

PELICAN PROVIDERS CORPORATION

Baton Rouge, Louisiana

FINANCIAL REPORT

SEPTEMBER 30, 2023

Roslyn J. Johnson, LLC
Certified Public Accountant

PELICAN PROVIDERS CORPORATION
Baton Rouge, Louisiana

TABLE OF CONTENTS

	Page
Independent Auditor's Report	1
Financial Statements	
Statement of Financial Position	4
Statement of Activities	5
Statement of Functional Expenses	6
Statement of Cash Flows	7
Notes to the Financial Statements	8
Government Auditing Standards Report	
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>	12
Schedule of Expenditures of Federal Rewards	15
Notes to the Schedule of Federal Awards	15
Schedule of Findings and Questioned Costs	16
Schedule of Prior Audit Findings and Questioned Costs	17
Supplementary Information Schedules	
Schedule 1 - Schedule of Claims	19
Schedule 2 - Administrative Reimbursement Allowable	20
Schedule 3 - Audited Statement of Monetary Claims and Questioned Costs	21
Schedule 4 - Meals Served and Program Reimbursement	22
Schedule 5 - Schedule of Compensation, Benefits, and Other Payments to Executive Officer	23

PELICAN PROVIDERS CORPORATION
Baton Rouge, Louisiana

TABLE OF CONTENTS (Concluded)

State Reporting Section

Independent Accountant's Report on Applying Statewide Agreed-Upon Procedures 24

Independent Auditor's Report

To the Board of Directors
Pelican Providers Corporation
Baton Rouge, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of **Pelican Providers Corporation (the Organization)** (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Basis for Opinions

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Pelican Providers and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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 Pelican Providers' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing the audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, I:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Pelican Providers' 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 my judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about Pelican Providers' ability to continue as a going concern for a reasonable period of time.

I am 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 I identified during the audit.

Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirement, 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, 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 Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated January 31, 2024 on my consideration of Pelican Providers' internal control over financial reporting and my 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 my 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 pelican Providers' 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 Pelican Providers' internal control over financial reporting and compliance.

Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Roslyn J. Johnson, LLC

Roslyn J. Johnson, LLC
Baton Rouge, Louisiana
January 31, 2024

PELICAN PROVIDERS CORPORATION

**Statement of Financial Position
September 30, 2023**

ASSETS

Current Assets

Cash - restricted (note 2)	\$ 6,379.17
Cash - unrestricted (note 2)	<u>17,989.37</u>
Total Cash	24,368.54
Reimbursements receivable (note 3)	<u>108,660.73</u>
Total Current Assets	<u><u>\$ 133,029.27</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	3,542.62
Accrued salaries and payroll taxes	8,567.99
Due to Providers (note 4)	<u>87,332.73</u>
Total Current Liabilities	<u>99,443.34</u>

Net Assets

Without donor restrictions:	
Undesignated	25,945.37
With donor restrictions:	
Family Daycare Home Program	<u>7,640.56</u>
Total Net Assets	<u>33,585.93</u>
Total Liabilities and Net Assets	<u><u>\$ 133,029.27</u></u>

The accompanying notes are an integral part of this statement.

PELICAN PROVIDERS CORPORATION

**Statement of Activities
For the Year Ended September 30, 2023**

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenues			
Federal Financial Assistance through the Louisiana Department of Education:			
Administrative reimbursement		\$ 131,302.00	\$ 131,302.00
Program reimbursement		543,711.94	543,711.94
Net assets released from restrictions	\$ 675,013.94	(675,013.94)	-
	<u>675,013.94</u>	<u>-</u>	<u>675,013.94</u>
Expenses			
Program Services:			
Meals served - Providers	543,711.94		543,711.94
Supporting Services:			
Management and general	103,815.70		103,815.70
Professional services	7,600.00		7,600.00
Operational services	20,429.24		20,429.24
	<u>675,556.88</u>	<u>-</u>	<u>675,556.88</u>
Change in Net Assets	(542.94)	-	(542.94)
Net Assets - Beginning of Year	<u>26,488.31</u>	<u>7,640.56</u>	<u>34,128.87</u>
Net Assets - End of Year	<u>\$ 25,945.37</u>	<u>\$ 7,640.56</u>	<u>\$ 33,585.93</u>

The accompanying notes are an integral part of this statement.

PELICAN PROVIDERS CORPORATION

**Schedule of Functional Expenses
For the Year Ended September 30, 2023**

	<u>Program Service Expenses</u>	<u>Supporting Services Expenses</u>	<u>Total</u>
EXPENSES			
Personal services		\$ 101,502.04	\$ 101,502.04
Travel		240.76	240.76
Copier maintenance		2,004.35	2,004.35
Copier rental		2,697.99	2,697.99
Supplies		4,862.02	4,862.02
Telephone		4,896.14	4,896.14
Office rental		6,000.00	6,000.00
Accounting costs		4,147.00	4,147.00
Auditing costs		4,888.84	4,888.84
Miscellaneous		605.80	605.80
CACFP provider payments	\$ 543,711.94	-	543,711.94
Total expenses	<u>\$ 543,711.94</u>	<u>\$ 131,844.94</u>	<u>\$ 675,556.88</u>

The accompanying notes are an integral part of this statement.

PELICAN PROVIDERS CORPORATION

**Statement of Cash Flows
For the Year Ended September 30, 2023**

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ (542.94)
Adjustments to reconcile change in net assets to cash provided by operating activities:	
(Increase) Decrease in Current Assets	
Reimbursements receivable	(53,831.13)
Increase (Decrease) in Current Liabilities	
Accounts payable	3,542.62
Accrued salaries and payroll taxes	333.22
Due to Louisiana Department of Education	(102.06)
Due to providers	<u>43,721.13</u>
Net cash provided (used) in operating activities	<u>(6,879.16)</u>
Net decrease in cash	(6,879.16)
CASH AT BEGINNING OF YEAR	<u>31,247.70</u>
CASH AT END OF YEAR	<u><u>\$ 24,368.54</u></u>

The accompanying notes are an integral part of this statement

Pelican Providers Corporation

Notes to the Financial Statements
For the Year Ended September 30, 2023

Note 1 – Summary of Significant Accounting Policies

A. Organization

Pelican Providers Corporation is a nonprofit organization operating under the provisions of the Louisiana Non-Profit Corporation Law, Louisiana Revised Statute 12:201-12:269 (1950 as amended) and chartered by the Secretary of State. It was organized exclusively for educational and/or charitable purposes, including but not limited to the administration of the Child Care Food Program, Section 17 of the National School Lunch Act. Under the provisions of this Program, individuals who care for a small number of children in their homes are reimbursed for the cost of meals served to the children. **Pelican Providers Corporation** through its personnel, monitors the composition of the meals to assure nutritional values, make routine inspections of the homes to assure safety of the children who stay there, and act as intermediary between the state and federal agencies that administer funds and the providers who care for the children. This Program is funded (99%) by federal funds received from the State of Louisiana Department of Education.

B. Basis of Accounting and Financial Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board's (FASB) Accounting Standard Codification (ASC) 958, *Not-for-Profit Entities*. Under FASB ACS 958, **the Organization** reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Net assets without donor restrictions include those net assets whose use by **the Organization** is not restricted by donors, even though their use may be limited in other respects, such as by contract or board designation. Net assets with donor restrictions are those net assets received with donor-imposed restrictions limiting **the Organization's** use of the assets. **The Organization's** net assets with donor restrictions at September 30, 2023 consist of funds received from Louisiana Department of Education to fund the Child and Adult Care Food Program.

C. Net Assets Released from Restrictions

Expiration of temporary restrictions of net assets (i.e., donor-stipulated purpose has been fulfilled and/or the stipulated time has elapsed) are reported as reclassifications between the applicable classes of net assets.

D. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results may differ from those estimates.

E. Accounts and Reimbursements Receivable

Management deems all accounts receivable collectible; accordingly, no allowance for doubtful accounts is required. If amounts become uncollectible, they will be charged to operations when the determination is made.

F. Functional Expenses

The cost of providing the program services and other activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

G. Equipment and Furniture

The Organization's equipment and furniture is expensed when purchased. No depreciation is calculated.

H. Income Taxes

The Organization qualifies as a tax-exempt organization under Section 501(c)(4) of the Internal Revenue Code and comparable Louisiana law. Accordingly, no provision for income taxes has been made in these financial statements.

I. Statement of Cash Flows

The Organization is required to present a statement of cash flows. For purposes of the Statement of Cash Flows, **the Organization** considers all highly liquid debt investments purchased with a maturity of three months or less to be cash equivalents.

J. Liquidity Management

As of September 30, 2023, **the Organization** has financial assets of \$24,368.54 in cash, with \$6,379.17 subject to donor restrictions and a remaining balance of \$17,989.37 which could be made readily available within one year of the statement of financial position date to meet general expenditures. As a part of its liquidity management, the organization has a policy to structure its financial assets to be made available as general expenditures, liabilities, and other obligations become due.

Note 2 - Cash

At September 30, 2023, **the Organization** has cash (book balance) totaling \$24,368.54, which are in noninterest-bearing demand accounts. The deposits are stated at cost, which approximate market and are fully secured by federal deposit insurance.

Note 3 – Reimbursements Receivables

Reimbursement receivables represents reimbursements due from the Louisiana Department of Education for meals served during the month of September 2023.

Provider Reimbursement Receivable	\$ 87,332.73
Administrative Reimbursement Receivable	<u>21,328.00</u>
Total Reimbursements Receivable	<u><u>\$108,660.73</u></u>

Note 4 – Due to Providers

Due to providers represents amounts owed to providers for the cost of meals served during the month of September 2023.

Note 5– Concentration of Revenues

The Organization receives a large amount of its revenues from one major source, the Louisiana Department of Education. Revenue of the program is based on the number of meals served by providers to children at the approved meal rates. Meal rates are determined on July 1 of each year by the Louisiana Department of Education. Meals served and approved meal rates are reported in the *Schedule of Meals Served and Program Reimbursements*. The revenue from this source represents 99.0% of **the Organizations** total revenues during the year ended September 30, 2023.

Note 6 – Related Party - Office Space

The Organization’s office space is located at 2708 N. Acadian Thruway, Baton Rouge, Louisiana. **The Organization** has a twelve-month rental agreement with Christland Christian Community Fellowship to pay \$300.00 per month to utilize the office space. Rental payments during the year for office space totaled \$6,000.00 which was paid to the owner an immediate family member of a Board member of **the Organization**.

Note 7 – Board of Director

The management of **Pelican Providers Corporation** is vested in a Board of Directors which consists of four members who serve without compensation.

Note 8 – Board Designation of Net Assets

At September 30, 2023, **the Organization’s** Board has not designated any portion of net assets for specific purposes.

Note 9– Subsequent Events

Management is required to evaluate events or transactions that may occur after the statement of financial position date for potential recognition or disclosure in the financial statements. Management performed such an evaluation through January 31, 2024, the date that the financial statements were available to issue, and noted no subsequent events or transactions that occurred after the statement of financial position date requiring recognition or disclosure.

**INDEPENDENT AUDITOR'S REPORTS AND
INFORMATION REQUIRED BY *GOVERNMENT AUDITING STANDARDS***

**Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on An Audit of Financial Statements Performed In Accordance
With Government Auditing Standards**

To the Board of Directors
Pelican Providers Corporation
Baton Rouge, Louisiana

I 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 United States, the financial statements of **Pelican Providers Corporation (a nonprofit organization)** which comprise the statement of financial position as of September 30, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated January 31, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Pelican Provider, Inc.'s internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pelican Provider, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of Pelican Provider, Inc.'s the internal control.

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

My 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 my audit I did not identify any deficiencies in internal control that I consider to be a material weakness. However, material weaknesses may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pelican Provider, Inc.'s financial statements are free from material misstatement, I 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 my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Pelican Provider, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Pelican Provider, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose; however, under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Legislative Auditor as a public document.

Roslyn J. Johnson, LLC

Roslyn J. Johnson, LLC
Baton Rouge, Louisiana
January 31, 2024

PELICAN PROVIDERS CORPORATION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year Ended September 30, 2023

Federal Grantor/ Pass-Through Grantor/ Program Name	Federal CFDA Number	Agency or Pass-through Number	Federal Expenditures September 30, 2023
U. S. Department of Agriculture: Pass-through program from: Louisiana Department of Education - Child and Adult Care Food Program (CACFP)	10.558	N/A	<u>\$ 675,013.94</u>

Notes to Schedule of Expenditures of Federal Awards:

Note 1 - Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying schedule of expenditures of federal award includes the federal grant activity of Pelican Providers and is presented on the accrual basis of accounting. The information in this Schedule is presented in accordance with the requirements of Uniform Guidance , *Audits of States, Local Governments, and Non-Profit Organizations*.

B. Accrued Reimbursement

Federal awards are on a cost reimbursement basis.

C. Federal Indirect Cost Rate

Pelican Providers did not elect to use the 10% de minimis federal indirect cost rate for the year ended September 30, 2023.

D. Subrecipients

Pelican providers did not provide federal funds to any subrecipients during the year ended September 30, 2023.

PELICAN PROVIDERS CORPORATION
Schedule of Findings and Questioned Costs
Year Ended September 30, 2023

SECTION I - SUMMARY OF AUDITOR'S RESULTS

The auditor's report expresses an unmodified opinion on the financial statements.

No significant deficiencies or material weaknesses identified in internal accounting control.

No instances of noncompliance material to the financial statements were disclosed during the audit

SECTION II - FINDINGS - FINANCIAL STATEMENT AUDIT

No findings or questioned costs for the year ended September 30, 2023.

SECTION III - FINDINGS AND QUESTIONED COSTS - FEDERAL AWARDS

No findings or questioned costs for the year ended September 30, 2023.

SECTION IV - MANAGEMENT LETTER

Not Applicable

PELICAN PROVIDERS CORPORATION
Schedule of Prior Year Findings and Questioned Costs
Year Ended September 30, 2023

No findings or questioned costs for the year ended September 30, 2022.

SUPPLEMENTARY INFORMATION SCHEDULES

Schedule 1

PELICAN PROVIDERS CORPORATION

**Schedule of Audited Claims
Year Ended September 30, 2023**

REIMBURSEMENTS ALLOWABLE

Administrative	\$ 131,302.00
Program	<u>543,711.94</u>
Total	<u><u>\$ 675,013.94</u></u>

REIMBURSEMENTS CLAIMED AND RECEIVED

Administrative	\$ 131,302.00
Program	<u>543,711.94</u>
Total	<u><u>\$ 675,013.94</u></u>

OVER (UNDER) CLAIM

Administrative	NONE
Program	<u>NONE</u>

TOTAL OVER (UNDER) CLAIMED

<u><u>NONE</u></u>

Schedule 2

PELICAN PROVIDERS CORPORATION

**Schedule of Administrative Reimbursement Allowable
Year Ended September 30, 2023**

A. Actual administrative expenses	<u><u>\$ 131,844.94</u></u>
B. Administrative reimbursement Claimed (Home x Rates)	<u><u>\$ 131,302.00</u></u>
C. Approved administrative budget	<u><u>\$ 134,006.98</u></u>
D. Administrative reimbursement allowed	<u><u>\$ 131,302.00</u></u>
E. Administrative Reimbursement Received	<u><u>\$ 131,302.00</u></u>

Schedule 3

PELICAN PROVIDERS CORPORATION

**Schedule of Monetary Claims and Questioned Costs
Year Ended September 30, 2023**

ADMINISTRATIVE REIMBURSEMENT

Administrative overclaim

NONE

PROGRAM REIMBURSEMENT

Meal counts and attendance

NONE

Total Overclaim

NONE

**FAMILY DAY CARE HOME PROGRAM
ADMINISTERED BY
PELICAN PROVIDERS CORPORATION**

**Schedule of Meals Served and
Program Reimbursement
Year Ended September 30, 2023**

OCTOBER 1,2022 TO JUNE 30, 2023	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>SUPPLEMENT</u>	<u>SUPPER</u>	<u>TOTAL</u>
Number of meals claimed	25,007	47,099	76,385	48,532	197,023
Less: Meals refunded by sponsor	0	0	0	0	
Net meals allowed	25,007	47,099	76,385	48,532	197,023
Reimbursement rate	\$ 1.6600	\$ 3.0400	\$ 0.9700	\$ 3.0400	
Reimbursement based on rate	\$ 41,511.62	\$ 143,180.96	\$ 74,093.45	\$ 147,537.28	\$ 406,323.31
JULY 1, 2023 TO SEPTEMBER 30, 2023	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>SUPPLEMENT</u>	<u>SUPPER</u>	<u>TOTAL</u>
Number of meals claimed	7,342	16,635	24,373	16,252	64,602
Less: Meals refunded by sponsor	-	0	0	0	
Net meals allowed	7,342	16,635	24,373	16,252	64,602
Reimbursement rate	\$ 1.6500	\$ 3.1200	\$ 0.9300	\$ 3.1200	
Reimbursement based on rate	\$ 12,114.30	\$ 51,901.20	\$ 22,666.89	\$ 50,706.24	\$ 137,388.63
TOTAL MEALS CLAIMED	32,349	63,734	100,758	64,784	261,625
TOTAL NET MEALS ALLOWED	32,349	63,734	100,758	64,784	261,625
PROGRAM REIMBURSEMENT CLAIMED	\$ 53,625.92	\$ 195,082.16	\$ 96,760.34	\$ 198,243.52	\$ 543,711.94
PROGRAM REIMBURSEMENT ALLOWED	\$ 53,625.92	\$ 195,082.16	\$ 96,760.34	\$ 198,243.52	\$ 543,711.94
MEALS OVERCLAIMED AND REFUNDED TO STATE					<u>\$ -</u>

**FAMILY DAY CARE HOME PROGRAM
ADMINISTERED BY
PELICAN PROVIDERS CORPORATION**

**Schedule of Compensation, Benefits and Other Payments
to Executive Director
Year Ended September 30, 2023**

MARK A. BANKS, EXECUTIVE DIRECTOR

PURPOSE	AMOUNT
Salary	\$ 56,160.00
Benefits - Retirement	3,481.92
Benefits-Medicare	814.32
TOTAL	<u>\$ 60,456.24</u>

STATE REPORTING SECTION

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

To the **Board of Directors of
Pelican Providers, Inc.**
and the **Louisiana Legislative Auditor:**

I have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period **October 1, 2022 through September 30, 2023**. Pelican Providers, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Pelican Providers, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period **October 1, 2022 through September 30, 2023**. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

I obtained and inspected written policies and procedures utilized in the operations of the organization. Because the organization's public funds are received for the Child and Adult Care Food Program, the AUP categories including written procedures are mainly covered under the pass-through agency agreement and/or the Compliance Supplement.

Budgeting

Comment: No exceptions were found as a result of this procedure.

Purchasing

Comment: No exceptions were found as a result of this procedure.

Disbursements

Comment: No exceptions were found as a result of this procedure.

Receipts/Collections

Comment: No exceptions were found as a result of this procedure.

Payroll/Personnel

Comment: No exceptions were found as a result of this procedure.

Contracting

Comment: No exceptions were found as a result of this procedure.

Credit Cards

Comment: Not Applicable

Travel and Expense Reimbursement

Comment: No exceptions were found as a result of this procedure.

Ethics

Comment: Not Applicable

Debt Service

Comment: Not Applicable

Information Technology Disaster Recovery/Business Continuity

Comment: No exceptions were found as a result of this procedure.

Sexual Harassment

Comment: Not Applicable

Board

Obtained and inspected the board minutes for the fiscal period and determined that the board met each quarter in accordance with the organization's bylaws during the fiscal period.

Comment: No exceptions were found as a result of this procedure.

Bank Reconciliations

Selected one month of the fiscal period from the organization's operating and general fund accounts and determined bank reconciliations were prepared timely, within 2 months of the related statement closing date, however there was no evidence that a member of management who does not handle cash, post ledgers, or issue checks had reviewed the bank reconciliation evidenced by signing and dating.

Management's Response: All future bank reconciliations will be submitted to the Board at quarterly meetings and a member of the Board will review and approve bank reconciliations by signing and dating.

Collections

The organization receives its funds by electronic deposit (EFT's) from the cognizant oversight agency. Therefore, there are no collection locations.

Comment: No exceptions were found as a result of this procedure.

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

Selected a sample of eleven (19) transactions from the organization's non-payroll disbursement transaction population. Verified each transaction was supported by either an invoice or contract, and a "check request form" evidencing sufficient segregation of duties in the approval and processing of the transaction.

Comment: No exceptions were found as a result of this procedure.

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

Comment: Not applicable the organization has no credit or fuel cards

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

Examined 100% of travel related expenses and verified reimbursement was in accordance with the approved reimbursement rate, *Louisiana Travel Guide* and the organization's approved operating budget. Observed documentation to support travel reimbursement was for the business program purpose and was properly approved and authorized by someone other than the person receiving reimbursement.

Comment: No exceptions were found as a result of this procedure.

Contracts

Obtain from management a listing of all agreements/contracts for professional services, materials and supplies that were initiated during the fiscal period. Determined contracts were approved by the oversight agency of the CACFP program and determine payments were made in accordance with terms and conditions of contract.

Comment: No exceptions were found as a result of this procedure.

Payroll and Personnel

For the three employees of the organization, I selected two pay periods during the fiscal year and verified that employees were paid the authorized rates as approved by the oversight agency. In addition, I examined attendance and leave records for the selected pay periods and verified employees time and attendance had been approved by the employee. The payroll supervisor however, did not verify or sign time and attendance reports certifying hours worked by employees.

Management's Response: All future time and attendance reports should be reviewed and signed by the employee's supervisor certifying the accuracy of the hours reported on the time and attendance report.

Ethics

Comment: Not Applicable

Debt Service

Comment: Not Applicable

Fraud Notice

Observed the organizations has posted on its premises the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds. There was no misappropriation of funds.

Comment: No exceptions were found as a result of this procedure.

Information Technology Disaster Recovery/Business Continuity

Comment: No exceptions were found as a result of this procedure.

Sexual Harassment

Comment: Not Applicable

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

I am required to be independent of Pelican Providers, Inc. and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my agreed-upon procedures engagement.

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

Roslyn J. Johnson, LLC

Roslyn J. Johnson, LLC
Baton Rouge, Louisiana
January 31, 2024