

**Northwest Louisiana Food Bank**  
**Financial Statements With Auditors' Report**  
**As of and for the Years Ended June 30, 2022 and 2021**

Northwest Louisiana Food Bank

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# COOK & MOREHART

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## Independent Auditors' Report

To the Board of Directors  
Northwest Louisiana Food Bank  
Shreveport, Louisiana

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the financial statements of Northwest Louisiana Food Bank, (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Northwest Louisiana Food Bank, (a nonprofit organization) as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended, in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Northwest Louisiana Food Bank and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *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, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the 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 Northwest Louisiana Food Bank's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### ***Auditors' 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 auditors' report that includes our opinion. 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 GAAS 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 judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment 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 of the effectiveness of Northwest Louisiana Food Bank's 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 judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Northwest Louisiana Food Bank's ability to continue as a going concern for a reasonable period of time.

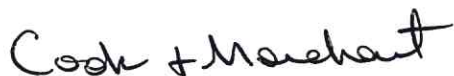
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, shown on pages 18-19, and the supplemental information schedule presented on page 20, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the 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 December 14, 2022, on our consideration of Northwest Louisiana Food Bank's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Northwest Louisiana Food Bank's 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 Northwest Louisiana Food Bank's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
December 14, 2022

Northwest Louisiana Food Bank  
Statements of Financial Position  
June 30, 2022 and 2021

Assets	2022	2021
Current assets:		
Cash and cash equivalents	\$ 7,095,228	\$ 16,021,837
Investments	9,367,118	137,684
Accounts receivable - grants	154,951	48,553
Accounts receivable - other	6,164	8,997
Prepaid expenses		8,308
Inventory - USDA	773,398	852,634
Inventory - Other	1,084,704	938,957
Total current assets	18,481,563	18,016,970
Noncurrent assets:		
Depreciable property and equipment, net	6,725,827	7,083,382
Non-depreciable property and equipment	873,733	944,750
Total noncurrent assets	7,599,560	8,028,132
Total Assets	\$ 26,081,123	\$ 26,045,102
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 19,233	\$ 319,233
Accrued liabilities	58,050	45,774
Refundable advance	33,819	
Total current liabilities	111,102	365,007
Net assets:		
With donor restrictions	1,195,618	926,793
Without donor restrictions	24,774,403	24,753,302
Total net assets	25,970,021	25,680,095
Total Liabilities and Net Assets	\$ 26,081,123	\$ 26,045,102

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

Northwest Louisiana Food Bank  
Statement of Activities  
For the Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues and Other Support:			
Annual campaign	\$ 548,481	\$	\$ 548,481
Contributions of cash and other financial assets - church, corporate, individuals	2,226,182		2,226,182
Contributions of nonfinancial assets - donated food supplies	15,049,376		15,049,376
Grants and contracts			
Government	348,463	7,220	355,683
Foundation	167,500		167,500
Other	203,089	415,000	618,089
United Way	17,015		17,015
Shared maintenance	635,783		635,783
Adopt a senior program	28,431		28,431
Miscellaneous	79,903		79,903
Interest income	77,133		77,133
Net assets released from restrictions:			
Satisfaction of restrictions	153,395	(153,395)	
Total revenues and other support	19,534,751	268,825	19,803,576
Expenses:			
Program services			
Food Bank	16,454,673		16,454,673
Supporting services			
Management and general	1,057,607		1,057,607
Fund Raising	159,774		159,774
Total expenses	17,672,054		17,672,054
Changes in net assets from operations	1,862,697	268,825	2,131,522
Nonoperating activities			
Investment return, net	(2,012,346)		(2,012,346)
Gain on sale of assets	170,750		170,750
Total nonoperating activities	(1,841,596)		(1,841,596)
Change in net assets	21,101	268,825	289,926
Net assets, beginning of year	24,753,302	926,793	25,680,095
Net assets, end of year	\$ 24,774,403	\$ 1,195,618	\$ 25,970,021

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

Northwest Louisiana Food Bank  
Statement of Activities  
For the Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, Gains and Other Support:			
Annual campaign	\$ 523,559	\$	\$ 523,559
Contributions of cash and other financial assets - church, corporate, individuals	11,582,947		11,582,947
Contributions of nonfinancial assets - donated food supplies	18,966,342	234,752	19,201,094
Grants and contracts			
Government	209,381	64,577	273,958
Foundation	90,918	9,582	100,500
Other	285,275		285,275
United Way	17,438		17,438
Shared maintenance	1,031,464		1,031,464
Adopt a senior program	26,060		26,060
Miscellaneous	141,972		141,972
Rent income	4,500		4,500
Interest income	24,386		24,386
Gain on forgiveness of loan	167,500		167,500
Net assets released from restrictions:			
Satisfaction of restrictions	1,790,412	(1,790,412)	
Total revenues, gains and other support	<u>34,862,154</u>	<u>(1,481,501)</u>	<u>33,380,653</u>
Expenses:			
Program services			
Food Bank	20,610,557		20,610,557
Supporting services			
Management and general	789,371		789,371
Fund Raising	180,621		180,621
Total expenses	<u>21,580,549</u>		<u>21,580,549</u>
Changes in net assets from operations	13,281,605	(1,481,501)	11,800,104
Nonoperating activities			
Investment return, net	26,551		26,551
Loss on disposal of fixed assets	(118,841)		(118,841)
Net nonoperating activities	<u>(92,290)</u>		<u>(92,290)</u>
Change in net assets	13,189,315	(1,481,501)	11,707,814
Net assets, beginning of year	11,563,987	2,408,294	13,972,281
Net assets, end of year	<u>\$ 24,753,302</u>	<u>\$ 926,793</u>	<u>\$ 25,680,095</u>

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



Northwest Louisiana Food Bank  
Statement of Functional Expenses  
For the Year Ended June 30, 2022

	Program Services	Support Services			Total
	Food Bank	Management & General	Fund Raising	Total	
Expenses					
Accounting	\$ 11,332	\$ 42,268	\$	\$ 42,268	\$ 53,600
Auto	116,283	1,777		1,777	118,060
Advertising			50,436	50,436	50,436
Computer expense	15,158	12,670	526	13,196	28,354
Depreciation	159,568	208,317		208,317	367,885
Dues & subscriptions		10,895		10,895	10,895
Food costs	15,474,077				15,474,077
Freight	105,270				105,270
Fringe		218,766		218,766	218,766
Insurance		92,912		92,912	92,912
Postage		3,957	265	4,222	4,222
Repairs & maintenance	34,644	45,703		45,703	80,347
Salaries	517,477	240,681	68,512	309,193	826,670
Supplies	8,589	22,560		22,560	31,149
Telephone	3,824	8,327	600	8,927	12,751
Travel	4,702	7,705	50	7,755	12,457
Utilities		101,984		101,984	101,984
Waste disposal	609	5,744		5,744	6,353
Miscellaneous	3,140	33,341	39,385	72,726	75,866
<b>Total Expenses</b>	<b>\$ 16,454,673</b>	<b>\$ 1,057,607</b>	<b>\$ 159,774</b>	<b>\$ 1,217,381</b>	<b>\$ 17,672,054</b>

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

Northwest Louisiana Food Bank  
Statement of Functional Expenses  
For the Year Ended June 30, 2021

	Program	Support Services			Total
	Services	Management	Fund	Total	
	Food	& General	Raising		
	Bank				
Expenses					
Accounting	\$	\$ 23,596	\$	\$ 23,596	\$ 23,596
Auto	79,757	27		27	79,784
Advertising			53,076	53,076	53,076
Computer expense	12,169	12,251	134	12,385	24,554
Depreciation	165,260	51,860		51,860	217,120
Dues & subscriptions		6,554		6,554	6,554
Food costs	19,523,416				19,523,416
Freight	58,105	1,565		1,565	59,670
Fringe	43,484	177,657	8,178	185,835	229,319
Insurance		88,522		88,522	88,522
Postage	254	2,963	1,246	4,209	4,463
Repairs & maintenance	102,260	74,632		74,632	176,892
Salaries	489,850	239,159	91,698	330,857	820,707
Supplies	121,793	16,796		16,796	138,589
Telephone	4,323	9,820	720	10,540	14,863
Travel	247	3,256		3,256	3,503
Utilities	2,935	56,528		56,528	59,463
Waste disposal	758	5,247		5,247	6,005
Miscellaneous	5,946	18,938	25,569	44,507	50,453
Total Expenses	<u>\$ 20,610,557</u>	<u>\$ 789,371</u>	<u>\$ 180,621</u>	<u>\$ 969,992</u>	<u>\$ 21,580,549</u>

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

Northwest Louisiana Food Bank  
Statements of Cash Flows  
For the Years Ended June 30, 2022 and 2021

Operating Activities

	2022	2021
Change in net assets	\$ 289,926	\$ 11,707,814
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	367,885	217,120
Gain on forgiveness of loan		(167,500)
Realized & unrealized (gain) loss on investment	2,012,345	(26,551)
Donation of stock	(25,179)	(6,438)
(Gain)/Loss on disposal of assets	(170,750)	118,841
(Increase) decrease in operating assets:		
Accounts receivable	(103,565)	139,856
Inventory - USDA	79,236	(234,752)
Inventory - other	(145,747)	246,685
Prepaid expenses	8,308	(1,666)
Increase (decrease) in operating liabilities:		
Accounts payable	(43,503)	(216,459)
Accrued liabilities	12,276	13,304
Refundable advance	33,819	
Net cash provided by operating activities	2,315,051	11,790,254

Investing Activities

Purchase of investments	(11,216,600)	
Proceeds from sale of investments		165,926
Proceeds from sale of assets	359,259	384,279
Payments for property and equipment	(384,319)	(2,959,427)
Net cash (used) in investing activities	(11,241,660)	(2,409,222)

Net increase (decrease) in cash and cash equivalents (8,926,609)      9,381,032

Cash and cash equivalents as of beginning of year 16,021,837      6,640,805

Cash and cash equivalents as of end of year \$ 7,095,228      \$ 16,021,837

Supplemental Cash flow Disclosures:

Noncash Investing Transactions:

Donated stock	\$ 25,179	\$ 6,438
Acquisition of property		
Cost of property and equipment	\$ 127,822	\$ 3,215,924
Trade account payable	256,497	(256,497)
Cash down payment for property and equipment	\$ 384,319	\$ 2,959,427

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

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021

(1) Summary of Significant Accounting Policies

A. Nature of Activities

The Northwest Louisiana Food Bank (the Food Bank) was organized in Shreveport during 1996 for the purpose of distributing food and commodities to various group feeding centers and food pantries in the parishes of Caddo, Bossier, Red River, Webster, Desoto, Claiborne, and Bienville in North Louisiana.

The Organization receives United States Department of Agriculture (USDA) donated food commodities for use in feeding needy households under the Food Bank Program. The Organization assumes full responsibility for all matters pertinent to the receipt, handling, storage, protection, accountability, and use of donated food commodities. The Organization also receives funding for administrative costs to support product maintenance.

The Northwest Louisiana Food Bank is the regional certified affiliate of America's Second Harvest, a national food bank organization located in Chicago, Illinois that links over 200 affiliated food banks with donations from over 250 major donors.

The Organization relies heavily on community volunteers or individuals doing community services as a condition of probation. The Organization relies on food donations from Second Harvest and related affiliates as well as donations from the United States Department of Agriculture, churches, benevolent trusts, corporations, and United Way to fund the daily operations.

B. Basis of Accounting

The financial statements of the Food Bank have been prepared on the accrual basis of accounting.

C. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards. Under those standards, the Organization is required to report information regarding its financial position and activities according to two classes of net assets:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of the organization. These net assets may be used at the discretion of Food Bank's management and the board of directors.

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of Food Bank or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. The Food Bank has adopted a policy to classify donor restricted contributions as without donor restrictions to the extent that donor restrictions were met in the year the contribution was received.

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

D. Income Tax Status

The Food Bank is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code, and therefore, is not subject to income taxes. However, income from certain activities not directly related to the Food Bank's tax-exempt purpose is subject to taxation as unrelated business income. The Food Bank had no such income for this audit period. The Organization's Form 990, Return of Organization Exempt from Income Tax, for the years ended June 30, 2019, 2020, 2021, and 2022 are subject to examination by the IRS, generally three years after they were filed.

E. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Food Bank considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

G. Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful life of each asset. The Federal government has a reversionary interest in property purchased with federal funds. Its disposition as well as the ownership of any proceeds there from is subject to federal regulations. The Food Bank has adopted a policy to capitalize expenditures for property and equipment with a unit cost of \$5,000 or more.

H. Contributions

Contributions received are recorded as increase in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor restrictions. When restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. In the absence of donor restrictions to the contrary, restrictions on contributions of property or equipment or on assets restricted to acquiring property or equipment expire when the property or equipment is placed in service.

I. Contributed Nonfinancial Assets

Contributed nonfinancial assets are comprised of donated food inventory received from the United States Department of Agriculture (USDA) and from other organizations. Donated food from USDA is valued at fair market value and is reflected as with donor restrictions until restrictions are met. Donated inventory received from other organizations is valued at the average price per pound as determined by the National Office of Feeding America. The Food Bank distributes donated food to local pantries as part of their ongoing operations.

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

J. Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities and the statement of functional expense. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Costs are directly charged to the function they benefit. Indirect or shared costs, including personnel, facility costs, and other are allocated among the programs and support services by a method that best measures the relative degree of benefit, based upon management's estimates.

K. Investments

Investments in equity securities are presented in the financial statements at fair value using level 1 fair value measures (quoted prices in active markets). For contributed investments, fair value of the gift is determined by the market value at the date of donation. Realized and unrealized gains and losses are included in investment return, along with interest and dividends, in the statement of activities. Investments are exposed to various risks, such as interest rate, market and credit risk. Due to the level of risk associated with the investments, it is at least reasonably possible that changes in the values of the investments will occur in the near term and that such changes could materially affect the amounts reported in the financial statements. Recent market conditions have resulted in an unusually high degree of volatility and increased the risks and may affect the short-term liquidity associated with certain investments held by the Food Bank which could impact the value of investments after the date of these financial statements. Because the values of individual investments fluctuate with market conditions, the amount of gains or losses that will be recognized in subsequent periods, if any, cannot be determined.

L. Fair Value Measurements

Generally accepted accounting principles establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities ("Level 1") and the lowest priority to unobservable inputs ("Level 3"). The three levels of the fair value hierarchy are described as follows:

Level 1: quoted prices (unadjusted) for identical assets or liabilities in active markets that the Organization has the ability to access as of the measurement date.

Level 2: significant other observable inputs than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

Level 3: significant unobservable inputs that reflect a reporting entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement.

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

M. Inventory

Purchased inventory is carried at cost, while inventory acquired from the United States Department of Agriculture is valued at fair market value. Donated inventory is based on the average price per pound as determined by the National Office of Feeding America. This price was \$1.53 for 2022 and \$1.70 for 2021.

(2) Concentrations of Credit Risk

Financial instruments that potentially subject the Food Bank to concentrations of credit risk consist principally of cash and cash equivalents, investments, and accounts receivable. Concentrations of credit risk with respect to accounts receivable are limited due to the receivables being small in nature and from several different entities and amounts due from governmental agencies under contractual terms. The Federal Deposit Insurance Corporation (FDIC) insures accounts up to \$250,000 at financial institutions and investment brokers. Securities Investor Protection Corporation (SIPC) insures funds on deposit with investment brokers up to \$500,000. SIPC covers losses from fraud and negligence of the registered securities dealer, but not against market losses or investments returns. The Food Bank had uninsured cash of \$5,521,986 and \$7,075,994 at June 30, 2022 and 2021, respectively.

(3) Investments

Investments in equity securities are presented in the financial statements at fair value using level 1 fair value measures (quoted prices in active markets). The fair value of certificates of deposit is determined by using a discounted cash flow calculation that applies interest rates currently being offered for deposits of similar remaining maturities to a schedule of expected maturities on the certificates. This results in a level 2 fair value measurement. Investments as of June 30, 2022 and 2021 consisted of the following:

	<u>2022</u>		<u>2021</u>	
	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>
Fixed income	\$ 389,754	\$ 409,953	\$	\$
Mutual funds	8,523,372	10,628,247		
Alternative investments	311,364	300,000		
Equities	<u>142,628</u>	<u>108,937</u>	<u>137,684</u>	<u>79,758</u>
Totals	<u>\$9,367,118</u>	<u>\$11,447,137</u>	<u>\$ 137,684</u>	<u>\$ 79,758</u>

For the year ended June 30, 2022, net investment return was \$(2,012,346), which consisted of realized and unrealized losses of \$(2,017,008) and interest and dividends of \$4,662. For the year ended June 30, 2021, net investment return was \$26,551, which consisted of realized and unrealized gains of \$24,829 and interest and dividends of \$1,722.

(4) Accounts Receivable – Grants

Various funding sources provide reimbursement of allowable costs under contracts or agreements. These balances represent amounts due from funding sources at June 30, 2022 and 2021, but received after those dates.

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

(5) Accrued Liabilities

Accrued liabilities consisted of the following at June 30, 2022 and 2021:

	2022	2021
Accrued leave payable	\$ 21,682	\$ 18,795
Accrued payroll	36,368	25,306
Payroll taxes and other related benefits payable		1,673
	\$ 58,050	\$ 45,774

(6) Property and Equipment

Property and equipment consisted of the following at June 30, 2022 and 2021:

	Estimated Depreciable Life	2022	2021
Buildings and improvements	7-39 years	\$ 6,170,602	\$ 6,473,270
Furniture and equipment	5-10 years	663,914	877,100
Vehicles	5-10 years	955,315	955,315
Land		873,733	944,750
Accumulated depreciation		(1,064,004)	(1,222,303)
Net investment in property and equipment		\$ 7,599,560	\$ 8,028,132

Depreciation expense for the years ended June 30, 2022 and 2021 was \$367,885 and \$217,120, respectively.

(7) Retirement Plan

The Food Bank provides for a Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) under Section 408(p) of the Internal Revenue Code. The plan covers full-time employees of the Food Bank. The Food Bank contributes a matching contribution equal to the employee's contributions up to a limit of 3% of the employee's compensation for the calendar year. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code if they wish. The amount contributed by the Food Bank to retirement plans on the employees behalf for the years ended June 30, 2022 and 2021, was \$18,580 and \$16,735, respectively.

(8) Concentrations and Dependence

The Food Bank entered into an agreement with the Louisiana Department of Agriculture and Forestry, Food Distribution Division, for the operation of a Food Distribution Program. The agreement is permanent, unless terminated by the Louisiana Department of Agriculture and Forestry for failing to comply with the provisions, instructions, or procedures outlined in the agreement. Under the terms of the agreement, commodities from the United States Department of Agriculture are passed through the Louisiana Department of Agriculture to the Food Bank for distribution. During the years ended June 30, 2022 and 2021, approximately 28% and 29%, respectively, of the total food donations received by the Food Bank were commodities from the Louisiana Department of Agriculture. During the years ended June 30, 2022 and 2021, approximately 85% and 87%, respectively, of the total shared maintenance received by the Food Bank was from the Louisiana Department of Agriculture.

(Continued)



Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

During the years ended June 30, 2022 and 2021, the Food Bank received contractual revenue from federal, state, local, and other grants in the amount of \$1,141,272 and \$659,733, respectively. The continued existence of these funds is based on annual contract renewals with various funding sources.

For the year ended June 30, 2021, contributions from one contributor totaling \$9,000,000 comprised approximately 27% of the total revenues and other support to the Food Bank.

(9) Net Assets

Net assets at June 30, 2022 and 2021, consisted of the following:

Net Assets Without Donor Restrictions:	<u>2022</u>	<u>2021</u>
Undesignated	\$17,174,843	\$ 16,725,170
Net investment in property and equipment	<u>7,599,560</u>	<u>8,028,132</u>
Total undesignated net assets	<u>24,774,403</u>	<u>24,753,302</u>
Total net assets without donor restrictions	<u>24,774,403</u>	<u>24,753,302</u>
Net Assets With Donor Restrictions:		
Subject to expenditure for specified purpose –		
Restricted for USDA commodities in inventory	773,398	852,634
Restricted for fundraising and food sourcing staff capacity building	415,000	
Restricted for equipment and equipment repairs		9,582
Restricted for food purchase	<u>7,220</u>	<u>64,577</u>
Total net assets with donor restrictions	<u>1,195,618</u>	<u>926,793</u>
Total Net Assets	<u>\$ 25,970,021</u>	<u>\$ 25,680,095</u>

(10) Liquidity and Availability of Financial Assets

The Food Bank monitors its liquidity so that it is able to meet its operating needs and other contractual commitments while maximizing the investment of its excess operating cash. The Food Bank has the following financial assets that could readily be made available within one year of the balance sheet to fund expenses without limitations:

Financial assets at year-end:	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 7,095,228	\$ 16,021,837
Investments	9,367,118	137,684
Grant receivables	154,951	48,553
Other receivables	6,164	8,997
Total financial assets	<u>16,623,461</u>	<u>16,217,071</u>
Less amounts not available to be used within one year:		
Net assets with donor restrictions (excluding USDA inventory)	<u>( 422,220)</u>	<u>( 74,159)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 16,201,241</u>	<u>\$ 16,142,912</u>

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

In addition to financial assets available to meet general expenditures over the year, the Food Bank operates with a balanced budget and anticipates covering general expenditures using the income generated from contractual agreements with governmental agencies and contributions. The Statement of Cash Flows identifies the sources and uses of the Food Bank's cash and shows positive cash generated by operations of \$2,315,051 and \$11,790,254 for fiscal years ending June 30, 2022 and June 30, 2021, respectively.

(11) Operating Leases

The Food Bank leases vehicles under operating leases. Rental costs for these leases for the years ended June 30, 2022 and 2021 were \$4,786 and \$6,426, respectively. Commitments under lease agreements having initial or remaining non-cancellable terms in excess of one year are as follows:

<u>For the Year Ending June 30,</u>	
2023	\$ 9,645
2024	9,645
2025	<u>6,032</u>
Total	<u>\$ 25,322</u>

(12) Loan Payable

In April 2020, the Food Bank received loan proceeds in the amount of approximately \$167,500 under the Paycheck Protection Program ("PPP"). The PPP was established as part of the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"). The loan and accrued interest are forgivable after twenty-four weeks as long as the borrower uses the loan proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The amount of loan forgiveness will be reduced if the borrower terminates employees or reduces salaries during the twenty-four week period. The unforgiven portion of the PPP loan is payable over two years at an interest rate of 1%, with a deferral of payments for the first six months.

In December 2020, the Food Bank received loan forgiveness in the amount of \$167,500, for the "PPP" loan. The forgiveness is recognized as gain on forgiveness of loan, on the statement of activities for the year ended June 30, 2021.

(13) Accounts Payable

Accounts payable consisted of the following at June 30, 2022 and 2021:

	<u>2022</u>	<u>2021</u>
Accounts payable	\$ 19,233	\$ 62,736
Construction payable		<u>256,497</u>
Total Accounts payable	<u>\$ 19,233</u>	<u>\$ 319,233</u>

(Continued)

Northwest Louisiana Food Bank  
Notes to Financial Statements  
June 30, 2022 and 2021  
(Continued)

(14) Subsequent Events

In August, 2022, the Food Bank awarded a contract for the construction of a new food pantry building in the amount of \$1,875,460.

On August 16, 2022, the Food Bank purchased a refrigerated truck in the amount of \$80,400. Funding for this purchase is expected to come from a grant from the Community Foundation.

Subsequent events have been evaluated through December 14, 2022, the date the financial statements were available to be issued.

(15) New Accounting Principle

In September 2020, the FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The amendments in this ASU will improve financial reporting by providing new presentation and disclosure requirements about contributed nonfinancial assets for not-for-profit entities, including additional disclosure requirements for recognized contributed services. The amendments will not change the recognition and measurement requirements. ASU 2020-07 is effective for fiscal years beginning after June 15, 2021. The Food Bank implemented the provisions of this ASU as of July 1, 2020.

Northwest Louisiana Food Bank  
Shreveport, Louisiana  
Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2022

Federal Grantor / Pass-Through Grantor / Program Title	Federal Assistance Listing Number	Pass-Through Grantor's Number	Passed Through to Subrecipients	Expenditures
<u>U.S. Department of Homeland Security</u>				
Passed through a local governing board Covid-19 - Emergency Food and Shelter Program Emergency Food and Shelter Program	97.024 97.024	Unknown Unknown	\$	\$ 111,120 17,390 <u>128,510</u>
<u>U.S. Department of Labor</u>				
Passed through City of Shreveport, Covid-19 - Dislocated Worker Grant Total U.S. Department of Housing and Urban Development	17.277	Unknown		<u>33,825</u> <u>33,825</u>
<u>U.S. Department of Housing and Urban Development</u>				
Passed through City of Shreveport, Covid 19 - Community Development Block Grant Total U.S. Department of Housing and Urban Development	14.218	Unknown		<u>25,000</u> <u>25,000</u>
<u>U.S. Department of Agriculture and Forestry</u>				
Passed through the Louisiana Department of Agriculture and Forestry Food Distribution Cluster Emergency Food Assistance Program Food Commodities Administrative Costs Total Food Distribution Cluster	10.569 10.568	Unknown Unknown	4,225,581	4,225,581 542,341 <u>4,767,922</u>
Passed through the Louisiana Department of Education Child Nutrition Cluster Summer Food Service Program Total Child Nutrition Cluster	10.559	Unknown		<u>17,129</u> <u>17,129</u>
Passed through the Louisiana Department of Children and Family Services SNAP Cluster SNAP Program Total SNAP Cluster	10.561	unknown		<u>36,208</u> <u>36,208</u>
Passed through the Louisiana Department of Education Child and Adult Care Food Program	10.558	Unknown		<u>120,392</u>
Total U.S. Department of Agriculture			<u>4,225,581</u>	<u>4,941,651</u>
Total Expenditures of Federal Awards			<u>\$ 4,225,581</u>	<u>\$ 5,128,986</u>

Northwest Louisiana Food Bank  
Shreveport, Louisiana  
Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended June 30, 2022

NOTE 1: Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Northwest Louisiana Food Bank under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the 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). Because the Schedule presents only a selected portion of the operations of Community Support Programs, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Northwest Louisiana Food Bank.

NOTE 2: Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3: Indirect Cost Rate

Northwest Louisiana Food Bank does not utilize an indirect cost rate.

NOTE 4: Nonmonetary Assistance

Nonmonetary assistance is reported in the schedule at the fair value of the commodities received and distributed. At June 30, 2022, the Food Bank had USDA Food Commodities in inventory totaling \$773,398.

Northwest Louisiana Food Bank  
Shreveport, Louisiana  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended June 30, 2022

Agency Head: Martha Marak, Executive Director

The following payments were made from public funds:

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 11,071

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

Independent Auditors' Report

To the Board of Directors  
Northwest Louisiana Food Bank

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 (*Government Auditing Standards*), the financial statements of Northwest Louisiana Food Bank, (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 14, 2022.

### Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northwest Louisiana Food Bank's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northwest Louisiana Food Bank's internal control. Accordingly, we do not express an opinion on the effectiveness of Northwest Louisiana Food Bank'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 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 were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Northwest Louisiana Food Bank'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 financial statements. 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.



Cook & Morehart  
Certified Public Accountants  
December 14, 2022



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## Report on Compliance for Each Major Program and on Internal Control Over Compliance Required By the Uniform Guidance

### Independent Auditors' Report

To the Board of Directors  
Northwest Louisiana Food Bank

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

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

We have audited Northwest Louisiana Food Bank's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Northwest Louisiana Food Bank's major federal programs for the year ended June 30, 2022. Northwest Louisiana Food Bank'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, Northwest Louisiana Food Bank complied in all material respects, with the 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 audits of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); 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 responsibility under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Northwest Louisiana Food Bank 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 Northwest Louisiana Food Bank's compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

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, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Northwest Louisiana Food Bank's federal programs.

### ***Auditors' 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 Northwest Louisiana Food Bank'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 GAAS, *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 judgement made by a reasonable user of the report on compliance about Northwest Louisiana Food Bank's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgement and maintain professional skepticism throughout the audit.
- identify and assess the risk 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 Northwest Louisiana Food Bank'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 Northwest Louisiana Food Bank'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 Northwest Louisiana Food Bank'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 Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not 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 requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
December 14, 2022

Northwest Louisiana Food Bank  
 Shreveport, Louisiana  
 Summary Schedule of Prior Audit Findings  
 June 30, 2022

There were no findings or questioned costs for the audit for the year ended June 30, 2021.

Schedule of Findings and Questioned Costs  
 June 30, 2022

**A. Summary of Audit Results**

Financial Statements

Type of audit report issued : Unmodified

Internal control over financial reporting :

Material weaknesses identified :  yes  no  
 Significant deficiencies identified :  yes  none reported

Noncompliance material to financial statements noted :

yes  no

Federal Awards

Internal control over major programs :

Material weaknesses identified :  yes  no  
 Significant deficiencies identified :  yes  none reported

Type of auditors' report issued on compliance for major federal programs : Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)

yes  no

Identification of major federal programs :

Food Distribution Cluster  
 Emergency Food Assistance Program -  
 Federal Assistance Listing #10.569 and #10.568

Dollar threshold used to distinguish between type A and type B programs : \$750,000

Auditee qualified as low risk :  yes  no

**B. Findings – Financial Statements Audit: None**

**C. Findings and Questioned Costs – Major Federal Award Programs Audit: None**

Northwest Louisiana Food Bank  
Shreveport, Louisiana  
Summary Schedule of Prior Year Audit Findings  
Schedule for Louisiana Legislative Auditor  
June 30, 2022

There were no findings or questioned costs for the prior year audit ended June 30, 2021.

Summary Schedule of Current Year Audit Findings  
Schedule for Louisiana Legislative Auditor  
June 30, 2022

There are no findings or questioned costs for the current year audit period ended June 30, 2022.

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Directors  
Northwest Louisiana Food Bank  
Shreveport, Louisiana  
and the Louisiana Legislative Auditor

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 July 1, 2021 through June 30, 2022. The Northwest Louisiana Food Bank's (Food Bank) management is responsible for those C/C areas identified in the SAUPs.

Northwest Louisiana Food Bank 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 July 1, 2021 through June 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***

1. Obtain and inspect the entity's written policies and procedures and observe whether 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 collection for each type of revenue or agency fund additions.

- 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
- 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 Statutes (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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosures/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.

Management provided written policies and procedures addressing all of the above, as applicable.

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

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 whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit 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.

Procedures performed. No exceptions noted.

### ***Bank Reconciliations***

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 selected each account, and observe that:

Management provided the requested information, along with management's representation that the listing is complete.

- 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); and
- 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.

Procedures performed. No exceptions noted.

### ***Collections (excluding electronic funds transfers)***

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).

Management provided the requested information, along with management's representation that the listing is complete.

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 agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.

Procedures performed. No exceptions noted.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

Procedures performed. No exceptions noted.



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). 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 and the cash is stored securely in a locked safe drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

Procedures performed. No exceptions noted.

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

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). Management provided the requested information, along with management's representation that the listing is complete.
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.

Procedures performed. No exceptions noted.

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Procedures performed. No exceptions noted.

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

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), 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.

Management provided the requested information, along with 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 whether 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) were 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.

Procedures performed. Noted the following exception:

*Exception:* There was no evidence that one statement selected for testing was reviewed and approved in writing by someone other than the authorized card holder.

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 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. For each transaction, report whether the transaction is supported by:
  - 1) An original itemized receipt (i.e., identifies precisely what was purchased)
  - 2) Written documentation of the business/public purpose.
  - 3) Other documentation that may be required by written policy (e.g., purchase order, written authorization.)

Procedures performed. Noted the following exceptions:

*Exception:* Nine (9) receipts totaling \$1,073.08, did not contain written documentation of the business purpose.

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

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, observe the approved reimbursement rate is no more than 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 the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe 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 each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

There were no travel or travel related expense reimbursements during the fiscal period.

***Contracts***

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 whether 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 whether 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 the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - 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 the invoice and related payment agreed to the terms and conditions of the contract.

Procedures performed. No exceptions noted.

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

16. Obtain a listing of employees/elected 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.

Management provided the requested information, along with management's representation that the listing is complete.

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).
  - b) Observe that supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Procedures performed. No exceptions noted.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Management provided the requested information, along with management's representation that the listing is complete.

There were no employees receiving termination payments during the fiscal period.

19. Obtain management's representation that employer and employee portions of third party payroll-related amounts (payroll taxes, retirement contributions, health insurance premiums, garnishments, and workers' compensation premiums, etc.) have been paid, and associated forms have been filed by required deadlines.

Procedures performed. No exceptions noted.

### ***Ethics***

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Not applicable.

### ***Debt Service***

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

Not applicable to nonprofit organizations.

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).

Not applicable to nonprofit organizations.

### ***Fraud Notice***

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.

Management provided representation that there were not any misappropriations of public funds and assets during the fiscal period.

24. Observe 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

We observed that the Food Bank 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.

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

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 current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

**Sexual Harassment**

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 the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Not applicable.

27. Observe 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).

Not applicable.

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 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.

Not applicable.

We were engaged by the Northwest Louisiana Food Bank 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 Northwest Louisiana Food Bank 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.



Cook & Morehart  
Certified Public Accountants  
December 14, 2022

Food Bank of Northwest Louisiana  
285 Mount Zion Road  
Shreveport, LA 71106



Food Bank of  
Northwest Louisiana



December 14, 2022

Cook & Morehart, CPAs  
1215 Hawn Ave  
Shreveport, LA 71107

Northwest Louisiana Food Bank submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended June 30, 2022:

*Exception:* There was no evidence that one debit card statement selected for testing was reviewed and approved in writing by someone other than the authorized card holder.

*Response:* The Food Bank will implement procedures to ensure that debit card statements are reviewed and approved in writing by someone other than the authorized card holder.

*Exception:* Nine (9) receipts totaling \$1,073.08 did not contain written documentation of the business purpose.

*Response:* The Food Bank will implement procedures to ensure that the business purpose is clearly documented on all receipts.

Sincerely,

Martha Marak  
Executive Director

2022-2023  
Board of Directors

Lamar Pugh  
**Chairman**

Julie Blewer  
**Vice Chairman**

Traci Washington  
**Treasurer**

Jaf Fielder  
**Secretary**

Trey Smith  
**Past Chairman**

RaShad Bristo  
Robert Folsom  
Ken Krueger  
Kim McGuirt  
Marc Price  
Margaret Shehee  
Leo Stevenson

Martha Marak  
**Executive Director**

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