

**PINE BELT MULTI-PURPOSE COMMUNITY ACTION
AGENCY, INC.
Jonesboro, Louisiana**

**FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
WITH SUPPLEMENTAL INFORMATION
As of And for The Year Ended June 30, 2022**

BY

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**PINE BELT MULTI-PURPOSE COMMUNITY ACTION
AGENCY, INC.
JONESBORO, LOUISIANA**

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**Financial Statements
and Independent Auditor's Report
with Supplemental Information
As of and for the Year Ended June 30, 2022**

CONTENTS

	<u>STATEMENTS</u>	<u>PAGE NO.</u>
Independent Auditor's Report		1-2
Financial Statements:		
Statement of Financial Position	A	4
Statement of Activities	B	5
Statement of Cash Flows	C	6
Statement of Functional Expenses	D	7
Notes to Financial Statements		8-15
Independent Auditor's Report on Internal Control over Financial Reporting and Over Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		16-17
Independent Auditor's Report on Compliance for Each Major Program and On Internal Control Over Compliance Required by the Uniform Guidance		18-19
Supplemental Information:		
Schedule of Assets, Liabilities, and Net Assets		21
Schedule of Support, Revenue, Expenses, and Changes in Net Assets		22
Schedule of Cash Flows		23
Schedule of Functional Expenses		24
Schedule of Expenditure of Federal Awards		25
Schedule of Findings and Questioned Costs		26

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
CONTENTS (Continued)

CONTENTS

General Unrestricted Funds	
For the Period: July 1, 2021 to June 30, 2022	27
Head Start Program Grant Award 06CH011048-03-02	
For the Contract Period: December 1, 2020 to November 30, 2021	28
Child and Adult Care Food Program	
For the Period: October 1, 2020 to September 30, 2021	29
Community Services Block Grant Contract No. 2000541782	
For the Contract Period: October 1, 2019 to September 30, 2021	30
Community Services Block Grant CSBG Subaward No. 2000507573	
For the Contract Period: October 1, 2020 to September 30, 2022	31
Community Services Block Grant CSBG Subaward No. 2000625686	
For the Contract Period: October 1, 2020 to September 30, 2022	32
Section 8 Housing Assistance Program	
For the Contract Period: October 1, 2020 to September 30, 2021	33
Summer Feeding Program	
For the Contract Period: July 1, 2021 to June 30, 2022	34
Parent Fundraising Accounts:	
Schedule of Changes in Cash Balances	35
Schedule of Board Members	36
Schedule of Compensation-Key Management	37



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Independent Auditor's Report

To the Board of Directors of
Pine Belt Multi-Purpose Community Action Agency, Inc.
Jonesboro, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of Pine Belt Multi-Purpose Community Action Agency, Inc., (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Auditor's Report (Continued)**

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pine Belt Multi-Purpose Community Action Agency, Inc. as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other 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 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. The information in Schedules 1 through 4 and 6 through 17 is also presented for purposes of additional analysis and is not a part of the required 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 my opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated December 30, 2022, on my consideration of Pine Belt Multi-Purpose Community Action Agency, Inc.'s internal control over financial reporting and on 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 Pine Belt Multi-Purpose Community Action Agency, Inc.'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 Pine Belt Multi-Purpose Community Action Agency, Inc.'s internal control over financial reporting and compliance.



Rosie D. Harper
Certified Public Accountant

Monroe, Louisiana
December 30, 2022

FINANCIAL STATEMENTS

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Statement of Financial Position
June 30, 2022

Assets

Cash and Cash Equivalents	\$ 270,091
Grant Receivable	58,196
Property, Plant & Equipment (Net, Note F)	<u>250,985</u>
Total Assets	<u><u>579,272</u></u>

Liabilities and Net Assets

Liabilities:

Accrued Liabilities	100,519
Deferred Revenue	<u>155,359</u>
Total Liabilities	<u>255,878</u>

Net Assets:

Without Donor Restrictions	
Investment in Fixed Assets	250,985
Operating	<u>(8,597)</u>
Total Without Donor Restrictions	242,388
With Donor Restrictions	81,006
Total Net Assets	<u>323,394</u>
Total Liabilities and Net Assets	<u><u>\$ 579,272</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.

Statement of Activities

For the Year Ended

June 30, 2022

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS**Revenues and Gains**

Donation (Police Jury)	\$	15,921
Inkind Contributions		428,779
Interest Income		42
Other Revenues		119,967
Total Other Support		<u>564,709</u>
TOTAL REVENUES AND GAINS WITHOUT DONOR RESTRICTIONS		<u>564,709</u>

Net Assets Released from Restrictions

Restrictions Satisfied by Payments		<u>2,610,359</u>
TOTAL REVENUES, GAINS AND OTHER SUPPORT WITHOUT DONOR RESTRICTIONS		<u>3,175,068</u>

Expenses

Program Expenses		2,718,467
General and Administrative Expenses		523,402
Total Expenses		<u>3,241,869</u>
DECREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS		<u>(66,801)</u>

CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS**Revenue and Gains**

Grants		
Federal		<u>2,664,711</u>
TOTAL REVENUES AND GAINS WITH DONOR RESTRICTIONS		<u>2,664,711</u>
Net Assets Released from Restrictions		
Restrictions Satisfied by Payments		<u>(2,610,359)</u>
INCREASE IN NET ASSETS WITH DONOR RESTRICTIONS		<u>54,352</u>
DECREASE IN NET ASSETS		(12,449)
Net Assets as of Beginning of Year		<u>335,843</u>
Net Assets as of End of Year	\$	<u><u>323,394</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Statement of Cash Flows
For the Year Ended
June 30, 2022

Operating Activities	<u>All Funds</u>
Change in Net Assets	\$ (12,449)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Provision for Depreciation	70,351
Decrease in Grants Receivable	(31,076)
Increase in Accounts Payable/Accrued Liabilities	(31,501)
Decrease in Deferred Revenue	<u>77,586</u>
Total Adjustments	<u>85,360</u>
Net Cash Provided by Operating Activities	<u>72,911</u>
Net Increase in Cash and Cash Equivalents	<u>72,911</u>
Cash and Cash Equivalents as of Beginning of Year	<u>197,180</u>
Cash and Cash Equivalents as of The End of Year	<u><u>\$ 270,091</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Statement of Functional Expenses
For the Year Ended
June 30, 2022

	Program Services	Support Services		Total Expenses
		General and Administrative	Total Support Services	
Personnel Costs				
Salaries and Wages	\$ 1,195,335	\$ 204,151	\$ 204,151	\$ 1,399,486
Payroll Taxes and Other Fringe Benefits	189,100	35,078	35,078	224,178
Total Personnel Costs	<u>1,384,435</u>	<u>239,229</u>	<u>239,229</u>	<u>1,623,664</u>
Other Expenses				
Client and Assistance Payments	109,442	-	-	109,442
Community Outreach	6,685	-	-	6,685
Depreciation	70,351	-	-	70,351
Food and Related Supplies	270,127	-	-	270,127
In-kind-Facilities/Volunteers	428,779	-	-	428,779
Insurance	-	16,049	16,049	16,049
Occupancy	51,804	54,250	54,250	106,054
Other General and Administrative Expenses	-	51,010	51,010	51,010
Other Program Expense	340,400	-	-	340,400
Professional Services	-	36,425	36,425	36,425
Repairs & Maintenance	-	29,713	29,713	29,713
Supplies and Postage	1,017	52,258	52,258	53,275
Telephone	-	27,631	27,631	27,631
Training & Development	-	14,555	14,555	14,555
Travel	-	1,540	1,540	1,540
Vehicle Operation	55,427	742	742	56,169
Total Other Expenses	<u>1,334,032</u>	<u>284,173</u>	<u>284,173</u>	<u>1,618,205</u>
Total Functional Expenses	<u>\$ 2,718,467</u>	<u>\$ 523,402</u>	<u>\$ 523,402</u>	<u>\$ 3,241,869</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Jonesboro, Louisiana

Notes to Financial Statements
As of and For the Year Ended June 30, 2022

NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

Pine Belt Multi-Purpose Community Action Agency, Inc. (Pine Belt) is a private nonprofit corporation incorporated under the law of the State of Louisiana. Pine Belt is governed by a board of Directors composed of members from Jackson, Bienville, Morehouse, Red River, Sabine and Winn Parishes which are parishes that Pine Belt serves. Pine Belt operates as a community action agency administering various federal and state funded programs designed to provide assistance to the poor and disadvantaged in these parishes in Louisiana. The following programs, with their approximate percentage of total revenues indicated, are administered by Pine Belt:

Head Start Program (54.57%) - Provides comprehensive early child development for disadvantaged and handicapped preschool children and their families. Funding is provided by the federal funds from U.S.D.A. Department of Health and Human Services.

Child and Adult Care Food Program (4.65%)-Provides a food service program in coordination with the Head Start and Summer Child Care Assistance Programs. Funding is provided by the federal funds from U.S.D.A. passed through the Louisiana Department of Education.

Community Service Block Grant (19.72%) - Administers programs designed to provide services and activities that will have a measurable impact on causes of poverty in the community. Funding is provided by federal funds passed through the Louisiana Workforce Commission, Office of Workforce Development.

Emergency Food and Shelter Program (1.12%) – Provides emergency food and shelter in areas of high need throughout the community to person-based upon their unemployment or poverty status. The program is a federally funded program administrated by the Federal Emergency Management Agency (FEMA) with funds passing through a local governing board.

Section 8 Housing Assistance Programs (4.50%)-Provides a housing subsidy program funded by the United States Department and Urban Development. Pine Belt has entered into a contract to administer the program for Jackson Parish in Louisiana. The program provides housing assistance payments to participating owners on behalf of eligible tenants to provide decent, safe, and sanitary housing for low-income families at rent they can afford. Housing assistance payments are used to make up the difference between the approved rent due to the owner for the dwelling unit and the occupant's family at required contribution toward the rent.

Summer Food Service Programs (11.23%)-Provides a food service program for needy children during summer months when area schools are closed for the summer. Funding is provided by the federal funds passed through the Louisiana Department of Education.

General Assistance (4.21%) - Accounts for other incidental programs and miscellaneous administrative activities and other general operations of the agency that are not charged to a specific fund. Revenue consists of miscellaneous receipts collected during the year.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

Method of Accounting

The financial statements have been prepared on the accrual method of accounting and in conformity with the standards promulgated by the American Institute of Certified Public Accountants in its *Audit and Accounting Guide for Not-for-Profit Organizations*.

Basis of Presentation

The financial statements have been prepared in accordance with U.S generally accepted accounting principles ("US GAAP"), which require the Organization 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 the Organization. These net assets may be used at the discretion of the Organization and the board of directors.

Net Assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Income Tax Status

Pine Belt is a non-profit corporation and is exempt from state and federal income taxes under Section 501 (c) (3) of Internal Revenue Code. However, income from certain activities not directly related to Pine Belt's tax-exempt purpose would be subject to taxation as unrelated business income. Pine Belt had no such income for this audit period.

Public Support and Revenue

In order to comply with restrictions that donors place on grants and other gifts as well as designations made by its governing board, the principles of reporting net assets are used. Revenue and public support consist mainly of governmental grants and contributions. Contributions of cash and other assets are reported as net assets with donor restrictions if they are received with donor restrictions. Contributions are considered to be without restrictions unless restricted by the donor and are reported as net assets without donor restrictions. All assets over which the Board of Directors has discretionary control have been included in the General Fund.

Depreciation

The Organization follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$5,000. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

Building and improvements	30 years
Furniture and equipment	7 years

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents. Under state law, the agency may deposit funds in demand accounts, interest bearing accounts, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. The Organization had no cash equivalents during the audit period. On June 30, 2022, the Organization had cash totaling \$270,091 as follows:

Without Donor Restrictions	\$	25,855
With Donor Restrictions		<u>244,236</u>
Total Cash	\$	<u><u>270,091</u></u>

Total Columns

Total columns are presented to facilitate financial analysis. Data in these columns do not present financial position results of operations and changes in net assets in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

Revenues, Grants, and Other Support

Federal and Other State Grants

Federal and other state grants are generally on a cost reimbursement basis. An accrual is made when eligible expenses are incurred. Revenues from federal and other state grants are recorded when the Organization has a right to reimbursement under the related grant, generally corresponding to the incurring of grant-related expenses by the Organization, or when earned under the terms of the grant.

Contributions

Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional contributions are not recognized until the conditions on which they depend have been substantially met. Contributions received are recorded as without donor restrictions or with donor restrictions depending on the existence and/or nature of any donor restrictions. Donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities and changes in net assets as net assets released from restrictions.

NOTE B. OPERATING LEASE

Pine Belt leases two buildings under operating leases which expire in twelve months. The rental costs on the buildings for the year ended June 30, 2022, was \$7,560.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

NOTE C. GRANT RECEIVABLES

At June 30, 2022, the Organization had grant receivables as follows:

Louisiana Department of Labor (Community Service Block Grant)	\$ 16,808
Louisiana Department of Education (Summer Feeding Program)	13,879
Emergency Food and Shelter Program (United Way)	<u>27,509</u>
Total	<u><u>\$ 58,196</u></u>

NOTE D. FUNCTIONAL ALLOCATION OF EXPENSES

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTE E. COMPENSATED ABSENCES

Compensated absences are absences for which employees will be paid, such as vacation, and/or sick leave. The Organization has a formal policy for accumulation and vesting of vacation, annual leave, and sick leave which is based on the length of service. The days that are granted are included in annual salaries. Employees may accrue vacation leave up to 144 hours. Upon an employee's separation of employment, earned and/or accrued leave will be paid up to a maximum of 80 hours. Employees can also accrue sick leave, but accumulated sick leave is forfeited upon separation of employment. For the year ended June 30, 2022, the total amount for accumulated days for compensated absences was \$21,296.

NOTE F. PROPERTY, PLANT AND EQUIPMENT

Property and Equipment consists of the following at June 30, 2022:

	Estimated Depreciable Life	Purchased with Federal Funds	Purchased with Non- Federal Funds	Total
Buildings	20-30 Years	\$ 208,789	\$ -	\$ 208,789
Furniture and Equipment	5-7 Years	547,952	48,851	596,803
Vehicles	5 Years	1,091,263	103,008	1,194,271
Land and Site Improvements		84,215	20,000	104,215
Accumulated Depreciation		<u>(1,712,218)</u>	<u>(70,524)</u>	<u>(1,782,742)</u>
Net Investments in Property and Equipment		<u>\$ 220,001</u>	<u>\$ 101,335</u>	<u>\$ 321,336</u>

Depreciation for the year ended June 30, 2022, was \$70,524.

Land and site improvements include a lot valued at \$20,000 donated to Pine Belt by the Town of Jonesboro in December of 2001 to provide Head Start or other educational services. The donation deed stipulates that if Pine Belt ceases to use the property as a Head Start or other educational facility for a period of six months, the property is to immediately revert to the donor. The Department of Health and Human Services provided funding for the site improvement and construction of the building located on the property.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

NOTE G. BUDGET PRACTICES

The Organization prepares an annual budget that is approved by the Board of Directors. As a result, “budget to actual” comparative statements are presented as supplemental information.

NOTE H. LIABILITIES

On June 30, 2022, the Organization had liabilities totaling \$100,519 consisting of the following:

Accounts Payable	\$	23,180
Accrued Leave		21,296
Payroll Liabilities		56,043
Total	\$	<u>100,519</u>

NOTE I. CONCENTRATIONS OF CREDIT RISK

Financial instruments that potentially subject Pine Belt to concentrations of credit risk consist principally of cash and grants receivables. Concentrations of credit risk with respect to grant receivables are limited because the amounts which are due from governmental agencies are under contractual terms. As of June 30, 2022, Pine Belt had no significant concentration of credit risk in relation to grant receivables.

Accounts at the institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2022, total cash balances held at the financial institutions were \$270,091. \$250,000 of the deposits were covered by FDIC, and \$20,091 was covered by securities pledged by the bank.

NOTE J. NET ASSETS WITHOUT DONOR RESTRICTIONS

As of June 30, 2022, net assets of the Organization without donor restrictions consisted of the following programs:

	<u>Operating</u>	<u>Investment in Fixed Assets</u>	<u>Total</u>
General Services	\$ (8,597)	\$ -	\$ (8,597)
Head Start	-	250,985	250,985
Total	<u>\$ (8,597)</u>	<u>\$ 250,985</u>	<u>\$ 242,388</u>

NOTE K. NET ASSETS WITH DONOR RESTRICTIONS

As of June 30, 2022, net assets of the Organization with donor restrictions consisted of the following programs:

Headstart	\$	286
Child Nutrition Services		77,428
Emergency Food & Shelter		9
Housing Services		3,283
Total	\$	<u>81,006</u>

These funds are restricted to be used for the operations of these programs. All restrictions were temporary.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

NOTE L. CONTRACTUAL REVENUE GRANTS

During the year ended June 30, 2022, Pine Belt received contractual revenue from federal grants in the amount of \$2,664,711. The continual existence of these funds is based on annual contract renewals with various funding sources.

NOTE M. LIQUIDITY MANAGEMENT

As of June 30, 2022, the following financial assets could be made readily available within one year of the statement of financial position date to meet program operational expenditures:

Cash	\$ 270,091
Grants Receivable	<u>58,196</u>
Total	<u>\$ 328,287</u>

NOTE N. RETIREMENT OBLIGATIONS

In December 2017, Pine Belt began participating in a 403 (b) deferred compensation program whereby an amount up to 6% of the salary of eligible employees is contributed to the program. The amount contributed for the year ended June 30, 2022, was \$16,328.

NOTE O. PARENT FUNDRAISING ACCOUNTS

The Organization operates two head start centers. Each of the centers maintains a bank account for its parent fundraising activities. The funds deposited to these accounts are independent of the federal Head Start grant. A summary schedule of the financial activity for the parent fundraising bank accounts is presented as Schedule 14 in the Supplemental Information section of this report.

NOTE P. PARTNERSHIP INVESTMENT

Pine Belt is a member in the following limited partnership:

Pine Belt serves as the Managing General Partner for Sabine Housing 1994 Partners, a Louisiana Partnership in Commendam, organized and operated for the construction, ownership and management of a forty-unit apartment complex in Many, Louisiana known as William E. Ruffin Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Northwood Apartments Partnership, a Louisiana Partnership in Commendam, organized and operated for the construction, ownership and management of a forty-unit apartment complex in Bastrop, Louisiana, known as Northwood Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Maplewood Apartments Partnership, a Louisiana Partnership in Commendam, organized and operated for the construction, ownership and management of a forty-unit apartment complex in Winnfield, Louisiana, known as Maplewood Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

Pine Belt serves as the Managing General Partner for Bienville Partnership, a Louisiana Partnership organized and operated for the purchase, remodeling and ownership and management of a thirty-two-unit apartment complex in Ringgold, Louisiana, known as Bienville Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Many Partnership organized and operated for the purchase, remodeling and ownership and management of a thirty-two-unit apartment complex in Many, Louisiana, known as Many Apartments, permanent financing provided with funds provided by the Home

Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Timbers Apartments II Partnership organized and operated for the purchase, remodeling and ownership and management of a forty-eight-unit apartment complex in Many, Louisiana, known as Timbers Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Jackson Square Apartments, II Partnership organized and operated for the purchase, remodeling and ownership management of a thirty-two-unit apartment complex in Jonesboro, Louisiana, known as Jackson Square Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Riverwood Apartments Partnership organized and operated for the purchase, remodeling and ownership management of a forty-eight-unit apartment complex in Coushatta, Louisiana, known as Riverwood Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Rockwood Apartments II Partnership organized and operated for the purchase, remodeling and ownership management of a thirty-two-unit apartment complex in Winnfield, Louisiana, known as Rockwood Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Many Senior Apartments, ALPIC organized and operated for the purchase, remodeling and ownership management of a thirty-two-unit apartment complex in Many, Louisiana, known as Many Senior Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt serves as the Managing General Partner for Coushatta Senior Apartments, ALPIC organized and operated for the purchase, remodeling and ownership management of a thirty-two-unit apartment complex in Coushatta, Louisiana, known as Coushatta Senior Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Notes to Financial Statements (Continued)

NOTE P. PARTNERSHIP INVESTMENT (Continued)

Pine Belt serves as the Managing General Partner for William Ruffin Apartments organized and operated for the purchase, remodeling and ownership management of a thirty-two-unit apartment complex in Winnfield, Louisiana, known as William Ruffin Apartments, permanent financing provided with funds provided by the Home Affordable Rental Program and tax credits through regulatory agreements with Louisiana Housing Finance Agency.

Pine Belt received a management fee from these partnerships for being the Managing General Partner in the amount of \$5,670 for the period ending June 30, 2022.

NOTE Q. NON-FEDERAL MATCH

Per 45 CFR 1306.22, “Head Start programs must use volunteers to the fullest extent possible. Head Start grantees must develop and implement a system to actively recruit, train, and utilize volunteers in the program. (b) Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization activities.”

Pine Belt received donated parent volunteer services, professional services, and facility rental of \$428,779 for the year ended June 30, 2022. Donated services and facility rental are recorded at their estimated fair value determined on the date of contribution and are reported as contributions in-kind and supporting services on the accompanying statements of activities and statements of functional expenses.

NOTE R. UNCERTAIN TAX POSITIONS

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by the IRS. Management has analyzed the tax positions taken by the Organization, and has concluded that as of December 30, 2022, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by Internal Revenue Service for the years ended June 30, 2022, 2021, and 2020; however, there are currently no audits for any tax period in progress.

NOTE S. SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 31, 2022, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.



ROSIE D. HARPER

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

To the Board of Directors of
Pine Belt Multi-Purpose Community Action Agency, Inc.
Jonesboro, 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 the United States, the financial statements of Pine Belt Multi-Purpose Community Action Agency, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated December 30, 2022.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Pine Belt Multi-Purpose Community Action Agency, Inc.'s internal control over financial reporting (internal control) as a basis for designing the audit 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 Pine Belt Multi-Purpose Community Action Agency, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of the Organization's internal control.

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

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 material weaknesses. However, material weaknesses may exist that have not been identified.

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* (Continued)

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pine Belt Multi-Purpose Community Action Agency, 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 organization'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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Rosie D. Harper
Certified Public Accountant

Monroe, Louisiana
December 30, 2022



ROSIE D. HARPER

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**Independent Auditor's Report on Compliance for Each Major Program
And on Internal Control Over Compliance Required By The Uniform Guidance**

To the Board of Directors
Pine Belt Multi-Purpose Community Action Agency, Inc

Report on Compliance for Each Major Federal Program

I have audited Pine Belt Multi-Purpose Community Action Agency, Inc's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Pine Belt Multi-Purpose Community Action Agency, Inc's major federal programs for the year ended June 30, 2022. Pine Belt Multi-Purpose Community Action Agency, Inc's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

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

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of Pine Belt Multi-Purpose Community Action Agency, Inc's compliance.

Opinion on Each Major Federal Program

In my opinion, Pine Belt Multi-Purpose Community Action Agency, Inc complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

**Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance
Required by the Uniform Guidance (Continued)**

Other Matters

The results of my auditing procedures did not disclose any instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance.

Report on Internal Control Over Compliance

Management of Pine Belt Multi-Purpose Community Action Agency, Inc is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered Pine Belt Multi-Purpose Community Action Agency, Inc's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of Pine Belt Multi-Purpose Community Action Agency, Inc's internal control over compliance.

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

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of my 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. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Rosie D. Harper
Certified Public Accountant

Monroe, Louisiana
December 30, 2022

SUPPLEMENTAL INFORMATION

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Schedule of Assets, Liabilities, and Net Assets
For the Year Ended
June 30, 2022

Assets	Without Donor Restrictions		With Donor Restrictions						Total	Total Funds
	General	Head Start Program	Child Nutrition Services	Community Services	Emergency Food and Shelter	Housing Services	Summer Food Service			
Cash and Cash Equivalents	\$ 25,855	\$ 18,164	\$ 78,252	\$ -	\$ 78,608	\$ 53,319	\$ 15,893	\$ 244,236	\$ 270,091	
Grants Receivables	-	-	-	16,808	27,509	-	13,879	58,196	58,196	
Due from Other Funds	31,613	-	-	-	15	-	-	15	31,628	
Property, Plant & Equipment (Net)	-	250,985	-	-	-	-	-	250,985	250,985	
Total Assets	57,468	269,149	78,252	16,808	106,132	53,319	29,772	553,432	610,900	
Liabilities and Net Assets										
Liabilities:										
Accrued Liabilities	65,185	17,878	-	16,808	-	-	648	35,334	100,519	
Deferred Revenue	-	-	-	-	106,123	49,236	-	155,359	155,359	
Due to Other Funds	880	-	824	-	-	800	29,124	30,748	31,628	
Total Liabilities	66,065	17,878	824	16,808	106,123	50,036	29,772	221,441	287,506	
Net Assets:										
Without Donor Restrictions:										
Investment in Fixed Assets	-	250,985	-	-	-	-	-	250,985	250,985	
Operating	(8,597)	-	-	-	-	-	-	-	(8,597)	
Total Without Donor Restrictions	(8,597)	250,985	-	-	-	-	-	250,985	242,388	
With Donor Restrictions	-	286	77,428	-	9	3,283	-	81,006	81,006	
Total Net Assets	(8,597)	251,271	77,428	-	9	3,283	-	331,991	323,394	
Total Liabilities and Net Assets	\$ 57,468	\$ 269,149	\$ 78,252	\$ 16,808	\$ 106,132	\$ 53,319	\$ 29,772	\$ 553,432	\$ 610,900	

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Schedule of Support, Revenue, Expenses, and Changes in Net Assets
For the Year Ended
June 30, 2022

Schedule 2

	Without Donor Restrictions		With Donor Restrictions					Total	Total Funds	
	General	Head Start Program	Child Nutrition Services	Community Services	Emergency Food and Shelter	Housing Services	Summer Food Service			
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS										
Revenue and Gains										
Donation (Police Juries)	\$ 15,921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,921
Inkind Contributions	-	428,779	-	-	-	-	-	428,779	-	428,779
Interest	-	12	-	-	-	30	-	42	-	42
Other Revenues	119,967	-	-	-	-	-	-	-	-	119,967
Total Support	135,888	428,791	-	-	-	30	-	428,821	-	564,709
TOTAL REVENUES AND GAINS WITHOUT DONOR RESTRICTIONS	135,888	428,791	-	-	-	30	-	428,821	-	564,709
Net Assets Released from Restrictions										
Restrictions Satisfied by Payments	2,610,359	-	-	-	-	-	-	-	-	2,610,359
TOTAL REVENUES, GAINS AND OTHER SUPPORT WITHOUT DONOR RESTRICTIONS	2,746,247	428,791	-	-	-	30	-	428,821	-	3,175,068
Expenses										
Program Expense	2,219,323	499,144	-	-	-	-	-	499,144	-	2,718,467
General and Administrative Expenses	523,402	-	-	-	-	-	-	-	-	523,402
Total Expenses	2,742,725	499,144	-	-	-	-	-	499,144	-	3,241,869
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	3,522	(70,353)	-	-	-	30	-	(70,323)	-	(66,801)
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS										
Revenue and Gains										
Grants										
Federal	-	1,333,411	150,284	636,815	36,226	145,211	362,764	2,664,711	-	2,664,711
TOTAL REVENUES AND GAINS WITH DONOR RESTRICTIONS	-	1,333,411	150,284	636,815	36,226	145,211	362,764	2,664,711	-	2,664,711
Net Assets Released from Restrictions										
Restrictions Satisfied by Payments	-	(1,333,411)	(95,902)	(636,815)	(36,226)	(145,241)	(362,764)	(2,610,359)	-	(2,610,359)
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	-	-	54,382	-	-	(30)	-	54,352	-	54,352
INCREASE (DECREASE) IN NET ASSETS	3,522	(70,353)	54,382	-	-	-	-	(15,971)	-	(12,449)
NET ASSETS AT THE BEGINNING OF THE YEAR	(12,119)	321,624	23,046	-	9	3,283	-	347,962	-	335,843
NET ASSETS AT THE END OF THE YEAR	\$ (8,597)	\$ 251,271	\$ 77,428	\$ -	\$ 9	\$ 3,283	\$ -	\$ 331,991	\$ -	\$ 323,394

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Schedule of Cash Flows
For the Year Ended
June 30, 2022

	Without Donor Restrictions		With Donor Restrictions						Total	Total Funds
	General	Head Start Program	Child Nutrition Services	Community Services	Emergency Food and Shelter	Housing Services	Summer Food Service	Total		
Operating Activities										
Change in Net Assets	\$ 3,522	\$ (70,353)	\$ 54,382	\$ -	\$ -	\$ -	\$ -	\$ (15,971)	\$ (12,449)	
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:										
Provision for Depreciation	-	70,351	-	-	-	-	-	70,351	70,351	
Decrease (Increase) in Grants Receivable/Other Receivables	-	4,651	-	(11,362)	(13,034)	-	(11,331)	(31,076)	(31,076)	
Decrease (Increase) in Due from Other Funds	15,259	9,430	-	-	(15)	-	-	9,415	24,674	
Increase (Decrease) in Accounts Payable/Accrued Liabilities	(16,700)	(19,178)	(495)	4,599	-	-	273	(14,801)	(31,501)	
Increase (Decrease) in Deferred Revenue	-	-	-	-	60,600	16,986	-	77,586	77,586	
Increase (Decrease) in Due to Other Funds	640	(15,920)	(11,258)	(5,714)	-	800	6,778	(25,314)	(24,674)	
Total Adjustments	(801)	49,334	(11,753)	(12,477)	47,551	17,786	(4,280)	86,161	85,360	
Net Cash Provided (Used) by Operating Activities	2,721	(21,019)	42,629	(12,477)	47,551	17,786	(4,280)	70,190	72,911	
Net Increase (Decrease) in Cash and Cash Equivalents	2,721	(21,019)	42,629	(12,477)	47,551	17,786	(4,280)	70,190	72,911	
Cash and Cash Equivalents as of Beginning of Year	23,134	39,183	35,623	12,477	31,057	35,533	20,173	174,046	197,180	
Cash and Cash Equivalents as of the End of Year	\$ 25,855	\$ 18,164	\$ 78,252	\$ -	\$ 78,608	\$ 53,319	\$ 15,893	\$ 244,236	\$ 270,091	

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
 Schedule of Functional Expenses
 For the Year Ended
 June 30, 2022

	Without Donor Restrictions	With Donor Restrictions (Temporarily Restricted/Reclassified to Without Donor Restrictions)						Total	Total Funds
	General	Head Start Program	Child Nutrition Services	Community Services	Emergency Food and Shelter	Housing Services	Summer Food Service		
General & Administrative									
Personnel Costs									
Salaries and Wages	\$ 29,897	\$ 67,283	\$ -	\$ 94,568	\$ -	\$ -	\$ 12,403	\$ 174,254	\$ 204,151
Payroll Taxes and Other Fringe Benefits	2,561	5,167	-	26,410	-	-	940	32,517	35,078
Total Personnel Costs	<u>32,458</u>	<u>72,450</u>	<u>-</u>	<u>120,978</u>	<u>-</u>	<u>-</u>	<u>13,343</u>	<u>206,771</u>	<u>239,229</u>
Other Expenses									
Insurance	1,661	14,388	-	-	-	-	-	14,388	16,049
Occupancy	6,179	45,694	-	-	2,377	-	-	48,071	54,250
Other General and Administrative Expenses	16,927	-	-	34,083	-	-	-	34,083	51,010
Professional Services	2,452	33,095	-	-	-	-	878	33,973	36,425
Repairs & Maintenance	6,363	23,350	-	-	-	-	-	23,350	29,713
Supplies and Postage	2,980	49,117	-	-	-	-	161	49,278	52,258
Telephone	5,616	22,015	-	-	-	-	-	22,015	27,631
Training	-	14,555	-	-	-	-	-	14,555	14,555
Travel	257	1,283	-	-	-	-	-	1,283	1,540
Vehicle Operating Expense	742	-	-	-	-	-	-	-	742
Total Other Expenses	<u>43,177</u>	<u>203,497</u>	<u>-</u>	<u>34,083</u>	<u>2,377</u>	<u>-</u>	<u>1,039</u>	<u>240,996</u>	<u>284,173</u>
Total General & Administrative	<u>75,635</u>	<u>275,947</u>	<u>-</u>	<u>155,061</u>	<u>2,377</u>	<u>-</u>	<u>14,382</u>	<u>447,767</u>	<u>523,402</u>
Program Expenses									
Personnel Costs									
Salaries and Wages	9,651	872,796	\$ 29,384	224,562	-	-	58,942	1,185,684	1,195,335
Payroll Taxes and Other Fringe Benefits	5,562	123,735	2,482	51,718	-	-	5,603	183,538	189,100
Total Personnel Costs	<u>15,213</u>	<u>996,531</u>	<u>31,866</u>	<u>276,280</u>	<u>-</u>	<u>-</u>	<u>64,545</u>	<u>1,369,222</u>	<u>1,384,435</u>
Other Expenses									
Client and Assistance Payments	-	-	-	-	-	109,442	-	109,442	109,442
Community Outreach	6,685	-	-	-	-	-	-	-	6,685
Depreciation	-	70,351	-	-	-	-	-	70,351	70,351
Food and Related Supplies	3,911	-	64,036	-	-	-	202,180	266,216	270,127
In-kind-Facilities/Volunteers	-	428,779	-	-	-	-	-	428,779	428,779
Occupancy	2,077	-	-	-	33,849	13,997	1,881	49,727	51,804
Other Program Expense	27,830	5,518	-	205,474	-	21,802	79,776	312,570	340,400
Supplies and Postage	1,017	-	-	-	-	-	-	-	1,017
Vehicle Operation	-	55,427	-	-	-	-	-	55,427	55,427
Total Other Expenses	<u>41,520</u>	<u>560,075</u>	<u>64,036</u>	<u>205,474</u>	<u>33,849</u>	<u>145,241</u>	<u>283,837</u>	<u>1,292,512</u>	<u>1,334,032</u>
Total Program Expenses	<u>56,733</u>	<u>1,556,606</u>	<u>95,902</u>	<u>481,754</u>	<u>33,849</u>	<u>145,241</u>	<u>348,382</u>	<u>2,661,734</u>	<u>2,718,467</u>
Total Functional Expenses	<u>\$ 132,368</u>	<u>\$ 1,832,553</u>	<u>\$ 95,902</u>	<u>\$ 636,815</u>	<u>\$ 36,226</u>	<u>\$ 145,241</u>	<u>\$ 362,764</u>	<u>\$ 3,109,501</u>	<u>\$ 3,241,869</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Schedule of Expenditures of Federal Awards
For the Year Ended
June 30, 2022

SOURCE OF FEDERAL ASSISTANCE AGENCY	FEDERAL ASSISTANCE NUMBER	FEDERAL EXPENDITURES
U.S. Department of Health and Human Services		
Direct Programs:		
Head Start Cluster		
Head Start	93.600	\$ 1,226,162
Head Start American Rescue Plan	93.600	107,249
Total Head Start Cluster		1,333,411
Passed Through Louisiana Workforce Commission		
Office of Workforce Development		
Community Services Block Grant	93.569	185,334
Community Services Block Grant (CARES ACT)	93.569	451,481
Total U.S. Department of Health and Human Services		\$ 1,970,226
U.S. Department of Housing and Urban Development		
Direct Programs:		
Housing Voucher Cluster		
Section 8 Housing Assistance Payment Program-(Jackson Parish and Portability)	14.871	115,191
Section 8 Housing Assistance Payment Emergency Housing Voucher	14.871	30,020
Total Housing Voucher Cluster		145,211
Total U.S. Department of Housing and Urban Development		\$ 145,211
U.S. Department of Agriculture		
Passed Through Louisiana Department of Education		
Child and Adult Care Food Program -CARES ACT	10.558	34,945
Child and Adult Care Food Program	10.558	115,339
Total Child and Adult Food Program		150,284
Child Nutrition Cluster		
Summer Food Services Program	10.559	362,764
Total Child Nutrition Cluster		362,764
Total U.S. Department of Agriculture		\$ 513,048
Department of Homeland Security		
Passed Through a Local Governing Board		
Emergency Food and Shelter (FEMA) (CARES ACT)	97.024	31,950
Emergency Food and Shelter (FEMA)	97.024	4,276
Total Department of Homeland Security		\$ 36,226
TOTAL EXPENDITURES OF FEDERAL AWARDS		\$ 2,664,711

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022

- The accompanying schedule of expenditures of federal awards includes the federal award activity of Pine Belt Multi-Purpose Community Action Agency, Inc. under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Pine Belt Multi-Purpose Community Action Agency, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Pine Belt Multi-Purpose Community Action Agency, Inc.
- Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.
- The Organization has elected to use the 10% de minimus indirect cost rate as allowed under Uniform Guidance.

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Jonesboro, Louisiana

Schedule of Findings and Questioned Costs
June 30, 2022

NOTE A. SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on whether the financial statements of Pine Belt Multi-Purpose Community Action Agency, Inc. were prepared in accordance with GAAP.
2. There were no significant deficiencies disclosed during the audit of the financial statements. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Pine Belt Multi-Purpose Community Action Agency, Inc. were disclosed during the audit.
4. There was no significant deficiency in internal control over major federal award programs disclosed during the audit. No material weaknesses are reported.
5. The auditor's report on compliance for the major federal award programs for Pine Belt Multi-Purpose Community Action Agency, Inc. expresses an unmodified opinion on all major federal programs.
6. There are no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) reported in this Schedule.
7. The programs tested as major programs were:

CFDA Number	Name of Federal Program
93.600	Head Start
93.569	Community Services Block Grant

8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Pine Belt Multi-Purpose Community Action Agency, Inc. was determined to be a low-risk auditee.

NOTE B. FINANCIAL STATEMENTS FINDINGS

NONE

NOTE C. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

NONE

General Unrestricted Fund
 Schedule of Revenues, Expenses, and Changes in Net Assets
 For the Year Ended
 June 30, 2022

Revenue

Police Jury Grants and Contributions	\$ -
Miscellaneous Income	135,888
Total Revenue	135,888

Expenses

Personnel Costs

Salaries and Wages	39,548
Payroll Taxes and Other Fringe Benefits	8,123
Total Personnel Costs	47,671

Other Expenses

Community Outreach	6,685
Food & Related Supplies	3,911
Insurance	1,661
Miscellaneous	44,757
Occupancy	8,256
Professional Services	2,452
Repairs & Maintenance	6,363
Supplies	3,997
Telephone	5,616
Travel	257
Vehicle Operation	742
Total Other Expenses	84,697

Total Expenses	132,368
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Net Change in Net Assets	3,520
Net Assets, July 1, 2019	(12,119)
Other Changes in Net Assets	-
Prior Period Adjustment	-
Total Other Changes in Net Assets	-
Net Assets, June 30, 2020	\$ (8,599)

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

Head Start Award 06CH011048-03-02

Schedule of Revenues, Expenses, and Changes in Net Assets

For the Contract Period: December 1, 2020 to November 30, 2021
Budget to Actual

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
COVID 19	\$ 37,320	\$ 37,621	\$ (301)
American Rescue Act	187,184	4,218	182,966
Amount Awarded this Budget Period	<u>1,268,946</u>	<u>1,258,878</u>	<u>10,068</u>
Total Head Start Grant Revenues	<u>1,493,450</u>	<u>1,300,717</u>	<u>192,733</u>
Interest Income	10	10	-
Grantee's Contribution	<u>313,462</u>	<u>243,301</u>	<u>70,161</u>
Total Revenues	<u>1,806,922</u>	<u>1,544,028</u>	<u>262,894</u>
Expenditures			
Personnel Costs			
Salaries and Wages	866,254	896,761	(30,507)
Payroll Taxes and Other Fringe Benefits	<u>121,083</u>	<u>140,857</u>	<u>(19,774)</u>
Total Personnel Costs	987,337	1,037,618	(50,281)
Other Expenses			
Non Federal Cost	313,462	243,301	70,161
Equipment	-	-	-
Travel/Transportation	6,801	-	6,801
Contractual	30,905	24,233	6,672
Depreciation	-	70,888	(70,888)
Supplies	87,310	53,256	34,054
Other	<u>381,107</u>	<u>185,620</u>	<u>195,487</u>
Total Other Expenses	<u>819,585</u>	<u>577,298</u>	<u>242,287</u>
Total Expenses	<u>1,806,922</u>	<u>1,614,916</u>	<u>192,006</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ (70,888)</u>	<u>\$ 70,888</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

Child and Adult Care Food Program
Louisiana Department of Education
Schedule of Revenues, Expenses, and Changes in Net Assets
For the Period: October 1, 2020 to September 30, 2021

Revenue	
Contract Revenue	\$ 143,661
Total Revenue	<u>143,661</u>
Expenses	
Personnel Costs	
Salaries and Wages	38,412
Payroll Taxes and Other Fringe Benefits	<u>3,752</u>
Total Personnel Costs	42,164
Other Expenses	
Food Service Costs	<u>37,004</u>
Total Other Expenses	<u>37,004</u>
Total Expenses	<u>79,168</u>
Change in Net Assets	<u><u>64,493</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

Community Services Block Grant Department of Labor
 Contract No. 2000541782
 Schedule of Revenues, Expenses, and Changes in Net Assets
 Budget to Actual
 For the Contract Period: October 1, 2019 to September 30, 2021
 For the Reporting Period: January 1, 2021 to December 31, 2021

	Budgeted	Actual	Variance
Revenue			
Contract Revenue	\$ 420,767	\$ 420,767	\$ -
Total Revenue	420,767	420,767	-
Expenses			
Personnel Costs			
Salaries and Wages	300,626	292,607	8,019
Payroll Taxes and Other Fringe Benefits	72,256	70,217	2,039
Total Personnel Costs	372,882	362,824	10,058
Other Expenses			
Administration	9,711	10,859	(1,148)
Program Activities	38,174	47,258	(9,084)
Total Other Expenses	47,885	58,117	(10,232)
Total Expenses	420,767	420,941	(174)
Change in Net Assets	\$ -	\$ (174)	\$ 174

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

Community Services Block Grant Department of Labor
 CSBG Subaward No. 2000507573
 Schedule of Revenues, Expenses, and Changes in Net Assets
 Budget to Actual
 For the Contract Period: October 1, 2020 to September 30, 2022
 For the Reporting Period: May 15, 2020 to June 30, 2022

	Budgeted	Actual	Variance
Revenue			
Contract Revenue	\$ 740,246	\$ 596,054	\$ 144,192
Total Revenue	740,246	596,054	144,192
Expenses			
Personnel Costs			
Salaries and Wages	16,000	4,000	12,000
Payroll Taxes and Other Fringe Benefits	2,632	806	1,826
Total Personnel Costs	18,632	4,806	13,826
Other Expenses			
Administration	38,881	32,387	6,494
Program Activities	682,733	558,861	123,872
Total Other Expenses	721,614	591,248	130,366
Total Expenses	740,246	596,054	144,192
Change in Net Assets	\$ -	\$ -	\$ -

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

Community Services Block Grant Department of Labor
 Contract No. 2000625686

Schedule of Revenues, Expenses, and Changes in Net Assets
 Budget to Actual
 For the Contract Period: October 1, 2020 to September 30, 2022
 For the Reporting Period: January 1, 2021 to June 30, 2022

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Revenue			
Contract Revenue	\$ 406,222	\$ 257,808	\$ 148,414
Total Revenue	<u>406,222</u>	<u>257,808</u>	<u>148,414</u>
Expenses			
Personnel Costs			
Salaries and Wages	288,416	183,953	104,463
Payroll Taxes and Other Fringe Benefits	<u>63,000</u>	<u>45,423</u>	<u>17,577</u>
Total Personnel Costs	<u>351,416</u>	<u>229,376</u>	<u>122,040</u>
Other Expenses			
Administration	15,141	9,007	6,134
Program Activities	<u>39,665</u>	<u>19,425</u>	<u>20,240</u>
Total Other Expenses	<u>54,806</u>	<u>28,432</u>	<u>26,374</u>
Total Expenses	<u>406,222</u>	<u>257,808</u>	<u>148,414</u>
Change in Net Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.

Section 8 Housing Assistance Program
 Schedule of Revenues, Expenses, and Changes in Net Assets

For the Contract Period: October 1, 2020 to September 30, 2021

Revenue	
United States Department of HUD	\$ 68,746
United States Department of HUD-Admin	14,762
Housing Authorities	53,895
HA Port-in Admin	5,444
Interest Income	8
Total Revenue	142,855
Expenses	
Program Reimbursements	17,283
Housing Assistance Payments	100,549
Total Expenses	117,832
Change in Net Assets	25,023
Net Assets at October 1, 2020	725
Net Assets at September 30, 2021	\$ 25,748

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.

Summer Feeding Program
 Schedule of Revenues, Expenses, and Changes in Net Assets
 For the Contract Period: July 1, 2021 to June 30, 2022

Revenue	
Grant Revenue	\$ 362,764
Total Revenue	<u>362,764</u>
Expenses	
Personnel Costs	
Salaries and Wages	71,345
Payroll Taxes and Other Fringe Benefits	6,543
Total Personnel Costs	<u>77,888</u>
Other Expenses	
Food Service Costs	167,778
Other Program Costs	80,654
Rent Expense	9,161
Supplies	25,402
Utilities	1,881
Total Other Expenses	<u>284,876</u>
Total Expenses	<u>362,764</u>
Change in Net Assets	<u>-</u>
Beginning Net Assets	<u>8,024</u>
Ending Net Assets	<u><u>\$ 8,024</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.

Parent Fundraising Accounts
 Schedule of Changes in Cash Balances
 June 30, 2022

	<u>Bienville Center</u>	<u>Union Bee Center</u>	<u>Total</u>
Beginning Cash:	\$ 12,435	\$ 15,116	\$ 27,551
Revenue:			
Contributions/Fundraisers	10,531	13,062	23,593
Disbursements:	<u>4,230</u>	<u>6,477</u>	<u>10,707</u>
Net Change in Cash:	6,301	6,585	12,886
Ending Cash:	<u><u>\$ 18,736</u></u>	<u><u>\$ 21,701</u></u>	<u><u>\$ 40,437</u></u>

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Schedule of Board Members

For the Year Ended
June 30, 2022

Board Member	Title	Location
William Ruffin	Chairman	Many, Louisiana
Jessie Davis	Vice Chairman	Coushatta, Louisiana
Cora Stringer	Secretary	Jonesboro, Louisiana
Freddie Blow	Board Member	Gibbsland, Louisiana
Michelle Carpenter	Board Member	Winnfield, Louisiana
Donald Russell	Board Member	Bienville, Louisiana
Stephen Katz	Board Member	Bastrop, Louisiana
Charolette Taylor	Board Member	Coushatta, Louisiana
Shirley Radford	Board Member	Winnfield, Louisiana
Richard Woods	Board Member	Many, Louisiana
Lettie Rochell	Board Member	Arcadia, Louisiana
Lora Fielder	Board Member	Bastrop, Louisiana
Yumeaka Washington	Board Member	Jonesboro, Louisiana
Rosa Williams	Board Member	Winnfield, Louisiana
Dorothy Thomas	Board Member	Bastrop, Louisiana
Ben Taylor	Board Member	Coushatta, Louisiana
Donnie Edmonson	Board Member	Florien, Louisiana
John McCarty	Board Member	Quitman, Louisiana

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
 Schedule of Compensation - Key Management

Schedule 17

For the Year Ended
 June 30, 2022

	Conchita Doyle	Zettie Moore	April Williams
Job Title	Executive Director	Director of Headstart	Fiscal Manager
Salary	\$ 103,668	\$ 69,099	\$ 95,246
401K	-	600	3,456
Benefits-Health Insurance	14,957	8,974	11,861
Per Diem	-	-	-
Registration Fees	-	-	-
Total Compensation	\$ 118,625	\$ 78,673	\$ 110,563

See Accompanying Independent Auditor's Report and Notes to Financial Statements.

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
JONESBORO, LOUISIANA

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
As of and for the Year Ended June 30, 2022**

BY

**ROSIE D. HARPER
CERTIFIED PUBLIC ACCOUNTANT, LLP**

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PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
JONESBORO, LOUISIANA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES
As of and for the Year Ended June 30, 2022

PINE BELT MULTI-PURPOSE COMMUNITY ACTION AGENCY, INC.
Jonesboro, Louisiana

Independent Accountant's Report
On Applying Agreed-Upon Procedures
As of and for the Year Ended June 30, 2022

CONTENTS

	<u>STATEMENTS</u>	<u>PAGE NO.</u>
Independent Accountant's Report On Applying Agreed-Upon Procedures		1-11



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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Pine Belt Multi-Purpose Community Action Agency, Inc. and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by Pine Belt Multi-Purpose Community Action Agency, Inc. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1) I obtained and inspected the entity's written policies and procedures and observed whether those written policies and procedures addressed each of the following categories and subcategories, as applicable:

a) *Budgeting*, including preparing, adopting, monitoring, and amending the budget

The Entity's policies and procedures manual does provide guidelines for adopting, address monitoring, and amending the budget. Budgets and amendments are prepared by the Executive Director and presented to the Board of Directors for approval. Board approval is documented in the minutes.

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.

The Entity's policies and procedures manual does provide guidelines for how purchases are initiated, the preparation and approval process of purchase requisitions and purchase orders, how vendors are added to the vendor list, controls to ensure compliance with the public bid law, and documentation required to be maintained for all bids and price quotes. The Entity follows the procedures of the Louisiana Public Bid Law.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Accountants Report on Applying Agreed-Upon Procedures (Continued)

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

The Entity's written policies and procedures do provide guidelines for processing, reviewing, and approving disbursements. All disbursements are approved and reviewed at the appropriate level. Each disbursement is paid by original invoice. They are processed by personnel who are separate from the person who initiates, approves, and signs checks.

d) *Receipts/Collections*, including receiving, recording, and preparing deposits

The Entity's written policies and procedures do provide guidelines for receiving, recording, and preparing deposits. Over ninety percent of all grants and public funds are direct deposited. Minimal amounts of funds are collected by check. These funds are reconciled by one of the three accounting clerks and deposited to the respective program bank accounts in a timely manner. The Entity's accounting staff reconciles collection documentation to deposit slips before posting the receipts to the general ledger. My testing disclosed no discrepancies.

e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

The Entity's written policies and procedures do provide guidelines for payroll processing and approval. The written policies and procedures do not address attendance records, overtime and approval of leave time. The Entity does have an established process to approve attendance and leave time. The employees do not work overtime.

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

The Entity's policies and procedures manual does provide guidelines for contracting including types of services requiring written contracts, standard terms and conditions, legal review, approval process, and monitoring process. The Entity follows the procedures of the Louisiana Public Bid Law.

g) *Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)*, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage

The Entity's written policies and procedures provide guidelines for credit cards. All credit cards are stored in locked files. Employees must submit written request for use and sign out the cards. When the cards are returned, they must be signed in with the supporting documentation for the approved purchase.

h) *Travel and expense reimbursement*, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

The Entity's written policies and procedures provide guidelines for travel and expense reimbursement, including allowable expenses, dollar thresholds by category of expense, documentation requirements, and required approvers. The Entity prepares a written itinerary for personnel travel. Each person who receives travel reimbursements is required to prepare a travel expense report with attached documentation of expenses.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Accountants Report on Applying Agreed-Upon Procedures (Continued)

- i) *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

N/A

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

N/A

- k) *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.

The Entity's policies and procedures manual does provide guidelines for disaster recovery/business continuity. The Entity uses an off-site back-up system and critical files are backed up daily. The Entity's IT contractor performs periodic testing and verification that backups can be restored. After testing the system, a report is emailed to Entity. All computer systems have antivirus software installed and updates to software are installed in a timely manner. The Entity's IT contractor maintains their computers, and his services would be utilized during a disaster recovery.

Board (or Finance Committee, if applicable)

- 2) I obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observed 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.

The Entity's board of directors met with a quorum on a frequency in accordance with the board's bylaws.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements.

N/A

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

N/A

Bank Reconciliations

3) I obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. I asked management to identify the entity's main operating account. I selected the entity's main operating account and randomly selected 4 additional accounts. For each of the bank accounts selected, I randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statements and reconciliations for each account, and observed that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date;

Bank reconciliations were performed timely on all bank accounts provided by the Entity's management.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

The bank reconciliations are prepared by the Accounting Clerks and Fiscal Manager and reviewed monthly by an appropriate level of management. No reconciled items were on the bank statement outstanding for more than six months as of the end of the fiscal period. The bank reconciliation is initialed to document that the bank reconciliations have been reviewed.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months as of the end of the fiscal period.

No reconciled items were on the bank statement outstanding for more than twelve months as of the end of the fiscal period.

Collections

4) I obtained 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. I tested the collections from each of the two sites of the Entity.

5) For both deposit sites selected, I obtained a listing of collection locations and management's representation that the listing was complete. The Entity had two collection locations. For both locations, I randomly selected one collection location for each deposit site, obtained and inspected written policies and procedures relating to employee job duties at each collection location, and observed that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing /making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Accountants Report on Applying Agreed-Upon Procedures (Continued)

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

The Entity collects a minimal amount of cash. The collections are for fundraisers which are conducted by the parents for the head start centers. Funds received are in the form of checks or money orders. The funds are sometimes collected and deposited by the center directors. A report and the deposit slip are forwarded to the head start central office. Bank statements for the head start centers are reconciled by personnel at the central office.

- 6) I inquired of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

All individuals responsible for handling cash are bonded.

- 7) I randomly selected two deposit dates for each of the ten (10) bank accounts selected for procedure #3 under "Bank Reconciliations" above. (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day. I obtained supporting documentation for each of the eight (8) deposits and:

- a) Observed that receipts were sequentially pre-numbered.
- b) Traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Traced the deposit slip total to the actual deposit per the bank statement.
- d) Observed that the deposit was made within one (1) business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
- e) Traced the actual deposit per the bank statement to the general ledger.

Since the Entity is on the free lunch program and does not receive cash for lunch money. The Entity's revenue mainly consists of federal and state grants. Over ninety percent of all grants and public funds are direct deposited. Minimal amounts of funds are collected by check. These funds are reconciled by one of the three accounting clerks and deposited to the respective program bank accounts in a timely manner. The Entity's accounting staff reconciles collection documentation to deposit slips before posting to the receipts to the general ledger. My testing disclosed no discrepancies.

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

- 8) I obtained a listing of locations that process payments for the fiscal period and management's representation that the listing was complete. I selected the one location where payments are processed.
- 9) For each location selected under #8 above, I obtained a listing of those employees involved with non-payroll purchasing and payment functions. I obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Accountants Report on Applying Agreed-Upon Procedures (Continued)

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

All purchases were not initiated using a requisition or purchase order system. The person requesting purchases are separate from approval functions. All purchases are pre-approved by the appropriate level of management. Payments for purchases are paid by original invoices.

- b) At least two employees are involved in processing and approving payments to vendors.

Payments for purchases were not processed without an approval from an appropriate level of management; a receiving report showing receipt of goods purchased and an approved invoice.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

The person responsible for processing payments is not prohibited from adding vendors to the Entity's purchasing and disbursement system but is separate from the person who authorizes and signs checks, except for payroll. The Fiscal Manager processes and is one of the signers of payroll checks. All checks require two signatures. All vendor additions and disbursements were approved by authorized personnel and management at an appropriate level

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

The person who mails checks is separate from the persons with signatory authority and makes the final authorization and the person who processes payments.

- 10) For each location selected under #8 above, I obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. I randomly selected 5 disbursements for each location, obtained supporting documentation for each transaction and:

- a) Observed that the disbursement matched the related original invoice/billing statement.

My testing did not disclose any discrepancies.

- b) Observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

My testing did not disclose any discrepancies.

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

- 11) I obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal year, including the card numbers and the names of the persons who maintained possession of the cards and obtained management's representation that the listing is complete.

- 12) Using the listing prepared by management, I randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. I randomly selected one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtained supporting documentation, and:

- a) I observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive

fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

My testing did not disclose any discrepancies.

- b) I observed that finance charges and late fees were not assessed on the selected statements.

The Entity did not incur any finance charges or late fees.

- 13) I used the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly selected all transactions from each statement, and obtained supporting documentation for the transactions. For each transaction, I observed that it was 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).

My testing did not disclose any discrepancies.

Travel and Expense Reimbursement

- 14) I obtained 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 selected 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, I agreed the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

There were no amounts paid for travel and expense reimbursement that exceeded General Services Administration rates.

- b) If reimbursed using actual costs, I observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

My testing did not disclose any discrepancies.

- c) I observed that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

My testing did not disclose any discrepancies.

- d) I observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

My testing did not disclose any discrepancies.

Contracts

15) I obtained from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. I obtained 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 I observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

My testing did not disclose any discrepancies.

a) I observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

My testing did not disclose any discrepancies.

b) If the contract was amended (e.g. change order), I observed that the original contract terms provided for such an amendment. **N/A**

c) I randomly selected one payment from the fiscal period for the contract, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

My testing did not disclose any discrepancies.

Payroll and Personnel

16) I obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. I randomly selected five (5) employees, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

My testing did not disclose any discrepancies.

17) I randomly selected one pay period during the fiscal period. For the five (5) employees/elected officials selected under #16 above, I obtained attendance records and leave documentation for the pay period, and:

a) Observed that all selected employees/elected officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

b) Observed that supervisors approved the attendance and leave of the selected employees/officials.

c) Observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

My testing did not disclose any discrepancies.

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

The Entity did not have any terminated employees during the fiscal year.

19) I obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

The Entity's payroll tax forms were filed and paid timely. All employee benefits and related forms were filed and paid timely.

Ethics (excluding nonprofits)

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

- a. I observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b. I observed that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

N/A

Debt Service

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

N/A

22) Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

N/A

Fraud Notice

23) I obtained 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.

The Entity did not have any misappropriations of public funds or assets during the fiscal period.

24) I observed 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.

The notice required by R.S. 24:523.1 was posted by the Entity.

Information Technology Disaster Recovery/Business Continuity

25) I performed the following procedures and verbally discussed the results with management:

a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data.

The Entity uses an off-site back-up system and critical files are backed up daily. The Entity's IT contractor performs periodic testing and verification that back-ups can be restored. After testing the system, a report is emailed to Entity. All computer systems have antivirus software installed and updates to software are installed in a timely manner. The Entity's IT contractor maintains their computers, and his services would be utilized during a disaster recovery.

b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored.

Inspection of the entities most recent documentation verified that the backups had been tested and could be restored.

c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Observation of the 5 computers confirmed current and active antivirus software was installed on each computer and the operating system and accounting system were supported by a vendor.

Sexual Harassment

26) Using the 5 randomly selected employees/officials from procedure #16 under "*Payroll and Personnel*" above, obtain sexual harassment training documentation from management,

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

27) I observed the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

28) Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

a) Number and percentage of public servants in the agency who have completed the training requirements.

Pine Belt Multi-Purpose Community Action Agency, Inc.
Independent Accountants Report on Applying Agreed-Upon Procedures (Continued)

- b) Number of sexual harassment complaints received by the agency.
- c) Number of complaints which resulted in a finding that sexual harassment occurred.
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

The entity did not have any sexual harassment complaints for the fiscal year.

I was 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. 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.

The purpose of this report is 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.



Rosie D. Harper
Certified Public Accountant

Monroe, Louisiana
December 30, 2022