

**HOUSING AUTHORITY OF THE  
CITY OF CROWLEY, LOUISIANA**

**Basic Financial Statements &  
Independent Auditor's Reports**

**September 30, 2022**

**Housing Authority of the  
City of Crowley, Louisiana**

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September 30, 2022**

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John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

**P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374**

### MEMBERS

American Institute of  
Certified Public Accountants

Society of Louisiana  
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Association of  
Certified Fraud Examiners

## **INDEPENDENT AUDITOR'S REPORT**

Housing Authority of the  
City of Crowley, Louisiana

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

#### **Opinions**

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Crowley, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the housing authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the City of Crowley, as of September 30, 2022, and the respective changes in financial position and cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### **Basis for Opinions**

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 the Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of the City of Crowley and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### **Responsibilities of Management 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Crowley's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Crowley internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Crowley's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis 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 generally 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.

## **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Crowley's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are not a required part of the basic financial statements. Such information is the responsibility of the management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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 Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements 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 March 24, 2023, on our consideration of the Housing Authority of the City of Crowley's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the City of Crowley's internal control over financial reporting and compliance.

*The Vercher Group*

Jena, Louisiana  
March 24, 2023

REQUIRED SUPPLEMENTAL INFORMATION

MANAGEMENT DISCUSSION  
& ANALYSIS (MD&A)

September 30, 2022

**Housing Authority of the  
City of Crowley, Louisiana**

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**Management's Discussion and Analysis (MD&A)  
September 30, 2022**

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As management of the Housing Authority of the City of Crowley, we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended September 30, 2022. We encourage readers to consider the information presented here in conjunction with the Authority's financial statements, which are attached.

**Financial Highlights**

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$11,738,151 (net position).
- As of the close of the current fiscal year, the Authority's ending unrestricted net position was \$7,227,935.
- The Authority's cash balance at September 30, 2022, was \$12,132,642, with \$138,338 being restricted cash.
- The Authority had total revenue of \$4,943,091, in which \$4,257,250 was operating revenue, \$438,488 was non-operating revenue, and \$247,353 was capital contributions.
- The Authority had total expenses of \$4,372,327, in which \$4,342,750 was operating expenses and \$29,577 was non-operating expenses.
- The Authority had a total change in net position of \$600,341.

**Overview of the Financial Statements**

The discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, and the notes to the financial statements. This report also contains the Schedule of Expenditures of Federal Awards as supplementary information in addition to the basic financial statements themselves.

The Statement of Net Position presents information on all of the housing authority's assets and liabilities, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the housing authority is improving or deteriorating, or otherwise changing in a significant manner.

The Statement of Revenues, Expenses, and Changes in Net Position present information detailing how the housing authority's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some times that will only result in cash flows in the future fiscal periods (e.g., earned but not used vacation leave).

**Housing Authority of the  
City of Crowley, Louisiana**

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**Management's Discussion and Analysis (MD&A)  
September 30, 2022**

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The Statement of Cash Flows provides information about the housing authority's cash receipts and cash payments during the fiscal year. The statement reports cash receipts, cash payments, and net changes in cash resulting from operations, financing and investing activities.

The Authority has only one fund type, namely a proprietary fund. The Statement of Net Position includes all of the Authority's assets and liabilities. This fund type is unused for activities which are financed and operated in a manner similar to those in the private sector.

**Housing Authority's Significant Programs**

The housing authority has three programs which are consolidated into a single enterprise fund. The housing authority's programs consist of the following:

**Low-Income Public Housing**

Under the Conventional Public Housing Program, the housing authority rents units it owns to low-income families. The Conventional Public Housing Program is operated under an Annual Contribution Contract with HUD, and HUD provides an Operating Subsidy to enable the housing authority to provide housing to low-income individuals and families.

**Capital Fund Program**

The Conventional Public Housing Program also includes the Capital Fund Program, the primary funding source for the housing authority's physical and management improvements. The funding calculation is based on the size and age of the housing authority's units.

**Section 8 Housing Assistance – Housing Choice Voucher Program**

These Programs assist low-income families in affording decent, safe, and sanitary housing by encouraging property owners to construct new, or rehabilitate existing substandard housing, and then lease the units with rental subsidies to low-income individuals and families.

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

One of the most important questions asked about the Authorities finances is, "Is the housing authority as a whole, better off, or worse off, as a result of the achievements of the fiscal year 2020?" 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.



**Housing Authority of the  
City of Crowley, Louisiana**

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**Management's Discussion and Analysis (MD&A)  
September 30, 2022**

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The Authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements.

The table below lists the asset and liability comparisons for the year ended September 30, 2022.

<b>Statement of Net Position</b>			
<b>Category</b>	<b>2021</b>	<b>2022</b>	<b>% Change</b>
Current Assets	\$ 6,824,858	\$ 7,551,160	10.6
Current Restricted Assets	97,849	138,338	10.8
Capital Assets-Net of Depreciation	4,588,976	4,443,144	-3.2
<b>Total Assets</b>	<b>11,511,683</b>	<b>12,132,642</b>	<b>5.4</b>
Current Liabilities	52,219	45,222	-5.5
Liabilities Payable from Restricted Assets	71,365	71,265	-0.1
Non-Current Liabilities	250,289	278,004	11.1
<b>Total Liabilities</b>	<b>373,873</b>	<b>394,491</b>	<b>10.8</b>
Net Investment in Capital Assets	4,588,976	4,443,143	-3.2
Restricted Net Position	26,484	67,073	153.3
Unrestricted Net Position	6,522,350	7,227,935	10.8
<b>Total Net Position</b>	<b>\$ 11,137,810</b>	<b>\$ 11,738,151</b>	<b>5.4</b>

- Total assets increased by \$620,959 or 5.4% from last year. The primary reason for this increase is due to an increase in current assets in the amount of \$726,302.
- Capital assets, net of accumulated depreciation, decreased by \$145,832 or -3.2%.
- Total liabilities increased by \$20,618 or 10.8% non-current liabilities increased by \$27,715 or 11.1%.

**Housing Authority of the  
City of Crowley, Louisiana**

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**Management's Discussion and Analysis (MD&A)  
September 30, 2022**

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The table below lists the revenue and expense comparisons for the year ended September 30, 2022.

<b>Operating Revenues</b>	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Rental Revenue	\$ 857,450	\$ 898,614	4.8
Other Tenant Revenue	218,796	299,731	37.0
HUD Operating Grants	<u>3,103,714</u>	<u>3,058,905</u>	-1.4
<b>Total Operating Revenues</b>	<u>4,179,960</u>	<u>4,257,250</u>	1.8
<b>Operating Expenses</b>			
Administrative	588,388	617,599	5.0
Tenant Services – Other	541	-0-	0.0
Utilities	415,761	523,881	26.0
Maintenance	442,378	529,044	19.6
Insurance	381,479	439,247	15.1
PILOT	61,655	61,919	0.4
Compensated Absences	42,405	44,516	5.0
Bad Debt Tenant’s Rent	18,572	39,164	110.9
Other General Expenses	9,849	8,611	-12.6
Housing Assistance Payments	1,639,536	1,488,290	-9.2
<i>Depreciation</i>	<u>556,939</u>	<u>590,479</u>	6.0
<b>Total Operating Expenses</b>	<u>4,157,503</u>	<u>4,342,750</u>	4.5
<b>Operating Income (Loss)</b>	<u>22,457</u>	<u>(85,500)</u>	-480.7
<b>Nonoperating Revenues (Expenses)</b>			
Interest Income	9,419	7,007	-25.6
Other Revenue	137,440	461,058	235.5
Extraordinary Maintenance	<u>(22,088)</u>	<u>(29,577)</u>	-233.9
<b>Total Nonoperating Revenues (Expenses)</b>	<u>124,771</u>	<u>438,488</u>	251.4
Capital Contributions	422,445	247,353	-41.4
<b>Change in Net Position</b>	569,673	600,341	5.4
<b>Total Net Position - Beginning</b>	<u>10,568,137</u>	<u>11,137,810</u>	5.4
<b>Total Net Position - Ending</b>	<u>\$ 11,137,810</u>	<u>\$ 11,738,151</u>	5.4

- Total operating revenues increased by \$77,290 or 1.8%. The reason for this increase is due to an increase in other tenant revenue in the amount of \$80,935.
- Operating expenses increased by \$185,247 or 4.5%.
- Non-operating revenues/expenses changed by \$313,717 or 251.4%. The reason for this change is due to an increase in other revenue in the amount of \$323,618.

**Housing Authority of the  
City of Crowley, Louisiana**

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**Management's Discussion and Analysis (MD&A)  
September 30, 2022**

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**Capital Assets**

As of September 30, 2022, the Authority's investment in capital assets was \$4,443,144 (net of accumulated depreciation). This investment included land, building, building improvements, dwelling equipment, and maintenance equipment.

**Capital Assets at Year-End**

	<u>2021</u>	<u>2022</u>
Land *	\$ 374,986	\$ 374,986
Buildings & Improvements	21,926,289	22,429,033
Furniture & Equipment	482,535	500,188
Construction in Progress *	58,098	-0-
Accumulated Depreciation	<u>(18,252,932)</u>	<u>(18,861,063)</u>
<b>Total</b>	<b>\$ 4,588,976</b>	<b>\$ 4,443,144</b>

\* Land in the amount of \$374,986 is not being depreciated.

**Long Term Debt**

The Authority does not have any long-term liabilities at this time.

**Future Events that Will Impact the Authority**

The Authority relies heavily upon HUD operating subsidies. The amount appropriated has not currently been approved for the FYE 2023 year. Therefore, any results of budget shortfalls cannot be determined.

The Authority is under a contract through its Capital Fund Program to continue with the work as stated above and incorporate any new work items into its operation.

**Contacting the Authority's Financial Management**

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the following address:

Housing Authority of the City of Crowley  
P.O. Box 1347  
Crowley, LA 70527

## **Basic Financial Statements**

**Housing Authority of the  
City of Crowley, Louisiana  
Statement of Net Position  
September 30, 2022**

<b>CURRENT ASSETS</b>	
Cash	\$ 7,288,686
Receivables (Net of Allowance)	7,027
Prepaid Insurance	237,371
Inventories	18,076
Restricted:	
Cash – Tenant’s Security Deposits	71,265
Cash – Other Restricted	67,073
<b>TOTAL CURRENT ASSETS</b>	<u>7,689,498</u>
 <b>NON-CURRENT ASSETS</b>	
Capital Assets (Net of Accumulated Depreciation)	<u>4,443,144</u>
<b>TOTAL NON-CURRENT ASSETS</b>	<u>4,443,144</u>
 <b>TOTAL ASSETS</b>	 <u><u>12,132,642</u></u>
 <b>CURRENT LIABILITIES</b>	
Accounts Payable	78
Accrued Wages/Payroll Taxes Payable	6,635
Accrued Compensated Absences	18,278
PILOT	10,000
Unearned Revenue	10,231
<b>TOTAL CURRENT LIABILITIES</b>	<u>45,222</u>
 <b>LIABILITIES PAYABLE FROM RESTRICTED ASSETS</b>	
Tenant Security Deposits	<u>71,265</u>
<b>TOTAL LIABILITIES PAYABLE FROM RESTRICTED ASSETS</b>	<u>71,265</u>
 <b>NON-CURRENT LIABILITIES</b>	
Accrued Compensated Absences	<u>278,004</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>278,004</u>
 <b>TOTAL LIABILITIES</b>	 <u><u>394,491</u></u>
 <b>NET POSITION</b>	
Net Investment in Capital Assets	4,443,143
Restricted	67,073
Unrestricted	7,227,935
<b>TOTAL NET POSITION</b>	<u><u>\$ 11,738,151</u></u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the  
City of Crowley, Louisiana  
Statement of Revenues, Expenses & Changes in Net Position  
Year Ended September 30, 2022**

<b>OPERATING REVENUES</b>	
Rental Revenue	\$ 898,614
Other Tenant Revenue	299,731
HUD Operating Grants	3,058,905
<b>TOTAL OPERATING REVENUES</b>	<u>4,257,250</u>
<b>OPERATING EXPENSES</b>	
<i>Administration:</i>	
Administrative Salaries	336,537
EBC-Administrative	141,707
Other Operating - Administrative	139,355
<i>Cost of Sales &amp; Service:</i>	
Tenant Services – Other	-0-
Water	77,370
Electricity	342,741
Gas	14,873
Other Utilities	88,897
O/M – Labor	139,955
O/M – Materials & Other	123,332
O/M – Contracts	178,174
EBC Maintenance	87,583
Insurance	439,247
PILOT	61,919
Compensated Absences	44,516
Bad Debt Tenant’s Rent	39,164
Housing Assistance	1,488,290
Other General Expenses	8,611
<i>Depreciation</i>	590,479
<b>TOTAL OPERATING EXPENSES</b>	<u>4,342,750</u>
<b>OPERATING INCOME (LOSS)</b>	<u>(85,500)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>	
Interest Income	7,007
Fraud Recovery	24,284
Other Revenue	436,774
Extraordinary Maintenance	(29,577)
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>438,488</u>
Capital Contributions	247,353
<b>CHANGE IN NET POSITION</b>	600,341
<b>TOTAL NET POSITION - BEGINNING</b>	<u>11,137,810</u>
<b>TOTAL NET POSITION - ENDING</b>	<u>\$ 11,738,151</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the  
City of Crowley, Louisiana  
Statement of Cash Flows  
Year Ended September 30, 2022**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash Received From Tenants	\$ 1,206,463
Cash Received From Government Operating Subsidy	3,996,918
Cash Payments to Suppliers for Goods & Services	(3,228,873)
Cash Payments to Employees for Services	(449,423)
Cash Payments to Payments in Lieu of Taxes (PILOT)	(71,919)
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u>1,453,166</u>
<b>CASH FLOWS FROM NONCAPITAL ACTIVITIES</b>	
Other Revenue	436,774
Fraud Recovery Revenue	24,284
Extraordinary Maintenance	(29,577)
<b>NET CASH PROVIDED (USED) BY NONCAPITAL ACTIVITIES</b>	<u>431,481</u>
<b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>	
Sale of Capital Assets	-0-
Subsidy From Capital Grants	247,353
Acquisition of Capital Assets	(462,249)
<b>NET CASH PROVIDED (USED) BY CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>	<u>(214,896)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Cash Provided by Interest From Investments	7,007
<b>NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES</b>	<u>7,007</u>
<b>NET INCREASE (DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	1,676,758
<b>CASH, BEGINNING OF YEAR</b>	<u>5,750,266</u>
<b>CASH, END OF YEAR</b>	<u><u>7,427,024</u></u>
<b>RECONCILIATION TO BALANCE SHEET</b>	
Cash and Cash Equivalents	7,288,686
Tenants' Security Deposits	71,265
Cash Other Restricted	67,073
<b>TOTAL CASH &amp; CASH EQUIVALENTS</b>	<u>\$ 7,427,024</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the  
City of Crowley, Louisiana  
Statement of Cash Flows  
Year Ended September 30, 2022**

**Reconciliation**

**RECONCILIATION OF OPERATING INCOME TO NET CASH  
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating Income (Loss)	\$ <u>(85,500)</u>
Depreciation Expense	590,479
(Increase) Decrease in HUD Receivable	938,013
(Increase) Decrease in Accounts Receivable – Tenants/Other	4,560
(Increase) Decrease in Prepaid Insurance	(13,837)
(Increase) Decrease in Inventories	(1,185)
Increase (Decrease) in Accounts Payable	9
Increase (Decrease) in Wages/Payroll Taxes Payable	(1,277)
Increase (Decrease) in Accounts Payable – Other Government	(10,000)
Increase (Decrease) in Compensated Absences	28,346
Increase (Decrease) in Unearned Revenue	3,658
Increase (Decrease) in Tenant Security Deposits	<u>(100)</u>
<b>TOTAL ADJUSTMENTS</b>	<u><u>1,538,666</u></u>
<b>NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>	<u><u>\$ 1,453,166</u></u>
 <b>LISTING OF NONCASH INVESTING, CAPITAL, &amp; FINANCIAL ACTIVITIES</b>	
Contributions of Capital Assets From Government	<u>\$ -0-</u>

The accompanying notes are an integral part of this statement.



**NOTES TO THE BASIC  
FINANCIAL STATEMENTS**

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS  
SEPTEMBER 30, 2022**

**INTRODUCTION**

The Housing Authority of the City of Crowley is an apartment complex for persons of low income located in Crowley, Louisiana. The Authority is chartered as a public corporation for the purpose of administering decent, safe and sanitary dwelling for persons of low-income.

Legal title to the Authority is held by the Housing Authority of the City of Crowley, Louisiana, a non-profit corporation. The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of Crowley, Louisiana. Each member serves a four-year term. Substantially all of the Authority's revenue is derived from subsidy contracts with the U. S. Department of Housing and Urban Development (HUD). The annual contributions contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities for eligible individuals.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the entity to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the Housing Authority is legally separated and fiscally independent, the Housing Authority is a separate governmental reporting entity. The Housing Authority includes all funds, account groups, activities, etc., that are within the oversight responsibility of the Housing Authority.

The Housing Authority is a related organization of the City of Crowley because the City of Crowley appoints a voting majority of the Housing Authority's governing board. The City of Crowley is not financially responsible for the Housing Authority, as it cannot impose its will on the Housing Authority and there is no possibility for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Crowley. According, the Housing Authority is not a component unit of the financial reporting entity of the City of Crowley.

**1. SUMMARY OF ORGANIZATION & SIGNIFICANT ACCOUNTING POLICIES**

**A. BASIC FINANCIAL STATEMENTS**

The basic financial statements (i.e., the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position) report information on all of the activities of the Authority.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION**

The basic financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The accompanying financial statements include the activities of several housing programs subsidized by HUD. A summary of each significant program is provided below.

- **Low Income Housing Program** – The purpose of the low income housing program is to provide decent and affordable housing to low income families at reduced rents. The developments are owned, maintained and managed by the Authority. The developments are acquired, developed and modernized under HUD’s capital funds programs. Funding of the program operations is provided via federal annual contribution contracts (operating subsidies) and tenant rents (determined as a percentage of family income, adjusted for family composition).
- **Capital Fund Program** – The objective of these programs is to improve the physical condition of the Low-Income Public Housing units and upgrade the management of the program.
- **Section 8 Housing Assistance – Housing Choice Voucher Program** – These programs assist low-income families in affording decent, safe, and sanitary housing by encouraging property owners to construct new, or rehabilitate existing substandard housing, and then lease the units with rental subsidies to low-income individuals and families.

As a general rule, the effect of Interfund activity has been eliminated from the basic financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government’s enterprise operations. Elimination of these charges would distort the direct cost and program revenues reported for the various functions concerned.

Operating revenues and expenses have been reported separately from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund’s principal ongoing operations. The primary operating revenue of the Housing Authority is derived from tenant revenues and operating grants. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Housing Authority’s policy to use restricted resources first, then unrestricted resources as they are needed.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**C. DEPOSITS & INVESTMENTS**

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the Authority's investment policy allow the Housing Authority to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificate of deposits in excess of 90 days) for the Authority are reported at fair value.

For purposes of the Statement of Net Position, cash and interest-bearing deposits all demand accounts, savings accounts, and certificates of deposit of the Authority. For the purpose of the proprietary fund Statement of Cash Flows, "Cash and Cash Equivalents" include all demand and savings accounts, and certificates of deposit under 90 days.

**D. RECEIVABLES & PAYABLES**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of Interfund loans) or "advances to/from other funds" (i.e., the non-current portion of Interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Advances between funds, as reported in the accompanying financial statements, are offset by a restriction on net assets. All trade and other receivables are shown net of an allowance for uncollectable.

**E. INVENTORIES & PREPAID ITEMS**

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both basic and fund financial statements.

**F. CAPITAL ASSETS**

Capital assets, which include land, buildings, improvements, and equipment, are reported in columns in the basic financial statements. Capital assets are capitalized at historical cost. The PHA maintains a threshold level of \$3,000 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Buildings	20 Years
Building Improvements	10 Years
Nondwelling Structures	10 Years
Vehicles	5 Years

**G. COMPENSATED ABSENCES**

Employees may accumulate an unlimited number of annual leave hours. Depending on their length of service, classified employees receive payment for up to 300 annual leave hours upon termination or retirement at their then current rate of pay. The cost of current leave privileges, computed in accordance GASB Codification Section C60, is recognized as a current year expense when leave is earned.

At September 30, 2022, employees of the PHA had accumulated and vested \$226,282 of employee leave benefits, computed in accordance with GASB Codification Section C60. The leave payable is recorded in the accompanying financial statements.

**H. EQUITY CLASSIFICATIONS**

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies restricted resources first. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**I. EXTRAORDINARY & SPECIAL ITEMS**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the Housing Authority, which are either unusual in nature or infrequent in occurrence.

**J. LONG-TERM OBLIGATIONS**

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

**K. ESTIMATES**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**2. CASH & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)**

At September 30, 2022, the Housing Authority had cash and investments (bank balances) totaling \$7,539,084 as follows:

Demand Deposits	\$ 7,539,084
Time Deposits	<u>-0-</u>
<b>Total Securities</b>	<b><u>\$ 7,539,084</u></b>

These deposits are stated at cost, which approximated market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

***Deposits***

It is the housing authority's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The housing authority's deposits are categorized to give an indication of the level of risk assumed by the housing authority at year end. The categories are described as follows:

- **Category 1** – Insured or collateralized with securities held by the housing authority or by its agent in the housing authority's name.
- **Category 2** – Collateralized with securities held by the pledging financial institution's trust department or agent in the housing authority's name.
- **Category 3** – Uncollateralized.

Amounts on deposit are secured by the following pledges:

<b>Description</b>	<b>Balance 09/30/22</b>
FDIC (Category 1)	\$ 250,000
Securities (Category 2)	9,631,291
<b>Total Securities</b>	<b>\$ 9,881,291</b>

All deposits were fully secured as of September 30, 2022.

**3. RESTRICTED CASH**

The Housing Authority has restricted cash in the amount of \$138,338. It consists of the following items:

Tenant Security Deposits:	\$ 71,265
Section 8 HAP Payments:	67,073
<b>Total Restricted Cash:</b>	<b>\$ 138,338</b>

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**4. ACCOUNTS RECEIVABLE**

The receivables of \$7,027 as of September 30, 2022, are as follows:

Accounts Receivables – Tenants	\$	10,025
Accounts Receivables – HUD		282
Accounts Receivables – Other		27,840
Allowance for Doubtful Accounts		(31,120)
<b>Total</b>	<b>\$</b>	<b><u>7,027</u></b>

**5. PREPAID ITEMS**

The Authority’s prepaid items as of September 30, 2022, consist of the following:

Prepaid Insurance	\$	<u>237,371</u>
<b>Total</b>	<b>\$</b>	<b><u>237,371</u></b>

**6. INVENTORY**

The inventories of \$18,076 as of September 30, 2022, are as follows:

Inventories	\$	19,027
Allowance for Obsolete Inventories		(951)
<b>Total</b>	<b>\$</b>	<b><u>18,076</u></b>

**7. CAPITAL ASSETS**

Capital assets activity for the year ended September 30, 2022, was as follows:

	<b>Beginning Balance</b>	<b>Additions</b>	<b>Deletions</b>	<b>Ending Balance</b>
<b>Capital Assets</b>				
Land *	\$ 374,986	\$ -0-	\$ -0-	\$ 374,986
Building & Improvements	21,926,289	502,744	-0-	22,429,033
Furniture & Equipment	482,535	17,653	-0-	500,188
Construction in Progress *	58,098	-0-	(58,098)	-0-
<b>Total Capital Assets</b>	<u>22,841,908</u>	<u>520,397</u>	<u>(58,098)</u>	<u>23,304,207</u>
<b>Less Accumulated Depreciation</b>	<u>(18,252,932)</u>	<u>(608,131)</u>	<u>-0-</u>	<u>(18,861,063)</u>
<b>Capital Assets, Net of Accumulated Depreciation</b>	<u>\$ 4,588,976</u>	<u>\$ (87,734)</u>	<u>\$ (58,098)</u>	<u>\$ 4,443,144</u>

\* Land in the amount of \$374,986 is not being depreciated.



**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**8. ACCOUNTS, SALARIES & OTHER PAYABLES**

The payables of \$116,487 at September 30, 2022, are as follows:

Accounts Payable	\$	78
Accrued Wages/Payroll Taxes Payable		6,635
Accrued Compensated Absences (Current)		18,278
Tenant Security Deposits		71,265
Accrued PILOT		10,000
Unearned Revenue		10,231
<b>Total</b>	<b>\$</b>	<b><u>116,487</u></b>

**9. CHANGES IN COMPENSATED ABSENCES PAYABLES**

The following is a summary of changes in compensated absences payable at September 30, 2022:

		<u>Current</u>	<u>Noncurrent</u>	<u>Total</u>
Beginning of year	\$	17,647	250,289	267,936
Additions/(Retirements)		631	27,715	28,346
<b>End of year</b>	<b>\$</b>	<b><u>18,278</u></b>	<b><u>278,004</u></b>	<b><u>296,282</u></b>

**10. BOARD OF COMMISSIONERS**

<u>Name</u>	<u>Title</u>
Michael Doughty	Commissioner
Joan Finlay	Commissioner
Preston Dejean	Chairman
Richard Miller	Commissioner

The board members of the Housing Authority received no compensation for their services.

**11. FEDERAL COMPLIANCE CONTINGENCIES**

The Authority is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refunds by the entity to federal grantors and/or program beneficiaries.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**12. ECONOMIC DEPENDENCY**

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing & Urban Development provided \$3,306,258 to the Housing Authority, which represents approximately 66.5% of the Housing Authority's revenues for the year.

**13. CONTINGENT LIABILITIES & SUBSEQUENT EVENTS**

At September 30, 2022, the Housing Authority is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the Housing Authority in the current and prior years. These examinations may result in required refunds by the Housing Authority to federal grantors and/or program beneficiaries.

**14. RETIREMENT PLAN**

The authority participates in the Housing Agency Retirement Trust plan, administered by Mercer, 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 authority provides pension benefits for all of its full-time employees. All regular and full-time employees are eligible to participate in the plan on the first day of the month after completing six months of continuous and uninterrupted employment. Plan provisions and changes to the plan contributions are determined by the Board of the authority.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to the fourteen percent of each participant's basic (excludes overtime) compensation. Employees are required to contribute five percent of their annual covered salary.

The authority's contribution for each employee and income allocated to the employee's account are fully vested after five years of continuous service. The authority's contributions and interest forfeited by the employees who leave employment before five years of service are used to offset future contributions of the authority. No payments were made out of the forfeiture account.

Normal retirement date shall be the first day of the month following the employee's sixty-fifth birthday or after ten years of participation in the plan.

The authority's total payroll for the year ended September 30, 2022, was \$477,650. The authority's contributions were calculated using the base salary amount of \$477,650. The authority made the required contributions of \$66,871 for the year ended September 30, 2022.

**Housing Authority of the  
City of Crowley, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)  
SEPTEMBER 30, 2022**

**15. 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.

**16. SUBSEQUENT EVENTS**

Management has evaluated events and transactions subsequent to the Statement of Net Position date through, March 24, 2023, of the independent auditor's report for potential recognition or disclosure in the financial statements.

## **Supplementary Information**

**Housing Authority of the  
City of Crowley, Louisiana**

**Schedule of Compensation Benefits and Other Payments  
to Agency Head or Chief Executive Officer  
For the Year Ended September 30, 2022**

Crowley Housing Authority  
Kenneth M. Habetz, Executive-Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 164,767
Benefits-Insurance	12,182
Benefits-Retirement	23,070
Benefits (List any other here)	-0-
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

\*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**Housing Authority of the City of Crowley  
Crowley, Louisiana**

**Schedule of Expenditures of Federal Awards  
For the Year Ended September 30, 2022**

<b>Federal Grantor/Pass-Through Grantor/Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Federal Expenditures (\$)</b>
<b>Housing Voucher</b>		
Department of Housing and Urban Development Section 8 Housing Choice Vouchers	14.871	\$ <u>1,808,231</u>
<i>Total Department of Housing and Urban Development</i>		<u>1,808,231</u>
<b>Other Programs</b>		
Department of Housing and Urban Development Public Housing Capital Fund Public Housing Capital Fund	14.872	<u>247,353</u>
Total Public Housing Capital Fund		<u>247,353</u>
Public and Indian Housing Public Indian Housing	14.850	1,098,055
Public Indian Housing – CARES	14.PHC	<u>152,619</u>
Total Public and Indian Housing		<u>1,250,674</u>
<i>Total Department of Housing and Urban Development</i>		<u>1,498,027</u>
<b>Total Other Programs</b>		<u>1,498,027</u>
<b>Total Expenditures of Federal Awards</b>		<u>3,306,258</u>

The accompanying notes are an integral part of this schedule.

See independent auditor's report.

**Housing Authority of the City of Crowley  
Crowley, Louisiana**

**Notes to Schedule of Expenditures of Federal Awards  
For the Year Ended September 30, 2022**

Note A – Single Audit Requirements

The Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule” was released in the Federal Register on December 26, 2013 (2 CFR Chapter I, Chapter II, Part 200, et al.). This guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.” The new requirements state that an entity expending \$750,000 or more of federal funds adhere to the Uniform Requirements.

The funds used to account for these funds use the accrual basis of accounting.

**1.) General**

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority. The Housing Authority reporting entity is defined in Note 1 to the Housing Authority’s basic financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included on the schedule.

**2.) Basis of Accounting**

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to the Housing Authority’s basic financial statements.

**3.) Relationship to Basic Financial Statements**

Federal award revenues are reported in the Housing Authority’s basic financial statements as follows:

General:		
Section 8 Housing Choice Vouchers	\$	1,808,231
Public Housing Capital Fund		247,353
Public Indian Housing		1,098,055
Public Indian Housing- CARES		152,619
Total	\$	<u>3,306,258</u>

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 U.S. generally accepted accounting principles.

**4.) Federal Awards**

In accordance with HUD Notice PIH 98-14, “federal awards” do not include the Housing Authority’s operating income from rents or investments (or other non-federal sources). In addition, the entire amount of operating subsidy received during the fiscal year is considered to be “expended” during the fiscal year.

**5.) Indirect Cost Rate**

Housing Authority of the City of Crowley has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Housing Authority of the  
City of Crowley, Louisiana**

**Statement & Certification of Actual Modernization Cost  
Annual Contribution Contract  
September 30, 2022**

	<u>Complete</u> CFP Project 2018-501	<u>Incomplete</u> CFP Project 2019-501	<u>Incomplete</u> CFP Project 2020-501	<u>Incomplete</u> CFP Project 2021-501	<u>Total</u>
<b>The Actual Modernization Costs are as follows:</b>					
1. Funds Approved Total	\$ 781,695	\$ 815,047	\$ 877,531	\$ 864,227	\$ 3,338,500
Funds Expended Y-T-D	<u>(781,695)</u>	<u>(102,184)</u>	<u>-0-</u>	<u>-0-</u>	<u>(883,879)</u>
Excess of Funds Approved	<u>-0-</u>	<u>712,863</u>	<u>877,531</u>	<u>864,227</u>	<u>2,454,621</u>
2. Funds Advanced Y-T-D	781,695	102,184	-0-	-0-	883,879
Funds Expended Y-T-D	<u>(781,695)</u>	<u>(102,184)</u>	<u>-0-</u>	<u>-0-</u>	<u>(883,879)</u>
Excess of Funds Advanced	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

See independent auditor's report.





**Other Reports**

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

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### **INDEPENDENT AUDITOR'S 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**

Housing Authority of the  
City of Crowley  
Crowley, Louisiana

We have audited, in accordance with the 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 the business-type activities of the Housing Authority of the City of Crowley, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Crowley's basic financial statements, and have issued our report thereon dated March 24, 2023.

#### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Crowley'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 Crowley's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Crowley'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. 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 first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Crowley's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document and its distribution is not limited.

### *The Vercher Group*

Jena, Louisiana  
March 24, 2023

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374

### MEMBERS

American Institute of  
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### **INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE**

Housing Authority of the  
City of Crowley  
Crowley, Louisiana

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

We have audited the Housing Authority of the City of Crowley'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 the City of Crowley's major federal programs for the year ended June 30, 2022. The Housing Authority of the City of Crowley's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Housing Authority of the City of Crowley, LA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

#### **Basis for Opinion on Each Major Federal Program**

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). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Housing Authority of the City of Crowley, LA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Housing Authority of the City of Crowley, LA's compliance with the compliance requirements referred to above.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to the Housing Authority of the City of Crowley, La's federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Housing Authority of the City of Crowley, LA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Housing Authority of the City of Crowley, LA's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Housing Authority of the City of Covington, LA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Housing Authority of the City of Crowley, LA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances 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 Housing Authority of the City of Crowley, LA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on 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 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 charged 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. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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.

This report is intended solely for the information and use of management, the Legislator Auditor, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document, and its distribution is not limited.

The Vercher Group

Jena, Louisiana  
March 24, 2023

**HOUSING AUTHORITY OF THE  
CITY OF CROWLEY, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST  
For the Year Ended September 30, 2022**

We have audited the basic financial statements of the Housing Authority of the City of Crowley, as of and for the year ended September 30, 2022, and have issued our report thereon dated March 24, 2023. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

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**Section I Summary of Auditor's Results**

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Our audit of the financial statements as of September 30, 2022, resulted in an unmodified opinion.

**a. Report on Internal Control and Compliance Material to the Financial Statements**

Internal Control

Material Weaknesses  Yes      Significant Deficiencies  Yes

Compliance

Compliance Material to Financial Statements  Yes

**b. Federal Awards**

Internal Control

Material Weaknesses  Yes      Other Conditions  Yes

Type of Opinion on Compliance  Unmodified       Modified  
For Major Programs       Disclaimer       Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes       No

**c. Identification of Major Programs:**

<b>CFDA Number (s)</b>	<b>Name of Federal Program (or Cluster)</b>
14.850	Public and Indian Housing

Dollar threshold used to distinguish between Type A and Type B Programs: \$750,000

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance?  Yes  No

**HOUSING AUTHORITY OF THE  
CITY OF CROWLEY, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST  
For the Year Ended September 30, 2022**

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**Section II - Financial Statement Findings**

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No items identified.

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**Section III – Federal Awards Findings and Questioned Costs.**

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No items identified.



John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

## **THE VERCHER GROUP**

*A Professional Corporation of  
Certified Public Accountants*

**P.O. Box 1608  
1737 N 2<sup>nd</sup> St. – Suite A  
Jena, Louisiana 71342  
Tel: (318) 992-6348  
Fax: (318) 992-4374**

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## **MANAGEMENT LETTER COMMENTS**

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During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Housing Authority's plan for corrective action.

### **CURRENT YEAR MANAGEMENT LETTER COMMENTS**

There are no current year management letter comments.

**HOUSING AUTHORITY OF THE  
CITY OF CROWLEY, LOUISIANA**

**MANAGEMENT'S SUMMARY  
OF PRIOR YEAR FINDINGS**

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Legislative Auditor  
State of Louisiana  
Baton Rouge, Louisiana 70804-9397

The management of the Housing Authority of the City of Crowley has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended September 30, 2021.

**PRIOR YEAR FINDINGS**

No items identified.

John R. Vercher C.P.A.  
jrv@centurytel.net

Jonathan M. Vercher M.S., C.P.A.  
jonathanvercher@centurytel.net

David R. Vercher M.B.A., C.P.A., C.F.E.  
davidvercher@centurytel.net

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### **INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES**

Housing Authority of the City of Crowley  
Crowley, LA

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2021, through September 30, 2022. The Housing Authority of the City of Crowley's management is responsible for those C/C areas identified in the SAUPs.

The Housing Authority of the City of Crowley has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period October 1, 2021, through September 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

#### ***Written Policies and Procedures***

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- 1) Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or fiduciary fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, fiduciary fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials and appointed board members, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting requirement.

**Exceptions:**

- 1.) **Entity did not have a complete Information Technology Recovery/Business Continuity Policy.**

**Management's Response: Management will adopt a complete information technology recovery/business continuity policy.**

### ***Board or Finance Committee***

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- 2) Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. Alternately, for those entities reporting on the non-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

**No exceptions noted in the procedures performed.**

### ***Bank Reconciliations***

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- 3) Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged).
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged).
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**No exceptions noted in the procedures performed.**

### *Collections (excluding EFTs)*

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- 4) Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5) For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
  - a) Employees that are responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or fiduciary fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
- 6) Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
- 7) Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
  - a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
  - e) Trace the actual deposit per the bank statement to the general ledger.

**No exceptions noted in the procedures performed.**

***Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

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- 8) Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9) For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 10) For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe that the disbursement matched the related original invoice/billing statement.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

**No exceptions noted in the procedures performed.**

***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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- 11) Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12) Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

- b) Observe that finance charges and late fees were not assessed on the selected statements.
- 13) Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing) . For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**No exceptions noted in the procedures performed.**

***Travel and Travel-Related Expense Reimbursements (excluding card transactions)***

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- 14) Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**No exceptions noted in the procedures performed.**

***Contracts***

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- 15) Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).



- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**No exceptions noted in the procedures performed.**

### ***Payroll and Personnel***

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- 16) Obtain a listing of employees/officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 17) Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- 18) Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.
- 19) Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

**No exceptions noted in the procedures performed.**

## ***Ethics***

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- 20) Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain ethics documentation from management, and:
- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  
  - b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity’s ethics policy during the fiscal period.

**Exceptions: Not all employees/officials completed one hour of ethics training during the fiscal period.**

**Managements Response: All employees/officials will have one hour of ethics training completed during each fiscal period.**

## ***Debt Service***

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- 21) Obtain a listing of bonds/notes issued during the fiscal period and management’s representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.
- 22) Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**No exceptions noted in the procedures performed.**

## ***Fraud Notice***

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- 23) Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
- 24) Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**No exceptions noted in the procedures performed.**

## ***Information Technology Disaster Recovery/Business Continuity***

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- 25) Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
  - b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have active antivirus software and that the antivirus, operating system, and accounting system software are the most recent versions available (i.e. up-to-date).

**We performed the procedures and discussed the results with management.**

## ***Sexual Harassment***

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- 26) Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
- 27) Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
- 28) Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344.
- a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action;  
and
  - e) Amount of time it took to resolve each complaint.

**Exceptions: The selected employees/officials did not complete one hour of sexual harassment training during the calendar year and the sexual harassment report was not completed.**

**Management’s Response: All employees/elected officials will complete at least one hour of sexual harassment training each calendar year and the entity will issue a sexual harassment report before February 1.**

We were engaged by the Housing Authority of the City of Crowley to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Housing Authority of the City of Crowley and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

*The Vercher Group*

Jena, Louisiana  
March 24, 2023



**Financial Data Schedule**

Housing Authority of Crowley (LA029)  
CROWLEY, LA

Entity Wide Balance Sheet Summary

Submission Type: **Audited/Single Audit**

Fiscal Year End: **09/30/2022**

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	Subtotal	Total
111 Cash - Unrestricted	\$6,507,285		\$781,401	\$7,288,686	\$7,288,686
113 Cash - Other Restricted			\$67,073	\$67,073	\$67,073
114 Cash - Tenant Security Deposits	\$71,265			\$71,265	\$71,265
100 Total Cash	\$6,578,550	\$0	\$848,474	\$7,427,024	\$7,427,024
122 Accounts Receivable - HUD Other Projects	\$282			\$282	\$282
126 Accounts Receivable - Tenants	\$10,025			\$10,025	\$10,025
126.1 Allowance for Doubtful Accounts - Tenants	-\$3,280			-\$3,280	-\$3,280
126.2 Allowance for Doubtful Accounts - Other	-\$4,567			-\$4,567	-\$4,567
127 Notes, Loans, & Mortgages Receivable - Current	\$4,567			\$4,567	\$4,567
128 Fraud Recovery			\$23,273	\$23,273	\$23,273
128.1 Allowance for Doubtful Accounts - Fraud			-\$23,273	-\$23,273	-\$23,273
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$7,027	\$0	\$0	\$7,027	\$7,027
142 Prepaid Expenses and Other Assets	\$228,656		\$8,715	\$237,371	\$237,371
143 Inventories	\$19,027			\$19,027	\$19,027
143.1 Allowance for Obsolete Inventories	-\$951			-\$951	-\$951
150 Total Current Assets	\$6,832,309	\$0	\$857,189	\$7,689,498	\$7,689,498
161 Land	\$374,986			\$374,986	\$374,986
162 Buildings	\$20,654,536			\$20,654,536	\$20,654,536
163 Furniture, Equipment & Machinery - Dwellings	\$139,698			\$139,698	\$139,698
164 Furniture, Equipment & Machinery - Administration	\$333,226		\$27,264	\$360,490	\$360,490
165 Leasehold Improvements	\$1,774,497			\$1,774,497	\$1,774,497
166 Accumulated Depreciation	\$18,833,799		-\$27,264	\$18,861,063	\$18,861,063
160 Total Capital Assets, Net of Accumulated Depreciation	\$4,443,144	\$0	\$0	\$4,443,144	\$4,443,144
180 Total Non-Current Assets	\$4,443,144	\$0	\$0	\$4,443,144	\$4,443,144
290 Total Assets and Deferred Outflow of Resources	\$11,275,453	\$0	\$857,189	\$12,132,642	\$12,132,642
321 Accrued Wage/Payroll Taxes Payable	\$6,635			\$6,635	\$6,635
322 Accrued Compensated Absences - Current Portion	\$14,319		\$3,959	\$18,278	\$18,278
331 Accounts Payable - HUD PHA Programs			\$78	\$78	\$78
333 Accounts Payable - Other Government	\$10,000			\$10,000	\$10,000
341 Tenant Security Deposits	\$71,265			\$71,265	\$71,265
342 Unearned Revenue	\$10,231			\$10,231	\$10,231
310 Total Current Liabilities	\$112,450	\$0	\$4,037	\$116,487	\$116,487
354 Accrued Compensated Absences - Non Current	\$207,690		\$70,314	\$278,004	\$278,004
350 Total Non-Current Liabilities	\$207,690	\$0	\$70,314	\$278,004	\$278,004
300 Total Liabilities	\$320,140	\$0	\$74,351	\$394,491	\$394,491
508.4 Net Investment in Capital Assets	\$4,443,143	\$0	\$0	\$4,443,143	\$4,443,143
511.4 Restricted Net Position	\$0	\$0	\$67,073	\$67,073	\$67,073
512.4 Unrestricted Net Position	\$6,512,170	\$0	\$715,765	\$7,227,935	\$7,227,935
513 Total Equity - Net Assets / Position	\$10,955,313	\$0	\$782,838	\$11,738,151	\$11,738,151
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$11,275,453	\$0	\$857,189	\$12,132,642	\$12,132,642

Housing Authority of Crowley (LA029)  
CROWLEY, LA

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2022

	Project Total	14.PHC Public Housing CARES Act Funding	14.871 Housing Choice Vouchers	Subtotal	Total
70300 Net Tenant Rental Revenue	\$898,614			\$898,614	\$898,614
70400 Tenant Revenue - Other	\$299,731			\$299,731	\$299,731
70500 Total Tenant Revenue	\$1,198,345	\$0	\$0	\$1,198,345	\$1,198,345
70600 HUD PHA Operating Grants	\$1,098,055	\$152,619	\$1,808,231	\$3,058,905	\$3,058,905
70610 Capital Grants	\$247,353			\$247,353	\$247,353
71100 Investment Income - Unrestricted	\$6,510		\$497	\$7,007	\$7,007
71400 Fraud Recovery			\$24,284	\$24,284	\$24,284
71500 Other Revenue	\$436,739		\$35	\$436,774	\$436,774
70000 Total Revenue	\$2,987,002	\$152,619	\$1,833,047	\$4,972,668	\$4,972,668
91100 Administrative Salaries	\$226,941		\$109,596	\$336,537	\$336,537
91200 Auditing Fees	\$16,500			\$16,500	\$16,500
91400 Advertising and Marketing	\$435			\$435	\$435
91500 Employee Benefit contributions - Administrative	\$86,688		\$55,019	\$141,707	\$141,707
91600 Office Expenses	\$44,792	\$9,482	\$21,685	\$75,959	\$75,959
91800 Travel	\$783		\$425	\$1,208	\$1,208
91900 Other	\$28,008		\$17,245	\$45,253	\$45,253
91000 Total Operating - Administrative	\$404,147	\$9,482	\$203,970	\$617,599	\$617,599
93100 Water	\$77,370			\$77,370	\$77,370
93200 Electricity	\$342,741			\$342,741	\$342,741
93300 Gas	\$14,873			\$14,873	\$14,873
93500 Labor	\$3,600			\$3,600	\$3,600
93600 Sewer	\$85,297			\$85,297	\$85,297
93000 Total Utilities	\$523,881	\$0	\$0	\$523,881	\$523,881
94100 Ordinary Maintenance and Operations - Labor	\$139,955			\$139,955	\$139,955
94200 Ordinary Maintenance and Operations - Materials and Other	\$76,976	\$45,510	\$846	\$123,332	\$123,332
94300 Ordinary Maintenance and Operations Contracts	\$169,526	\$7,172	\$1,476	\$178,174	\$178,174
94500 Employee Benefit Contributions - Ordinary Maintenance	\$87,583			\$87,583	\$87,583
94000 Total Maintenance	\$474,040	\$52,682	\$2,322	\$529,044	\$529,044
96110 Property Insurance	\$272,613			\$272,613	\$272,613
96120 Liability Insurance	\$11,850		\$14,721	\$26,571	\$26,571
96130 Workmen's Compensation	\$12,839			\$12,839	\$12,839
96140 All Other Insurance	\$127,224			\$127,224	\$127,224
96100 Total insurance Premiums	\$424,526	\$0	\$14,721	\$439,247	\$439,247
96200 Other General Expenses			\$8,611	\$8,611	\$8,611
96210 Compensated Absences	\$34,776		\$9,740	\$44,516	\$44,516
96300 Payments in Lieu of Taxes	\$61,919			\$61,919	\$61,919
96400 Bad debt - Tenant Rents	\$39,164			\$39,164	\$39,164
96000 Total Other General Expenses	\$135,859	\$0	\$18,351	\$154,210	\$154,210
96900 Total Operating Expenses	\$1,962,453	\$62,164	\$239,364	\$2,263,981	\$2,263,981
97000 Excess of Operating Revenue over Operating Expenses	\$1,024,549	\$90,455	\$1,593,683	\$2,708,687	\$2,708,687
97100 Extraordinary Maintenance	\$22,407	\$7,170		\$29,577	\$29,577
97300 Housing Assistance Payments			\$1,488,290	\$1,488,290	\$1,488,290
97400 Depreciation Expense	\$590,479		\$0	\$590,479	\$590,479
90000 Total Expenses	\$2,575,339	\$69,334	\$1,727,654	\$4,372,327	\$4,372,327

10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$411,663	\$83,285	\$105,393	\$600,341	\$600,341
<b>11030 Beginning Equity</b>	<b>\$10,460,366</b>	<b>\$0</b>	<b>\$677,444</b>	<b>\$11,137,810</b>	<b>\$11,137,810</b>
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$83,284	-\$83,285	\$1	\$0	\$0
<b>11170 Administrative Fee Equity</b>			<b>\$715,765</b>	<b>\$715,765</b>	<b>\$715,765</b>
<b>11180 Housing Assistance Payments Equity</b>			<b>\$67,073</b>	<b>\$67,073</b>	<b>\$67,073</b>
<b>11190 Unit Months Available</b>	<b>3500</b>		<b>4560</b>	<b>8060</b>	<b>8060</b>
<b>11210 Number of Unit Months Leased</b>	<b>3405</b>		<b>4474</b>	<b>7879</b>	<b>7879</b>
<b>11270 Excess Cash</b>	<b>\$6,309,590</b>			<b>\$6,309,590</b>	<b>\$6,309,590</b>
<b>11620 Building Purchases</b>	<b>\$416,896</b>			<b>\$416,896</b>	<b>\$416,896</b>
<b>11650 Leasehold Improvements Purchases</b>	<b>\$27,749</b>			<b>\$27,749</b>	<b>\$27,749</b>