

**EISNERAMPER**

**DISABILITY RIGHTS LOUISIANA**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**



## TABLE OF CONTENTS

	<u>Page</u>
<u>Independent Auditors' Report</u>	1 - 3
<u>Financial Statements</u>	
Consolidated Statements of Financial Position	4
Consolidated Statements of Activities	5
Consolidated Statement of Functional Expenses Year Ended September 30, 2023	6 - 7
Consolidated Statement of Functional Expenses Year Ended September 30, 2022	8 - 9
Consolidated Statements of Cash Flows	10
Notes to Consolidated Financial Statements	11 - 20
<u>Supplemental Information</u>	
Consolidating Statements of Financial Position	21
Consolidating Statements of Activities	22 - 23
Schedule of Compensation, Benefits, and Other Payments to Agency Head	24
<u>Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i></u>	25 - 26
<u>Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance</u>	27 - 29
<u>Schedule of Expenditures of Federal Awards</u>	30
<u>Notes to Schedule of Expenditures of Federal Awards</u>	31
<u>Schedule of Findings and Questioned Costs</u>	32 - 33
<u>Summary Schedule of Prior Audit Findings</u>	34

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Disability Rights Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Disability Rights Louisiana (a nonprofit organization) (DRLA), which comprise the consolidated statement of financial position as of September 30, 2023, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of DRLA as of September 30, 2023, and the consolidated changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit 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 DRLA 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 opinion.

#### ***Prior Period Financial Statements and Report on Supplementary Information***

The financial statements of DRLA for the year ended September 30, 2022, were audited by other auditors and their report thereon dated June 30, 2023, expressed an unmodified opinion on those financial statements. Their report, as of the same date, on the supplementary information on pages 21 through 23 relating to the 2022 financial statements stated that, in their opinion, such information was fairly stated in all material respects in relation to the financial statements for the year ended September 30, 2022, as a whole.

#### ***Emphasis of Matter***

As discussed in Note 1 to the financial statements in 2023, DRLA adopted new accounting guidance in connection with its implementation of Financial Accounting Standards Board (FASB) Accounting Standards Updated (ASU) No. 2016-12, *Leases* (Topic 842). Our opinion is not modified with respect to this matter.

### ***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 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 DRLA's ability to continue as a going concern within one year after the date that the consolidated 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 consolidated 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 on the effectiveness of DRLA'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 DRLA'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.



### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The consolidating statement of financial position as of September 30, 2023; consolidating statement of activities for the year ended September 30, 2023; and schedule of compensation, benefits, and other payments to agency head are presented for the purposes of additional analysis and are not a required part of the 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*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information, as listed above and the schedule of expenditures of federal awards, is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by Governmental Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated May 8, 2024, on our consideration of DRLA'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 DRLA'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 DRLA's internal control over financial reporting and compliance.

The logo for EisnerAmper LLP, featuring the company name in a stylized, cursive script font.

EISNERAMPER LLP  
Metairie, Louisiana  
May 8, 2024



**DISABILITY RIGHTS LOUISIANA****CONSOLIDATED STATEMENTS OF FINANCIAL POSITION**  
**SEPTEMBER 30, 2023 AND 2022**

	<b>2023</b>	<b>2022</b>
<b><u>ASSETS</u></b>		
Cash	\$ 699,436	\$ 952,129
Grants receivable	539,889	901,192
Other receivable	2,057	762
Prepaid expenses	76,863	73,734
Investments	396,669	74,084
Property and equipment, net	969,742	1,008,185
Right-of-use asset	92,265	-
	<u>2,776,921</u>	<u>3,010,086</u>
Total assets	<u>\$ 2,776,921</u>	<u>\$ 3,010,086</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b><u>LIABILITIES</u></b>		
Accounts payable and accrued liabilities	\$ 166,317	\$ 223,921
Refundable advances	147,519	178,478
Accrued vested annual leave benefits	153,559	154,308
Lease liability	88,829	-
Note payable	622,591	654,861
	<u>1,178,815</u>	<u>1,211,568</u>
Total liabilities	<u>1,178,815</u>	<u>1,211,568</u>
<b><u>NET ASSETS</u></b>		
Without donor restrictions	<u>1,598,106</u>	<u>1,798,518</u>
Total net assets	<u>1,598,106</u>	<u>1,798,518</u>
Total liabilities and net assets	<u>\$ 2,776,921</u>	<u>\$ 3,010,086</u>

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

**DISABILITY RIGHTS LOUISIANA**

**CONSOLIDATED STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

	<b><u>2023</u></b>	<b><u>2022</u></b>
	<b><u>Without Donor</u></b>	<b><u>Without Donor</u></b>
	<b><u>Restrictions</u></b>	<b><u>Restrictions</u></b>
<b><u>REVENUES AND SUPPORT</u></b>		
Grants	\$ 4,232,033	\$ 3,978,486
Contributions	21,874	18,981
Attorney fees	500	9,741
Other	3,924	38,430
Investment return, net of expenses	14,413	2,280
	<u>4,272,744</u>	<u>4,047,918</u>
<b><u>EXPENSES</u></b>		
Program services	4,100,252	3,794,140
Support services	372,904	338,688
	<u>4,473,156</u>	<u>4,132,828</u>
Change in net assets	(200,412)	(84,910)
<b><u>NET ASSETS, BEGINNING OF YEAR</u></b>	<u>1,798,518</u>	<u>1,883,428</u>
<b><u>NET ASSETS, END OF YEAR</u></b>	<u>\$ 1,598,106</u>	<u>\$ 1,798,518</u>

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

**DISABILITY RIGHTS LOUISIANA**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<b>Program Services</b>							
	Protection and Advocacy for Persons with the Developmental Disabilities	Protection and Advocacy for Individuals with Mental Illness	Protection and Advocacy for Individual Rights	Community Living Ombudsman Program	Louisiana Department of Justice Supported Independent Living Advocacy Program	Protection and Advocacy for Beneficiaries with Representative Payees	Financial Access Inclusion and Resources	Work Incentives Planning and Assistance
Salaries	\$ 328,493	\$ 261,966	\$ 95,738	\$ 604,821	\$ 76,920	\$ 413,622	\$ 170,406	\$ 165,909
Fringe benefits	66,734	53,335	19,840	164,159	20,723	95,500	33,649	47,887
Occupancy and other office-related costs	30,082	36,089	9,549	56,348	10,096	81,728	16,013	20,047
Informational technology service contracts	4,098	3,295	1,210	9,090	1,196	8,940	5,808	2,339
Consultant fees	29,137	5,747	2,711	19,023	2,614	12,659	4,520	14,111
Travel	11,637	4,346	847	19,840	996	21,399	1,062	337
Contractual services	45,588	71,319	8,475	48,872	6,609	32,584	13,950	13,102
Miscellaneous	4,470	2,771	1,089	5,944	2,630	8,786	3,345	1,678
Interest expense	136	123	51	1	-	2,001	21	253
Depreciation expense	-	-	-	-	-	-	-	-
Equipment expenses	236	2,393	555	2,631	4,022	4,844	3,863	3,405
<b>Total expenses</b>	<b>\$ 520,611</b>	<b>\$ 441,384</b>	<b>\$ 140,065</b>	<b>\$ 930,729</b>	<b>\$ 125,806</b>	<b>\$ 682,063</b>	<b>\$ 252,637</b>	<b>\$ 269,068</b>

(continued)

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



**DISABILITY RIGHTS LOUISIANA**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2023  
(CONTINUED)**

	<b>Program Services</b>				<b>Supporting Services</b>		
	Client Assistance Program	Protection & Advocacy of Voter Assistance	Protection & Advocacy for Beneficiaries of Social Security	Other Programs	Total Program Services	Management and General	Total
Salaries	\$ 81,562	\$ 50,901	\$ 68,205	\$ 288,343	\$ 2,606,886	\$ 137,906	\$ 2,744,792
Fringe benefits	17,891	10,958	13,820	48,810	593,306	34,726	628,032
Occupancy and other office-related costs	9,336	6,580	5,511	26,943	308,322	90,380	398,702
Informational technology service contracts	1,099	641	959	3,274	41,949	26,544	68,493
Consultant fees	2,302	1,527	2,063	15,592	112,006	5,896	117,902
Travel	3,424	469	311	7,341	72,009	5,572	77,581
Contractual services	5,693	2,695	9,540	16,718	275,145	21,725	296,870
Miscellaneous	2,446	690	2,720	18,352	54,921	(20,646)	34,275
Interest expense	(7)	97	18	25	2,719	31,047	33,766
Depreciation expense	-	-	-	-	-	38,443	38,443
Equipment expenses	4,319	625	4,032	2,064	32,989	1,311	34,300
<b>Total expenses</b>	<b>\$ 128,065</b>	<b>\$ 75,183</b>	<b>\$ 107,179</b>	<b>\$ 427,462</b>	<b>\$ 4,100,252</b>	<b>\$ 372,904</b>	<b>\$ 4,473,156</b>

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

**DISABILITY RIGHTS LOUISIANA**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	<b>Program Services</b>							
	Protection and Advocacy for Persons with the Developmental Disabilities	Protection and Advocacy for Individuals with Mental Illness	Protection and Advocacy for Individual Rights	Community Living Ombudsman Program	Louisiana Department of Justice Supported Independent Living Advocacy Program	Protection and Advocacy for Beneficiaries with Representative Payees	Financial Access Inclusion and Resources	Work Incentives Planning and Assistance
Salaries	\$ 321,897	\$ 303,122	\$ 133,709	\$ 619,349	\$ 87,480	\$ 341,030	\$ 169,454	\$ 145,315
Fringe benefits	63,156	60,858	27,241	146,652	18,774	76,597	30,301	35,386
Occupancy and other office-related costs	27,149	25,167	12,634	57,127	8,550	67,798	16,714	17,399
Informational technology service contracts	6,396	6,566	2,800	14,021	1,960	7,959	3,914	3,046
Consultant fees	7,001	2,846	1,635	8,223	1,195	4,839	2,315	22,288
Travel	3,576	8,881	934	18,914	268	7,715	486	1,451
Contractual services	13,093	38,849	4,429	19,420	2,698	12,047	15,293	4,970
Miscellaneous	9,087	4,294	2,998	8,817	348	11,639	3,064	813
Interest expense	-	-	-	-	-	-	-	-
Depreciation expense	-	-	-	-	-	-	-	-
Equipment expenses	6,987	7,307	534	5,201	11,170	1,766	1,550	9,417
<b>Total expenses</b>	<b>\$ 458,342</b>	<b>\$ 457,890</b>	<b>\$ 186,914</b>	<b>\$ 897,724</b>	<b>\$ 132,443</b>	<b>\$ 531,390</b>	<b>\$ 243,091</b>	<b>\$ 240,085</b>

(continued)

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

**DISABILITY RIGHTS LOUISIANA**

**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED SEPTEMBER 30, 2022  
(CONTINUED)**

	<b>Program Services</b>				<b>Supporting Services</b>		
	Client Assistance Program	Protection & Advocacy of Voter Assistance	Protection & Advocacy for Beneficiaries of Social Security	Other Programs	Total Program Services	Management and General	Total
Salaries	\$ 80,163	\$ 43,759	\$ 40,053	\$ 269,998	\$ 2,555,329	\$ 122,002	\$ 2,677,331
Fringe benefits	13,714	9,146	7,351	45,825	535,001	24,161	559,162
Occupancy and other office-related costs	7,407	7,014	5,630	26,363	278,952	74,864	353,816
Informational technology service contracts	1,511	957	873	5,129	55,132	4,044	59,176
Consultant fees	995	539	577	3,278	55,731	4,013	59,744
Travel	501	341	1,286	2,127	46,480	4,166	50,646
Contractual services	2,750	1,265	3,249	9,810	127,873	18,688	146,561
Miscellaneous	2,968	730	16,666	26,596	88,020	4,791	92,811
Interest expense	-	-	-	-	-	36,896	36,896
Depreciation expense	-	-	-	-	-	42,293	42,293
Equipment expenses	2,073	1,525	1,989	2,103	51,622	2,770	54,392
<b>Total expenses</b>	<b>\$ 112,082</b>	<b>\$ 65,276</b>	<b>\$ 77,674</b>	<b>\$ 391,229</b>	<b>\$ 3,794,140</b>	<b>\$ 338,688</b>	<b>\$ 4,132,828</b>

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

**DISABILITY RIGHTS LOUISIANA****CONSOLIDATED STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

	<b><u>2023</u></b>	<b><u>2022</u></b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Change in net assets	\$ (200,412)	\$ (84,910)
Adjustments to reconcile change in net assets to net cash used in operating activities		
Depreciation	38,443	42,293
Unrealized gain on investments	(585)	(610)
Amortization of right of use assets	24,914	-
Change in assets and liabilities		
Grants receivable	361,303	(215,917)
Other receivable	(1,295)	-
Prepaid expenses	(3,129)	(6,394)
Accounts payable and accrued liabilities	(57,604)	110,065
Lease liability	(28,350)	-
Refundable advances	(30,959)	37,119
Accrued vested annual leave benefits	(749)	(12,491)
	<u>101,577</u>	<u>(130,845)</u>
Net cash provided by (used in) operating activities		
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchases of investments	(590,000)	-
Proceeds from sale of investments	268,000	314,678
	<u>(322,000)</u>	<u>314,678</u>
Net cash provided by (used in) investing activities		
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>		
Payments on notes payable	(32,270)	(139,598)
	<u>(32,270)</u>	<u>(139,598)</u>
Net cash used in financing activities		
Net increase (decrease) in cash	(252,693)	44,235
Cash, beginning of year	952,129	907,894
Cash, end of year	<u>\$ 699,436</u>	<u>\$ 952,129</u>
<b><u>SUPPLEMENTAL DISCLOSURES</u></b>		
Cash paid for interest	<u>\$ 30,829</u>	<u>\$ 36,896</u>
Right-of-use asset obtained in exchange for lease obligation	<u>\$ 117,179</u>	<u>\$ -</u>

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

## DISABILITY RIGHTS LOUISIANA

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS SEPTEMBER 30, 2023

#### (1) Organization

The accompanying consolidated financial statements include the accounts of Disability Rights Louisiana and Eighth Muse, Incorporated (collectively, DRLA) due to DRLA's control and economic interest in Eighth Muse, Incorporated. All significant intercompany accounts and transactions have been eliminated.

DRLA was organized to protect and advocate for the human and legal rights of persons living in Louisiana who are elderly or disabled. DRLA was founded pursuant to a federal law establishing protection and advocacy systems in each state and territory in the U.S. The mandate of the protection and advocacy systems is "to pursue legal, administrative, and other appropriate means to ensure the rights of persons with development disabilities in the state." Since 1977, the client base has been expanded to include other populations, such as persons with other mental and physical disabilities and senior citizens.

Eighth Muse, Incorporated is a non-profit organization organized under the laws of the State of Louisiana. Its primary purpose is the leasing of a commercial building that serves as the administrative and program offices of DRLA in New Orleans, Louisiana.

DRLA's key programs include:

#### Protection & Advocacy for Persons with Developmental Disabilities (PADD)

Primarily legal work and policy work that is performed on behalf of an individual or group of individuals who have a diagnosis of intellectual and/or developmental disabilities (I/DD).

#### Protection & Advocacy for Individuals with Mental Illness (PAIMI)

Primarily legal work and policy work that is performed on behalf of an individual or group of individuals who have documented mental illness.

#### Protection & Advocacy for Individual Rights (PAIR)

Primarily legal work and policy work that is performed on behalf of individuals with disabilities who are not covered under PADD or PAIMI (typically physical disabilities and/or adult onset/acquired disabilities).

#### Community Living Ombudsman Program (CLOP)

Statewide program that monitors private intermediate care facility/developmentally disabled individuals for instances of abuse and neglect. Also assists in moving individuals with I/DD into the community.

#### Louisiana Department of Justice Supported Independent Living Advocacy Program (SILAP)

Program designed to assist individuals with I/DD who are receiving home and community-based services benefits (residing in the Greater New Orleans and Baton Rouge areas) to be supported in the community and not be subjected to abuse and neglect.

#### Protection and Advocacy for Beneficiaries with Representative Payees

This program conducts reviews on representative payee performance on behalf of the Social Security Administration (SSA). The program provides oversight to representative payees and their services to beneficiaries as well as giving them support to better understand their role and responsibilities.

## DISABILITY RIGHTS LOUISIANA

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS SEPTEMBER 30, 2023

#### (1) Organization (continued)

##### Financial Access Inclusion and Resources (FAIR)

Program which assists formerly incarcerated individuals with disabilities in the Greater New Orleans area obtain employment and gain economic and financial stability.

##### Work Incentives Planning and Assistance (WIPA)

Education and assistance provided to individuals with disabilities who are receiving various types of disability (and other) benefits and how those benefits may be affected by income and assets.

##### Client Assistance Program (CAP)

Primarily advocacy and case management around assisting individuals with disabilities who are eligible for state vocational rehabilitation services to understand supports and how to use them to gain employment.

##### Protection & Advocacy of Voter Assistance (PAVA)

Legal, advocacy, policy and monitoring work that increases voter participation among individuals with disabilities (ex: monitoring polling sites for accessibility compliance).

##### Protection & Advocacy for Beneficiaries of Social Security (PABSS)

Primarily legal work, advocacy and policy work that is performed on behalf of an individual with a disability who is currently being provided social security benefits (ex: handling situations of over payment).

#### Other Programs:

##### Protection & Advocacy for Individuals with Traumatic Brain Injury (PATBI)

Primarily legal work and policy work that is performed on behalf of an individual or group of individuals who have sustained a traumatic brain injury after the age of 22 (examples: car accidents and combat veterans).

##### Protection & Advocacy for Assistive Technology (PAAT)

Primarily legal work that is performed on behalf of an individual or individuals with any disability that involves them exercising their right to appropriate forms of disability related assistive technology.

##### Interest on Lawyer's Trust Account (IOLTA) – Louisiana Bar Foundation

A dual program (divided into serving Children and Adults with disabilities). Used to provide legal services to individuals with mental illness.

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(2) Summary of Significant Accounting Policies**

##### **Basis of Presentation**

The accompanying consolidated financial statements of DRLA have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

U.S. GAAP requires DRLA to report information regarding its financial position and activities according to the following net asset classifications:

*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 objectives of DRLA. These net assets may be used at the discretion of DRLA's management and 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 DRLA or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. As of September 30, 2023 and 2022, DRLA had no net assets with donor restrictions.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restrictions are accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the consolidated statements of activities.

##### **Cash and Cash Equivalents**

Cash includes amounts on deposit at financial institutions. DRLA considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents. DRLA held cash equivalents including money market accounts in the amount of \$4,318 and \$315,532 as of September 30, 2023 and 2022, respectively.

##### **Grants Receivable**

Grants receivable are stated at the amount management expects to collect from outstanding balances. Management determines the allowance for uncollectable grants receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Grants receivable are written off when deemed uncollectable. DRLA considers grants receivable to be fully collectable since the balance consists principally of payments due under governmental contracts; therefore, management determined no allowance was required as of September 30, 2023 and 2022.

##### **Prepaid Expenses**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses.

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(2) Summary of Significant Accounting Policies (continued)**

##### **Investments**

DRLA records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the consolidated statements of financial position. Investment return, net, is reported in the consolidated statements of activities and consists of interest and dividend income and realized and unrealized capital gains and losses, less external investment expenses.

##### **Property and Equipment**

DRLA records property and equipment additions over \$5,000 at cost, or if donated, at fair value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets ranging from 3 to 25 years. When assets are sold or otherwise disposed of, the cost and related depreciation are removed from the accounts, and any resulting gain or loss is included in the consolidated statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed as incurred.

Management reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the years ended September 30, 2023 and 2022.

##### **Revenue Recognition**

DRLA recognizes contributions when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give – that is, those with measurable performance or other barriers and right of return (or release) – are not recognized until the conditions on which they depend have been substantially met.

Grants are deemed to be non-exchange transactions. Revenues from grants are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when DRLA has met the performance requirements and/or incurred expenditures in compliance with specific grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the consolidated statements of financial position. As of September 30, 2023 and 2022, the amounts of conditional grants awarded for which expenditures had been not incurred, and therefore not recognized as revenue, were \$2,631,219 and \$2,315,549, respectively. These amounts include refundable advances and amounts not received as of year-end.

##### **Functional Allocation of Expenses**

The costs of program and supporting services activities have been summarized on a functional basis in the consolidated statements of activities. The consolidated statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are charged directly to program or support services categories based on specific identification where possible. The expenses that are allocated include salaries and fringe benefits for employees that do not work directly on program related activities, operating expenses, information technology services, consultant fees, and contractual services, which are allocated based on actual employee time records.



## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(2) Summary of Significant Accounting Policies (continued)**

##### **Income Taxes**

DRLA and Eighth Muse, Incorporated are not-for-profit corporations organized under the laws of the State of Louisiana. They are exempt from income tax under Section 501(c)(3) of the Internal Revenue Code (the Code) and qualify as organizations that are not private foundations as defined in Section 509(a) of the Code.

DRLA has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income, if any; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions.

DRLA has determined that there are no material uncertain tax positions that require recognition or disclosure in the consolidated financial statements.

##### **Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates, and those differences could be material.

##### **Financial Instruments and Credit Risk**

DRLA manages deposit concentration risk by placing cash, money market accounts, and certificates of deposit with financial institutions believed by management to be creditworthy. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. From time to time, the amounts on deposit may exceed the federally insured limits or include uninsured investments in money market mutual funds. To date, DRLA has not experienced losses in any of these accounts and management believes the credit risk associated with these deposits is minimal.

Credit risk associated with grants receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from governmental agencies and foundations supportive of DRLA's mission.

##### **Reclassification**

Certain prior year amounts have been reclassified to confirm to the current year presentation.

##### **Recently Adopted Accounting Pronouncement**

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, *Leases*. This accounting standard increases transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the consolidated statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases. DRLA elected to use the transition option that allows an organization to apply the new lease standard at the adoption date and recognize a cumulative-effect adjustment (if any) to the opening balance of net assets in the year of adoption. Comparable periods continue to be presented under the guidance of the previous standard, ASC 840. Implementation of this standard did not impact net assets as of October 1, 2022. The standard had a material impact on the statement of financial position as of September 30, 2023 but did not have a material impact on the statements of activities, functional expenses, and cash flows.

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(2) Summary of Significant Accounting Policies (continued)**

##### Leases

DRLA leases office space under operating lease agreements. During the year ended September 30, 2022, DRLA accounted for leases in accordance FASB ASC Topic 840. As of October 1, 2022, for operating leases other than those considered to be short-term, the DRLA recognizes lease right-of-use assets and related lease liabilities. DRLA does not recognize short-term operating leases on its statements of financial position. A short-term operating lease has an original term of 12 months or less and does not have a purchase option that is likely to be exercised. Determination of leases is arranged at inception. Operating leases are included in right-of-use assets and lease liabilities on the statements of financial position. ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent DRLA's obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of the lease payments over the lease term. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the entity will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. DRLA's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

#### **(3) Liquidity and Availability**

DRLA regularly monitors the availability of resources required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. DRLA receives grants and contributions without donor restrictions and investment income without donor restrictions to be available to meet cash needs for general expenditures. General expenditures include programmatic expenses, administrative and general expenses, and fundraising expenses expected to be paid in the subsequent year.

DRLA manages its cash available to meet general expenditures following three guiding principles:

- Operating within a prudent range of financial soundness and stability;
- Maintaining adequate liquid assets; and
- Maintaining sufficient reserves to provide reasonable assurance that long term commitments will continue to be met, ensuring the sustainability of DRLA.

The table below presents DRLA's financial assets available for general expenditures within one year as of September 30:

	<u>2023</u>	<u>2022</u>
Cash	\$ 699,436	\$ 952,129
Grants receivable	539,889	901,192
Other receivable	2,057	762
Investments	396,669	74,084
	<u>\$ 1,638,051</u>	<u>\$ 1,928,167</u>

#### **(4) Investments**

Investments consist of certificates of deposit that are measured at fair market value in the amounts of \$396,669 and \$74,084 as of September 30, 2023 and 2022, respectively.

**DISABILITY RIGHTS LOUISIANA**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

**(5) Grants Receivable**

Grants receivable consist of the following as of September 30:

	<u>2023</u>	<u>2022</u>
U.S. Department of Health and Human Services	\$ 146,900	\$ 314,117
Social Security Administration	120,427	243,264
State of Louisiana - Department of Justice	252,819	343,358
Private foundations	7,306	453
Louisiana Bar Foundation	12,437	-
	<u>\$ 539,889</u>	<u>\$ 901,192</u>

**(6) Property and Equipment**

Property and equipment consist of the following as of September 30:

	<u>2023</u>	<u>2022</u>
Building	\$ 530,617	\$ 530,617
Building improvements	434,951	434,951
Equipment	-	7,590
	<u>965,568</u>	<u>973,158</u>
Less accumulated depreciation	(460,826)	(429,973)
Land	465,000	465,000
Property and equipment, net	<u>\$ 969,742</u>	<u>\$ 1,008,185</u>

**(7) Note Payable**

Note payable consists of the following as of September 30:

	<u>2023</u>	<u>2022</u>
Note payable to a financial institution, due in monthly installments of \$5,436, which includes a fixed interest rate of 5.25%. The loan matures February 13, 2037. Note is collateralized by real property at 1217 Cambronne, 8325 Oak Street, and 8339 Oak Street.	\$ 622,591	\$ 654,861

As of September 30, 2023, minimum required principal payments are as follows:

<u>Year ending</u> <u>September 30</u>	
2024	\$ 33,778
2025	35,523
2026	37,272
2027	39,107
2028	40,971
Thereafter	435,940
	<u>\$ 622,591</u>

## DISABILITY RIGHTS LOUISIANA

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS SEPTEMBER 30, 2023

#### (8) Leases

DRLA leases office space for its administrative office and two branch locations in Lafayette, Baton Rouge, and New Orleans. The administrative office in New Orleans is leased from Eighth Muse, Incorporated (consolidated subsidiary) and the rental income/expense totaling \$182,466 for each of the years ended September 30, 2023 and 2022, is eliminated for financial statement presentation. The Baton Rouge lease expired in March 2023 without a lease renewal. The Lafayette lease was under a non-cancellable operating lease which expired in January 2023. A new lease in Lafayette was signed in February 2023. This lease expires in January 2026. Pursuant to ASC Topic 842, DRLA used the practical expedient to use the risk-free interest rate instead of the incremental borrowing or discount rate. This rate was based on the United States 1-year Treasury rate as of February 1, 2023. Rent expense to third parties totaled \$43,462 during the year ended September 30, 2022.

	<u>2023</u>
<b>The components of lease expense during 2023 was as follows:</b>	
Operating lease cost	\$ 30,922
Short-term lease cost	16,835
Total	<u>\$ 47,757</u>

#### **Other information related to lease during 2023 were as follows:**

##### Supplemental Cash Flows Information

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows from operating leases	\$ 30,922
--	-----------

Right-of-use assets obtained in exchange for lease obligations:

Operating leases	\$ 117,179
------------------	------------

Weighted Average Remaining Lease Term in Years

Operating leases	2.34
------------------	------

Weighted Average Discount Rate

Operating leases	3.75%
------------------	-------

Future minimum lease payments under non-cancellable leases as of September 30, 2023 were as follows:

<u>Years Ended</u>	<u>Amount</u>
2024	\$ 41,230
2025	41,230
2026	10,308
Total future lease payments	<u>92,768</u>
Less: future interest expense	<u>(3,939)</u>
Lease liability	<u>\$ 88,829</u>

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(9) Retirement Plan**

DRLA sponsors a 401(k) plan covering all employees twenty-one years or older starting upon date of hire. DRLA provides a discretionary employer match up to 0.50% of eligible compensation. Included in fringe benefit expense for the years ended September 30, 2023 and 2022, is \$8,158 and \$8,135, respectively, related to the employer match. DRLA also provides an additional discretionary contribution to employees after 500 hours of service. The discretionary percentage was 3.00% and 3.00% for the years ended September 30, 2023 and 2022, respectively. Included in fringe benefit expense for the years ended September 30, 2023 and 2022, is \$80,864 and \$78,848, respectively, related to the employer discretionary contribution. Employees are 100% vested after three years of service from date of hire.

#### **(10) Fair Value Measurement**

DRLA reports certain assets at fair value in the consolidated financial statements. Fair value is the price that would be received to sell an asset in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset, including assumptions about risk. Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset or liability based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset based on the best information available. A three-tier hierarchy categorizes the inputs as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets that DRLA can access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. These include quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, inputs other than quoted prices that are observable for the asset, and market-corroborated inputs.

Level 3 – Unobservable inputs for the asset. In these situations, DRLA develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to DRLA's assessment of the quality, risk, or liquidity profile of the asset.

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO CONSOLIDATED FINANCIAL STATEMENTS** **SEPTEMBER 30, 2023**

#### **(10) Fair Value Measurement**

DRLA's investments are certificates of deposit. The value of certificates of deposit is derived from pricing models using inputs based upon market information, including contractual terms, market prices and yield curves. The inputs to the valuation pricing models are observable in the market, and as such are generally classified as Level 2 in the fair value hierarchy.

There have been no changes in the methodologies used during the years ended September 30, 2023 and 2022.

Fair value measurements at September 30, 2023 and 2022:

<b>September 30, 2023 Assets</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Assets at Fair Value</b>
Certificates of Deposit	\$ -	\$ 396,669	\$ -	\$ 396,669
Total Investments	\$ -	\$ 396,669	\$ -	\$ 396,669

<b>September 30, 2022 Assets</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Assets at Fair Value</b>
Certificates of Deposit	\$ -	\$ 74,084	\$ -	\$ 74,084
Total Investments	\$ -	\$ 74,084	\$ -	\$ 74,084

#### **(11) Economic Dependency and Concentrations**

DRLA participates in a number of federally assisted programs. These programs are audited in accordance with the Uniform Guidance. Audits of prior years have not resulted in any disallowed costs; however, grantor agencies may provide for further examinations. Based on prior experience, DRLA's management believes that further examinations would not result in any significant disallowed costs.

DRLA received the majority of its revenue from funds provided through grants administered by the federal government and the State of Louisiana. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds DRLA receives could be reduced significantly and have an adverse impact on its operations. Approximately 99.00% and 98.00% of its total revenues for the year ended September 30, 2023 and 2022, respectively, came from government grants. Approximately 30% of the grant revenue comes directly from the U.S. Department of Health and Human Services for both years end September 30, 2023 and 2022.

#### **(12) Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, May 8, 2024, and determined that the following matter require additional disclosure. No events occurring after this date have been evaluated for inclusion in the financial statements.

In March 2024, DRLA received a \$2,000,000 grant without donor restrictions from the Yield Giving Fund.

**SUPPLEMENTAL INFORMATION**

**DISABILITY RIGHTS LOUISIANA****CONSOLIDATING STATEMENT OF FINANCIAL POSITION****SEPTEMBER 30, 2023 AND 2022**

	2023				2022			
	DRLA	EIGHTH MUSE, INC.	ELIMINATIONS	TOTAL	DRLA	EIGHTH MUSE, INC.	ELIMINATIONS	TOTAL
<b>ASSETS</b>								
Cash	\$ 605,919	\$ 93,517	\$ -	\$ 699,436	\$ 861,994	\$ 90,135	\$ -	\$ 952,129
Grants receivable	539,889	-	-	539,889	901,192	-	-	901,192
Other receivable	2,057	-	-	2,057	762	-	-	762
Prepaid expenses	57,735	19,128	-	76,863	62,828	10,906	-	73,734
Investments	396,669	-	-	396,669	74,084	-	-	74,084
Property and equipment, net	-	969,742	-	969,742	-	1,008,185	-	1,008,185
Right-of-use assets	92,265	-	-	92,265	-	-	-	-
Loan receivable	249,985	29,657	(279,642)	-	249,985	12,610	(262,595)	-
Total assets	<u>1,944,519</u>	<u>1,112,044</u>	<u>(279,642)</u>	<u>2,776,921</u>	<u>2,150,845</u>	<u>1,121,836</u>	<u>(262,595)</u>	<u>3,010,086</u>
<b>LIABILITIES AND NET ASSETS</b>								
<b>LIABILITIES</b>								
Accounts payable and accrued liabilities	195,974	-	(29,657)	166,317	235,481	1,050	(12,610)	223,921
Refundable advances	147,519	-	-	147,519	178,478	-	-	178,478
Accrued vested annual leave benefits	153,559	-	-	153,559	154,308	-	-	154,308
Lease liability	88,829	-	-	88,829	-	-	-	-
Note payable	-	872,576	(249,985)	622,591	-	904,846	(249,985)	654,861
Total liabilities	<u>585,881</u>	<u>872,576</u>	<u>(279,642)</u>	<u>1,178,815</u>	<u>568,267</u>	<u>905,896</u>	<u>(262,595)</u>	<u>1,211,568</u>
<b>NET ASSETS</b>								
Without donor restrictions	<u>1,358,638</u>	<u>239,468</u>	<u>-</u>	<u>1,598,106</u>	<u>1,582,578</u>	<u>215,940</u>	<u>-</u>	<u>1,798,518</u>
Total net assets	<u>1,358,638</u>	<u>239,468</u>	<u>-</u>	<u>1,598,106</u>	<u>1,582,578</u>	<u>215,940</u>	<u>-</u>	<u>1,798,518</u>
Total liabilities and net assets	<u>\$ 1,944,519</u>	<u>\$ 1,112,044</u>	<u>\$ (279,642)</u>	<u>\$ 2,776,921</u>	<u>\$ 2,150,845</u>	<u>\$ 1,121,836</u>	<u>\$ (262,595)</u>	<u>\$ 3,010,086</u>

See accompanying Independent Auditors' Report.



**DISABILITY RIGHTS LOUISIANA****CONSOLIDATING STATEMENTS OF ACTIVITIES  
FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**

	2023			
	<b>DRLA</b>	<b>EIGHTH MUSE, INC.</b>		
	<b>Without Donor Restrictions</b>	<b>Without Donor Restrictions</b>	<b>Eliminations</b>	<b>Total</b>
<b>REVENUES AND SUPPORT</b>				
Grants	\$ 4,232,033	\$ -	\$ -	\$ 4,232,033
Rental income	-	182,466	(182,466)	-
Contributions	21,874	-	-	21,874
Attorney fees	500	-	-	500
Other	3,734	190	-	3,924
Investment return, net of expenses	14,413	-	-	14,413
Total revenues and support	<u>4,272,554</u>	<u>182,656</u>	<u>(182,466)</u>	<u>4,272,744</u>
<b>EXPENSES</b>				
Program services	4,273,595	-	(173,343)	4,100,252
Support services	<u>222,899</u>	<u>159,128</u>	<u>(9,123)</u>	<u>372,904</u>
Total expenses	<u>4,496,494</u>	<u>159,128</u>	<u>(182,466)</u>	<u>4,473,156</u>
Change in net assets	(223,940)	23,528	-	(200,412)
<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>1,582,578</u>	<u>215,940</u>	<u>-</u>	<u>1,798,518</u>
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 1,358,638</u>	<u>\$ 239,468</u>	<u>\$ -</u>	<u>\$ 1,598,106</u>

(continued)

**DISABILITY RIGHTS LOUISIANA****CONSOLIDATING STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED SEPTEMBER 30, 2023 AND 2022**  
**(CONTINUED)**

	2022			
	<u>DRLA</u>	<u>EIGHTH MUSE,</u>		
	<u>Without Donor</u>	<u>Without Donor</u>	<u>Eliminations</u>	<u>Total</u>
	<u>Restrictions</u>	<u>Restrictions</u>		
<b><u>REVENUES AND SUPPORT</u></b>				
Grants	\$ 3,978,486	\$ -	\$ -	\$ 3,978,486
Rental income	-	182,466	(182,466)	-
Contributions	18,981	-	-	18,981
Attorney fees	9,741	-	-	9,741
Other	38,043	387	-	38,430
Investment return, net of expenses	2,280	-	-	2,280
	<u>4,047,531</u>	<u>182,853</u>	<u>(182,466)</u>	<u>4,047,918</u>
Total revenues and support				
	4,047,531	182,853	(182,466)	4,047,918
<b><u>EXPENSES</u></b>				
Program services	3,967,483	-	(173,343)	3,794,140
Support services	195,785	152,026	(9,123)	338,688
	<u>4,163,268</u>	<u>152,026</u>	<u>(182,466)</u>	<u>4,132,828</u>
Total expenses				
	4,163,268	152,026	(182,466)	4,132,828
Change in net assets	(115,737)	30,827	-	(84,910)
<b><u>NET ASSETS, BEGINNING OF YEAR</u></b>	<u>1,698,315</u>	<u>185,113</u>	<u>-</u>	<u>1,883,428</u>
<b><u>NET ASSETS, END OF YEAR</u></b>	<u>\$ 1,582,578</u>	<u>\$ 215,940</u>	<u>\$ -</u>	<u>\$ 1,798,518</u>

See accompanying Independent Auditors' Report.

**DISABILITY RIGHTS LOUISIANA**

**SCHEDULE OF COMPENSATION, BENEFITS,  
AND OTHER PAYMENTS TO AGENCY HEAD  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

Agency Head Name: Ronald Lospennato, Interim Executive Director  
October 1, 2022 to April 20, 2023

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 104,830
Benefits - retirement	2,837
Reimbursements	<u>3,791</u>
	<u>\$ 111,458</u>

Agency Head Name: Tara Huffman, Interim Executive Director  
April 24, 2023 to September 30, 2023

<u>Purpose</u>	<u>Amount</u>
Salary (contract)	\$ 62,100
Reimbursements	<u>2,639</u>
	<u>\$ 64,739</u>

See accompanying Independent Auditors' Report.

## INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Disability Rights 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 Disability Rights Louisiana (DRLA) (a nonprofit organization), which comprise the consolidated statement of financial position as of September 30, 2023, and the related consolidated statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated May 8, 2024.

### Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered DRLA'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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of DRLA's internal control. Accordingly, we do not express an opinion on the effectiveness of DRLA'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 organization'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 identified.

### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether DRLA'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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2023-001.

## **DRLA's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on DRLA's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. DRLA's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **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 result of that testing, and not to provide an opinion on the effectiveness of DRLA'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*EisnerAmper LLP*

EISNERAMPER LLP  
Metairie, Louisiana  
May 8, 2024

EISNERAMPER  
LLP



## **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Disability Rights Louisiana

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

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

We have audited Disability Rights Louisiana's (DRLA) 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 DRLA's major federal programs for the year ended September 30, 2023. DRLA'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, DRLA 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 September 30, 2023.

#### ***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 ("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 responsibilities 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 DRLA 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 DRLA'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 DRLA'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 DRLA'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 judgment made by a reasonable user of the report on compliance about DRLA'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 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 DRLA'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 DRLA'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 DRLA'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 a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those 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 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 the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*EisnerAmper LLP*

EISNERAMPER LLP  
Metairie, Louisiana  
May 8, 2024

EISNERAMPER  
LLP





**DISABILITY RIGHTS LOUISIANA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

<i>Federal Grantor/Program or Cluster Title</i>	<i>Assistance Listing Number</i>	<i>Federal Expenditures</i>
<b><u>Department of Health and Human Services</u></b>		
Direct Programs:		
Protection and Advocacy for Individuals with Mental Illness (PAIMI)	93.138	\$ 494,696
Voting Access for Individuals with Disabilities-Grants for Protection and Advocacy Systems (PAVA)	93.618	84,098
Developmental Disabilities Basic Support and Advocacy Grants (PADD/PAPH)	93.630	642,586
ACL Assistive Technology State Grants for Protection and Advocacy (PAAT)	93.843	24,371
State Grants for Protection and Advocacy Services (PATBI)	93.873	33,400
<b>TOTAL DEPARTMENT OF HEALTH AND HUMAN SERVICES</b>		<u>1,279,151</u>
<b><u>Department of Education</u></b>		
Direct Programs:		
Rehabilitation Services Client Assistance Program (CAP)	84.161	142,213
Program of Protection and Advocacy of Individual Rights (PAIR)	84.240	157,740
<b>TOTAL DEPARTMENT OF EDUCATION</b>		<u>299,953</u>
<b><u>Social Security Administration</u></b>		
Direct Programs:		
Social Security - Work Incentives Planning and Assistance Program (SLBPP)	96.008	309,659
Social Security State Grants for Work Incentives Assistance to Disabled Beneficiaries (PABSS/PABRP)	96.009	719,945
<b>TOTAL SOCIAL SECURITY ADMINISTRATION</b>		<u>1,029,604</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>		<u>\$ 2,608,708</u>

See accompanying Independent Auditors' Report.

## **DISABILITY RIGHTS LOUISIANA**

### **NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED SEPTEMBER 30, 2023**

#### 1. General

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) present the activity of all federal awards of Disability Rights Louisiana (DRLA) for the year ended September 30, 2023. 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). DRLA's reporting entity is defined in Note 2 to the financial statements for the year ended September 30, 2023. Eighth Muse, Inc. is not a recipient of federal awards. All federal awards received directly from federal agencies are included on the Schedule. The Schedule presents only a selected portion of the operations of DRLA; it is not intended to and does not present the consolidated financial position, consolidated statement of activities, or consolidated cash flows of DRLA.

#### 2. Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards are presented using the accrual basis of accounting, which is described in Note 2 to DRLA's financial statements for the years ended September 30, 2023 and 2022. 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.

#### 3. Indirect Cost Rate

DRLA has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

#### 4. Relationship to Financial Statements

For the year ended September 30, 2023, total federal award revenue of \$2,608,708 is reported in grant revenues reflected in the consolidated statement of activities.

#### 5. Relationship to Federal Financial Reports

Amounts reported in the Schedule of Expenditures of Federal Awards agree with the amounts reported in the related federal financial reports.

#### 6. Subrecipients

DRLA did not pass through any grant amounts to subrecipients.

**DISABILITY RIGHTS LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**SEPTEMBER 30, 2023**

**A. Summary of Independent Auditors' Results**

1) Financial Statements

a) Type of report issued on the financial statements: Unmodified Opinion

b) Internal control over financial reporting:

Material weakness identified: No

Significant deficiency identified not considered to be material weakness: None reported

Noncompliance material to financial statements noted: No

2) Federal Awards

a) Internal control over major programs:

Material weakness identified: No

Significant deficiency identified not considered to be material weakness: None reported

b) Type of auditors' report issued on compliance for major programs: Unmodified Opinion

c) Any audit findings disclosed that are required to be reported in accordance with The Uniform Guidance, Section 510(a): No

d) The following is an identification of major programs:

<b><u>Program Name</u></b>	<b><u>Federal ALN</u></b>
Developmental Disabilities Basic Support and Advocacy Grants	93.630
Social Security State Grants for Work Incentives Assistance to Disabled Beneficiaries	96.009

e) The dollar threshold used to distinguish between Type A and Type B Programs, as described in the Uniform Guidance was \$750,000.

f) Did the auditee qualify as a low-risk auditee under the Uniform Guidance? No

**DISABILITY RIGHTS LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**SEPTEMBER 30, 2023**

**B. Findings Relating to the Financial Statements Reported in accordance with Government Auditing Standards**

**Finding 2023-001 – Timely Submission of Audit Reports**

**Criteria:**

Under Louisiana statute (LA R.S. 24:513), DRLA is required to have an annual audit of its financial statements prepared in accordance with U.S. generally accepted accounting principles and to complete the audit and file it with the Louisiana Legislative Auditor (LLA) within six months after year-end.

**Condition:**

DRLA did not meet the March 31, 2024 deadline for reporting to the LLA for the year ended September 30, 2023. DRLA filed for and was approved for an extension with the LLA through June 30, 2024.

**Cause:**

DRLA endured turnover in key management and accounting positions during and after the fiscal year.

**Effect:**

DRLA is non-compliant with the state audit law with respect to timeliness of submissions.

**Questioned Costs:**

For the purposes of this finding, there were no questioned costs.

**Identification of a repeat finding:**

This is a repeat finding.

**Recommendation:**

We note that DRLA has engaged an outsourced accounting firm for accounting assistance and assistance with preparation for the audit. We recommend that the DRLA implement policies and procedures to ensure to submit the future audit reports to the appropriate parties by the regulated deadlines.

**View of Responsible Official:**

DRLA concurs with the finding. DRLA hired a Director of Finance who started on October 16, 2023 and an Executive Director who started on March 18, 2024. DRLA has begun the process of implementing procedures to assure September 30, 2024 year-end close-out procedures are performed in a timely manner and this the September 30, 2024 audit reports are submitted in a timely manner.

**C. Findings and Questioned Costs relating to Federal Awards**

None

**DISABILITY RIGHTS LOUISIANA**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**SEPTEMBER 30, 2023**

**Findings Relating to the Financial Statements Reported in accordance with *Government Auditing Standards*:**

**Finding 2022-001 and 2021-001 – Timely Submission of Audit Reports**

**Criteria:**

Under Louisiana statute (LA R.S. 24:513), DRLA is required to have an annual audit of its financial statements prepared in accordance with U.S. generally accepted accounting principles and to complete the audit and file it with the Louisiana Legislative Auditor (LLA) within six months after year-end.

**Condition:**

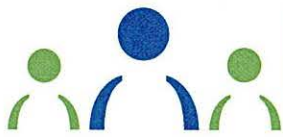
DRLA did not meet the March 31, 2023 deadline for reporting to the LLA for the year ended September 30, 2022. DRLA filed for and was approved for an extension with the LLA through June 30, 2023.

**Recommendation:**

We note that DRLA has engaged an outsourced accounting firm for accounting assistance and assistance with preparation for the audit. We recommend that the DRLA implement policies and procedures to ensure to submit the future audit reports to the appropriate parties by the regulated deadlines.

**Status:**

Not resolved. See repeat finding 2023-001.



**DISABILITY RIGHTS**  
**LOUISIANA**  
Protect. Advocate. Empower.

May 9, 2024

EisnerAmper LLP  
One Galleria Blvd.  
Suite 2100  
Metairie, LA 70001

Subject:            Corrective Action Plan

The following are the Disability Rights Louisiana's (the Entity) responses and corrective action plan to the findings issued as part of the financial statement audit as of and for the year ended September 30, 2023.

2023-001            Timely Submission of Audit Reports

The Entity concurs with the finding. The Entity hired a Director of Finance who started on October 16, 2023 and an Executive Director who started on March 18, 2024. The entity has begun the process of implementing procedures to assure September 30, 2024, year-end close-out procedures are performed in a timely manner and thus the September 30, 2024, audit reports are submitted in a timely manner.

The Entity expects the findings to be resolved upon completion and submission of the September 30, 2024, financial statement audit by March 31, 2025. The person responsible for the corrective action is:

Anthony Carter, Director of Finance and Administration  
Disability Rights Louisiana  
8325 Oak Street  
New Orleans, Louisiana 70118

Please let us know if you need additional information.

  
Respectfully,

Anthony G. Carter  
Director of Finance and Administration

8325 Oak Street New Orleans, LA 70118

**EISNERAMPER**

**DISABILITY RIGHTS LOUISIANA**

**REPORT ON STATEWIDE AGREED-UPON  
PROCEDURES ON COMPLIANCE  
AND CONTROL AREAS**

**FOR THE YEAR ENDED SEPTEMBER 30, 2023**



## **TABLE OF CONTENTS**

	<u>Page</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures	1
Schedule A: Agreed-Upon Procedures Performed and Associated Findings	2 - 14
Schedule B: Management's Response and Corrective Action Plan	15



**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

To: The Board of Directors of Disability Rights Louisiana and the Louisiana Legislative Auditor

We have performed the procedures enumerated in Schedule A on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) of Disability Rights Louisiana (DRLA or the Entity) for the fiscal period October 1, 2022 through September 30, 2023. Disability Rights Louisiana's management is responsible for those C/C areas identified in the SAUPs.

Disability Rights Louisiana has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of performing specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period October 1, 2022 through September 30, 2023. Additionally, the 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 we performed, and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were engaged by Disability Rights Louisiana to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs of Disability Rights Louisiana for the fiscal period October 1, 2022 through September 30, 2023. 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 Disability Rights Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of 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.



EISNERAMPER LLP  
Metairie, Louisiana  
May 8, 2024

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read *“no exception noted”* or for step 13 *“we performed the procedure and discussed the results with management”*. If not, then a description of the exception ensues.

**1) 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.

*No exception noted.*

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.

*No exception noted.*

c) **Disbursements**, including processing, reviewing, and approving.

*No exception noted.*

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 agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

*No exception noted.*

e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

*No exception noted.*

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.

*No exception noted.*

g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

*No exception noted.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- h) **Credit Cards (and debit cards, fuel cards, purchase 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).

*No exception noted.*

- 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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- 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.

*No exception noted.*

- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

**2) Board or Finance Committee**

---

- A. 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:

- i. Observe whether 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.

*No exception noted.*

- ii. 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. *Alternatively, for those entities reporting on the not-for-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.*

*No exception noted.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- iii. 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.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

*Exception noted. We did not observe evidence that the board/finance committee received written updates of the progress of resolving audit findings according to management's corrective action plan at each meeting until resolved.*

**3) Bank Reconciliations**

---

- A. Obtain a listing of entity 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 listing of bank accounts was provided and included a total of 5 bank accounts. Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected all 5 bank accounts and obtained the bank reconciliations for the month ending September 30, 2023, resulting in 5 bank reconciliations obtained and subjected to the below procedures.*

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

*No exception noted.*

- ii. Bank reconciliations include written evidence that a member of management or a 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

*For all 5 bank reconciliations selected for testing, there was no written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks reviewed the reconciliations.*

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

*In the bank reconciliations selected in step 3A, 1 of the 5 accounts had reconciling items that have been outstanding for more than 12 months from the statement closing date. There was no evidence showing that these reconciling items had been researched.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

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

---

- A. 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).

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders.*

- B. 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 (e.g. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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:

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- i. Employees responsible for cash collections do not share cash drawers/registers;

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders.*

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit;

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- iii. Each employee responsible for collecting cash is not also 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; and

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee verifies the reconciliation.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, the practitioner may use a source document other than bank statements when selecting*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

*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:*

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- i. Observe that receipts are sequentially pre-numbered.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- iv. 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 or drawer).

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

- v. Trace the actual deposit per the bank statement to the general ledger.

*This procedure is not applicable as the Entity does not receive cash, checks, or money orders. Thus, the procedure was not performed.*

**5) Non-payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)**

---

- A. 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).

*The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected the 1 location and performed the procedures below.*

- B. For each location selected under #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

*The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #5A was provided. No exceptions were noted as a result of performing this procedure.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

*Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

*No exception noted.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*Exception noted. The employee responsible for processing payments also approves payments to vendors.*

- iii. 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;

*Exception noted. The employee responsible for processing payments has access to add/modify vendor files. Another employee is not responsible for periodically reviewing changes to vendor files.*

- iv. 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; and

*Exception noted. The employee responsible for processing payments also mails the checks.*

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

*No exception noted.*

- C. For each location selected under #5A 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 listing of non-payroll disbursements for the payment processing location selected in procedure #5A was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 disbursements and performed the procedures below.*

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity, and

*No exception noted.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

*Exceptions noted. For all 5 disbursements selected for testing, the employee involved in processing payment also approves payments to vendors; the employees involved in processing the payments also approved the payments; the employee responsible for processing the payments was not prohibited from adding/modifying vendor files and another employee was not responsible for periodically reviewing changes to vendor files; and the employee responsible for processing the payments also mailed the checks. All 5 transactions were initiated by someone other than the approver, and all were approved by an employee authorized to sign checks.*

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

*Exception noted. Due to turnover in key management positions, the staff accountant reviewed the transactions during the reconciliation process. There was no documented approval by authorized signers.*

**6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

*A listing of cards was provided. No exceptions were noted as a result of performing this procedure.*

- B. 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

*From the listing provided, we selected the 1 credit card used in the fiscal period. We randomly selected one monthly statement for the 1 card and performed the procedures noted below.*

- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported; and

*Exception noted. There was no evidence that the monthly statement was reviewed and approved in writing by someone other than the authorized card holder.*

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

*No exception noted.*



**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- C. Using the monthly statements or combined statements selected under procedure #6B 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 (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*We randomly selected 10 transactions for the 1 card selected in procedure #6B and performed the specified procedures. For 1 of the 10 transactions selected for testing, there was no evidence of attribute (1) original itemized receipt that identified precisely what was purchased and (3) no documentation of the individuals participating in the meal. No exceptions were noted for attribute (2).*

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

- A. 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 and 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:

*The listing of travel and travel-related expense reimbursements was provided for the fiscal period. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 reimbursements and performed the procedures below.*

- i. If reimbursed using a per diem, observe that 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));

*No exception noted.*

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

*No exception noted.*

- iii. 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 Policies and Procedures”, procedure #1A(vii); and

*No exception noted.*

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exception noted.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

**8) Contracts**

---

- A. 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. *Alternatively, 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

*An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 contracts and performed the procedures below.*

- i. 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;

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter);

*This requirement is not applicable to the Entity. Thus, the procedure was not performed.*

- iii. If the contract was amended (e.g., change order), observe that 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, the documented approval); and

*No exception noted.*

- iv. 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 exception noted.*

**9) Payroll and Personnel**

---

- A. 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.

*A listing of employees/elected officials employed during the fiscal year was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 employees/officials and performed the specified procedures. No exceptions noted as a result of performing this procedure.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

*We randomly selected 1 pay period during the fiscal period and performed the procedures below for the 5 employees/officials selected in procedure #9A.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- i. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

*No exception noted.*

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

*No exception noted.*

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

*No exception noted.*

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exception noted.*

- C. 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

*A listing of employees/officials receiving termination payments during the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 2 employees/officials and performed the specified procedures. No exceptions were noted as a result of performing this procedure.*

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

*No exception noted.*

## **10) Ethics**

---

- A. Using the 5 randomly selected employees/officials from procedure "Payroll and Personnel" procedure #9A, above obtain ethics documentation from management, and

- i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

**11) Debt Service**

---

- A. 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 as required by Article VII, Section 8 of the Louisiana Constitution.

*A listing of bonds/notes issued during the fiscal period was provided. No exceptions were noted as a result of performing this procedure. However, the State Bond Commission approval is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- B. 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 exception noted.*

**12) Fraud Notice**

---

- A. 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 as required by R.S. 24:523.

*Management represented that there were no misappropriations of public funds and assets during the fiscal period. Thus, the procedure was not performed.*

- B. 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 exception noted.*

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

***13) Information Technology Disaster Recovery/Business Continuity***

---

A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

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

- ii. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

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

- iii. 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.*

B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidenced that the selected terminated employees have been removed or disabled from the network.

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

***14) Prevention of Sexual Harassment***

---

A. Using the 5 randomly selected employees/officials from “Payroll and Personnel” procedure #9A, 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 as required by R.S. 42:343.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

B. 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).

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

C. 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 the report includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;

**DISABILITY RIGHTS OF LOUISIANA  
AGREED UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS  
SEPTEMBER 30, 2023**

Schedule A

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- ii. Number of sexual harassment complaints received by the agency;

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

- v. Amount of time it took to resolve each complaint.

*This procedure is not applicable to nonprofit organizations. Thus, the procedure was not performed.*

**DISABILITY RIGHTS OF LOUISIANA  
MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN  
SEPTEMBER 30, 2023**

Schedule B

***The following are Disability Rights Louisiana's (the Entity) responses to the exceptions noted in the Statewide Agreed-Upon Procedures for the year ended September 30, 2023.***

2. *Board or Finance Committee: The Entity concurs with the observation and has implemented a process for reporting in writing updates to the Board on progress.*
3. *Bank Reconciliation: The Entity concurs with the observation and has implemented procedures to document the preparer and reviewer. The reconciliations will be reviewed by a member of management not involved in cash handling, ledger posting or issuing of checks. A process has been implemented for the documenting of research on reconciling items outstanding for more than 12 months.*
5. *Non-Payroll Disbursements: The Entity concurs with the observation and has begun implementing changes to the roles and responsibilities of the Finance & Administration staff in relation to the non-payroll disbursement process which will be in full effect prior to September 30, 2024.*
6. *Credit Cards/Debit Cards/Fuel Cards/P-Cards: The Entity concurs with the observation and has instituted a policy of review of the monthly credit card statements by a member of management who is not the primary cardholder. Procedures have been put in place to assure that all credit card statements have receipts and other sufficient documentation.*