

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

SHREVEPORT, LOUISIANA

FINANCIAL STATEMENTS

June 30, 2019

Marsha O. Millican
A Professional Accounting Corporation
Shreveport, Louisiana

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

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Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

Independent Auditor's Report

Board of Directors
Council on Alcoholism and Drug Abuse of Northwest Louisiana
Shreveport, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of Council on Alcoholism and Drug Abuse of Northwest Louisiana (a nonprofit organization) which comprise the statement of financial position as of June 30, 2019, 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 Council'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.

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Opinion

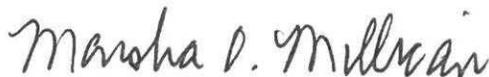
In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Council on Alcoholism and Drug Abuse of Northwest Louisiana as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The schedule of compensation, reimbursements, benefits, and other payments to agency head listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This schedule 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. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of American. In my opinion, the schedule of compensation, reimbursements, benefits, and other payments to agency head is fairly stated, in all material respects, in relation to the financial statements taken 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, 2019 on my consideration of Council on Alcoholism and Drug Abuse of Northwest Louisiana's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contract and grant agreements and other matters. The purpose of that report is 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 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 Council on Alcoholism and Drug Abuse of Northwest Louisiana's internal control over financial reporting and compliance.



Certified Public Accountant
December 30, 2019

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Statement of Financial Position

June 30, 2019

ASSETS	
CURRENT ASSETS	
Cash and Cash Equivalents	\$ 468,524
Grants and Contracts Receivable	515,303
Pledges Receivable	74,175
Prepaid Expenses	68,182
Other	718
	<hr/>
Total Current Assets	1,126,902
PROPERTY AND EQUIPMENT (NET)	1,575,399
OTHER ASSETS	
Cash Designated to Capital Acquisition	1,000,000
Investment	7,671
Pledges Receivable - Long Term	140,270
	<hr/>
Total Other Assets	1,147,941
	<hr/>
Total Assets	<u>\$ 3,850,242</u>
LIABILITIES AND NET ASSETS	
Accounts Payable and Accrued Expenses	\$ 227,578
Compensated Absences Payable	72,807
	<hr/>
Total Current Liabilities	300,385
	<hr/>
NET ASSETS (Note 7)	
With donor restrictions	-
Without donor restrictions	3,549,857
	<hr/>
Total Net Assets	3,549,857
	<hr/>
Total Liabilities and Net Assets	<u>\$ 3,850,242</u>

The accompanying notes are an integral part of this statement.

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Statement of Activities

For the Year Ended June 30, 2019

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
SUPPORT AND REVENUE:			
Support:			
Contributions	<u>\$ 282,769</u>	<u>\$ -</u>	<u>\$ 282,769</u>
Total Support	<u>282,769</u>	<u>-</u>	<u>282,769</u>
Revenues:			
Client Fees	106,701	30,408	137,109
Program Service Fees	313,428	4,831,757	5,145,185
Rental Revenue	4,272	-	4,272
Miscellaneous	<u>45,025</u>	<u>-</u>	<u>45,025</u>
Total Revenues	<u>469,426</u>	<u>4,862,165</u>	<u>5,331,591</u>
Total Support and Revenue	<u>752,195</u>	<u>4,862,165</u>	<u>5,614,360</u>
Net Assets Released from Restrictions:			
Satisfaction of Usage Restrictions	<u>4,862,165</u>	<u>(4,862,165)</u>	<u>-</u>
Total Support and Revenue	<u>5,614,360</u>	<u>-</u>	<u>5,614,360</u>
EXPENSES			
Program Expenses	4,887,425	-	4,887,425
Management and General	<u>1,110,858</u>	<u>-</u>	<u>1,110,858</u>
Total Expenses	<u>5,998,283</u>	<u>-</u>	<u>5,998,283</u>
Change in Net Assets	(383,923)	-	(383,923)
Net assets, beginning of year	<u>3,933,780</u>	<u>-</u>	<u>3,933,780</u>
Net assets, end of year	<u>\$ 3,549,857</u>	<u>\$ -</u>	<u>\$ 3,549,857</u>

The accompanying notes are an integral part of this statement.

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Statement of Functional Expenses

Year Ended June 30, 2019

	Buckhalter Program	Employee Assistance Program	Biedenham Center	Cavanaugh Center	Veterans Recovery Center
Salaries	\$ 347,646	\$ 68,510	\$347,644	\$ 702,821	\$ 148,322
Payroll Taxes	36,486	8,671	36,477	75,142	16,166
Building Rent	1,068	-	1,068	-	40,650
Equip Rent/Lease	3,454	1,085	3,454	4,509	1,130
Fundraising Expense	-	-	-	-	-
Utilities & Telephone	23,656	6,366	22,923	39,616	8,346
Auto Expense	3,596	57	3,596	51,030	2,831
Insurance	38,241	8,387	38,248	3,191	18,551
Training & Travel	738	101	556	11,458	256
Food	48,916	-	48,916	59,414	58,901
Maintenance & Repair	16,175	451	16,175	59,134	639
Supplies	15,767	275	18,028	28,204	15,797
Printing & Literature	108	108	108	108	108
Depreciation	69,774	-	4,214	27,224	5,332
Professional Services	34,052	902	14,528	139,831	934
Advertising/Promotion	19,344	9,672	19,344	29,016	9,672
Bad Debts	8,898	-	-	29,610	-
Miscellaneous	2,749	593	2,713	8,731	716
Total	<u>\$ 670,668</u>	<u>\$ 105,178</u>	<u>\$577,992</u>	<u>\$1,269,039</u>	<u>\$ 328,351</u>

The accompanying notes are an integral part of this statement.

3.5 High Intensity Adult	Medically Assisted Detox	LaSOR Mobile Crisis	Management and General	Total
\$ 522,938	\$ 512,484	\$ 44,790	\$ 408,245	\$ 3,103,400
54,241	53,432	3,930	36,382	320,927
1,068	1,068	-	-	44,922
3,454	3,453	-	1,517	22,056
-	-	-	4,039	4,039
26,839	23,343	4,607	32,036	187,732
3,644	3,596	25,639	5,418	99,407
45,240	44,503	3,680	51,553	251,594
771	738	3,837	24,105	42,560
48,917	48,916	-	602	314,582
16,538	16,173	5,179	35,204	165,668
15,775	15,763	9,132	31,814	150,555
108	108	-	108	864
-	-	-	47,241	153,785
113,197	68,694	57,309	90,430	519,877
29,016	19,343	5,245	58,086	198,738
58,998	6,750	-	133,811	238,067
3,329	2,888	7,524	150,267	179,510
<u>\$ 944,073</u>	<u>\$ 821,252</u>	<u>\$ 170,872</u>	<u>\$ 1,110,858</u>	<u>\$ 5,998,283</u>

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Statement of Cash Flows

For the Year Ended June 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ (383,923)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	153,785
Changes in Assets and Liabilities:	
Increase in Grants and Contracts Receivable	(204,159)
Decrease in Pledges Receivable	143,802
Decrease in Other Assets	2
Increase in Prepaid Expenses	(7,192)
Increase in Accounts and Accrued Expenses	74,060
Increase in Compensated Absences Payable	<u>17,979</u>
Net cash provided by operating activities	<u>(205,646)</u>

CASH FLOWS USED BY INVESTING ACTIVITIES:

Distribution from Investment	7,330
Purchase of Fixed Assets	<u>(323,568)</u>
Net cash used by investing activities	<u>(316,238)</u>
Net decrease in cash	(521,884)

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR
(including \$1,000,000 designated to capital acquisition)

1,990,408

CASH AND CASH EQUIVALENTS, END OF YEAR (including
\$1,000,000 designated to capital acquisition)

\$1,468,524

Supplemental disclosures of cash flow information:

Cash paid during the year for interest expense	<u>\$ -</u>
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The accompanying notes are an integral part of this statement.

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Notes to Financial Statements

June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A. General:

Council on Alcoholism and Drug Abuse of Northwest Louisiana (the Council) is exempt from Federal income tax purposes under IRS Code Section 501(c)(3) of the Internal Revenue Code and is exempt from state income taxes.

B. Basis of Accounting:

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

C. Basis of Presentation:

The financial statements of the Council have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which require the Council 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 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 Council's management and board of directors.

Net assets with donor restrictions: These assets are subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Council 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, these net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

D. Measure of Operations

The statement of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Council's ongoing services and interest and dividends earned on investments. Nonoperating activities are limited to resources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

E. Cash and Cash Equivalents:

For the purpose of cash flows, the organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

F. Property and Equipment

Purchased property and equipment are stated at cost. Donated property and equipment are stated at their fair market value on the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, ranging from five to ten years.

G. Contributions:

All contributions received are considered available for use unless the donor specifies a restriction. Amounts received that are restricted by the donor for specific purposes are reported as donor restricted support that increases net assets with donor restrictions.. When a donor restriction expires, donor restricted net assets are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

H. Estimates:

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

I. Functional expenses:

The costs of providing program and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among services and supporting services benefited. Such allocations are determined by management on an equitable basis. The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Salaries	Time and Effort
Payroll Taxes	Time and Effort
Building Rent	Square Footage
Equip Rent/Lease	Full Time Equivalent
Fundraising Expense	Time and Effort
Utilities and Telephone	Time and Effort
Auto Expense	Time and Effort
Insurance	Time and Effort
Training & Travel	Time and Effort
Food	Full Time Equivalent
Maintenance & Repair	Time and Effort
Supplies	Full Time Equivalent
Printing & Literature	Full Time Equivalent
Depreciation	Square Footage
Professional Services	Full Time Equivalent
Advertising/Promotion	Time and Effort
Bad Debts	Full Time Equivalent
Miscellaneous	Time and Effort

J. New accounting pronouncement:

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) - *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment returns. The Council has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

2. CASH:

At June 30, 2019, the carrying amount of the Council's deposits was \$1,468,524 while bank balances totaled \$1,494,216. The difference is due to outstanding checks at year end. Deposits of \$942,053 were insured by FDIC insurance and deposits of \$570,164 were collateralized by securities held by the bank in the Council's name.

3. AVAILABILITY AND LIQUIDITY:

The following represents the Council's financial assets at June 30, 2019:

Financial assets at year end:

Cash and equivalents	\$	468,524
Grants and contracts receivable		515,303
Pledges Receivable		<u>74,175</u>
Total financial assets	\$	<u>1,058,002</u>

Less amounts not available to be used within one year:

Net assets with donor restrictions		-
Less net assets with purpose restriction to be met in less than a year		<u>-</u>
		<u>-</u>

Financial assets available to meet general expenditures over the next twelve months

\$ 1,058,002

The Council's goal is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, excess cash is invested in interest-bearing accounts.

4. GRANTS AND CONTRACTS RECEIVABLE:

Grants and contracts receivable at June 30, 2019 are as follows:

Department of Health and Hospitals	\$231,260
Insurance Receivables	377,019
Veterans Administration	32,323
Other	95,990
Total Receivables	<u>736,592</u>
Less: Allowance for Doubtful Accounts	<u>(221,289)</u>
Net Receivables	<u><u>\$515,303</u></u>

Management periodically reviews the collectability of grants and contracts receivable in light of historical experience, the nature and type of account, adverse situations that may affect the payor's ability to repay and prevailing economic conditions. This evaluation is inherently subjective, as it requires estimates that are susceptible to significant revision as more information becomes readily available. Receivables deemed uncollectible are charged to an allowance for doubtful accounts. The balance in the allowance account at June 30, 2019 was \$221,289.

5. UNCONDITIONAL PROMISES TO GIVE:

Unconditional promises to give at June 30, 2019 consisted of the following:

Receivable in less than one year	\$ 79,757
Receivable in one to four years	<u>142,424</u>
Total unconditional promises to give	222,181
Less discounts to present value of 1.5%	(7,736)
Less allowance for uncollectible pledges	<u>-</u>
Net unconditional promises to give at June 30, 2019	214,445
Due within one year	<u>(74,175)</u>
Unconditional promises to give - long-term	<u><u>\$140,270</u></u>

6. FIXED ASSETS:

Fixed assets at June 30, 2019 consisted of the following:

Building	\$ 1,295,791
Leasehold Improvements	1,018,301
Furniture and Fixtures	232,271
Equipment and Vehicles	<u>1,213,660</u>
Total Costs	3,760,023
Less Accumulated Depreciation	<u>(2,184,624)</u>
Property and Equipment - Net	<u><u>\$ 1,575,399</u></u>

7. NET ASSETS:

Net assets with donor restrictions were as follows for the year ended June 30, 2019:

Specific Purpose	<u><u>\$ -</u></u>
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Net assets without donor restrictions for the year ended June 30, 2019 are as follows:

Board designations for capital acquisitions	\$ 1,000,000
Undesignated	<u>2,549,857</u>
Total net assets without donor restrictions	<u><u>\$ 3,549,857</u></u>

Net assets released from net assets with donor restrictions are as follows:

	<u>2019</u>
Satisfaction of Purpose Restrictions	
Buckhalter Program	\$ 395,565
Employee Assistance Program	84,389
Biedenharn Center	295,598
Cavanaugh Center	1,069,499
Veterans Recovery Center	321,394
3.5 High Intensity Adult	2,281,552
Medically Assisted Detox	243,296
LaSOR Mobile Crisis	<u>170,872</u>
Total	<u><u>\$ 4,862,165</u></u>

8. DONATED MATERIAL AND SERVICES:

Donated materials and equipment are reflected as contributions in the accompanying financial statements at their estimated values at the date of receipt. No amounts have been reflected in the statements for donated services, inasmuch as no objective basis is available to measure the value of such services; and the donated services do not create a nonfinancial asset.

9. LINE OF CREDIT:

The Council has available an unsecured line of credit bearing interest at a rate of 5.75%. Total available credit was \$300,000. No draws or payments were made on the line of credit for the year ended June 30, 2019.

10. RENTAL EXPENSE:

The Council leases space for its programs on month to month leases. Rental expense for the year ended June 30, 2019 was \$44,922.

11. ADVERTISING:

The Council follows the policy of charging the costs of advertising to expense as incurred. Costs charged to expense for advertising for the year ended June 30, 2019 totaled \$198,738.

12. RELATED PARTY TRANSACTIONS:

The Council owns a 95% interest in the Buckhalter Limited Partnership valued at \$7,671. The Partnership is the owner of the Buckhalter Hotel which is an integral part of the Buckhalter Program administered by the Council.

13. INCOME TAX STATUS:

The Council, as a nonprofit organization, is required to file Form 990 with the Internal Revenue Service an annual basis. Returns for years ended June 30, 2016 and later are subject to review by the Internal Revenue Service. The Council is not aware of any uncertain tax positions that could cause future tax liabilities.

14. SUBSEQUENT EVENTS:

Management has evaluated subsequent events through December 30, 2019, the date that the financial statements were available to be issued, and determined no additional disclosures are necessary.

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Schedule of Compensation, Reimbursements, Benefits, and Other Payments
to Agency Head
For the Year Ended June 30, 2019

Agency Head: Bill Rose, Executive Director

Salary	\$ 112,167
Payroll Taxes	\$ 8,082
Insurance	\$ 7,278
Seminars	\$ 2,931
Reimbursements	\$ -



Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

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

Board of Directors
Council on Alcoholism and Drug Abuse of Northwest Louisiana
Shreveport, 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 Council on Alcoholism and Drug Abuse of Northwest Louisiana, as of and for the year ended June 30, 2019, and related notes to the financial statements, which collectively comprise the Council's basic financial statements, and have issued my report thereon dated December 30, 2019.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Council on Alcoholism and Drug Abuse of Northwest Louisiana's internal control over financial reporting to determine 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 the Council's internal control. Accordingly, I do not express an opinion on the effectiveness of the Council's internal control.

A deficiency in internal control exists when the design or operation 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 Council's financial statements will not be prevented, or detected 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Council on Alcoholism and Drug Abuse of Northwest Louisiana's financial statements are free of 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 determination of financial statement amounts. 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*.

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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 Council'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 Council 's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Manisha O. Mellicani". The signature is written in a cursive style.

Certified Public Accountant
December 30, 2019

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA

Schedule of Findings

For the Year Ended June 30, 2019

There were no findings for the year ended June 30, 2019.

COUNCIL ON ALCOHOLISM AND DRUG ABUSE OF NORTHWEST LOUISIANA, INC.

Corrective Action Taken on Prior Year Findings

For the Year Ended June 30, 2019

There were no findings for the year ended June 30, 2018.



Marsha O. Millican

A PROFESSIONAL ACCOUNTING CORPORATION

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

To the Board of Directors
Council on Alcoholism and Drug Abuse of Northwest Louisiana
Shreveport, Louisiana

I have performed the procedures enumerated below, which were agreed to by the Board of Directors of Council on Alcoholism and Drug Abuse of Northwest Louisiana (the Council) and the Louisiana Legislative Auditor (LLA) on the control and compliance areas identified in the LLA's Statewide Agreed Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Council's management is responsible for those control and compliance 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the Council. Consequently, I make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

My procedures and associated findings are enumerated below.

Written Policies and Procedures

(The following written policies and procedures were not reviewed since there were no exceptions for the prior year, with the exception of the new policy added for Year 3, Disaster Recovery/Business Continuity.)

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

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g. determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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.
- j) **Debt Service**, including (1) debt insurance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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.

Procedure Results - No exceptions noted.

Board or Finance Committee

(The following procedures were not performed since there were no exceptions in the prior year.)

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
- c) For governmental entities, obtain the prior year audit 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.

Bank Reconciliations

(The following procedures were not performed since there were no exceptions in the prior year.)

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

Collections

(The following procedures were not performed since there were no exceptions in the prior year.)

- 4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledger, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the five bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:
- a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

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

(The following procedures were not performed since there were no exceptions in the prior year.)

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the entity has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making a purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

(The following procedures were not performed since there were no exceptions in the prior year.)

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation and:
- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved in writing (or electronically approved) by someone other than the authorized card holder.
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

Travel and Expense Reimbursement

(The following procedures were not performed since there were no exceptions in the prior year.)

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

Contracts

(The following procedures were not performed since there were no exceptions in the prior year.)

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly, select 5 contracts (or all contracts if less than 5) from the listing and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change orders, observe that the original contract terms provided for such an amendment.
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Payroll and Personnel

(The following procedures were not performed since there were no exceptions in the prior year.)

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employee's/official, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
18. Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly, select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employees/officials' authorized pay rates in the employees/officials' personnel files.
19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Ethics

(The following procedures were not performed since they are not applicable to non-profit entities.)

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

Debt Service

(The following procedures were not performed since there were no exceptions in the prior year.)

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

Other

(The following procedures were not performed since there were no exceptions in the prior year.)

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

I was not engaged and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on the Statewide Agreed-Upon Procedures. 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.

This report is intended solely for the information and use of the Council and the LLA, and is not intended to be, and should not be, used by anyone other than the specified parties.

Marsha D. McIlreath

Certified Public Accountant

December 30, 2019