

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED SEPTEMBER 30, 2021**

**Mike Estes, P.C.**  
A Professional Accounting Corporation

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## Independent Auditor's Report

Board of Commissioners  
Housing Authority of St. Charles Parish  
Boutte, Louisiana

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

We have audited the accompanying financial statements of each major fund of the Housing Authority of St. Charles Parish, Louisiana as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Housing Authority of St. Charles Parish, Louisiana basic financial statements as listed in the table of contents.

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

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

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design and audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund of the Housing Authority of St. Charles Parish, Louisiana, as of September 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of St. Charles Parish, Louisiana's basic financial statements. The statement of modernization costs-uncompleted, financial data schedules, schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and other information as listed on the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statement of modernization costs-uncompleted, financial data schedules, schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and other information as listed on the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement

of modernization costs-uncompleted, financial data schedules, schedule of expenditures of federal awards, and other information as listed on the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 16, 2022 on our consideration of the Housing Authority of the City of St. Charles Parish, Louisiana'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 solely 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 effectiveness of the St. Charles Parish, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the City of St. Charles Parish, Louisiana's internal control over financial reporting and compliance.



Mike Estes, P.C.  
Fort Worth, Texas  
September 16, 2022

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LA**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)**  
**September 30, 2021**

**The management of Public Housing Authority of St. Charles Parish presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending September 30, 2021. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.**

### **FINANCIAL HIGHLIGHTS**

- The primary source of funding for these activities continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$1,852,260 at the close of the fiscal year ended 2021.
  - ✓ Of this amount \$1,437,687 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
  - ✓ Also, of this amount, \$231,033 of net position is restricted for the Housing Choice Voucher program.
  - ✓ The remainder of \$183,540 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 5% of the total operating expenses of \$3,442,352 for the fiscal year 2021, which means the Authority might be able to operate about 6/10 a month using the unrestricted assets alone.
- The Housing Authority's total net position decreased by \$45,848, a 2% decrease from the prior fiscal year 2020.
- The decrease in net position of these funds was accompanied by a decrease in unrestricted cash by \$13,563 from fiscal year 2020.
- The Authority Spent \$10,388 on capital asset additions.
- These changes led to a decrease in total assets by \$70,711 and a decrease in total liabilities by \$24,863. As related measure of financial health, there are still over \$3 of current assets covering each dollar of total current liabilities, which compares to \$2 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

This MD&A is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

### **Reporting on the Housing Authority as a Whole**

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2021?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

**Fund Financial Statements**

All of the funds of the Housing Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report its net position and changes in net position. One can think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in the Authority's occupancy levels or its legal obligations to HUD, to assess the overall health of the Housing Authority.

**USING THIS ANNUAL REPORT**

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

Public Housing Capital Fund Program	\$ 174,677
Low Rent Public Housing	522,026
Housing Choice Voucher Program	<u>2,361,675</u>
Total funding received this current fiscal year	<u>\$ 3,058,378</u>

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

**Reporting the Housing Authority's Most Significant Funds**

The Housing Authority's financial statements provide detailed information about the most significant funds. Some funds are required to be established by the Department of Housing and Urban Development (HUD). However, the Housing Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other money.

The Housing Authority's enterprise funds use the following accounting approach for Proprietary funds: All of the Housing Authority's services are reported in enterprise funds. The focus of proprietary funds is on income measurement, which, together with the maintenance of net position, is an important financial indicator.

**FINANCIAL ANALYSIS**

The Housing Authority's net position was \$1,852,260 as of September 30, 2021. Of this amount, \$1,437,687 was invested in capital assets and \$183,540 was unrestricted. There were \$231,033 in specific assets restricted for the Housing Choice Voucher (HCV) program.



Housing Authority of St. Charles Parish, LA  
Management's Discussion and Analysis (MD&A)  
September 30, 2021

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**CONDENSED FINANCIAL STATEMENTS**

**Condensed Statement of Net Position  
As of September 30, 2021**

	<u>2021</u>	<u>2020</u>
<b>ASSETS</b>		
Current assets	\$ 319,483	\$ 328,349
Assets restricted for Housing Choice Voucher (HCV) program	231,033	103,997
Capital assets, net of depreciation	<u>1,437,687</u>	<u>1,626,568</u>
Total assets	<u>1,988,203</u>	<u>2,058,914</u>
<b>LIABILITIES</b>		
Current liabilities	120,588	142,809
Non-current liabilities	<u>15,355</u>	<u>17,997</u>
Total liabilities	<u>135,943</u>	<u>160,806</u>
<b>NET POSITION</b>		
Invested in capital assets, net of depreciation	1,437,687	1,626,568
Net position restricted for the Housing Choice Voucher program	231,033	219,679
Unrestricted net position	<u>183,540</u>	<u>51,861</u>
Total net position	<u>\$ 1,852,260</u>	<u>\$ 1,898,108</u>

The net position of these funds decreased by \$45,848, or by 2%, from those of fiscal year 2020, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

Housing Authority of St. Charles Parish, LA  
Management's Discussion and Analysis (MD&A)  
September 30, 2021

**CONDENSED FINANCIAL STATEMENTS (Continued)**

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position  
Fiscal Year Ended September 30, 2021**

	<u>2021</u>	<u>2020</u>
<b>OPERATING REVENUES</b>		
Tenant Revenue	\$ 227,138	\$ 270,845
HUD grants for operations	3,105,209	2,863,859
Other non-tenant revenue	102,810	198,772
Fraud Recovery	8,178	7,526
Total operating revenues	<u>3,443,335</u>	<u>3,341,002</u>
<b>OPERATING EXPENSES</b>		
General	166,581	117,283
Ordinary maintenance and repairs	242,846	301,868
Administrative expenses and management fees	474,388	362,931
Utilities	213,575	219,946
Tenant services	457	4,746
Federal Housing Assistance Payments (HAP) to landlords & Ports	2,201,633	2,207,225
Extraordinary maintenance and repairs	820	-
Depreciation	199,271	206,149
Total operating expenses	<u>3,499,571</u>	<u>3,420,148</u>
Income (losses) from operations	<u>(56,236)</u>	<u>(79,146)</u>
<b>NON-OPERATING REVENUES</b>		
Interest income	-	59
Total non-operating revenues	<u>-</u>	<u>59</u>
Income (losses) before capital contributions	<u>(56,236)</u>	<u>(79,087)</u>
<b>CAPITAL CONTRIBUTIONS</b>	<u>10,388</u>	<u>108,698</u>
<b>CHANGES IN NET POSITION</b>	<u>(45,848)</u>	<u>29,611</u>
<b>NET POSITION - BEGINNING</b>	1,898,108	1,868,497
<b>NET POSITION - END</b>	<u>\$ 1,852,260</u>	<u>\$ 1,898,108</u>

## EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating income and capital contributions increased by \$3,964 from a combination of larger offsetting factors. Reasons for most of this change are listed below:

- Total tenant revenue decreased by \$43,707 from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income. Included in this total is other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) which decreased by \$7,792.
- Federal revenues from HUD for operations increased by \$241,350 from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant.
- Federal Capital Funds from HUD decreased by \$98,310 from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2019 through 2020, and submitted a new grant during fiscal year 2021.
- Total other operating revenue decreased by \$95,962 and interest income decreased by \$59 from the prior fiscal year.

Compared with the prior fiscal year, total operating expenses increased \$79,423. This also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense decreased by \$6,878 from that of the prior fiscal year.
- Maintenance and repairs decreased by \$59,022 from that of the prior fiscal year due to changes in the following: Repair staff wages decreased by \$12,388 and related employee benefit contributions decreased by \$3,813. Materials used decreased by \$7,294 and contract labor costs decreased by \$35,527. Finally, Extraordinary maintenance increased by \$820 from the prior fiscal year.
- General Expenses increased by \$49,298 from that of the prior fiscal year. Payments in lieu of taxes (PILOT) decreased by \$2,959.
- Administrative Expenses increased by \$111,457 from that of the prior fiscal year due to a combination of factors.
- Housing Assistance Payments to landlords decreased by \$5,592 from that of the prior fiscal year partly because there was a decrease in the number of tenants qualifying for subsidy during the year.
- Utilities Expense decreased by \$6,371 from that of the prior fiscal year because water cost decreased by \$8,265, electricity cost decreased by \$1,352, gas cost increased by \$5,428, and other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) decreased by \$2,182.
- Total Tenant Services decreased by \$4,289 from that of the prior fiscal year due to the following combination of factors: relocation costs decreased by \$2,369 and other tenant services decreased by \$1,920.

## CAPITAL ASSET AND DEBT ADMINISTRATION

### Capital Assets

At September 30, 2021, the Housing Authority had a total cost of \$9,425,883 invested in a broad range of assets and construction in progress from projects funded in 2019 through 2020, listed below. This amount, not including depreciation, represents increases of \$10,388 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

#### Statement of Capital Assets As of September 30, 2021

	<u>2021</u>	<u>2020</u>
Land	\$ 13,028	\$ 13,028
Buildings	8,360,226	8,360,226
Leasehold improvements	757,181	757,181
Furniture and equipment	295,448	285,060
Accumulated Depreciation	<u>(7,988,196)</u>	<u>(7,788,927)</u>
Total	<u>\$ 1,437,687</u>	<u>\$ 1,626,568</u>

As of the end of the 2021 fiscal year, the Authority is still in the process of completing HUD grants of \$775,302 obtained during 2019 through 2021 fiscal years. A total remainder of \$533,715 will be received and \$531,815 spent for completing these projects during fiscal year 2022.

### Debt

Non-current liabilities also include accrued annual leave due to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. The capital budgets for the 2022 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

## CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Leatrice Hollis, at Public Housing Authority of St. Charles Parish; P. O. Box 448, Boutte, LA 70039.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
STATEMENT OF NET POSITION

SEPTEMBER 30, 2021

	General	Section Eight	Total
	<u>          </u>	<u>          </u>	<u>          </u>
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 0	\$ 80,792	\$ 80,792
Accounts receivable net	143,237	9,130	152,367
Interfund	0	28,772	28,772
Prepaid items and other assets	40,049	3,396	43,445
Inventory	14,107	0	14,107
Restricted assets - cash and cash equivalents	0	231,033	231,033
	<u>197,393</u>	<u>353,123</u>	<u>550,516</u>
Capital Assets, net			
Land and other non-depreciated assets	13,028	0	13,028
Other capital assets - net of depreciation	1,424,493	166	1,424,659
	<u>1,437,521</u>	<u>166</u>	<u>1,437,687</u>
Total Assets	<u>\$ 1,634,914</u>	<u>\$ 353,289</u>	<u>\$ 1,988,203</u>
<b>LIABILITIES</b>			
Current Liabilities			
Overdraft	\$ 2,806	\$ 0	\$ 2,806
Accounts payable	39,783	18,595	58,378
Unearned income	3,867	0	3,867
Compensated absences payable	4,707	1,518	6,225
Accrued PILOT	5,667	0	5,667
Deposits due others	14,873	0	14,873
Interfund	28,772	0	28,772
	<u>100,475</u>	<u>20,113</u>	<u>120,588</u>
Noncurrent Liabilities			
Compensated absences payable	12,944	2,411	15,355
	<u>113,419</u>	<u>22,524</u>	<u>135,943</u>
<b>NET POSITION</b>			
Net investment in capital assets	1,437,521	166	1,437,687
Restricted for:			
HAP Equity	0	231,033	231,033
Unrestricted	83,974	99,566	183,540
	<u>1,521,495</u>	<u>\$ 330,765</u>	<u>\$ 1,852,260</u>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED SEPTEMBER 30, 2021

	General	Section Eight	Total
<b>OPERATING REVENUES</b>			
Dwelling rental	\$ 218,178	\$ 0	\$ 218,178
Governmental operating grants	686,315	2,418,894	3,105,209
Tenant revenue- other	8,960	0	8,960
Other	54,418	56,570	110,988
<b>Total Operating Revenues</b>	<b>967,871</b>	<b>2,475,464</b>	<b>3,443,335</b>
<b>OPERATING EXPENSES</b>			
Administration	343,902	130,486	474,388
Tenant services	457	0	457
Utilities	213,575	0	213,575
Ordinary maintenance & operations	242,846	0	242,846
General expenses	148,526	18,055	166,581
Depreciation	198,834	437	199,271
Housing assistance payments	0	2,157,583	2,157,583
Housing assistance- Ports In	0	44,050	44,050
Extraordinary maintenance	820	0	820
<b>Total Operating Expenses</b>	<b>1,148,960</b>	<b>2,350,611</b>	<b>3,499,571</b>
<b>Income (Loss) from Operations</b>	<b>(181,089)</b>	<b>124,853</b>	<b>(56,236)</b>
Non Operating Revenues (Expenses)	0	0	0
<b>Total Non-Operating Revenues (Expenses)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Income (Loss) before contribution</b>	<b>(181,089)</b>	<b>124,853</b>	<b>(56,236)</b>
Capital Contribution	10,388	0	10,388
<b>Change in net position</b>	<b>(170,701)</b>	<b>124,853</b>	<b>(45,848)</b>
Total net position - beginning	1,692,196	205,912	1,898,108
<b>Total net position - ending</b>	<b>\$ 1,521,495</b>	<b>\$ 330,765</b>	<b>\$ 1,852,260</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2021

	General	Section Eight	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rental receipts	\$ 211,638	\$ 0	\$ 211,638
Other receipts	87,890	17,707	105,597
Federal grants	574,494	2,360,826	2,935,320
Payments to vendors	(615,591)	(86,009)	(701,600)
Payments to employees – net	(308,031)	(50,774)	(358,805)
Payments to private landlords	0	(2,201,633)	(2,201,633)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by operating activities	(49,600)	40,117	(9,483)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchase of capital assets	(14,468)	0	(14,468)
Federal Capital Grants	10,388	0	10,388
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by capital and related financing activities	(4,080)	0	(4,080)
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(53,680)	40,117	(13,563)
<b>CASH AND CASH EQUIVALENTS</b>			
Beginning of Fiscal Year	53,680	271,708	325,388
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH AND CASH EQUIVALENTS</b>			
End of Fiscal Year	\$ 0	\$ 311,825	\$ 311,825
	<u>                    </u>	<u>                    </u>	<u>                    </u>

Continued

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2021

	General	Section Eight	Total
	<u>          </u>	<u>          </u>	<u>          </u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ (181,089)	\$ 124,853	\$ (56,236)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	198,834	437	199,271
Provision of uncollectible accounts	(8,904)	2,374	(6,530)
Change in assets and liabilities:			
Receivables	(96,451)	(7,720)	(104,171)
Inventories	(7,627)	0	(7,627)
Prepaid items	6,198	11,667	17,865
Account payables	1,905	2,105	4,010
Deposits due others	(5,523)	0	(5,523)
Unearned income	1,364	(57,573)	(56,209)
Interfund changes	36,026	(36,026)	0
Accrued PILOT	5,667	0	5,667
Net cash provided (used) by operations	<u>\$ (49,600)</u>	<u>\$ 40,117</u>	<u>\$ (9,483)</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.



HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

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HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of St. Charles Parish have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. REPORTING ENTITY** Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city or parish declaring a need for the Housing Authority to function in such city or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor should be appointed by the Parish President of St. Charles Parish.

The Housing Authority has the following units:

PHA Owned Housing	129 Units
Section 8	
Housing Choice Vouchers	373 Vouchers

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of St. Charles Parish since St. Charles Parish appoints a voting majority of the Housing Authority's governing board. St. Charles Parish is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, St. Charles Parish. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of St. Charles Parish.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

- 1) Appointing a voting majority of an organization's governing body, and:
  - a) The ability of the government to impose its will on that organization and/or
  - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

**B. FUNDS** The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program. The housing choice voucher fund accounts for the Section 8 Housing Choice Voucher program.

### **C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

**PROPRIETARY FUNDS** Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**D. CASH AND CASH EQUIVALENTS** Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$311,825. This is comprised of cash and cash equivalents of \$80,792 and restricted assets – cash of \$231,033, on the statement of net position.

**E. INVESTMENTS** Investments are limited to L.S.-R.S. 33:2955 and the Housing Authority investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

**F. REVENUE RECOGNITION** Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

**G. INVENTORY** All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

**H. PREPAID ITEMS** Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**I. CAPITAL ASSETS** Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$2,500. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	15-44 years
Building improvements	15 years
Furniture and equipment	5-7 years
Computers	3 years

**J. UNEARNED INCOME** The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

**K. COMPENSATED ABSENCES** The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

**L. POST EMPLOYMENT BENEFITS** The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

**M. NET POSITION AND FLOW ASSUMPTIONS** Net position is reported as restricted when constraints placed on net position use as either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**N. 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, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS** The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at September 30, 2021. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk: The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash: \$14,873 should be restricted in the General Fund for security deposits. However, the General Fund has an overdraft. See Audit Finding 2021-001. \$57,778 is restricted in the Housing Choice Voucher fund for HAP Equity. \$173,235 of remaining DHAP-Ike disaster funds are also restricted.

At September 30, 2021, the Housing Authority's carrying amount of deposits was \$309,019 and the bank balance was \$331,242. \$250,000 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$81,242 should have been covered by pledged securities, but was not. See Audit Finding 2021-002.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at September 30, 2021, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Section Eight</u>	<u>Total</u>
Local sources:			
Tenants	\$ 11,920	\$ 0	\$ 11,920
Other	1,630	363	1,993
Federal sources:			
Grants- HUD	93,391	8,767	102,158
FEMA	36,296	0	36,296
<b>Total</b>	<b>\$ 143,237</b>	<b>\$ 9,130</b>	<b>\$ 152,367</b>

The tenants account receivable is net of an allowance for doubtful accounts of \$13,170.

**NOTE 4 – CAPITAL ASSETS** The changes in capital assets are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 13,028	\$ 0	\$ 0	\$ 13,028
Depreciable assets:				
Buildings	9,117,107	0	0	9,117,107
Furniture and equipment	285,060	10,388	0	295,448
<b>Total capital assets</b>	<b>9,415,195</b>	<b>10,388</b>	<b>0</b>	<b>9,425,583</b>
Less: accumulated depreciation				
Buildings	7,513,137	192,607	0	7,705,744
Furniture and equipment	275,788	6,664	0	282,452
<b>Total accumulated depreciation</b>	<b>7,788,925</b>	<b>199,271</b>	<b>0</b>	<b>7,988,196</b>
<b>Total capital assets, net</b>	<b>\$ 1,626,270</b>	<b>\$ (188,883)</b>	<b>\$ 0</b>	<b>\$ 1,437,387</b>

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 5 – ACCOUNTS PAYABLE** The payables at September 30, 2021 are as follows:

	General	Housing Choice Voucher Fund	Total
Vendors	\$ 21,660	\$ 0	\$ 21,660
Payroll taxes & Retirement withheld	1,680	0	1,680
Utilities	16,443	0	16,443
Federal sources: Grants	0	18,595	18,595
Total	\$ 39,783	\$ 18,595	\$ 58,378

**NOTE 6 – COMPENSATED ABSENCES** At September 30, 2021, employees of the Housing Authority have accumulated and vested \$21,580 of employee leave computed in accordance with GASB, Codification Section C60.

**NOTE 7 – LONG-TERM OBLIGATIONS** The following is a summary of the long-term obligation transactions for the year ended September 30, 2021.

	Compensated Absences
Balance, beginning	\$ 25,294
Additions	5,456
Deletions	(9,170)
Balance, ending	21,580
Amounts due in one year	\$ 6,225

**NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES** At September 30, 2021, the General Fund owes the Housing Choice Voucher Fund \$28,772.



HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**NOTE 9 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Agency Retirement Trust (HART), which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan on the first day of the month after completing six continuous months of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant may contribute up to 5% of their effective compensation, and the Authority matches the employee's contribution, and then contributes an additional 2%.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are first used to pay for plan expenses and if there is any residual amount, the amount is refunded to the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the HART may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$13,200 for the year ended September 30, 2021, of which \$9,900 was paid by the Housing Authority and \$3,300 was paid by employees. No payments were made out of the forfeiture account.

The plan was underfunded by \$4,325 and \$5,275 for years ended September 30, 2020 and 2019, respectively, for a total of \$9,600. See Audit Finding 2021-001.

**NOTE 10 – COMMITMENTS AND CONTINGENCIES**

**Commitments** The Authority renewed an Employment Agreement with the Executive Director, effective June 27, 2019. The Agreement is for five years. The Authority has the option to extend for two additional one year extensions by a simple majority vote of the Board. Failure to vote to extend the contract terminates the Agreement. If the Agreement is terminated for cause, the Authority is obligated to pay the Director only the annual salary for work and time already performed.

**Litigation** The Housing Authority is presently involved in litigation, regarding a Civil Service dispute with a former employee. Management believes the Authority will prevail.

**Grant Disallowances** The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2021

**Construction Projects** There are certain renovation or construction projects in progress at September 30, 2021. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

**Risk Management** The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council, Inc Group Insurance Risk Management Agency risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

**COVID-19** The COVID-19 pandemic has impacted the Authority's dealings with tenants and applicants. The Housing Choice Voucher Fund and General Funds received CARES Act grants of \$84,999 and \$71,065, respectively. The full amounts were advanced and expended by September 30, 2021.

**NOTE 11 – ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$3,058,378 to the Housing Authority, which represents approximately 90% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 12 – SUBSEQUENT EVENTS** As a result of a HUD-OIG audit in 2014, the Authority owes \$605,575 in HCV restricted funds to HUD that are required to be paid from non-federal funds. The most recent correspondence available from HUD to us is dated February 12, 2020. As of the date of this audit report, the Authority is in the final stages of a voluntary conversion plan. If the plan is successful, the Low Rent units will be removed from inventory, and converted on a temporary basis to tenant protection vouchers. Ultimately, the former Low Rent units will be available to tenants through Project Based Vouchers. It appears that this will satisfy the debt owed to HUD that originated with the 2014 OIG review.



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Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards*

Independent Auditor's Report

Housing Authority of St. Charles Parish  
Boutte, Louisiana

We have audited, 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, the financial statements of each major fund of the Housing Authority of St. Charles Parish, Louisiana, as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the Housing Authority of St. Charles Parish, Louisiana's basic financial statements, and have issued our report thereon dated September 16, 2022.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of St. Charles Parish, Louisiana's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of St. Charles Parish, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of St. Charles Parish, Louisiana's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs, as Audit Finding 2021-003 and 004 to be material weaknesses. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of finding and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Housing Authority of St. Charles Parish, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as Audit Findings 2021-001, 002, 003, and 004.

### ***Response to Findings***

The Housing Authority of St. Charles Parish, Louisiana's response to the findings identified in our audit are described in the accompanying Corrective Action Plan. The Housing Authority of St. Charles Parish, Louisiana's response was not subjected to the auditing procedure applied in the audit of the financial statements and, accordingly, we express no opinion on it.

We noted certain matters that we reported to Management in a separate later dated September 16, 2022.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
September 16, 2022



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Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Housing Authority of St. Charles Parish  
Boutte, Louisiana

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

We have audited the Housing Authority of St. Charles Parish, Louisiana's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of St. Charles Parish, Louisiana's major federal programs for the year ended September 30, 2021. The Housing Authority of St. Charles Parish, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

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

***Auditor's Responsibility***

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

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Housing Authority of St. Charles Parish, Louisiana's compliance.

### ***Basis for Qualified Opinion on Section Eight Housing Choice Voucher Program***

As described in the accompanying schedule of findings and questioned costs, the Housing Authority of St. Charles Parish, Louisiana did not comply with the requirements regarding the Section Eight Housing Choice Voucher Program as described in the Audit Finding 2021-001-Allowable Costs.

Compliance with such requirements is necessary, in our opinion, for the Housing Authority of St. Charles Parish, Louisiana to comply with the requirements applicable to that program.

### ***Qualified Opinions on Section Eight Housing Choice Voucher Program***

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the Housing Authority of St. Charles Parish, Louisiana complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the Section Eight Housing Choice Voucher Program for the year ended September 30, 2021.

### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item Audit Findings 2021-001 and 2021-002.

The Housing Authority of St. Charles Parish, Louisiana's response to the noncompliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Housing Authority of St. Charles Parish, Louisiana's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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

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

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a

reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charge with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as finding 2021-001 and 2021-002, that we consider to be material weaknesses.

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

### ***Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance***

We have audited the financial statements of Housing Authority of St. Charles Parish, Louisiana as of and for the year ended September 30, 2021, and have issued our report thereon dated September 16, 2022, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
September 16, 2022

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2021

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 521,672
COVID-19-Low-Income Housing Operating Subsidy	14.850a	354
Capital Fund Program	14.872	174,677
Housing Choice Voucher	14.871	2,361,321
COVID-19-Housing Choice Voucher	14.871	57,573
Total United States Department of Housing and Urban Development		\$ 3,115,597
Total Expenditures of Federal Awards		\$ 3,115,597

The accompanying notes are an integral part of this schedule.



HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2021

**NOTE 1 – BASIS OF PRESENTATION** The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of St. Charles Parish, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended September 30, 2021. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS** Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

	<u>Federal Sources</u>
Enterprise Funds	
Governmental operating grants	\$ 3,105,209
Capital contributions	10,388
	<u>                    </u>
Total	\$ 3,115,597
	<u>                    </u>

**NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS** Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

**NOTE 5 – DE MINIMIS INDIRECT COST RATE** The Housing Authority did not elect to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section I – Summary of the Auditor’s Results**

**Financial Statement Audit**

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.
2. Internal Control Over Financial Reporting:
  - a. Material weakness(es) identified?     yes     no
  - b. Significant deficiency(ies) identified?     yes     none reported
3. Noncompliance material to financial statements noted?     yes     no

**Audit of Federal Awards**

1. Internal Control Over Major Programs:
  - a. Material weakness(es) identified?     yes     no
  - b. Significant deficiency(ies) identified that are not considered to be material weaknesses?     yes     none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Modified.
3. Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance (2 CFR 200)?     yes     no
4. The programs tested as major programs include:

CFDA# 14.871                      Section 8 Housing Choice Voucher
5. Dollar threshold used to distinguish between Type A and Type B Programs as described in the Uniform Guidance (2 CFR 200): \$ 750,000
6. Auditee qualified as low-risk auditee under Uniform Guidance (2 CFR 200)?     yes     no
7. Nonstatistical sampling was used. To determine sample sizes, the AICPA Audit Guide *Audit Sampling* was used.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-001-Internal Controls Inadequate for Disbursements-Allowable Costs

Criteria and Condition

1. The Executive Director was paid vacation time for three years that was not supported by time and attendance records. The Executive Director was also paid improperly for overtime. In addition, the E.D. was paid for travel that was not properly documented.
2. Expenses related to Hurricane Ida that occurred in August and September 2021 were not properly supported.
3. Per diem and lodging expenses were paid to an outside consultant that were not properly supported.
4. Underpayments to the defined contribution plan still exist that occurred for prior years ended September 2019 and 2020.
5. Payments were made to a third party for review of the Section 8 program that appear excessive.
6. Two legal payments that total \$10,405 are not supported.

Context

1. The Executive Director was paid in three separate payments for what was termed payment of “vacation pay” for the years ended September 30, 2019, 2020, and 2021. The gross amount totaled to \$7,966. State law requires the documentation of daily attendance for any employee-Civil Service or non-Civil Service, hourly or salaried, that is compensated for services. This has been discussed with the Executive Director in prior years. Last year’s audit report included a detailed management letter comment and explanation of this. The E.D. maintains that since she is salaried and works via an Employment Agreement, that she is not required to document her daily attendance.  
The E.D. was also paid \$1,302 for 20 hours of overtime. In our opinion, a salaried employee cannot also earn overtime. The second issue with this is that again, there is no daily breakdown of when these hours were worked.  
The E.D. was also reimbursed \$724 for per diem for convention lodging. There is no documentation of the nature or purpose of the convention attended.
2. There were many expenses regarding the relocation of Low Rent tenants to Houston as a result of Hurricane Ida. The only ones we question are as follows:

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

- (a)-one check for \$1,500 cleared with no payee entered on the cancelled check. In addition, the check only had one authorized signature. There is a note in the accounting records that this \$1,500 was paid to a (named) foundation that purchased supplies for the relocated tenants
- (b)-two checks that totaled \$7,500 were paid to a (named) church in Houston that were unsupported. Both checks only had one authorized signature. There is a note in the accounting records that these payments were to feed the relocated tenants The tenants obviously had to eat. However, some type of breakdown or contract should be available for third party review.
- (c)-two checks for \$1,000 each were paid to two separate individuals. There is a note “relocation” but no further details exist. Both checks had two authorized signatures.
3. \$2,130 consisting of 30 days at a daily per diem of \$71 was paid to an outside consultant. There is no description of the services rendered or the consultant’s qualifications supporting the disbursement. We found that the consultant met with the Board on June 29, 2021 and there was discussion of the consultants’ past work with youth. We requested but did not receive any detail on what services the consultant provided. In addition, \$983 was paid on June 11, 2021 to a hotel supposedly for this consultant. In addition, \$2,665 was paid on June 17<sup>th</sup> for an AirBnB, also supposedly for this consultant. There is no detail for the days covered by either payment.
  4. There are underpayments to the defined contribution plan for the years ended September 2019 and 2020, respectively of \$5,275 and \$4,325.
  5. Two payments were made to a law firm in December 2020 that totaled \$19,875. Invoice descriptions are ”For legal services rendered in connection with the review of the Section 8 Program and preparation of the Administration Plan, \$12,260,” and “For legal services rendered in connection with the review of Section 8 Housing Choice Voucher Program with respect to documentation of program rules in the PHA Plan and operations regarding compliance, \$7,615.” In our opinion, these amounts are excessive for the services that were rendered. One well known, popular consultant charges \$2,000 - \$2,500 to draft a Section 8 Admin Plan. It appears that no other quotes were solicited.
  6. As noted in part of Finding 2020-001 in the prior year, we noted two payments made to the Authority’s legal counsel that were not supported. Checks cleared that were dated August 5, 2020 and September 3, 2020 for \$4,500 and \$5,905, respectively, to the same attorney. We requested the detailed support last year but to date have not received anything.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

Effect

The above totals to \$46,253, which does not include the legal expenses noted in #6 that occurred in the prior year. A good portion, if not all, of these expenditures, if reviewed by either state or federal authorities, likely would not be allowable. The defined contribution underpayments run afoul of not only HUD and state regulations, but also the Employee Retirement Income Security Act (ERISA).

Cause

The E.D. maintains that since she is salaried, she is not required to document her daily attendance. She is urged to contact attorneys with either the Legislative Auditor's Office and/or the State Attorney General's Office and seek their views on the matter.

The stresses of dealing with relocating tenants to out of state and dealing with power outages, and other matters related to Hurricane Ida likely contributed to in some respect to the lack of proper accounting support.

Questioned Costs

\$46,645

Recommendation

The following correlates to Numbers 1-6 noted above.

1. The board of commissioners should seek repayment from the Executive Director for the \$7,966 of vacation pay for the last three years that was paid. As noted above, we have explained for over three years this requirement to the E.D. If the board cannot obtain satisfactory documentation (which we have been unable to obtain) for the \$724 reimbursement for lodging, the board should also seek reimbursement for this. In addition, the board should seek reimbursement for the \$1,302 of overtime paid. However, if the board believes the efforts of the E.D. warrants this, the board might consider recharacterizing the \$1,302 as a bonus.
2. The board should review the detail of all the checks listed in this section. The board should require documentation from the Houston church that was paid \$7,500 for meals for the relocated tenants. We asked the E.D. to contact the church for this, but we did not receive anything.
3. The board should continue to seek information on the services rendered by the consultant, and the detail on the lodging-for which dates, etc. We asked the E.D. for this information, but we did not receive anything.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

4. The underpayments should be made to the defined benefit plan as soon as possible. We can provide the periods that were missing. The service provider can review who was employed during those periods and make the proper allocations between employees.
5. The board should consider a policy that board approval is required before the Executive Director may execute these type of agreements, even in emergency situations. Procurement regulations should always be complied with.
6. If proper support is not obtained for legal expenses in the prior year, the Authority showed such reimbursement from the paid attorney.

View of Responsible Officials and Planned Corrective Action

I am Leatrice Hollis, Executive Director and Designated Person to answer these audit findings. The board and I will consult about the above items.

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-002-Inadequate Pledged Collateral-Special Tests

Criteria and Condition

Federal deposit insurance (FDIC) covers up to \$250,000 of interest- bearing deposits in any one bank. Federal regulations require that when a federal entity has more than \$250,000 of interest- bearing deposits in one bank, that the bank is required to pledge their own investments as collateral on the excess. One of the responsibilities of Management of the Authority is to monitor this coverage. As disclosed in Note 2 of the footnotes, at September 30, 2021, the bank was under-pledged by \$81,242.

Context

Management should monitor this coverage by the bank on a monthly basis. The auditor is required to review whether the periodic monitoring was adequate, and if there is a shortage at year-end, the amount of the shortage is required to be disclosed.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

Effect

At a minimum, this federal regulation was not complied with. The purpose of the rule is that if the bank failed, the depositor is not covered for any deposits not covered by FDIC insurance or pledged collateral. The possibility of bank failure is remote but does exist.

Cause

Apparent oversight

Questioned Costs

None

Recommendation

The bank should be contacted and it determined whether the coverage is adequate on the day of inquiry, which principally depends on that day's bank balance. Thereafter, Management should monitor the coverage on a monthly basis.

View of Responsible Officials and Planned Corrective Action

We will comply with the auditor's recommendation.

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-003-Unaudited Financial Statements Not Timely Done

Criteria and Condition

As of the date of this report, the latest financial statements prepared by the Authority is for the five months ended February 28, 2022. The Authority's fee accountant states that they do not have enough records for March 2022 to complete the year-to-date March 2022 statements.

Context

Management should ensure that accounting records are sent to the fee accountant in a timely manner to allow the latter to complete the financial statements. The board of commissioners should review year-to-date financial statements that are not more than 60 days old.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

Effect

Neither Management or the commissioners have timely financial information to review.

Cause

Unknown

Questioned Costs

None

Recommendation

Complete accounting records should be sent no later than the 20<sup>th</sup> of the following month to allow the fee accountant to timely complete the monthly financial statements.

View of Responsible Officials and Planned Corrective Action

We will comply with the auditor's recommendation.

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-004-Late Filing of Audit Report

Context

The audit report was due to HUD no later than nine months after year end, June 30, 2022.

Criteria and Condition

The audit report was not filed by June 30, 2022.

Effect

Federal regulation was not complied with.



HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

Cause

The auditor did not receive accounting information in a timely manner to allow completion of the audit before the due date. Instructions on how to apply for an extension of time was provided to Management (the auditor is not allowed to apply for the federal extension).

Extensions for the state filing have been granted through September 30, 2022.

Hurricane Ida had a pronounced effect on the Authority's operations.

Questioned Costs

None

Recommendation

Audit reports should be timely filed in the future.

View of Responsible Officials

We will comply with the auditor's recommendation.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2021

**Section III – Findings and questioned costs for federal awards which are required to be reported under Uniform Guidance**

Audit Findings 2021-001 and 002 also apply here.

# ST. CHARLES PARISH HOUSING AUTHORITY

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PHONE: 985-785-2601 · FAX:985-785-6238  
200 BOUTTE ESTATES DRIVE · BOUTTE, LA 70039-0448

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## HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2021

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

Finding 2021-001-Internal Controls Inadequate for Disbursements-Allowable Costs

### **Condition:**

1. The Executive Director was paid vacation time for three years that was not supported by time and attendance records. The Executive Director was also paid improperly for overtime. In addition, the E.D. was paid for travel that was not properly documented.
2. Expenses related to Hurricane Ida that occurred in August and September 2021 were not properly supported.
3. Per diem and lodging expenses were paid to an outside consultant that were not properly supported.
4. Underpayments to the defined contribution plan still exist that occurred for prior years ended September 2019 and 2020.
5. Payments were made to a third party for review of the Section 8 program that appear excessive.
6. Two legal payments that total \$10,405 are not supported.

### **Corrective Action Planned**

I am Leatrice Hollis, Executive Director and Designated Person to answer these audit findings. The board and I will consult about the above items.

### **Person responsible for corrective action:**

Leatrice Hollis, Executive Director  
St. Charles Parish Housing Authority  
200 Boutte Estates Dr.  
Boutte, LA 70039

Telephone: (985) 785-2601  
Fax: (985) 785-6238

**Anticipated Completion Date-** October 31, 2022

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

Finding 2021-002-Inadquate Pledged Collateral-Special Tests

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2021

**Condition:**

Federal deposit insurance (FDIC) covers up to \$250,000 of interest-bearing deposits in any one bank. Federal regulations require that when a federal entity has more than \$250,000 of interest-bearing deposits in one bank, that the bank is required to pledge their own investments as collateral on the excess. One of the responsibilities of Management of the Authority is to monitor this coverage. As disclosed in Note 2 of the footnotes, at September 30, 2021, the bank was under-pledged by \$81,242.

**Corrective Action Planned**

We will comply with the auditor's recommendation.

**Person responsible for corrective action:**

Leatrice Hollis, Executive Director  
St. Charles Parish Housing Authority  
200 Boutte Estates Dr.  
Boutte, LA 70039

Telephone: (985) 785-2601  
Fax: (985) 785-6238

**Anticipated Completion Date-** October 31, 2022

**Corrective Action Plan Finding:**

Finding 2021-003-Unaudited Financial Statements Not Timely Done

**Condition:**

As of the date of this report, the latest financial statements prepared by the Authority is for the five months ended February 28, 2022. The Authority's fee accountant states that they do not have enough records for March 2022 to complete the year-to-date March 2022 statements.

**Corrective Action Planned**

We will comply with the auditor's recommendation.

**Person responsible for corrective action:**

Leatrice Hollis, Executive Director  
St. Charles Parish Housing Authority  
200 Boutte Estates Dr.  
Boutte, LA 70039

Telephone: (985) 785-2601  
Fax: (985) 785-6238

**Anticipated Completion Date-** October 31, 2022

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2021

**Corrective Action Plan Finding:**

Finding 2021-004-Late Filing of Audit Report

**Condition:**

The audit report was not filed by June 30, 2022.

**Corrective Action Planned**

We will comply with the auditor's recommendation.

**Person responsible for corrective action:**

Leatrice Hollis, Executive Director  
St. Charles Parish Housing Authority  
200 Boutte Estates Dr.  
Boutte, LA 70039

Telephone: (985) 785-2601  
Fax: (985) 785-6238

**Anticipated Completion Date-** October 31, 2022

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2021

**The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:**

General Fund-Low Rent Program-CDFA#14.850 and Section Eight Housing Fund-CDFA#14.871

Finding 2020-001-Internal Controls Inadequate for Disbursements-Allowable Costs

Condition

\$29,533 of unsupported or inadequately supported payments were noted.

Recommendation

We recommended that the board should seek additional support from Management for specified legal bills. We recommended that if Management was unable to secure sufficient detail, reimbursement should be secured from the paid attorney. Management states that they have done nothing regarding this. This is also mentioned in Recommendation, Finding 2020-001.

Current Status

Unsupported payments were also noted in this audit. The finding is repeated.

Section Eight Housing Fund-CDFA #14.871

Finding 2020-002-Insufficient Restricted Cash and Deficit in Unrestricted Net Position-Allowable Costs

Condition

Restricted cash was not adequate to cover the requirements for the amount to be covered by such cash in the Section 8 Program as of September 30, 2020.

Recommendation

We recommended that all unnecessary expenses be curtailed in an effort to secure the required cash.

Current Status

This situation does not exist at September 30, 2021. The finding is not repeated.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SUMMARY SCHEDULE OF CURRENT AND PRIOR YEAR MANAGEMENT LETTER ITEMS

YEAR ENDED SEPTEMBER 30, 2021

To Management and the Board of Commissioners:

During our audit, we became aware of matters that are opportunities for strengthening internal controls over compliance with requirements of laws, regulations, contracts, and grants applicable to federal program.

Our recommendations are as follows:

2020-M1-Documentation of Executive Director's Time Needs Improvement

Condition

We noted that the Executive Director was not adequately documenting her daily time and attendance, as required by state law.

Recommendation

We recommended that the E.D. start doing this.

Current Status

This lack of proper documentation is part of Finding 2021-001 in the current report.

2020-M2-Waiver of PILOT

Condition

We recommended that Management obtain written waivers for PILOT for the years ended September 20, 2019. If the waiver cannot be obtained, it should be paid to the taxing authorities.

Current Status

A waiver for the year ended September 30, 2019 still has not been obtained.

Recommendation

Management should seek waivers for the years ended 2019, 2020, and 2021, and if possible, 2022.

View of Responsible Official

We will comply with the auditor's recommendation.

2020-M3-Open Meetings Law Should Be Followed

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
SUMMARY SCHEDULE OF CURRENT AND PRIOR YEAR MANAGEMENT LETTER ITEMS

YEAR ENDED SEPTEMBER 30, 2021

Condition

The Board of Commissioners and Management held a retreat in November 2019. It appears that the state Open Meetings Law was not properly adhered to [see Open Meetings Law, R.S. 42:11-R.S. 42:28, Q and A, revised June 2020].

The time and details of the retreat should have been duly posted, just as for a regular board meeting. The retreat met the definition of a meeting, per the statute. There was a quorum, per the statute.

Recommendation

The Open Meetings Law should be complied with.

Current Status

This management letter item has been resolved and is not repeated in this audit.



**SUPPLEMENTARY INFORMATION**

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED SEPTEMBER 30, 2021

	CASH BASIS		
	2019 Capital Fund	2020 Capital Fund	2021 Capital Fund
	<u>          </u>	<u>          </u>	<u>          </u>
Funds approved	\$ 242,751	\$ 260,882	\$ 271,669
Funds expended	198,543	44,944	0
Excess of funds approved	<u>\$ 44,208</u>	<u>\$ 215,938</u>	<u>\$ 271,669</u>
Funds advanced	\$ 196,643	\$ 44,944	\$ 0
Funds expended	198,543	44,944	0
Excess (Deficiency) of funds advanced	<u>\$ (1,900)</u>	<u>\$ 0</u>	<u>\$ 0</u>

See accountant's report

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD  
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED SEPTEMBER 30, 2021

**Agency Head Name:** Leatrice Hollis, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 93,783
Benefits-insurance	20,824
Benefits-retirement	1,800
Benefits-<list any other here>	
Car allowance	
Vehicle provided by government	
Per diem	
Reimbursements	2,886
Travel	
Registration fees	
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
<b>Total</b>	<b>\$ 119,293</b>

See accountant's report

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2021**

<b>Entity Wide Balance Sheet Summary</b>								
	Project Total	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	97.109 Disaster Housing Assistance Grant	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
111 Cash - Unrestricted		\$80,792				\$80,792		\$80,792
112 Cash - Restricted - Modernization and Development								
113 Cash - Other Restricted		\$57,778		\$173,255		\$231,033		\$231,033
114 Cash - Tenant Security Deposits								
115 Cash - Restricted for Payment of Current Liabilities								
100 Total Cash	\$0	\$138,570	\$0	\$173,255	\$0	\$311,825	\$0	\$311,825
121 Accounts Receivable - PHA Projects		\$8,767				\$8,767		\$8,767
122 Accounts Receivable - HUD Other Projects	\$93,391	\$0				\$93,391		\$93,391
124 Accounts Receivable - Other Government	\$36,296					\$36,296		\$36,296
125 Accounts Receivable - Miscellaneous	\$1,415	\$2,676				\$4,091		\$4,091
126 Accounts Receivable - Tenants	\$25,090	\$0				\$25,090		\$25,090
126.1 Allowance for Doubtful Accounts - Tenants	-\$13,170	\$0				-\$13,170		-\$13,170
126.2 Allowance for Doubtful Accounts - Other	-\$3,864	-\$2,313				-\$6,177		-\$6,177
127 Notes, Loans, & Mortgages Receivable - Current	\$4,079					\$4,079		\$4,079
128 Fraud Recovery		\$5,276				\$5,276		\$5,276
128.1 Allowance for Doubtful Accounts - Fraud		-\$5,276				-\$5,276		-\$5,276
129 Accrued Interest Receivable								
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$143,237	\$9,130	\$0	\$0	\$0	\$152,367	\$0	\$152,367
131 Investments - Unrestricted								
132 Investments - Restricted								
135 Investments - Restricted for Payment of Current Liability								
142 Prepaid Expenses and Other Assets	\$40,049	\$3,396				\$43,445		\$43,445
143 Inventories	\$15,675					\$15,675		\$15,675
143.1 Allowance for Obsolete Inventories	-\$1,568					-\$1,568		-\$1,568
144 Inter Program Due From		\$28,772				\$28,772		\$28,772
145 Assets Held for Sale								
150 Total Current Assets	\$197,393	\$179,868	\$0	\$173,255	\$0	\$550,516	\$0	\$550,516
161 Land	\$13,028					\$13,028		\$13,028
162 Buildings	\$8,358,146	\$2,080				\$8,360,226		\$8,360,226
163 Furniture, Equipment & Machinery - Dwellings	\$126,449					\$126,449		\$126,449
164 Furniture, Equipment & Machinery - Administration	\$131,206	\$37,793				\$168,999		\$168,999
165 Leasehold Improvements	\$755,940	\$1,241				\$757,181		\$757,181
166 Accumulated Depreciation	-\$7,947,248	-\$40,948				-\$7,988,196		-\$7,988,196
167 Construction in Progress								
168 Infrastructure								
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,437,521	\$166	\$0	\$0	\$0	\$1,437,687	\$0	\$1,437,687
171 Notes, Loans and Mortgages Receivable - Non-Current								
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due								
173 Grants Receivable - Non Current								
174 Other Assets								
176 Investments in Joint Ventures								
180 Total Non-Current Assets	\$1,437,521	\$166	\$0	\$0	\$0	\$1,437,687	\$0	\$1,437,687
200 Deferred Outflow of Resources								
290 Total Assets and Deferred Outflow of Resources	\$1,634,914	\$180,034	\$0	\$173,255	\$0	\$1,988,203	\$0	\$1,988,203

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2021**

<b>Entity Wide Balance Sheet Summary</b>								
	Project Total	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	97.109 Disaster Housing Assistance Grant	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
311 Bank Overdraft	\$2,806					\$2,806		\$2,806
312 Accounts Payable <= 90 Days	\$16,530					\$16,530		\$16,530
313 Accounts Payable >90 Days Past Due								
321 Accrued Wage/Payroll Taxes Payable	\$1,680					\$1,680		\$1,680
322 Accrued Compensated Absences - Current Portion	\$4,707	\$1,518				\$6,225		\$6,225
324 Accrued Contingency Liability								
325 Accrued Interest Payable								
331 Accounts Payable - HUD PHA Programs								
332 Account Payable - PHA Projects		\$18,595				\$18,595		\$18,595
333 Accounts Payable - Other Government	\$5,667					\$5,667		\$5,667
341 Tenant Security Deposits	\$14,873					\$14,873		\$14,873
342 Unearned Revenue	\$3,867					\$3,867		\$3,867
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue								
344 Current Portion of Long-term Debt - Operating Borrowings								
345 Other Current Liabilities	\$1,233					\$1,233		\$1,233
346 Accrued Liabilities - Other	\$20,340					\$20,340		\$20,340
347 Inter Program - Due To	\$28,772					\$28,772		\$28,772
348 Loan Liability - Current								
310 Total Current Liabilities	\$100,475	\$20,113	\$0	\$0	\$0	\$120,588	\$0	\$120,588
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue								
352 Long-term Debt, Net of Current - Operating Borrowings								
353 Non-current Liabilities - Other								
354 Accrued Compensated Absences - Non Current	\$12,944	\$2,411				\$15,355		\$15,355
355 Loan Liability - Non Current								
356 FASB 5 Liabilities								
357 Accrued Pension and OPEB Liabilities								
350 Total Non-Current Liabilities	\$12,944	\$2,411	\$0	\$0	\$0	\$15,355	\$0	\$15,355
300 Total Liabilities	\$113,419	\$22,524	\$0	\$0	\$0	\$135,943	\$0	\$135,943
400 Deferred Inflow of Resources								
508.4 Net Investment in Capital Assets	\$1,437,521	\$166	\$0			\$1,437,687	\$0	\$1,437,687
511.4 Restricted Net Position	\$0	\$57,778	\$0	\$173,255		\$231,033	\$0	\$231,033
512.4 Unrestricted Net Position	\$83,974	\$99,566	\$0	\$0	\$0	\$183,540	\$0	\$183,540
513 Total Equity - Net Assets / Position	\$1,521,495	\$157,510	\$0	\$173,255	\$0	\$1,852,260	\$0	\$1,852,260
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$1,634,914	\$180,034	\$0	\$173,255	\$0	\$1,988,203	\$0	\$1,988,203

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2021

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$227,104		\$227,104
70400 Tenant Revenue - Other	\$34		\$34
70500 Total Tenant Revenue	\$227,138	\$0	\$227,138
70600 HUD PHA Operating Grants	\$521,672	\$164,289	\$685,961
70610 Capital Grants		\$10,388	\$10,388
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted			
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$54,418		\$54,418
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$803,228	\$174,677	\$977,905
91100 Administrative Salaries	\$129,542		\$129,542
91200 Auditing Fees	\$10,500		\$10,500
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing	\$5,311		\$5,311
91500 Employee Benefit contributions - Administrative	\$35,005		\$35,005
91600 Office Expenses	\$50,481		\$50,481
91700 Legal Expense	\$10,919		\$10,919
91800 Travel	\$3,295		\$3,295
91810 Allocated Overhead			
91900 Other	\$98,495		\$98,495
91000 Total Operating - Administrative	\$343,548	\$0	\$343,548
92000 Asset Management Fee			
92100 Tenant Services - Salaries			
92200 Relocation Costs			
92300 Employee Benefit Contributions - Tenant Services			
92400 Tenant Services - Other	\$457		\$457
92500 Total Tenant Services	\$457	\$0	\$457
93100 Water	\$69,603		\$69,603
93200 Electricity	\$14,786		\$14,786
93300 Gas	\$46,417		\$46,417
93400 Fuel			
93500 Labor			
93600 Sewer	\$82,769		\$82,769

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2021

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$213,575	\$0	\$213,575
94100 Ordinary Maintenance and Operations - Labor	\$99,975		\$99,975
94200 Ordinary Maintenance and Operations - Materials and Other	\$22,270		\$22,270
94300 Ordinary Maintenance and Operations Contracts	\$86,505		\$86,505
94500 Employee Benefit Contributions - Ordinary Maintenance	\$34,096		\$34,096
94000 Total Maintenance	\$242,846	\$0	\$242,846
95100 Protective Services - Labor			
95200 Protective Services - Other Contract Costs			
95300 Protective Services - Other			
95500 Employee Benefit Contributions - Protective Services			
95000 Total Protective Services	\$0	\$0	\$0
96110 Property Insurance	\$64,593		\$64,593
96120 Liability Insurance	\$7,343		\$7,343
96130 Workmen's Compensation	\$4,123		\$4,123
96140 All Other Insurance	\$5,238		\$5,238
96100 Total insurance Premiums	\$81,297	\$0	\$81,297
96200 Other General Expenses	\$40,894		\$40,894
96210 Compensated Absences	\$6,312		\$6,312
96300 Payments in Lieu of Taxes	\$1,353		\$1,353
96400 Bad debt - Tenant Rents	\$18,670		\$18,670
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$67,229	\$0	\$67,229
96710 Interest of Mortgage (or Bonds) Payable			
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs			
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$948,952	\$0	\$948,952
97000 Excess of Operating Revenue over Operating Expenses	-\$145,724	\$174,677	\$28,953
97100 Extraordinary Maintenance	\$820		\$820
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$198,834		\$198,834
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$1,148,606	\$0	\$1,148,606

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2021

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$164,289		\$164,289
10020 Operating transfer Out		-\$164,289	-\$164,289
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit			
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss			
10080 Special Items (Net Gain/Loss)			
10091 Inter Project Excess Cash Transfer In			
10092 Inter Project Excess Cash Transfer Out			
10093 Transfers between Program and Project - In			
10094 Transfers between Project and Program - Out			
10100 Total Other financing Sources (Uses)	\$164,289	-\$164,289	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$181,089	\$10,388	-\$170,701
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,692,196	\$0	\$1,692,196
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0		\$0
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1548		1548
11210 Number of Unit Months Leased	875		875
11270 Excess Cash	-\$36,317		-\$36,317
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$0	\$0
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0



**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2021**

<b>Entity Wide Revenue and Expense Summary</b>								
	Project Total	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	97.109 Disaster Housing Assistance Grant	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$227,104					\$227,104		\$227,104
70400 Tenant Revenue - Other	\$34					\$34		\$34
70500 Total Tenant Revenue	\$227,138	\$0	\$0	\$0	\$0	\$227,138	\$0	\$227,138
70600 HUD PHA Operating Grants	\$685,961	\$2,361,321	\$57,573		\$354	\$3,105,209		\$3,105,209
70610 Capital Grants	\$10,388					\$10,388		\$10,388
70710 Management Fee								
70720 Asset Management Fee								
70730 Book Keeping Fee								
70740 Front Line Service Fee								
70750 Other Fees								
70700 Total Fee Revenue						\$0	\$0	\$0
70800 Other Government Grants								
71100 Investment Income - Unrestricted								
71200 Mortgage Interest Income								
71300 Proceeds from Disposition of Assets Held for Sale								
71310 Cost of Sale of Assets								
71400 Fraud Recovery		\$8,178				\$8,178		\$8,178
71500 Other Revenue	\$54,418	\$48,392				\$102,810		\$102,810
71600 Gain or Loss on Sale of Capital Assets								
72000 Investment Income - Restricted								
70000 Total Revenue	\$977,905	\$2,417,891	\$57,573	\$0	\$354	\$3,453,723	\$0	\$3,453,723
91100 Administrative Salaries	\$129,542	\$26,950	\$18,208			\$174,700		\$174,700
91200 Auditing Fees	\$10,500	\$10,500				\$21,000		\$21,000
91300 Management Fee								
91310 Book-keeping Fee								
91400 Advertising and Marketing	\$5,311					\$5,311		\$5,311
91500 Employee Benefit contributions - Administrative	\$35,005	\$1,959	\$1,324			\$38,288		\$38,288
91600 Office Expenses	\$50,481	\$21,935	\$7,887			\$80,303		\$80,303
91700 Legal Expense	\$10,919		\$19,875			\$30,794		\$30,794
91800 Travel	\$3,295	\$400				\$3,695		\$3,695
91810 Allocated Overhead								
91900 Other	\$98,495	\$14,255	\$7,193		\$354	\$120,297		\$120,297
91000 Total Operating - Administrative	\$343,548	\$75,999	\$54,487	\$0	\$354	\$474,388	\$0	\$474,388
92000 Asset Management Fee								
92100 Tenant Services - Salaries								
92200 Relocation Costs								
92300 Employee Benefit Contributions - Tenant Services								
92400 Tenant Services - Other	\$457					\$457		\$457
92500 Total Tenant Services	\$457	\$0	\$0	\$0	\$0	\$457	\$0	\$457
93100 Water	\$69,603					\$69,603		\$69,603
93200 Electricity	\$14,786					\$14,786		\$14,786
93300 Gas	\$46,417					\$46,417		\$46,417
93400 Fuel								
93500 Labor								
93600 Sewer	\$82,769					\$82,769		\$82,769

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2021**

<b>Entity Wide Revenue and Expense Summary</b>								
	Project Total	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	97.109 Disaster Housing Assistance Grant	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities								
93800 Other Utilities Expense								
93000 Total Utilities	\$213,575	\$0	\$0	\$0	\$0	\$213,575	\$0	\$213,575
94100 Ordinary Maintenance and Operations - Labor	\$99,975					\$99,975		\$99,975
94200 Ordinary Maintenance and Operations - Materials and Other	\$22,270					\$22,270		\$22,270
94300 Ordinary Maintenance and Operations Contracts	\$86,505					\$86,505		\$86,505
94500 Employee Benefit Contributions - Ordinary Maintenance	\$34,096					\$34,096		\$34,096
94000 Total Maintenance	\$242,846	\$0	\$0	\$0	\$0	\$242,846	\$0	\$242,846
95100 Protective Services - Labor								
95200 Protective Services - Other Contract Costs								
95300 Protective Services - Other								
95500 Employee Benefit Contributions - Protective Services								
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$64,593	\$2,690				\$67,283		\$67,283
96120 Liability Insurance	\$7,343	\$2,154	\$2,500			\$11,997		\$11,997
96130 Workmen's Compensation	\$4,123	\$3,537	\$586			\$8,246		\$8,246
96140 All Other Insurance	\$5,238	\$2,318				\$7,556		\$7,556
96100 Total insurance Premiums	\$81,297	\$10,699	\$3,086	\$0	\$0	\$95,082	\$0	\$95,082
96200 Other General Expenses	\$40,894	\$1,492				\$42,386		\$42,386
96210 Compensated Absences	\$6,312	\$2,778				\$9,090		\$9,090
96300 Payments in Lieu of Taxes	\$1,353					\$1,353		\$1,353
96400 Bad debt - Tenant Rents	\$18,670					\$18,670		\$18,670
96500 Bad debt - Mortgages								
96600 Bad debt - Other								
96800 Severance Expense								
96000 Total Other General Expenses	\$67,229	\$4,270	\$0	\$0	\$0	\$71,499	\$0	\$71,499
96710 Interest of Mortgage (or Bonds) Payable								
96720 Interest on Notes Payable (Short and Long Term)								
96730 Amortization of Bond Issue Costs								
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$948,952	\$90,968	\$57,573	\$0	\$354	\$1,097,847	\$0	\$1,097,847
97000 Excess of Operating Revenue over Operating Expenses	\$28,953	\$2,326,923	\$0	\$0	\$0	\$2,355,876	\$0	\$2,355,876
97100 Extraordinary Maintenance	\$820					\$820		\$820
97200 Casualty Losses - Non-capitalized								
97300 Housing Assistance Payments		\$2,157,583				\$2,157,583		\$2,157,583
97350 HAP Portability-In		\$44,050				\$44,050		\$44,050
97400 Depreciation Expense	\$198,834	\$437				\$199,271		\$199,271
97500 Fraud Losses								
97600 Capital Outlays - Governmental Funds								
97700 Debt Principal Payment - Governmental Funds								
97800 Dwelling Units Rent Expense								
90000 Total Expenses	\$1,148,606	\$2,293,038	\$57,573	\$0	\$354	\$3,499,571	\$0	\$3,499,571

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2021**

<b>Entity Wide Revenue and Expense Summary</b>								
	Project Total	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	97.109 Disaster Housing Assistance Grant	14.PHC Public Housing CARES Act Funding	Subtotal	ELIM	Total
10010 Operating Transfer In	\$164,289					\$164,289	-\$164,289	\$0
10020 Operating transfer Out	-\$164,289					-\$164,289	\$164,289	\$0
10030 Operating Transfers from/to Primary Government								
10040 Operating Transfers from/to Component Unit								
10050 Proceeds from Notes, Loans and Bonds								
10060 Proceeds from Property Sales								
10070 Extraordinary Items, Net Gain/Loss								
10080 Special Items (Net Gain/Loss)								
10091 Inter Project Excess Cash Transfer In								
10092 Inter Project Excess Cash Transfer Out								
10093 Transfers between Program and Project - In								
10094 Transfers between Project and Program - Out								
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$170,701	\$124,853	\$0	\$0	\$0	-\$45,848	\$0	-\$45,848
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$1,692,196	\$32,657	\$0	\$173,255	\$0	\$1,898,108		\$1,898,108
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0				\$0		\$0
11050 Changes in Compensated Absence Balance								
11060 Changes in Contingent Liability Balance								
11070 Changes in Unrecognized Pension Transition Liability								
11080 Changes in Special Term/Severance Benefits Liability								
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents								
11100 Changes in Allowance for Doubtful Accounts - Other								
11170 Administrative Fee Equity		\$99,732				\$99,732		\$99,732
11180 Housing Assistance Payments Equity		\$57,778				\$57,778		\$57,778
11190 Unit Months Available	1548	3176	0	0		4724		4724
11210 Number of Unit Months Leased	875	3165	0	0		4040		4040
11270 Excess Cash	-\$36,317					-\$36,317		-\$36,317
11610 Land Purchases	\$0					\$0		\$0
11620 Building Purchases	\$0					\$0		\$0
11630 Furniture & Equipment - Dwelling Purchases	\$0					\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$0					\$0		\$0
11650 Leasehold Improvements Purchases	\$0					\$0		\$0
11660 Infrastructure Purchases	\$0					\$0		\$0
13510 CFFP Debt Service Payments	\$0					\$0		\$0
13901 Replacement Housing Factor Funds	\$0					\$0		\$0