

City of Hammond - Grant Application

ORGANIZATION INFORMATION:

Name: Louisiana Children's Discovery Center, Inc.
Address: 113 North Cypress Street
City, State, Zip: Hammond, LA 70401
Phone: 985-340-9150
Website: www.lcdcofhammond.org
IRS EIN Number: 20-5251359

Mission Statement:

See attached letter.

Brief paragraph about the history of the organization, including date established:

See attached letter.

Tell us about your current programs and services, including the number of Hammond residents that benefit:

See attached letter.

Describe a few of the organization's top accomplishments within the last three years.

GRANT FUNDING IMPACT:

Describe how you will use the City of Hammond grant funding. How much funding are you requesting and why that amount?

See attached letter.

Briefly describe the Hammond residents that will benefit from the grant funding.
(number benefiting, demographics)

See attached letter.

What other funding do you receive to provide programs and services? What is your total budget? What portion is the City's grant funding of your total budget?

See attached letter.

REQUIRED ATTACHMENTS

Please attach the following documentation:

- 1. General factsheet/letter/brochure about the organization or its programs
- 2. Most recent financial statement or audit
- 3. A copy of any board meeting minutes from 2021 or 2022 OR a list of board members
- 4. Optional -- most recent annual report or outcomes report of a specific project/program


APPLICATION CERTIFICATION

I understand that at the end of the grant period, I am required to provide a report to the City describing how the grant funding was used, how many people benefitted from the funding, and showing proof (receipts/photos/statistics) of how the funding was used.

I understand that I must provide an audit, financial report, or tax statements showing the organization's financial position.

Elsbet Smith Hollywood, President of the Board of Directors

Print Name, Title


Signature

7/29/2022

Date



Louisiana Children's Discovery Center

Inspiring Children to embrace the WORLD!

113 North Cypress Street
Hammond, Louisiana 70401
(985) 340-9150
www.lcdcofhammond.org
EIN# 20-5251359

Thank you!

With the support of the City of Hammond we were able to weather the storm of COVID-19 and were given the opportunity to reinvent the way we did business. We continued to inspire more play, provided playful learning experiences to children and families in our community and surrounding areas. We welcomed our 340,000th visitor since we opened our doors in October 2010.

We can not do what we do without YOU!

Mission: To provide an exceptional environment where play and learning inspire children to embrace the world.

History: On October 1, 2010 the Louisiana Children's Discovery Center opened its door in downtown Hammond, and that is when the dream came alive. Visitors came from near and far, from all walks of life to play and experience memories that families long for spending quality time with their children. Families were looking for a place with no electronic devices or daily interruptions, just good old fashioned play where children are inspired to expand their imaginations, creativity and motor skills.

There are many magical moments that happen on a daily basis at the Discovery Center; just stop by for a visit and you will see what we mean.

We are a non-profit 501(C)(3) organization, and in order for the Discovery Center to keep admissions affordable for all families in our community, your support is critical to help us continue to offer meaningful programs and continue to grow with new exhibits and maintain our existing exhibits.

We hope you will visit our center and see all the wonderful activities we offer our families, and consider supporting our efforts.



Programs and Events hosted by the LCDC:

- Currently Open to the General Public on Tuesday through Friday 10:00 am – 4:00 pm; Saturday 10:00 am – 5:00 pm and Sunday 1:00 – 4:00 pm.
- Birthday Parties
- Field Trips (limited to one school per day)
- Members Only Events
- 9 weeks of Kid Camps were offered throughout the year
- Parent Night Out Events
- SOAR Program – reduced admission for all children on the spectrum
- Hammond After School Program came in February 2020
- Holiday Events

Last 3 Years Accomplishments:

- A new Dino Dig Exhibit was installed
- A new music exhibit was installed
- A new Toddler Area was built
- A new slide was installed on the Crane Command Exhibit
- Two New Murals were painted to enhance our facility
- A new kitchen was built in our Middendorf's Exhibit
- New STEM block center was developed
- New A/C unit was installed
- New Flight Lab Exhibit
- New Train Exhibit
- New covers for the Rock Climbing Wall mats
- 2 new Exhibit Sponsors
- Social Media Programming during COVID-19

The City of Hammond Grant Funds will be used to help pay our operating costs. The grant is approximately 42% of the operating costs of the Louisiana Children's Discovery Center. As we continue to try to regain ground due to the pandemic closures, the grant funds will allow us to continue to operate without greatly increasing our admission prices, in order to serve as many members of our community as possible.



Hammond Residents that Benefit from the Louisiana Children's Discovery Center:

2019 – 3720 Hammond Residents; 6635 Tangipahoa Residents; total visitors 24,027

2020 – 1789 Hammond Residents; 1789 Tangipahoa Residents; total visitors 6640

2021 – 3947 Hammond Residents; 6747 Tangipahoa Residents; total visitors 11214

2022 Budget –attached

Other than funding from the City of Hammond, our funds are all self generated through admissions, memberships, corporate contributions, museum events, and fundraisers.

We encourage families to make a point to include play in the mix of their day because play is powerful, it builds brains and bodies, it reduces stress and anxiety and inspires joy, which is crucial during this time. Moreover, due to the support of our sponsors, including the City of Hammond, we have been able to remain open during times that children's museums in the surrounding parishes were not. That allowed us to continue to serve families in our community, but also encouraged visitors from outside of our parish to spend their money in Hammond.

Because of the support of our corporate sponsors, members, fundraising activities and the City of Hammond, we can continue sparking children's learning through play for many more years to come. Please consider keeping the Louisiana Children's Discovery Center in your budget in the amount of \$80,000.00. We request this sum because it is the amount provided pursuant to the cooperative endeavor agreement entered into between LCDC and the City Council with the goal of stepping-down the funding received by the City.

Your generosity is greatly appreciated!

The Board of Directors of the Louisiana Children's Discovery Center, Inc.

Elsbet Smith Hollywood, President

Destin Sims, Secretary

Daryl Ferrara, Treasurer

Erika Sledge, Vice President

Corie Downing

Alexis Ducorbier

Ron Genco

Kali Norton

Louisiana Children's Discovery Center, Inc.

Budget Overview: 2022 Original Budget - FY22 P&L

January - December 2022

	TOTAL
Income	
CONTRIBUTED SUPPORT	
City of Hammond Assistance	80,000.00
DONATIONS	
Business Donations	8,000.00
Exhibit Sponsorships	20,000.00
Individual Donations	500.00
Total DONATIONS	28,500.00
Total CONTRIBUTED SUPPORT	108,500.00
EARNED REVENUES	
Birthday Party Income	26,000.00
Less Birthday Party Expense	-1,000.00
Total Birthday Party Income	25,000.00
Field Trips	2,000.00
Less Field Trip Expense	-500.00
Total Field Trips	1,500.00
Total EARNED REVENUES	26,500.00
FEES FOR ADMISSION	50,000.00
Membership Dues - Individuals	5,000.00
Total FEES FOR ADMISSION	55,000.00
FUNDRAISING EVENTS	
Jazz Brunch	20,000.00
Less Jazz Brunch Expense	-5,000.00
Total Jazz Brunch	15,000.00
MISC FUNDRAISERS	2,000.00
Less Misc. Fundraiser Expense	-500.00
Total MISC FUNDRAISERS	1,500.00
Red Tag	2,000.00
Total FUNDRAISING EVENTS	18,500.00
MISC. INCOME	500.00
MUSEUM EVENTS	
MISC MUSEUM EVENTS	15,000.00
Less Misc. Events Expenses	-1,500.00
Total MISC MUSEUM EVENTS	13,500.00
Total MUSEUM EVENTS	13,500.00
Total Income	\$222,500.00
GROSS PROFIT	\$222,500.00
Expenses	
BUSINESS ACCOUNTS	
Merchant Bank Card Fee	3,000.00
Total BUSINESS ACCOUNTS	3,000.00

Louisiana Children's Discovery Center, Inc.

Budget Overview: 2022 Original Budget - FY22 P&L

January - December 2022

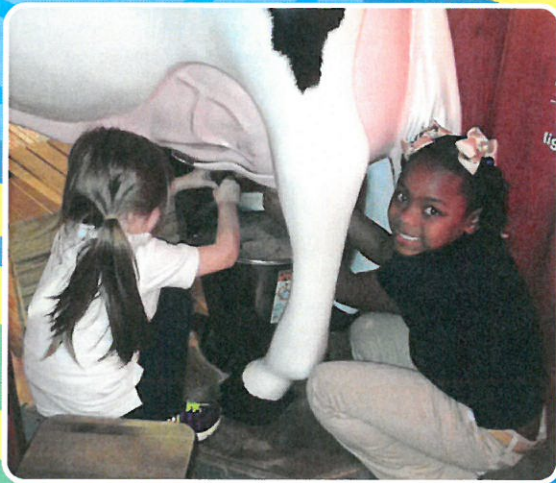
	TOTAL
EXHIBITS	
Exhibit Maintenance	2,000.00
Total EXHIBITS	2,000.00
NON-PERSONNEL EXPENSES	
Bank Charges	240.00
Dues & Subscriptions	3,500.00
Insurance - Non-Employee	10,000.00
Office Equipment Leases	2,317.00
Office Supplies & Expenses	1,500.00
Operating Supplies (Art/Bubble)	1,000.00
Postage, Shipping, Delivery	600.00
Printing & Copying	500.00
Software/Website Support	5,000.00
Telephone & Telecommunications	2,000.00
Total NON-PERSONNEL EXPENSES	26,657.00
OCCUPANCY EXPENSES	
Building Maintenance	5,000.00
Janitorial & Supplies	1,500.00
Pest Control	800.00
Rent, Parking, Other Occupancy	40,000.00
Security System Monitoring	348.00
Utilities	14,000.00
Total OCCUPANCY EXPENSES	61,648.00
PR AND ADVERTISING	
Advertising & Marketing	1,750.00
Total PR AND ADVERTISING	1,750.00
PROFESSIONAL EXPENSES	
Audit Fees	2,750.00
Board Accounting	10,600.00
Legal/Filing Fees	50.00
Total PROFESSIONAL EXPENSES	13,400.00
SALARIES & RELATED EXPENSES	
Employee Uniform Expense	100.00
Payroll Taxes	10,000.00
Salaries & Wages	
Executive Director	45,000.00
Managers	25,000.00
Part-Time Employees	30,000.00
Total Salaries & Wages	100,000.00
Workmans Comp Insurance	1,000.00
Total SALARIES & RELATED EXPENSES	111,100.00
TRAVEL & MEETING EXPENSES	

Louisiana Children's Discovery Center, Inc.

Budget Overview: 2022 Original Budget - FY22 P&L

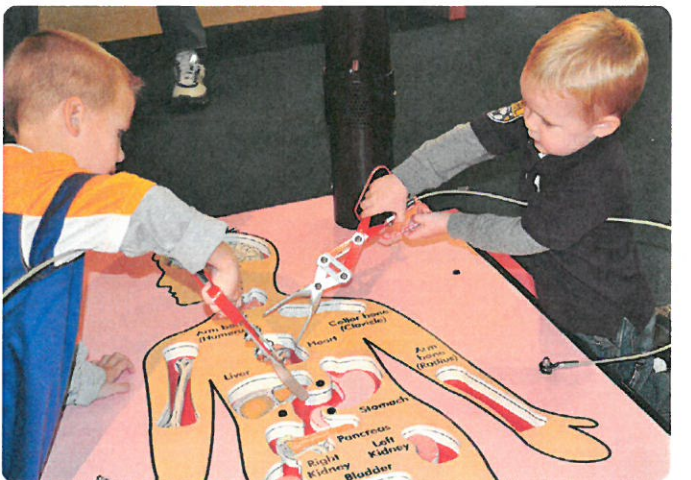
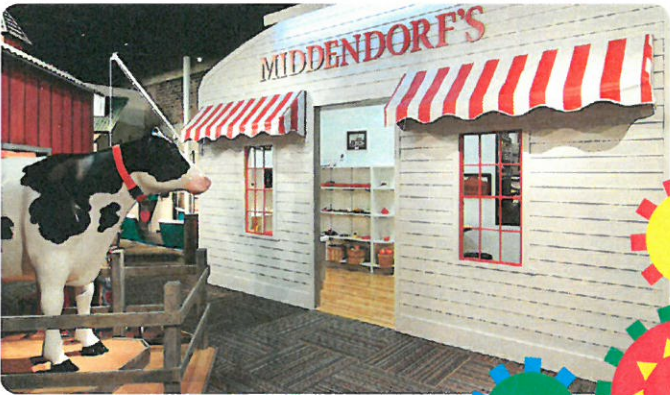
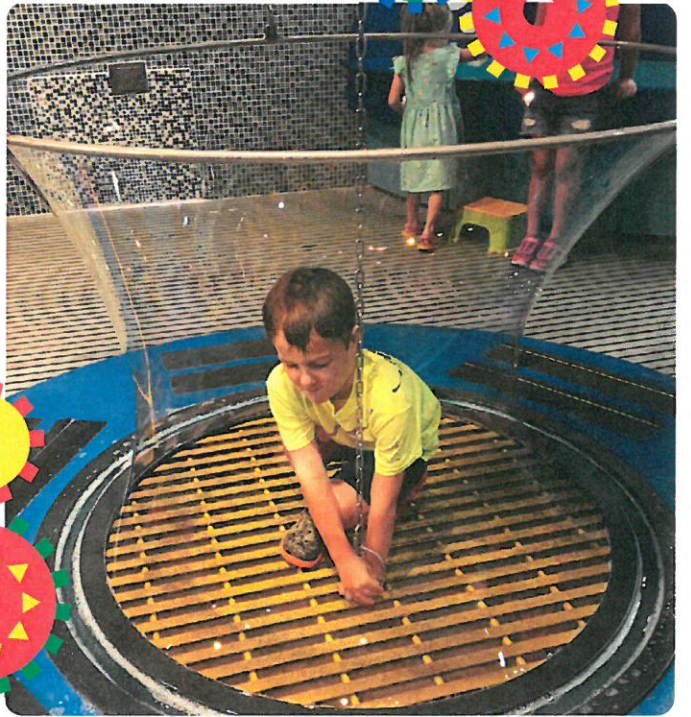
January - December 2022

	TOTAL
Conference, Convention, Meeting	1,200.00
Lodging	1,000.00
Meals	300.00
Travel	500.00
Total TRAVEL & MEETING EXPENSES	3,000.00
Total Expenses	\$222,555.00
NET OPERATING INCOME	\$ -55.00
Other Income	
Interest-Savings/Short-Term Inv	25.00
Vendor's Compensation	30.00
Total Other Income	\$55.00
NET OTHER INCOME	\$55.00
NET INCOME	\$0.00



LOUISIANA CHILDREN'S
DISCOVERY
Center

INSPIRING DISCOVERY PLAY



FROM THE EXECUTIVE DIRECTOR

I would like to take this opportunity to invite you to come by the Louisiana Children's Discovery Center to see the great things we are doing for the children of this community and surrounding areas. Over the course of the past years since we opened, we have seen over 300,000 visitors from over 30 cities in Louisiana and Mississippi. We are a place where schools and families can bring their children to learn and play together, while expanding their minds through problem solving, imaginary play and developing motor skills.

The Louisiana Children's Discovery Center has an economic impact on our downtown establishments. On a daily basis, we have numerous visitors who visit the Center inquiring where they can walk to have lunch. There are a wide variety of restaurants that are within a few block radius from the Center that we highly recommend. Since our admission is good for all day, we do encourage visitors to go eat downtown and come back to play.

The Louisiana Children's Discovery Center also partners with Southeastern Louisiana University students who need service hours and internships. We have offered students the opportunity to volunteer to receive their service-learning hours by working directly with the children and families who visit the Center. Over the last year we have had over 100 Southeastern students volunteer, earning over 1600 hours of service.

The Louisiana Children's Discovery Center has done an excellent job offering creative and educational programs to enhance our hands-on exhibits. We prepare holiday-based activities such as Cajun Christmas, New Year's celebrations, along with educational programs that include science experiments, STEM activities and physical fitness activities. The Discovery Center is truly an extension of the classroom and not just a play center.

The Louisiana Children's Discovery Center also has been a good community partner with many other non-profits in our community and the Hammond Downtown Development District by participating in many community outreach programs.

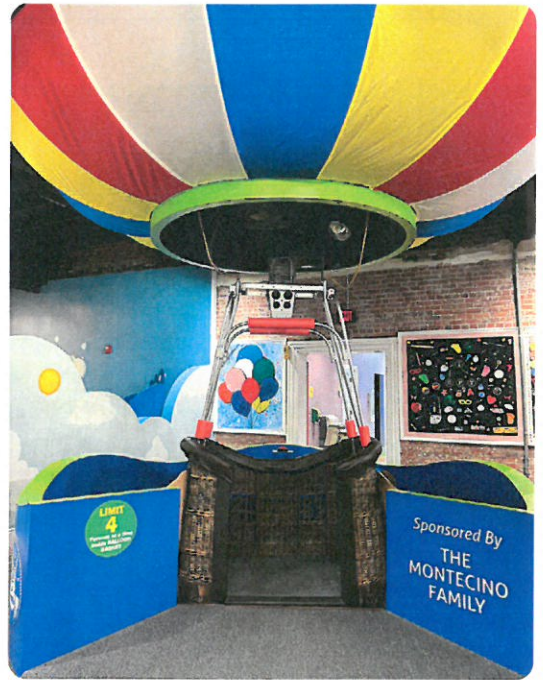
Thank you for your continued support and dedication to the children and families in our parish and numerous surrounding parishes.



Sincerely,

A handwritten signature in black ink that reads "Patti Roubique". The signature is written in a cursive, flowing style.

Patti Roubique
Executive Director
Louisiana Children's Discovery Center



CHILDREN DISCOVERING THE DISCOVERY CENTER

2019 STATS

VISITORS
24,610

FIELD TRIPS
99

SCHOOL
ATTENDANCE
6,348

NUMBER OF
SCHOOLS FOR
FIELD TRIPS
67

2
NEW EXHIBITS

2019 was a great year as we introduced more children to hands-on learning through our interactive exhibits and educational programs. With the support of the City of Hammond, Southeastern Louisiana University College of Education, our sponsors and donors, we inspired more DISCOVERY play and provided playful learning experiences to children and families in our community and surrounding areas.

A YEAR OF ACCOMPLISHMENTS 2019 – 2020 AT A GLANCE

- A new Dino Dig Exhibit was installed
- A new Music Exhibit was installed
- A new Toddler Area was built
- A new Slide was installed on the Crane Command Exhibit
- Two new Murals were painted to enhance our facility
- A new Kitchen was built in our Middendorf's Exhibit
- A new STEM Block Center was developed
- New A/C unit was installed
- New Staff Training Program was implemented

PROGRAMS AND EVENTS HOSTED THROUGHOUT THE YEAR

- Twelve Members-Only Events
- Eight weeks of Camps were offered throughout the year
- Monthly Parent Night Out Event
- Hammond After-School Program

COMMUNITY ORGANIZATIONS PARTNERED WITH OUR CHILDREN

- Krewe of Omega – a special Mardi Gras celebration with their Krewe Members
- Hammond Rotary Club – Shamrock Run – Provided children's activities at the race site
- Hammond Blues and Barbeque Chicken Little – Our staff helped register Chicken Little Teams
- Geaux Yoga – Mary Bird Perkins – Provided children's activities
- Hot August Night and Starry November Night – Hammond DDD – Provided children's activities
- Play It Safe – North Oaks Health Systems – Staffed the Safety City Exhibit
- Southeastern Louisiana University Teaching Candidates were available for observation, curriculum development, direct teaching in our facility

PLANNING FOR THE FUTURE

To move forward, the Louisiana Children's Discovery Center has established goals for our future growth. These goals allow us to have a vision for the future while focusing on the day-to-day operations of the Center.

OUR GOALS TO IMPROVE THE EXPERIENCE

1. Add New Experiences to the Exhibit Space Each Year
2. Increase the Number of Birthday Parties
3. Increase the Number of School Field Trips
4. Continue to Improve Employee Culture
5. Improve the Outreach Program to Attract More Visitors
6. Consistently Engage in a Communications Program for the General Public
7. Apply for Grants and Sponsorships for Future Renovation to the Bubble Exhibit
8. Increase our Fundraiser and Business Partnerships to help us sustain our budget

HELPING OUR CHILDREN SUCCEED

Our sponsors and donors play a huge role in the success of the Louisiana Children's Discovery Center. In addition to helping fund the day to day operations of the Center and the maintenance of our facility, our sponsors and donors also help achieve our goals and our mission.



OUR MISSION:

To provide an exceptional environment where play and learning inspire children to embrace the world.



OUR VISION:

The Louisiana Children's Discovery Center aims to be a unique, interactive resource which offers creative opportunities for families and children to learn, play, discover and grow together.

VISITORS FROM NEAR AND FAR

The Louisiana Children's Discovery Center is a regional attraction with visitors from all over southeast Louisiana to the bordering counties in Mississippi.

A PARISH BY PARISH VISITOR BREAKDOWN

Tangipahoa Parish	9,783	Mississippi Counties	434
St. Tammany Parish	5,407	St. John the Baptist Parish	426
East Baton Rouge Parish	3,403	St. Helena Parish	200
Livingston Parish	3,179	Jefferson Parish	163
Ascension Parish	2,497	River Parishes	199
Washington Parish	741	Orleans Parish	108



2019 REVENUE AND EXPENSES

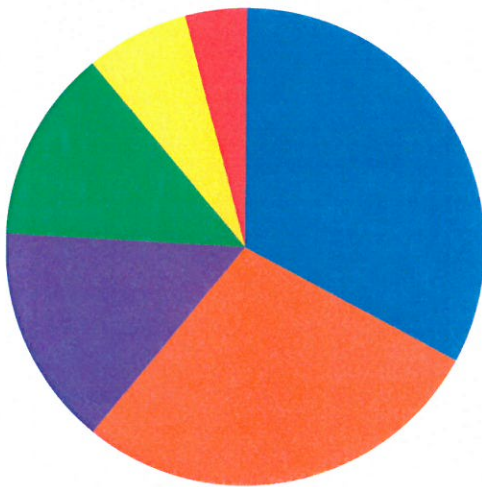
REVENUE

Government Contributions	\$110,000
Admissions/Memberships	90,000
Corporate Contributions	50,000
School Contributions	41,000
Fundraisers	21,000
Museum Events	14,000
TOTAL REVENUE	<u>\$326,000</u>

EXPENSES

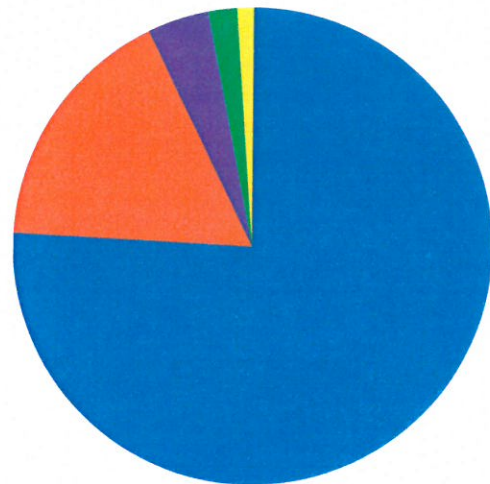
Museum Operations	\$224,000
Administrative	50,000
Exhibits	11,000
Fundraising	6,000
Programs and Events	250
TOTAL EXPENSES	<u>\$291,250</u>

2019 REVENUE



■ Government Contributions (\$110,000)	33%
■ Admissions/Memberships (\$90,000)	28%
■ Corporate Contributions (\$50,000)	15%
■ School Contributions (\$41,000)	13%
■ Fundraisers (\$21,000)	7%
■ Museum Events (\$14,000)	4%

2019 EXPENSES



■ Museum Operations (\$224,000)	76%
■ Administrative (\$50,000)	17%
■ Exhibits (\$11,000)	4%
■ Fundraising (\$6,000)	2%
■ Programs and Events (\$250)	1%



VOLUNTEERS ARE THE HEART AND SOUL OF THE LOUISIANA CHILDREN'S DISCOVERY CENTER

The Louisiana Children's Discovery Center has a group of community-minded, child-centered volunteers who work tirelessly to guide the Center for today and tomorrow. Their help and support continue to make the Louisiana Children's Discovery Center one of the best children's museums in the state.

BOARD MEMBERS

Elsbet Smith-Hollywood – President
 Erika Sledge – Vice President
 Destin Sims – Secretary
 Daryl Ferrara – Treasurer
 Corie Downing
 Alexis Ducorbier
 Ronald Genco
 Chris Mouswaswa
 Caitlin Scates
 Josh Taylor

ADVISORY BOARD

Nicole Dillon
 Dr. Elizabeth Fritz
 Freda Green
 Peggy Hoover
 Emily Matise
 Donna Miller
 Guy Recotta
 Heather Tallo
 Joe Thomas
 Erica Williams
 Melanie Zaffuto

HONORARY LIFETIME

Kathy Montecino

CORPORATE SPONSORS

Our sponsors are a vital part of our success. Our partnerships with these sponsors are classic examples of businesses working in the community to make our community and our Center one of the best in the state.



LOUISIANA CHILDREN'S
DISCOVERY
 Center

113 North Cypress Street
 Hammond, LA 70401
 Email: patti@lcdcofhammond.org
 Phone: 985-340-9150
 Fax: 985-340-9156

www.lcdcofhammond.org

[lcdcofhammond](https://www.facebook.com/lcdcofhammond)

LOUISIANA CHILDREN'S DISCOVERY CENTER, INC.
HAMMOND, LOUISIANA

ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended December 31, 2020



**Hebert Johnson
& Associates, Inc.**
Certified Public Accountants

A Professional Accounting Corporation

Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana

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December 31, 2020

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CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants

Society of Louisiana Certified Public Accountants



**Hebert Johnson
& Associates, Inc.**
Certified Public Accountants

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29644 SOUTH MONTPELIER AVE., STE. B
P.O. BOX 520
ALBANY, LA 70711
(225) 209-6627 • FAX (225) 209-6625

A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

Independent Accountant's Review Report

To the Board of Directors
Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana

We have reviewed the accompanying financial statements of Louisiana Children's Discovery Center, Inc. (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2020, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Louisiana Children's Discovery Center, Inc.

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Ponchatoula, Louisiana
June 10, 2021

Financial Statements

**Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana**

Statement A

**Statement of Financial Position
As of December 31, 2020**

	<u>2020</u>
Assets	
Current Assets:	
Cash	\$ 257,103
Accounts Receivable	8,497
Inventory	1,000
Total Current Assets	<u>266,600</u>
Property and Equipment:	
Furniture, Fixtures & Equipment	166,570
Leasehold Improvements	403,377
Less: Accumulated Depreciation	<u>(569,736)</u>
Total Property and Equipment	<u>211</u>
Other Assets:	
Refundable Deposits	<u>2,700</u>
Total Other Assets	<u>2,700</u>
Total Assets	<u><u>\$ 269,511</u></u>
Liabilities and Net Assets	
Current Liabilities:	
Accrued Payables	\$ 2,217
Payroll Liabilities	600
Note Payable - SBA EIDL Loan	128,600
Total Current Liabilities	<u>131,417</u>
Net Assets:	
Without Donor Restrictions	<u>138,094</u>
Total Net Assets	<u>138,094</u>
Total Liabilities and Net Assets	<u><u>\$ 269,511</u></u>

See accompanying notes and independent accountant's review report.

Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana

Statement B

Statement of Activities
For the Year Ended December 31, 2020

	Without Donor Restrictions	Total
Revenues:		
Agency/Government Grants	\$ 110,500	\$ 110,500
Individual/Business Contributions	38,315	38,315
Admission Fees	18,645	18,645
Birthday Party Income	10,987	10,987
Field Trip Income	4,902	4,902
Fundraising Income	4,937	4,937
Gift Shop Income	188	188
Interest Income	86	86
Membership Dues	3,097	3,097
Museum Events	13,004	13,004
Miscellaneous Revenue	241	241
SBA Payroll Protection Program	31,727	31,727
Total Revenues	\$ 236,629	\$ 236,629
Expenses:		
Birthday Party Expenses	\$ 706	\$ 706
Credit Card Fees	3,176	3,176
Depreciation Expense	7,434	7,434
Dues & Subscriptions	3,125	3,125
Employee Salaries & Payroll Taxes	107,798	107,798
Event Expenses	1,023	1,023
Fundraising	2,100	2,100
Insurance	11,594	11,594
Janitorial	2,392	2,392
Maintenance & Repairs	4,709	4,709
Miscellaneous	319	319
Office Expenses	5,307	5,307
Other Employee Costs	699	699
Professional Fees	13,400	13,400
Promotion and Advertising	550	550
Rent	37,345	37,345
Security	628	628
Software & Website Support	5,570	5,570
Supplies	223	223
Utilities	16,020	16,020
Total Expenses	224,118	224,118
Change in Net Assets	12,511	12,511
Net Assets:		
Beginning of the Year	125,583	125,583
End of the Year	\$ 138,094	\$ 138,094

See accompanying notes and independent accountant's review report.

**Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana**

Statement C

**Statement of Cash Flows
For the Year Ended December 31, 2020**

	<u>2020</u>
Cash Flows from Operating Activities	
Change in Net Assets	\$ 12,511
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Depreciation Expense	7,434
(Increase)/Decrease in Accounts Receivable	119
Increase/(Decrease) in Accounts Payable	682
Increase/(Decrease) in Payroll Liabilities	(759)
Increase/(Decrease) in Notes Payable	128,600
Net Cash Provided by Operating Activities	<u>148,587</u>
Cash Flows used by Investing Activities	
Purchase of Equipment	<u>(4,242)</u>
Net Cash Used by Investing Activities	<u>(4,242)</u>
Net Increase in Cash and Cash Equivalents	144,345
Cash and Cash Equivalents - Beginning of the Year	<u>112,758</u>
Cash and Cash Equivalents - End of the Year	<u>\$ 257,103</u>

See accompanying notes and independent accountant's review report.

**Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana**

**Notes to the Financial Statements
For the Year Ended December 31, 2020**

Introduction

The Louisiana Children’s Discovery Center, Inc. (the “Center”) opened on October 1, 2010 and is a non-profit entity established to provide children with hands-on educational experiences that will empower imaginations, peak curiosity, and nurture intelligence. This mission is accomplished through the operation of a children’s museum in the City of Hammond, Louisiana.

1. Summary of Significant Accounting Policies

A. Basis of Accounting

The financial statements have been prepared on an accrual basis and in conformity with standards generally accepted in the United States of America.

B. Basis of Presentation

The Center is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

C. Support and Revenue

Support consists primarily from expense reimbursements from the City of Hammond, admission fees, field trips, birthday parties, membership fees and gift shop sales. At the end of each month the Center will bill the City of Hammond for expenses incurred. The revenue is recognized once the Center bills the City of Hammond. Membership fees are billed annually and are nonrefundable. Membership fees, birthday parties, and field trips are nonrefundable and recognized as income when received. Gift shop sales are recognized as revenue at the time of sale.

D. Cash

Cash includes demand deposits and money market savings accounts.

E. Income Taxes

The Center qualifies as a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes. However, should the Center engage in activities unrelated to its exempt purpose it could result in taxable income.

F. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported

**Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana**

**Notes to the Financial Statements
For the Year Ended December 31, 2020**

amounts of support and revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

G. Statement of Cash Flows

For the purposes of the statement of cash flows, all investments with a maturity of 90 days or less from the date of purchase are considered to be cash equivalents.

H. Contributions

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

All contributions are considered to be unrestricted and available for use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as temporarily restricted or permanently restricted support that increases these net asset classes. However, if a restriction is fulfilled in the same reporting period in which the contribution is received, the Center reports the support as unrestricted.

I. Inventories

Inventories are stated at the lower of cost or market determined by the first-in, first-out method. At December 31, 2020, the Center had \$1,000 in inventories for the gift shop.

J. Property and Equipment

Property and equipment are stated at cost or fair value at date of donation. The Center has not adopted a formal capitalization policy. Depreciation is provided using the straight-line method over the estimated useful lives of the assets as follows:

Furniture and Fixtures	7 Years
Leasehold Improvements	5 Years
Machinery and Equipment	5 - 10 Years
Software	3 Years

K. Vacation and Sick Leave Policy

Full-time employees earn vacation days off 90 days after the beginning of their employment with the Center. Any unused vacation time is forfeited after each anniversary year of employment. The center also offers paid time off (PTO) only for full-time salaried employees for sick days, medical appointments, hospitalization, funeral leave and personal days off. Unused PTO cannot be carried over to the next year. Upon separation from employment for any reason, all unused PTO is forfeited. Days earned for vacation and PTO are based on the following years of employment:

The Center gives paid time off (PTO) to only full time employees (40 hours a week). Paid time off can be used for personal, sick, or vacation. PTO is credited at the beginning of the year and the employee

Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana

Notes to the Financial Statements
For the Year Ended December 31, 2020

may carry over five days of PTO if unused at the end of the calendar year. All other PTO will be forfeited at the end of the calendar year. Upon separation of employment for any reason, unused PTO is forfeited. PTO is earned from the beginning of your employment with the Center, however; you cannot utilize paid time off until you have completed your first ninety days of employment. Paid time off is earned as follows:

<u>Years of Employment</u>	<u>Vacation Days</u>
1	5
2 - 4	10
5 - 9	15
Over 10	20

<u>Years of Employment</u>	<u>PTO Days</u>
1 - 2	4
3 - 4	6
Over 5	8

L. New Accounting Pronouncements

In May 2014, the Financial Accounting Standards Board issued ASU 2014-09, Revenue from Contracts with Customers, or Accounting Standards Codification Topic 606 (“ASC 606”), which supersedes the revenue recognition requirements in ASC 605, Revenue Recognition (“ASC 605”). This literature is based on the principle that revenue is recognized to depict the transfer of goods and services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The accounting guidance also requires additional disclosure regarding the nature, timing, and uncertainty of revenue and cash flows arising from customer contract including significant judgments and changes in judgements, as well as assets recognized from costs incurred to obtain or fulfill a contract. On January 1, 2020 the Organization adopted ASC 606. Analysis of the various provisions of this standard resulted in no significant changes in the way the Center recognizes revenue.

2. Financial Assets and Liquidity Resources

As of December 31, 2020, financial assets and liquidity resources available within one year for general expenditures such as operating expenses, scheduled principal payments on debt, and capital construction costs not financed with debt, were as follows:

**Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana**

**Notes to the Financial Statements
For the Year Ended December 31, 2020**

Financial Assets:

Cash & Cash Equivalents	\$ 257,103
Accounts Receivable, Net	<u>8,497</u>
Total Financial Assets Available within One Year	<u><u>265,600</u></u>

Less amounts to be used within one year for the following:

Current Portion of Note Payable - SBA EIDL Loan	128,600
Total Financial Assets and Liquidity Resources Available within One Year	<u><u>\$ 137,000</u></u>

3. Cash

Cash at December 31, 2020, consisted of the following:

Demand Deposits	\$ 90,434
Money Market Savings	165,823
Petty Cash	<u>846</u>
	<u><u>\$ 257,103</u></u>

4. Receivables

Total receivables at December 31, 2020 are \$8,497. The amounts due from the City of Hammond total \$8,616. This amount was collected in January 2021.

5. Concentration of Revenue

For the year ended December 31, 2020, the Center received funding of \$110,500 from the City of Hammond, Louisiana which is approximately 47% of the Center’s revenue.

6. Property and Equipment

A summary of the changes in property and equipment follows:

	Balance December 31, 2019	Additions	Deletions	Balance December 31, 2020
Capital Assets				
Furniture, Fixtures & Equipment	\$ 175,333	\$ 4,242	\$ -	\$ 179,575
Leasehold Improvements	<u>403,377</u>	<u>-</u>	<u>-</u>	<u>403,377</u>
Subtotal	578,710	4,242	-	582,952
Less: Accumulated Depreciation	<u>(575,307)</u>	<u>(7,434)</u>	<u>-</u>	<u>(582,741)</u>
Net Capital Assets	<u><u>\$ 3,403</u></u>	<u><u>\$ (3,192)</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 211</u></u>

Depreciation expense for the year ended December 31, 2020 was \$7,434.

Louisiana Children’s Discovery Center, Inc.
Hammond, Louisiana

Notes to the Financial Statements
For the Year Ended December 31, 2020

8. Property Lease

The Center is leasing property at 113 North Cypress Street, Hammond, Louisiana and the adjacent parking lot. On October 1, 2020 the Center renewed its lease for the consideration \$2,816 per month until December 31, 2021. The Center has two options to renew with the periods to be January 1, 2022 to December 31, 2022 and January 1, 2023 to December 31, 2023. In addition to the rent, a deposit of \$2,700 is to be held by the lessor as security for the full and faithful performance of all terms and conditions of the lease. The premises are to be used only for the purposes of a children’s museum and other lawful related activities. At December 31, 2020, \$37,344 was charged to rent under this lease.

9. Operating Lease

The Center entered into an operating lease agreement with LEAF Capital Funding, LLC effective April 17, 2018 to lease a Konica Minolta C454e Copier System. The lease is payable in 48 monthly payments of \$180. Future minimum lease payments for the next three years are as follows:

<u>Year Ending</u>	<u>Total</u>
2021	\$ 2,160
2022	540
	<u>\$ 2,700</u>

10. Economic Injury Disaster Loan

On September 4, 2020, the Center received a \$128,600 loan under the Economic Injury Disaster Loan of the U.S. Small Business Administration (SBA). The loan carries an interest rate of 3.75% for a term of 30 years. The loan was paid off on February 10, 2021. The interest expense paid in 2021 was \$1,661.

11. Subsequent Events

Subsequent events have been evaluated by management through June 10, 2021, the date the financial statements were available to be issued. The following events were noted that require recording or disclosure in the financial statements for the fiscal year ending December 31, 2020.

The Center is still facing the impacts of the COVID-19 pandemic. The Center is open 3 days a week which has resulted in a reduction in revenues. The extent of the continuing impact of the COVID-19 pandemic on the Organization’s operational and financial performance will depend on certain developments, including the duration and spread of the outbreak.

Supplemental Information

**Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana**

**Schedule of Compensation, Benefits and Other
Payments to Agency Head
For the Year Ended December 31, 2020**

Agency Head: Patti Robique

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 30,000
Total payments	\$ 30,000

See independent accountant's review report.

Other Independent Accountant's Report

CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

ADAM C. HEBERT, CPA

MEMBER

American Institute of Certified Public Accountants

Society of Louisiana Certified Public Accountants



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A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Board of Directors
Louisiana Children's Discovery Center, Inc.
Hammond, Louisiana

We have performed the procedures enumerated below, which were agreed to by the Louisiana Children's Discovery Center, Inc. and the Louisiana Legislative Auditor, on the Center's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2020 as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Center's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency's management.

The Center received \$110,500 from the City of Hammond in 2020.

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

We randomly selected 6 disbursements in 2020.

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

All of the disbursements were coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Center's policies and procedures.

All of the selected disbursements were approved in accordance with the Center's policies and procedures.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

All local award disbursements were in compliance with the grant agreement.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Agency's financial records; and report whether the amounts in the close-out reports agree with the Agency's financial records.

The Center did not receive any federal awards in 2020.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions. Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

I obtained an agenda from management that was posted on the door of the Center's main office building.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the agency provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives, and measures of performance.

The Center was not required to provide a budget.

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Center's report was submitted to the Legislative Auditor before the statutory due date of June 30, 2021.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Center's management represented that the Center did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior-Year Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

There were no prior year suggestions, exceptions, recommendations or comments.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Louisiana Children's Discovery Center, Inc.'s compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Louisiana Children's Discovery Center, Inc.'s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Sincerely,

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Ponchatoula, Louisiana

June 10, 2021

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

2/11/21 (Date Transmitted)

Hebert Johnson & Associates Inc.
PO Box 520
Albany, LA 70711

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2020 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and local grantor officials.

Yes No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes No

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes No

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No


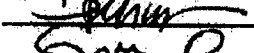
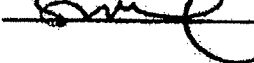
We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No

The previous responses have been made to the best of our belief and knowledge.

 Secretary February 12, 2021 Date
 Treasurer February 16, 2021 Date
 President February 11, 2021 Date

