Business Expense	0	604	0
Miscellaneous	0	2,610	21
Contractor Fees	0	0	3,074
Conference Fees	0	0	30
Thrift Store Expenses	0	0	17,925
Travel	720	0	0
Interest	<u>720</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$154,722</u>	<u>\$181,550</u>	<u>\$199,187</u>
Excess Revenue Over/(Under) Expenditures	<u>\$ 16,094</u>	<u>\$ (2,484)</u>	<u>\$ 420</u>