

**THE FAMILY LEAGUE  
OF BALTIMORE CITY, INC.**

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**Financial Statements for the Years Ended June 30, 2009 and 2008  
and OMB Circular A-133 Supplementary Financial Report  
For the Year Ended June 30, 2009**

**Together with Independent Auditors' Report**

**FAMILY LEAGUE OF BALTIMORE CITY, INC.  
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**INDEPENDENT AUDITORS' REPORT**

910 Ridgebrook Road  
Sparks, MD 21152

To the Board of Directors of  
The Family League of Baltimore City, Inc.:

We have audited the accompanying statements of financial position of The Family League of Baltimore City, Inc. (the Organization) as of June 30, 2009 and 2008, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years 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 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 of America. 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 also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide 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 the Organization as of June 30, 2009 and 2008 and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 4, 2009, on our consideration of the Organization'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 the internal control 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 audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedule of expenditures of Federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Stout, Causey & Horning, P.A.*

December 4, 2009

# The Family League of Baltimore City, Inc.

## Statements of Financial Position

<i>As of June 30,</i>	<i>2009</i>	<i>2008</i>
<b>Assets</b>		
<b>Current Assets</b>		
Cash and cash equivalents	\$ 1,914,828	\$ 2,624,933
Marketable securities	2,660,364	2,639,309
Accounts receivable	4,620,753	6,280,754
Prepaid expenses	42,439	21,805
<b>Total Current Assets</b>	<b>9,238,384</b>	<b>11,566,801</b>
<b>Property and Equipment</b>		
Computer equipment	917,805	917,805
Telephone equipment	39,519	39,519
Furniture and fixtures	178,568	178,568
Leasehold improvements	112,498	112,498
<b>Total Property and Equipment</b>	<b>1,248,390</b>	<b>1,248,390</b>
<b>Less: Accumulated Depreciation and Amortization</b>	<b>(1,169,887)</b>	<b>(1,135,229)</b>
<b>Net Property and Equipment</b>	<b>78,503</b>	<b>113,161</b>
<b>Total Assets</b>	<b>\$ 9,316,887</b>	<b>\$ 11,679,962</b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities</b>		
Accounts payable	\$ 3,207,901	\$ 4,516,881
Accrued expenses	159,071	229,209
Deferred revenue	4,039,852	5,044,216
<b>Total Liabilities</b>	<b>7,406,824</b>	<b>9,790,306</b>
<b>Commitments (Note 8)</b>		
<b>Net Assets</b>		
Temporarily restricted	1,910,063	1,889,656
<b>Total Net Assets</b>	<b>1,910,063</b>	<b>1,889,656</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 9,316,887</b>	<b>\$ 11,679,962</b>

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

# The Family League of Baltimore City, Inc.

## Statements of Activities and Changes in Net Assets

<i>For the Years Ended June 30,</i>	<i>2009</i>	<i>2008</i>
<b>Changes in Unrestricted Net Assets</b>		
Revenue		
Investment interest	\$ 21,055	\$ 93,859
Interest income	22,186	141,903
Net assets released from restrictions	21,125,729	23,602,589
<b>Total Revenue</b>	<b>21,168,970</b>	<b>23,838,351</b>
Expenses		
Program services	17,843,698	20,140,306
Administration	3,325,272	3,698,045
<b>Total Expenses</b>	<b>21,168,970</b>	<b>23,838,351</b>
<b>Change in Unrestricted Net Assets</b>	<b>-</b>	<b>-</b>
<b>Changes in Temporarily Restricted Net Assets</b>		
Support		
After School Programs	8,364,262	8,234,564
Community Partnership Programs	3,410,459	6,854,429
Family Recovery	1,902,736	1,791,930
Resource Development	910,583	918,593
Baltimore Youth Apprenticeship	-	4,000
Healthy Families/Home Visiting	1,845,143	2,183,877
Consolidated Youth Strategies	512,476	429,740
Functional Family Therapy	610,479	700,000
Baltimore Mental Health Systems	-	21,644
Early Learning Opportunity Act	-	72,920
Other Programs	3,589,998	2,481,193
<b>Total Support</b>	<b>21,146,136</b>	<b>23,692,890</b>
<b>Net Assets Released from Restrictions</b>	<b>(21,125,729)</b>	<b>(23,602,589)</b>
<b>Increase in Temporarily Restricted Net Assets</b>	<b>20,407</b>	<b>90,301</b>
<b>Increase in Net Assets</b>	<b>20,407</b>	<b>90,301</b>
<b>Net Assets at Beginning of Year (as restated - see Note 5)</b>	<b>1,889,656</b>	<b>1,799,355</b>
<b>Net Assets at End of Year</b>	<b>\$ 1,910,063</b>	<b>\$ 1,889,656</b>

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

# The Family League of Baltimore City, Inc.

## Statement of Functional Expenses For the Year Ended June 30, 2009

Expenses	General & Administrative	Community Partnership Programs	Consolidated Youth Strategies	After School Programs	Family Support	Family Recovery	School Readiness	BABY LAP	Resource Development	Rehab Option GOC	Healthy Families/Home Visiting
Salaries and wages	\$ 885,598	\$ -	\$ 111,215	\$ 228,397	\$ 86,580	\$ 470,543	\$ -	\$ 16,560	\$ -	\$ -	\$ -
Fringe benefits	236,464	-	38,571	67,558	25,300	107,262	-	890	-	-	-
Advertising	814	-	-	883	-	-	-	2,700	-	-	-
Direct service awards	-	3,410,459	346,697	8,041,238	-	1,190,990	94,549	14,785	910,583	359,542	1,845,143
Conferences	285	-	-	316	-	-	-	-	-	-	-
Consultants	54,268	-	-	3,958	-	-	3,188	-	-	-	-
Data processing	5,391	-	-	-	-	-	-	-	-	-	-
Dues and subscription	3,375	-	-	-	-	2,424	-	-	-	-	-
Equipment rental and expense	25,581	-	-	-	-	1,140	-	-	-	-	-
Hardware and software	30,881	-	-	-	1,391	5,728	1,422	-	-	-	-
Insurance	9,627	-	-	-	-	1,041	-	-	-	-	-
Legal and accounting	54,092	-	-	-	-	-	-	-	-	-	-
License and permits	16,635	-	450	995	-	325	-	-	-	-	-
Meeting expenses	6,024	-	4,411	7,636	1,479	1,424	-	5,459	-	-	-
Office expense and supplies	49,682	-	269	1,568	-	12,096	-	5,800	-	-	-
Postage	5,903	-	-	254	-	528	-	12	-	-	-
Rent	193,785	-	-	-	-	60,603	-	-	-	-	-
Renovations	4,100	-	-	-	-	1,293	-	-	-	-	-
Repairs and maintenance	9,407	-	-	789	-	3,373	-	-	-	-	-
Staff training	2,002	-	1,872	5,053	-	19,760	-	120	-	-	-
Stationary and printing	3,637	-	2,677	349	-	2,214	-	5,481	-	-	-
Telephone	31,625	-	1,180	3,068	-	16,996	-	13	-	-	-
Travel	4,037	-	5,134	2,200	-	4,996	-	-	-	-	-
Depreciation	34,658	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1,667,871</b>	<b>3,410,459</b>	<b>512,476</b>	<b>8,364,262</b>	<b>114,750</b>	<b>1,902,736</b>	<b>99,159</b>	<b>51,820</b>	<b>910,583</b>	<b>359,542</b>	<b>1,845,143</b>
Less: Administration Expenses	(1,667,871)	-	(165,778)	(323,023)	(114,750)	(711,745)	(4,609)	(37,035)	-	-	-
<b>Total Program Expenses</b>	<b>\$ -</b>	<b>\$ 3,410,459</b>	<b>\$ 346,698</b>	<b>\$ 8,041,239</b>	<b>\$ -</b>	<b>\$ 1,190,991</b>	<b>\$ 94,550</b>	<b>\$ 14,785</b>	<b>\$ 910,583</b>	<b>\$ 359,542</b>	<b>\$ 1,845,143</b>

# The Family League of Baltimore City, Inc.

## Statement of Functional Expenses - cont'd. For the Year Ended June 30, 2009

Expenses	One Stop Add Grant	Functional Family Therapy	Community				B. Wraparound DJS	Family CINS Photo/DJS	Boys & Girls DJS	Total
			Family Resource Center - GOC	Anti-Gang Grant	ILC Flex Funds	Family CINS Photo/DJS				
Salaries and wages	\$ 168,420	\$ 21,460	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ 9,681	\$ 2,004,254	
Fringe benefits	43,362	18,047	-	-	-	-	-	-	537,454	
Advertising	150	-	-	-	-	-	-	-	4,547	
Direct service awards	75,954	570,479	230,033	22,303	62,467	346,468	151,686	190,319	17,843,695	
Conferences	745	-	-	-	-	-	-	-	1,346	
Consultants	-	-	-	-	-	2,400	-	-	63,814	
Data processing	-	-	-	-	-	-	-	-	5,391	
Dues and subscription	440	-	-	-	-	-	-	-	6,239	
Equipment rental and expense	-	-	-	-	-	-	-	-	26,721	
Hardware and software	1,295	-	-	-	-	-	-	-	40,717	
Insurance	-	-	-	-	-	-	-	-	10,668	
Legal and accounting	-	-	-	-	-	-	-	-	54,092	
License and permits	20	-	-	-	-	-	-	-	18,425	
Meeting expenses	3,995	81	-	-	-	-	-	-	30,509	
Office expense and supplies	-	113	-	-	-	-	-	-	69,528	
Postage	3,689	-	-	-	-	-	-	-	10,386	
Rent	13,333	-	-	-	-	-	-	-	267,721	
Renovations	-	-	-	-	-	-	-	-	5,393	
Repairs and maintenance	-	-	-	-	-	-	-	-	13,569	
Staff training	1,690	-	-	-	-	-	-	-	30,497	
Stationary and printing	3,539	-	-	-	-	-	-	-	17,897	
Telephone	-	-	-	-	-	-	-	-	52,882	
Travel	1,901	299	-	-	-	-	-	-	18,567	
Depreciation	-	-	-	-	-	-	-	-	34,658	
<b>Total Expenses</b>	<b>318,533</b>	<b>610,479</b>	<b>230,033</b>	<b>22,303</b>	<b>62,467</b>	<b>348,868</b>	<b>157,486</b>	<b>200,000</b>	<b>21,168,970</b>	
<b>Less: Administration Expenses</b>	<b>(242,579)</b>	<b>(40,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,400)</b>	<b>(5,800)</b>	<b>(9,681)</b>	<b>(3,325,272)</b>	
<b>Total Program Expenses</b>	<b>\$ 75,954</b>	<b>\$ 570,479</b>	<b>\$ 230,033</b>	<b>\$ 22,303</b>	<b>\$ 62,467</b>	<b>\$ 346,468</b>	<b>\$ 151,686</b>	<b>\$ 190,319</b>	<b>\$ 17,843,698</b>	

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

# The Family League of Baltimore City, Inc.

## Statement of Functional Expenses For the Year Ended June 30, 2008

Expenses	General & Administrative	Community Partnership Programs	Other Grants Funds	Consolidated Youth Strategies	After School Programs	Family Support	Early Learning Opportunity Act	Family Recovery	School Readiness	BABY LAP	Resource Development	Rehab Option GOC
Salaries and wages	\$ 1,131,239	\$ -	\$ 74,099	\$ 47,478	\$ 267,048	\$ 111,232	\$ 35,962	\$ 277,412	\$ 35,372	\$ 42,022	\$ -	\$ -
Fringe benefits	371,738	-	20,893	20,270	72,807	1,768	9,123	75,744	6,144	8,693	-	-
Advertising	377	-	-	-	763	-	-	-	-	-	-	-
Direct service awards	5,957	5,195,658	61,734	355,294	7,785,880	-	18,507	1,276,896	112,518	87,569	918,593	39,698
Conferences	2,646	-	-	2,000	3,616	-	-	1,952	-	6,480	-	-
Consultants	12,959	-	-	-	-	-	-	-	2,262	-	-	-
Data processing	5,117	-	-	-	-	-	-	-	-	-	-	-
Dues and subscription	-	-	-	-	-	-	-	2,710	-	-	-	-
Equipment rental and expense	25,539	-	-	-	-	-	-	-	-	-	-	-
Hardware and software	19,145	-	-	-	3,679	-	-	3,996	-	-	-	-
Insurance	16,428	-	-	-	-	-	-	892	-	-	-	-
Legal and accounting	56,469	-	-	-	-	-	-	-	-	-	-	-
License and permits	-	-	-	-	14,310	-	-	3,440	-	-	-	-
Meeting expense	14,508	-	-	2,489	4,493	-	-	4,745	1,404	3,873	-	-
Office expense and supplies	55,696	-	287	111	6,389	-	-	2,744	19	1,783	-	-
Postage	4,232	-	-	19	343	-	-	119	-	40	-	-
Rent	155,564	-	-	-	-	-	-	13,851	-	460	-	-
Renovations	-	-	-	-	-	-	-	20,473	-	-	-	-
Repairs and maintenance	11,895	-	1,015	-	-	-	-	545	-	-	-	-
Staff training	5,835	-	-	120	16,737	-	-	726	10,625	80	-	-
Stationary and printing	4,178	-	-	853	1,427	-	-	704	2,000	2,783	-	-
Telephone	35,564	-	-	300	2,658	-	-	7,783	-	395	-	-
Travel	6,444	-	-	1,199	16,870	-	137	9,343	69	5,600	-	-
Depreciation	45,209	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,984,759	5,195,658	158,008	430,133	8,196,960	113,000	65,729	1,704,075	170,413	159,778	918,593	39,698
Less: Administration expenses	(1,984,759)	-	(96,274)	(74,839)	(411,080)	(113,000)	(45,222)	(427,179)	(57,895)	(72,209)	-	-
Total Program Expenses	\$ -	\$ 5,195,658	\$ 61,734	\$ 355,294	\$ 7,785,880	\$ -	\$ 18,507	\$ 1,276,896	\$ 112,518	\$ 87,569	\$ 918,593	\$ 39,698

# The Family League of Baltimore City, Inc.

## Statement of Functional Expenses - cont'd. For the Year Ended June 30, 2008

	Community Family Resource Center- GOC	Healthy Families/Home Visiting	One Stop Add Grant	Functional Family Therapy	Baltimore Youth Apprenticeship	Anti-Gang Grant	LLC Flex Funds	B. Wraparound DIS	Family CNS Plot/DJS	Community Family Resource Center DJS	Foster Parent Association MD/DBR	Total
Expenses												
Salaries and wages	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Fringe benefits	-	-	179,855	45,233	-	50,432	-	5,800	5,800	5,805	16,248	2,323,237
Advertising	-	-	44,983	12,043	-	11,318	-	-	-	-	-	655,544
Direct service awards	36,690	2,181,742	1,333	644,000	4,000	51,127	157,377	654,645	145,090	163,165	248,790	20,146,363
Conferences	-	-	-	-	-	-	-	-	-	-	-	16,694
Consultants	-	-	-	-	-	-	-	-	-	-	-	15,221
Data processing	-	-	-	-	-	-	-	-	-	-	-	5,117
Dues and subscription	-	-	75	-	-	-	-	-	-	-	-	2,785
Equipment rental and expense	-	-	-	-	-	-	-	-	-	-	-	25,539
Hardware and software	-	-	136	-	-	-	-	-	-	-	-	26,956
Insurance	-	-	-	-	-	-	-	-	-	-	-	17,320
Legal and accounting	-	-	-	-	-	-	-	-	-	-	-	56,469
License and permits	-	2,135	-	-	-	-	-	-	-	1,115	-	21,000
Meeting expense	-	-	2,961	724	-	680	-	-	-	-	-	35,817
Office expense and supplies	-	-	983	-	-	196	-	-	-	-	-	68,188
Postage	-	-	24	-	-	-	-	-	-	-	-	4,777
Rent	-	-	20,000	-	-	-	-	-	-	-	-	189,875
Renovations	-	-	-	-	-	-	-	-	-	-	-	20,473
Repairs and maintenance	-	-	-	-	-	-	-	-	-	-	-	13,455
Staff training	-	-	3,296	-	-	210	-	-	-	-	-	37,829
Stationary and printing	-	-	4,231	-	-	-	-	-	-	-	-	16,176
Telephone	-	-	750	-	-	600	-	-	-	-	-	48,050
Travel	-	-	2,793	-	-	-	-	-	-	-	4,962	47,417
Depreciation	-	-	-	-	-	-	-	-	-	-	-	43,209
Total Expenses	36,690	2,183,877	261,420	700,000	4,000	114,563	157,377	654,645	150,890	170,085	270,000	23,838,351
Less: Administration expenses	-	(2,135)	(260,087)	(56,000)	-	(63,436)	-	-	(5,800)	(6,920)	(21,210)	(3,698,045)
Total Program Expenses	\$ 36,690	\$ 2,181,742	\$ 1,333	\$ 644,000	\$ 4,000	\$ 51,127	\$ 157,377	\$ 654,645	\$ 145,090	\$ 163,165	\$ 248,790	\$ 20,140,306

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

# The Family League of Baltimore City, Inc.

## Statements of Cash Flows

<i>For the Years Ended June 30,</i>	<i>2009</i>	<i>2008</i>
<b>Cash Flows From Operating Activities</b>		
Change in net assets	\$ 20,407	\$ 90,301
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	34,658	43,209
Changes in assets and liabilities:		
Accounts receivable	1,660,001	273,066
Prepaid expenses	(20,634)	2,079
Accounts payable	(1,308,980)	(1,633,320)
Accrued expenses	(70,138)	(53,250)
Deferred revenue	(1,004,364)	(909,454)
<b>Net Cash and Cash Equivalents Used In by Operating Activities</b>	<b>(689,050)</b>	<b>(2,187,369)</b>
<b>Cash Flows From Investing Activities</b>		
Purchases of property and equipment	-	(117,360)
Purchases of marketable securities	(21,055)	(93,859)
<b>Net Cash and Cash Equivalents Used in Investing Activities</b>	<b>(21,055)</b>	<b>(211,219)</b>
<b>Net Decrease in Cash and Cash Equivalents</b>	<b>(710,105)</b>	<b>(2,398,588)</b>
Cash and Cash Equivalents, beginning of year	2,624,933	5,023,521
<b>Cash and Cash Equivalents, end of year</b>	<b>\$ 1,914,828</b>	<b>\$ 2,624,933</b>

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

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Nature of Activities

The Family League of Baltimore City, Inc. (the Organization) was incorporated in the State of Maryland in April 1991. The primary goal of the Organization is to establish a comprehensive children and family service delivery system that is community based and family focused. The mission of the Organization is to coordinate the mobilization and organization of public and private resources to ensure that families accept the responsibility, develop the requisite capacity and receive the support needed to raise, care for and advocate on behalf of their children.

The Organization works to develop partnerships among public and private organizations to ensure service systems available to children and families work together to provide quality services and resources.

The Organization currently has projects operating to serve the needs of children and families including:

***Community Services Initiative (CSI) and Wraparound*** - Provision of intensive wraparound services to youth and families who are returning from or are being diverted from out of state placements. Approximately 62 youths were served in fiscal year 2009.

***Rehab Option*** - Provides community-based support services for youth with mental or developmental disabilities who are not in state custody. In fiscal year 2009, approximately 14 youth were served.

***DJS Wraparound*** - Provides intensive wraparound services to youth who are returning or being diverted from in-state residential placement and/or detention. The youths served are referred by the Department of Juvenile Services (DJS).

***One Stop Family Resource Center/Family Navigation*** - Provides information, referral, and support services to families raising children with developmental, mental health, or behavioral disabilities. Services are provided by "legacy caregivers", all of whom have a family member with a disability. In fiscal year 2009, approximately 85 families were served.

***After School*** - Supports the improvement of the quality and quantity of after-school opportunities for youths in Baltimore City. The strategy currently supports 76 sites run by various agencies in Baltimore City. These include programs funded through the Children's Cabinet After School Fund.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

***Choice Program*** - Supports the provision of intensive, home-based, family support for high-risk youths. Services include case management, counseling, education support, crisis intervention, recreation and cultural awareness, information and referral, and parent support.

***Youth Service Bureaus*** - Supports three youth service bureaus in East, Northeast and Northwest Baltimore. Services include individual, group and family counseling, academic tutoring and mentoring during school hours.

***Baltimore Rising*** - Supports school-based mentoring for middle school girls who are at risk for skipping school, dropping out of school, teen pregnancy, suspensions, expulsions, and getting into trouble with the law. Approximately 168 youths were served in fiscal year 2009.

***Healthy Families Maryland Home Visiting*** - Supports the provision of home visiting services according to the Healthy Families Maryland model. Comprehensive home visiting and family support services are provided to pregnant women and parents of young children living in the DRU/Mondawmin communities of Baltimore City. In fiscal year 2009, 197 families were served.

***Prenatal Home Visiting Services*** - Supports the provision of home visiting services, primarily targeted to prenatal women residing in six communities in Baltimore City. They include Greenmount East, Southwest, West Baltimore, Pigtown, Carroll Park, and Washington Village.

***School-Based Mental Health*** - Supports school-based mental health programs in eight Baltimore City Public Schools. The programs are a part of a larger network of services throughout the school system. Services are coordinated through Baltimore Mental Health Systems, Inc.

***Pre-Adjudication Coordination Transition (PACT) Evening Reporting Center*** - Provides intensive supervision and case management, crisis intervention, and pre-vocational/vocational support to young males, ages 14-18 residing in West Baltimore who are on electronic monitoring with the Department of Juvenile Services.

***Community Service Grants (ROOTS)*** - Supports youth development programming through a network of quality grassroots organizations throughout Baltimore City. In fiscal year 2009, 32 organizations provided services to school-age youths.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

*Functional Family Therapy (FFT)* - Supports the provision of an evidence-based family-focused delinquency prevention program. Services were provided by two agencies in fiscal year 2009.

*Family Recovery Program* - Offers intensive case management and support service for parents in Baltimore City involved in Child in Need of Assistance (CINA) proceedings. The Family Recovery Program is designed to decrease the length of stay in foster care for children ages 0-5 who come before CINA Court for the first time where at least one child of the custodial parent(s) is five years or younger.

*Community Family Resource Center* - Supports a centralized community center to serve as a one-stop shop for referrals for families in the East Baltimore area.

*CINS Pilot Program* - Program provides comprehensive, family-focused assessment and service planning for youths for whom a CINS complaint has been made (ungovernable, truant, runaway). The goal is to divert youth from formal DJS involvement.

*Disproportionate Minority Contact (DMC) Reduction* - Initiative's activities are geared toward creating an equitable and fair system of juvenile justice.

The following is a description of the most significant accounting policies:

#### **Basis of Accounting**

The accompanying financial statements are presented in accordance with the accrual basis of accounting, whereby revenue is recognized when earned and expenses are recognized when incurred.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### Financial Statement Presentation

The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

Unrestricted net assets are the net assets that are neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

Temporarily restricted net assets result from contributions whose use is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to these stipulations. Net assets may be temporarily restricted for various purposes, such as use in future periods or use for specified purposes. When the restrictions are fulfilled these assets are reclassified to unrestricted net assets. The Organization considers all net assets to be temporarily restricted as of June 30, 2009 and 2008.

Permanently restricted net assets result from contributions whose use is limited by donor-imposed stipulations that neither expire by the passage of time nor can be fulfilled or otherwise removed by the Organization's actions. Income earned on permanently restricted net assets is available for operations.

#### Accounts Receivable

The receivable balance represents expenses incurred before year-end for which the reimbursement from various governmental and private grant sources is expected to be received in the subsequent period. Management considers all receivables fully collectible; therefore, no allowance for doubtful accounts is considered necessary.

#### Cash Equivalents

The Organization considers all highly liquid investments with a maturity of three months or less at the date of acquisition to be cash equivalents.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### **Credit Risk**

The Organization maintains its cash balances in bank deposit accounts which, at times, may exceed Federally insured limits. Management considers this to be an acceptable business risk.

#### **Marketable Securities**

The Organization held investments in money market accounts at various financial institutions during the years ended June 30, 2009 and 2008. The investments are reported at fair value, which approximates cost. The investments earned interest of \$21,055 and \$93,859 for the years ended June 30, 2009 and 2008, respectively.

#### **Property and Equipment**

Property and equipment consists of computer and telephone equipment, furniture and fixtures, and leasehold improvements and is stated at cost. The Organization's policy is to capitalize property and equipment costing greater than \$5,000. Depreciation is computed using the straight-line method. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over the estimated service lives of the assets ranging from 3 to 7 years. Leasehold improvements are amortized over the shorter of the term of the lease or the useful life of the asset. Depreciation and amortization expense totaled \$34,658 and \$43,209 for the years ended June 30, 2009 and 2008, respectively.

#### **Income Taxes**

The Organization is generally exempt from Federal and state income taxes under the provisions of Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for charitable contribution deductions under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(1). Income, which is not related to exempt purposes, less applicable deductions, is subject to Federal and state corporate income taxes. The Organization had no net unrelated business income during the years ended June 30, 2009 and 2008.

#### **Advertising Costs**

The Organization expenses advertising costs as incurred. Advertising expense totaled \$4,547 and \$1,140 during the years ended June 30, 2009 and 2008, respectively.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### Valuation of Long-Lived Assets

The Organization accounts for the valuation of long-lived assets under SFAS No. 144, *Accounting for the Impairment or Disposal of Long-Lived Assets*. SFAS No. 144 requires that long-lived assets and certain identifiable intangible assets be reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of the long-lived asset is measured by a comparison of the carrying amount of the asset to future undiscounted net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment to be recognized is measured by the amount by which the carrying amount of the assets exceeds the estimated fair value of the assets. Assets to be disposed of are reportable at the lower of the carrying amount or fair value, less costs to sell. The Organization believes that none of its long-lived assets are impaired as of June 30, 2009 and 2008. There were no assets held for disposal at June 30, 2009 and 2008.

#### 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 of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Revenue Recognition

Revenue for grant support is recognized as services are rendered. Related labor, material, fulfillment and indirect expenses are included in cost of activities. Grant revenue is considered a conditional gift and is recognized as program development or other expenses are incurred and, therefore, satisfying the condition of the grant.

#### Fair Value Measurement

Financial Accounting Standards Board Statement No. 157, *Fair Value Measurements* (SFAS No. 157), establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under SFAS No. 157 are described below:

Level 1      Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### Fair Value Measurement – cont'd.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based upon the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

There have been no changes in the methodologies used at June 30, 2009. The following is a description of the valuation methodologies used for assets measured at fair value:

*Marketable Securities:* Valued at the net asset value (NAV) of shares held by the Organization at year-end. All securities held by the Organization are traded in active markets to which the Organization has access.

The methods described above may produce a fair value calculation that is not indicative of net realizable value or reflective of future fair values. Furthermore, while the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain instruments could result in a different fair value measurement at the reporting date.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### Fair Value Measurement – cont'd.

The following table sets forth by level, within the fair value hierarchy, the Organization's investments at fair value as of June 30, 2009:

	Level 1	Level 2	Level 3	Total
Marketable securities	\$2,660,364	\$ -	\$ -	\$2,660,364

#### Fair Value Option for Financial Assets and Financial Liabilities

In February 2007, the FASB issued SFAS No. 159, *The Fair Value Option for Financial Assets and Financial Liabilities – Including an Amendment of FASB Statement No. 115 (SFAS No. 159)*. SFAS No. 159 permits an entity to measure many financial instruments and certain other items at fair value that are not currently required to be measured at fair value. Entities that elect the fair value option will report unrealized gains and losses in earnings at each subsequent reporting date. The Organization adopted SFAS No. 159 as of June 30, 2009. The impact of the adoption was not material to the financial statements of the Organization.

#### Subsequent Events

In May 2009, the FASB issued SFAS No. 165, *Subsequent Events* (SFAS No. 165). SFAS No. 165 establishes general standards of accounting for and disclosure of events that occur after the statement of financial position date, but before the financial statements are issued or are available to be issued. SFAS No. 165 requires the disclosure of the date through which an entity has evaluated subsequent events and the basis for that date; that is, whether that date represents the date the financial statements were issued or were available to be issued. This disclosure is intended to alert all users of financial statements that an entity has not evaluated subsequent events after that date in the financial statements being presented. SFAS No. 165 is effective on a prospective basis for interim or annual periods ending after June 15, 2009. The Organization adopted the provisions of SFAS No. 165 for the year ended June 30, 2009. The adoption of SFAS No. 165 did not have a material impact on the Organization's financial position or results of operations.

The Organization evaluated for disclosure any subsequent events through December 4, 2009 and determined there were no material events that warrant disclosure.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 1. DESCRIPTION OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – cont'd.

#### Reclassifications

Reclassifications have been made to the 2008 financial statements to conform with the 2009 presentation.

### 2. GRANT AWARDS

The State of Maryland provides grant funds to the City of Baltimore, some of which are passed through to the Organization. The State authorized and paid grant awards in the amount of \$7,634,702 and \$6,918,272 during the years ended June 30, 2009 and 2008, respectively.

### 3. RELATED PARTY TRANSACTIONS

During the normal course of business, the Organization contracts with a variety of service providers in the Baltimore-Metropolitan area. On occasion, requests for proposals are issued by the Organization and replies are received by companies who have members serving on the Organization's Board of Directors. When this situation arises, the Board member's application is treated as an "arms-length transaction." Board members with funding requests pending are ineligible to vote on matters where they maintain a direct financial interest. Also, they are not able to vote on the funding of other organizations with whom they are competing. At the beginning of each fiscal year, all Board members must also sign a conflict of interest statement.

### 4. LINE OF CREDIT

Beginning in June 2008, the Organization has available a revolving line of credit with M&T Bank for \$500,000. Borrowings under the line of credit bear interest at the bank prime rate. The prime rate was 3.25% as of June 30, 2009. All borrowings are collateralized by substantially all assets of the Organization. There was no outstanding balance on the line of credit as of June 30, 2009 and 2008.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Financial Statements For the Years Ended June 30, 2009 and 2008

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### 5. RESTATEMENT

During the year ended June 30, 2009, management determined the Organization had incorrectly recorded certain funds received for programs as net assets prior to June 30, 2007. Management determined these funds may be required to be refunded at some point in the future and, therefore, should be accounted for as deferred revenue. The funds received totaled \$144,269 as of June 30, 2007.

Net assets as of June 30, 2007 has been restated for the reclassification of the deferred income as follows:

	Net Assets
As previously stated	\$1,943,624
Effect of prior period adjustment	(144,269)
<u>As restated</u>	<u>\$1,799,355</u>

### 6. RETIREMENT PLAN

The Organization sponsors a 403(b) discretionary retirement plan. The Organization determines annually its level of contribution while employees may contribute up to the maximum statutory amount. For the years ended June 30, 2009 and 2008, the Organization's contributions totaled \$30,391 and \$44,244, respectively.

### 7. DEFERRED REVENUE

Deferred revenue consists of unspent funds received from the Governor's Office of Children, Youth and Families for Community Partnership programs and other funds which would be refunded if not expended.

### 8. OPERATING LEASE OBLIGATIONS

The Company maintains operating leases principally for office space and equipment. Rental expense under these leases totaled approximately \$262,000 and \$215,000 during the years ended June 30, 2009 and 2008, respectively.

Future minimum rentals under operating leases are as follows as of June 30,:

2010	\$ 226,257
2011	214,611
2012	170,488
2013	175,988
2014	181,488
Thereafter	415,252
<u>Total minimum lease payments</u>	<u>\$ 1,384,084</u>

**SUPPLEMENTARY INFORMATION**

# The Family League of Baltimore City, Inc.

## Schedule of Expenditures of Federal Awards For The Year Ended June 30, 2009

<u>Funding Agency/Pass-Thru Agency/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number</u>	<u>Expenditures</u>
<b>U.S. Department of Health and Human Services</b>			
<b>Pass-through program from:</b>			
<b>Administration for Development Disabilities and Governor's Office for Children</b>			
One Stop Family Resource Center	93.631	90DN0213	\$ 241,867
<b>Total U.S. Department of Health and Human Services</b>			<u>241,867</u>
<b>U.S. Department of Justice</b>			
<b>Direct programs:</b>			
Comprehensive Anti-Gang Strategy	Earmark		<u>22,303</u>
<b>Pass-through program from:</b>			
<b>Governor's Office of Crime, Control, and Prevention</b>			
Pre-Adjudication Coordination and Transition (PACT) Center	16.523	JABG-2008-1232	150,453
	16.523	JABG-2007-1232	32,186
DMC Reduction Initiative	16.523	JABG-2008-1620	84,118
	16.540	JJAC-2006-1520	<u>11,155</u>
<b>Total Pass-through programs</b>			<u>277,912</u>
<b>Total U.S. Department of Justice</b>			<u>300,215</u>
<b>Total Expenditures of federal awards</b>			<u>\$ 542,082</u>

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Notes to Schedule of Expenditures of Federal Awards For the Years Ended June 30, 2009

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### **Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**SINGLE AUDIT 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***

To the Board of Directors of  
The Family League of Baltimore City, Inc.:

We have audited the financial statements of The Family League of Baltimore City, Inc. (the Organization) as of and for the year ended June 30, 2009, and have issued our report thereon dated December 4, 2009. 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 of America.

**Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Organization'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 Organization'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 control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Organization's ability to initiate, authorize, record, process or report financial data reliably in accordance with accounting principles generally accepted in the United States of America, such that there is more than a remote likelihood that a misstatement of the Organization's financial statements that is more than inconsequential will not be prevented or detected by the Organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Organization's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be 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 the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants 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 other matters that we reported to management in a separate letter dated December 4, 2009.

This report is intended solely for the information of the audit committee, Board of Directors, management, Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Stout, Causey & Hornig, P.A.*

December 4, 2009

**REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Directors of  
The Family League of Baltimore City, Inc.:

**Compliance**

We have audited the compliance of The Family League of Baltimore City, Inc. (the Organization) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to its major Federal programs for the year ended June 30, 2009. The Organization's major Federal programs are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major Federal programs are the responsibility of the Organization's management. Our responsibility is to express an opinion on the Organization's compliance based on our audit.

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 OMB Circular A-133, *Audits of States, Local Governments and Non-profit Organizations*. Those standards and OMB Circular A-133 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 the Organization'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. Our audit does not provide a legal determination on the Organization's compliance with those requirements.

In our opinion, the Organization complied, in all material respects, with the requirements referred to above that are applicable to each of its major Federal programs for the year ended June 30, 2009.

**Internal Control over Compliance**

The management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to Federal programs. In planning and performing our audit, we considered the Organization's internal control over compliance with requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses as defined below. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A control deficiency in an Organization's internal control over compliances 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 noncompliance with a type of compliance requirement of a Federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the organization's ability to administer a Federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a Federal program that is more than inconsequential will not be prevented or detected by the Organization's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a Federal program will not be prevented or detected by the Organization's internal control. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the audit committee, Board of Directors, management, Federal awarding agencies and pass-through entities of the Organization and is not intended to be and should not be used by anyone other than these specified parties.

*Stout, Causey & Herring, P.A.*

December 4, 2009

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Schedule of Findings and Questioned Costs For the Year Ended June 30, 2009

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### SUMMARY OF AUDITORS' RESULTS

1. The independent auditors' report expresses an unqualified opinion on the financial statements of the Organization as of and for the years ended June 30, 2009 and 2008.
2. No significant deficiencies relating to the audit of the financial statements are reported in the 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*.
3. No instances of noncompliance material to the financial statements of the Organization which would be required to be disclosed in accordance with *Government Auditing Standards*, were noted during the audit.
4. The auditors' report on compliance for the major Federal award programs expresses an unqualified opinion.
5. Audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133 are reported in this Schedule.
6. The programs tested as major programs included:

<u>Name of Federal Program</u>	<u>CFDA</u>
One Stop Family Resource Center	93.631
7. The dollar threshold used to distinguish between Type A and Type B programs is \$300,000.
8. The auditee does qualify as a low-risk auditee.

**THE FAMILY LEAGUE OF BALTIMORE CITY, INC.**

**Schedule of Findings and Questioned Costs  
For the Year Ended June 30, 2009**

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**FINDINGS—FINANCIAL STATEMENT AUDIT**

No current year findings.

**FINDINGS—AUDIT OF MAJOR FEDERAL AWARD PROGRAMS**

No current year findings.

# THE FAMILY LEAGUE OF BALTIMORE CITY, INC.

## Schedule of Prior Year Findings For the Year Ended June 30, 2009

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### **Finding 08-01**

#### ***Condition:***

We noted several Federal Financial Status reports were not remitted to the grantor agency by the deadline as noted in the grant agreement.

#### ***Corrective Action Plan:***

We will meet with program managers each month to review and verify all fiscal year program expenses on a monthly basis to ensure that we are accounting and reporting all expenses in compliance with the standards stipulated in each federal award. The fiscal department's staff will meet on a monthly basis after reviewing expenses to assign the task of completing each report on a timely basis. The controller has designed a fiscal monitoring report. The fiscal monitoring report will be updated and reviewed monthly to ensure that all reports are completed before the scheduled due date. The due dates, funding source, and type of fiscal report due are included in the monitoring report.