CRESCENT CITY FAMILY SERVICES, INC.

FINANCIAL STATEMENTS

FOR THE YEARS ENDED

DECEMBER 31, 2025 AND 2024

ERICKSEN KRENTEL LLP

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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FINANCIAL SECTION

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Crescent City Family Services, Inc.
Gretna, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Crescent City Family Services, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2025 and 2024, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Crescent City Family Services, Inc. as of December 31, 2025 and 2024, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the Louisiana Governmental Audit Guide, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Crescent City Family Services, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Crescent City Family Services, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

ERICKSEN KRENTEL LLP
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the Board of Directors of
Crescent City Family Services, Inc.
Gretna, Louisiana

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Crescent City Family Services, Inc.'s internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Crescent City Family Services, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

To the Board of Directors of
Crescent City Family Services, Inc.
Gretna, Louisiana

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information contained in Schedules "1" and "2" is presented for the purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of compensation, benefits, and other payments to agency head, as required by Louisiana Revised Statute 24:513 A.(3), is also presented for the purposes of additional analysis and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 15, 2025, on our consideration of Crescent City Family Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Crescent City Family Services, 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 Crescent City Family Services, Inc.'s internal control over financial reporting and compliance.

New Orleans, Louisiana
June 15, 2026

Ericksen Krentel, LLP
Certified Public Accountants

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2025 AND 2024

	2025	2024
ASSETS		
CURRENT ASSETS:		
Cash and cash equivalents	$ 1,037,193	$ 1,028,224
Accounts receivable	31,801	18,670
Grants receivable	55,303	182,902
Prepaid expenses	4,871	7,438
Total current assets	1,129,168	1,237,234
RIGHT OF USE ASSETS - OPERATING LEASE, NET	385,156	460,357
Total assets	$ 1,514,324	$ 1,697,591
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts payable	$ 7,549	$ 8,219
Accrued expenses	46,223	56,615
Current portion of operating lease liabilities	76,620	75,201
Total current liabilities	130,392	140,035
LONG-TERM LIABILITIES:		
Operating lease liabilities, net of current portion	308,536	385,156
Total long-term liabilities	308,536	385,156
Total liabilities	438,928	525,191
NET ASSETS:		
Without donor restrictions	1,075,396	1,172,400
Total net assets	1,075,396	1,172,400
Total liabilities and net assets	$ 1,514,324	$ 1,697,591

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND SUPPORT:			
Grant revenues	$ 771,498	$ -	$ 771,498
Contributions	1,110	-	1,110
Contract fees	42,160	-	42,160
Other revenue	49,735	-	49,735
Total revenues and support	864,503	-	864,503
EXPENSES:			
Program services	631,064	-	631,064
Supporting services:			
Management and general	330,443	-	330,443
Total expenses	961,507	-	961,507
Change in net assets	(97,004)	-	(97,004)
Net assets at beginning of year	1,172,400	-	1,172,400
Net assets at end of year	$ 1,075,396	$ -	$ 1,075,396

See accompanying NOTES TO FINANCIAL STATEMENTS

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND SUPPORT:			
Grant revenues	$ 1,462,660	$ -	$ 1,462,660
Contributions	2,746	-	2,746
Contract fees	174,613	-	174,613
Other revenue	26,768	-	26,768
Total revenues and support	1,666,787	-	1,666,787
EXPENSES:			
Program services	1,239,889	-	1,239,889
Supporting services:			
Management and general	258,471	-	258,471
Total expenses	1,498,360	-	1,498,360
Change in net assets	168,427	-	168,427
Net assets at beginning of year	1,003,973	-	1,003,973
Net assets at end of year	$ 1,172,400	$ -	$ 1,172,400

See accompanying NOTES TO FINANCIAL STATEMENTS

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2025

	Program Services		Supporting Services	
	Healthy Start	WIC	General and Administrative	Total
Salaries and wages	$ 40,542	$ 325,474	$ 147,924	$ 513,940
Payroll taxes	3,394	25,295	11,796	40,485
Benefits	5,315	26,897	21,982	54,194
Total salaries and related expenses	49,251	377,666	181,702	608,619
Contractors and professional	8,034	37,362	69,954	115,350
Case management	-	373	3,395	3,768
Office expenses	217	5,454	10,222	15,893
General expenses	615	2,966	16,325	19,906
Insurance	-	437	4,625	5,062
Occupancy	27,604	91,670	34,076	153,350
Communication	2,340	27,075	6,849	36,264
Travel	-	-	3,295	3,295
Depreciation	-	-	-	-
Total functional expenses	$ 88,061	$ 543,003	$ 330,443	$ 961,507

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF FUNCTIONAL EXPENSES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2024

	Program Services		Supporting Services	
	Healthy Start	WIC	General and Administrative	Total
Salaries and wages	$ 383,379	$ 278,167	$ 184,455	$ 846,001
Payroll taxes	27,746	20,986	11,723	60,455
Benefits	38,460	22,983	6,886	68,329
Total salaries and related expenses	449,585	322,136	203,064	974,785
Contractors and professional	102,364	36,932	18,218	157,514
Case management	26,565	534	3,915	31,014
Office expenses	15,194	1,912	5,054	22,160
General expenses	34,003	7,784	8,229	50,016
Insurance	5,744	628	-	6,372
Occupancy	139,431	41,098	600	181,129
Communication	33,450	15,242	291	48,983
Travel	4,280	3,007	12,920	20,207
Depreciation	-	-	6,180	6,180
Total functional expenses	$ 810,616	$ 429,273	$ 258,471	$ 1,498,360

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2025 AND 2024

	2025	2024
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES:		
Change in net assets	$ (97,004)	$ 168,427
Adjustments to reconcile change in net assets to net cash from (used for) operating activities:		
Depreciation	-	6,180
(Increase) decrease in:		
Accounts receivable	(13,131)	11,083
Grants receivable	127,599	99,495
Prepaid expenses	2,567	4,458
(Decrease) in:		
Accounts payable	(670)	(34,833)
Accrued expenses	(10,392)	(4,789)
Net cash from operating activities	8,969	250,021
Net increase in cash and cash equivalents	8,969	250,021
Cash and cash equivalents - beginning of year	1,028,224	778,203
Cash and cash equivalents - end of year	$ 1,037,193	$ 1,028,224

See accompanying NOTES TO FINANCIAL STATEMENTS

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Crescent City Family Services, Inc. (the Organization) is a nonprofit organization that provides services for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The WIC program receives Federal funding to provide supplemental food, health care referrals, and nutritional education for low-income pregnant, breastfeeding, and postpartum women and their children. The Organization also provides services for the Healthy Start Program; an initiative to improve perinatal health outcomes and to reduce racial and ethnic disparities in high-risk communities. The Healthy Start program concluded in May 2025 and was succeeded by the Family Day Care Home Food Program, which commenced in December 2025.

Basis of Accounting and Financial Reporting Framework

The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities in accordance with accounting principles generally accepted in the United States of America promulgated by the Financial Accounting Standards Board (FASB).

The financial statement presentation follows the recommendations of the FASB in its Accounting Standards Codification (ASC) 958-210-50-3, *Financial Statements of Not-for-Profit Organizations*. Under FASB ASC 958-210-50-3, the Organization is required to report information regarding its financial position and activities according to two classes of net assets:

> Net assets without donor restrictions - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors. The revenues received in conducting the mission of the Organization are included in this category.
>
> 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.

Use of Estimates

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

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the Organization considers all investments with original maturities of three months or less to be cash equivalents.

Accounts and Grants Receivables

The Organization receives funding from federal and state agencies for administering various grants and contracts as well as fees charged for the performance of consulting services to other not-for-profit agencies. Management monitors the receivables and assesses the collectability of accounts on a monthly basis. The Organization records an allowance for uncollectible accounts based on an assessment of the receivables, taking into consideration the nature of the account and aging of the balance. For the years ended December 31, 2025 and 2024, management has determined that all amounts were collectible and no allowance was necessary.

Property and Equipment and Depreciation

The Organization records property and equipment at cost. It is the policy of the Organization to capitalize all property and equipment with an acquisition cost in excess of $10,000. Depreciation is computed on a straight-line basis over the estimated useful lives of the assets as follows:

Equipment	5 years
Vehicles	5-7 years
Furniture and fixtures	5 years

Compensated Absences

The Organization has written policies for the compensation of personal leave. Employees receive leave in accordance with the following schedule:

Years of Service	Monthly Leave Earned
0 – 5 years	3.5 days
5+ years	4.6 days

Employees can carry hours of accrued personal leave over into a new year, and employees are paid out for unused PTO at termination. The maximum accrual for each employee is 120 hours. At December 31, 2025 and 2024, the Organization recognized an accrued leave liability of $29,022 and $37,173, respectively, which is included in accrued expenses on the statements of financial position.

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Leases

The Organization applies judgment in determining whether a contract contains a lease and whether a lease is classified as an operating lease or a finance lease. The Organization determines the lease term as the non-cancellable term of the lease, which may include options to extend or terminate the lease when it is reasonably certain that the Organization will exercise that option. The lease term is used in determining classification between operating lease and finance lease, calculating the lease liability and determining the incremental borrowing rate.

The Organization has several lease contracts that include extension and termination options. The Organization applies judgment in evaluating whether it is reasonably certain to exercise the option to renew or terminate the lease. That is, it considers all relevant factors that create an economic incentive for it to exercise either the renewal or termination.

After the commencement date of the lease, the Organization reassesses the lease term if there is a significant event or change in circumstances that is within its control and affects its ability to exercise or not to exercise the option to renew or to terminate.

The Organization is required to discount lease payments using the rate implicit in the lease if that rate is readily available. If that rate cannot be readily determined, the lessee is required to use its incremental borrowing rate or the risk-free rate. Information from the lessor regarding the fair value of underlying assets and initial direct costs incurred by the lessor related to the leased assets is not available, and, therefore, the Organization generally uses the risk-free rate when initially recording real estate leases. The risk-free rate applied is based on the yield on U.S. treasury bonds with similar terms to each individual lease's expected term on the recognition date.

Leases with an initial term of 12 months or less are not recorded on the balance sheet. Lease expense is recognized for these leases on a straight-line basis over the lease term.

Functional Allocation of Expenses

The costs of providing the various programs and other activities of the Organization have been summarized on a functional basis in the statements of activities. Directly identifiable expenses are charged to programs and supporting services. Certain categories of expenses are attributable to more than one program or supporting function and are allocated on a reasonable basis that is consistently applied. The expenses that are allocated to more than one function are charged to programs and supporting services which are allocated based on usage studies conducted annually.

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

Grants and Contributions

The Organization's revenue is principally from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. The services received by the public are not equivalent to commensurate value received by the government agencies and are therefore not considered exchange transactions. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with the contract or grant provisions.

Contributions are recognized as income in the period received and are reported as unrestricted or restricted depending on the existence of donor stipulations that limit the use of the support. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, the net assets are reclassified to net assets without donor restrictions and reported in the statement of activity as "net assets released from restrictions." Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restrictions.

Contract Fees

The Organization provides consulting services to other not-for-profit agencies to assist in administering their own Healthy Start and WIC programs. The Organization recognizes revenue from contracts with customers over time as services are provided. Contracts with customers are generally for a period of one year or less. Contractual adjustments and discounts are based on contractual agreements, discount policies and historical experience. Implicit price concessions are based on historical collection experience.

Advertising

All non-direct response advertising costs, other than marketing materials inventory, are expensed as incurred. Advertising expense amounted to $458 and $1,412 for the years ended December 31, 2025 and 2024, respectively, which is included in office expenses on the statements of functional expenses.

Income Taxes

The Organization operates as a non-profit corporation pursuant to Section 50l(c)(3) of the Internal Revenue Code. As such, the Organization is subject to income tax only on unrelated business taxable income.

(1) NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Income Taxes (continued)

Accounting standards provide detailed guidance for financial statement recognition, measurement, and disclosure of uncertain tax positions recognized in an entity's financial statements. It requires an entity to recognize the financial statement impact of a tax position when it is more likely than not that the position will not be sustained on examination. As of December 31, 2025 and 2024, management of the Organization believes that it has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Organization's federal information returns for the years ended December 31, 2022 through 2024 remain subject to examination by taxing authorities.

Date of Management's Review

Management has evaluated subsequent events through June 15, 2026 which is the date the financial statements were available to be issued.

(2) LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization has $1,124,297 and $1,229,796 available within one year of the balance sheet date to meet cash needs for general expenditure at December 31, 2025 and 2024, respectively. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

(3) GRANTS RECEIVABLE

Grants receivable at December 31, 2025 and 2024 are as follows:

	2025	2024
Healthy Start Initiative	$ -	$ 141,120
WIC Program	43,020	41,782
Family Day Care Home Food Program	12,283	-
	$ 55,303	$ 182,902

(4) PROPERTY AND EQUIPMENT AND DEPRECIATION

Property and equipment consists of the following at December 31, 2025 and 2024:

	2025	2024
Equipment	$ 40,362	$ 40,362
Vehicles	30,900	30,900
Furniture and fixtures	17,732	17,732
Less: accumulated depreciation	(88,994)	(88,994)
Net property and equipment	$ -	$ -

Depreciation expense for the years ended December 31, 2024 totaled $6,180. All depreciable assets were fully depreciated as of December 31, 2024, as such no depreciation expense was recorded during 2025.

(5) LEASE AGREEMENTS

The Organization leases its facilities under three operating leases and three short term leases with the following lease terms and monthly rates:

	Lease Term	Monthly Rate
Operating leases:		
429 Wall Blvd., Bay 5 and 6	5/1/2017 – 4/30/2031	$ 3,250
429 Wall Blvd., Bay 7	4/1/2017 – 3/31/2029	$ 2,300
435 Wall Blvd., Suite F	6/1/2022 – 5/31/2032	$ 1,400
Short term leases:		
429 Wall Blvd., Suite 5	Month-to-month	$ 750
1111 Medical Center Blvd., Suite S240A	9/1/2023 – 8/31/2024	$ 1,148
1111 Medical Center Blvd., Suite S240A	9/1/2024 – 6/31/2025	$ 1,171
2600 Belle Chasse Hwy., Suite 201	2/1/2022 – 1/31/2025	$ 1,600
2600 Belle Chasse Hwy., Suite 201	2/1/2025 – 1/31/2026	$ 1,620

The following summarizes relevant information for the years ended December 31, 2025 and 2024:

	2025	2024
Operating lease expense	$ 83,400	$ 83,400
Short term lease expense	33,685	40,698
Total lease costs	$ 117,085	$ 124,098
Right-of-use assets obtained in exchange for new operating lease liabilities	$ -	$ 151,189
Weighted-average remaining lease term	5.14 years	6.08 years
Weighted-average discount rate	1.96%	1.96%

(5) LEASE AGREEMENT (CONTINUED)

Future maturity amounts of operating lease liabilities for the next five years and thereafter are as follows:

2026	$	83,400
2027		83,400
2028		83,400
2029		62,700
2030		55,800
Thereafter		36,800
Total payments		405,500
Less: interest		(20,344)
Present value of lease liabilities	$	385,156

(6) RETIREMENT PLAN

The Organization offers a 401(k) retirement plan to its employees who are at least 21 years of age and have completed 6 months of service. Employees can contribute to the plan up to limits imposed by the Internal Revenue Code. The Organization can make a discretionary matching contribution to the plan. For the years ended December 31, 2025 and 2024, the Organization made matching contributions of $9,049 and $12,288, respectively, which is included in benefits on the statements of functional expenses.

(7) CONCENTRATION OF CREDIT RISK

The Organization maintains its cash balances in one financial institution. The cash balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. Uninsured portions of bank balances were $786,362 and $778,774 at December 31, 2025 and 2024, respectively.

The Organization receives the majority of its funding through grants administered by the federal government and the State of Louisiana. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal or state level, the amount of the funds the Organization receives could be reduced significantly and have an adverse impact on its operations. Approximately 96% of the Organization's support for each of the years ended December 31, 2025 and 2024 came from government grants and contracts.

The Healthy Start Initiative funding ended in May 2025. In December 2025, the Organization was approved to participate in the Family Day Care Home Food Program.

(8) RECLASSIFICATION OF PRIOR YEAR PRESENTATION

Certain prior year amounts have been reclassified for consistency with the current year presentation. These reclassifications had no effect on the reported results of operations.

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENT OF ACTIVITIES BY PROGRAM
FOR THE YEAR ENDED DECEMBER 31, 2025

	Healthy Start	WIC	General and Administrative	Total
REVENUES AND SUPPORT:				
Grant revenues	$ 98,237	$ 551,540	$ 121,721	$ 771,498
Contributions	-	-	1,110	1,110
Contract fees	-	-	42,160	42,160
Other revenue	-	-	49,735	49,735
Total revenues and support	98,237	551,540	214,726	864,503
EXPENSES:				
Salaries and wages	40,542	325,474	147,924	513,940
Payroll taxes	3,394	25,295	11,796	40,485
Benefits	5,315	26,897	21,982	54,194
Contractors and professional	8,034	37,362	69,954	115,350
Case management	-	373	3,395	3,768
Office expenses	217	5,454	10,222	15,893
General expenses	615	2,966	16,325	19,906
Insurance	-	437	4,625	5,062
Occupancy	27,604	91,670	34,076	153,350
Communication	2,340	27,075	6,849	36,264
Travel	-	-	3,295	3,295
Total expenses	88,061	543,003	330,443	961,507
Increase (decrease) in net assets	10,176	8,537	(115,717)	(97,004)
Transfer to general and administrative	(10,176)	(8,537)	18,713	-
Net assets at beginning of year	-	16,673	1,155,727	1,172,400
Net assets at end of year	$ -	$ 16,673	$ 1,058,723	$ 1,075,396

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENT OF EXPENSES BY PROGRAM
FOR THE YEAR ENDED DECEMBER 31, 2025

	Healthy Start	WIC	General and Administrative	Total
EXPENSES:				
Personnel services:				
Salaries and wages	$ 40,542	$ 325,474	$ 147,924	$ 513,940
Payroll taxes	3,394	25,295	11,796	40,485
Benefits	5,315	26,897	21,982	54,194
Total personnel services	49,251	377,666	181,702	608,619
Contractors and professional:				
Accounting services	2,940	640	22,820	26,400
Administrative consulting and training	-	-	9,000	9,000
IT support	-	2,065	476	2,541
Data base system	-	-	4,100	4,100
External accountant	-	5,108	4,427	9,535
Professional services	-	7,833	8,520	16,353
Payroll fees	1,534	11,517	5,886	18,937
Registered dietitian	3,210	9,334	10,820	23,364
Support services	350	865	3,905	5,120
Total contractors and professional	8,034	37,362	69,954	115,350
Case management:				
PERC supplies	-	373	3,395	3,768
Total case management	-	373	3,395	3,768
Office expenses:				
Cleaning supplies	-	291	182	473
Medical supplies	-	3,126	293	3,419
Dues and subscriptions	-	50	650	700
Office supplies	26	1,723	7,332	9,081
Postage and shipping	-	77	66	143
Printing	191	187	80	458
Other	-	-	1,619	1,619
Total office expenses	217	5,454	10,222	15,893

CRESCENT CITY FAMILY SERVICES, INC.
STATEMENT OF EXPENSES BY PROGRAM (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

	Healthy Start	WIC	General and Administrative	Total
General expenses:				
Event expenses	-	-	898	898
Fire marshall inspections	-	-	240	240
Meal reimbursements	-	-	3,239	3,239
Computer supplies	378	1,000	7,209	8,587
Meeting costs	-	-	97	97
Registration fees	-	-	940	940
Staff development	-	-	1,131	1,131
Storage	87	1,246	741	2,074
Other	150	720	1,830	2,700
Total general expenses	615	2,966	16,325	19,906
Insurance:				
Automobile	-	-	3,230	3,230
Liability	-	437	1,395	1,832
Total insurance	-	437	4,625	5,062
Occupancy:				
Building maintenance and repair	-	688	2,117	2,805
Cleaning service	1,780	5,378	2,473	9,631
Rent	24,368	69,477	22,946	116,791
Utilities	1,456	16,127	6,540	24,123
Total occupancy	27,604	91,670	34,076	153,350
Communication:				
Cell phone	568	2,948	3,492	7,008
Internet and telephone	1,772	24,127	3,357	29,256
Total communication	2,340	27,075	6,849	36,264
Travel:				
Airfare	-	-	690	690
Ground transportation	-	-	578	578
Hotel	-	-	1,216	1,216
Vehicle maintenance	-	-	811	811
Total travel	-	-	3,295	3,295
Total expenses	$ 88,061	$ 543,003	$ 330,443	$ 961,507

CRESCENT CITY FAMILY SERVICES, INC.
SCHEDULE OF COMPENSATION, BENEFITS,
AND OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2025

	Mary Schultheis Executive Director	
Time served	01/01/2025 - 12/31/2025	
Salary	$	113,356
Benefits - insurance		41,774
Benefits - retirement		8,068
Total compensation, benefits, and other payments	$	163,198

See Independent Auditors' Report

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

To the Board of Directors of
Crescent City Family Services, Inc.
Gretna, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Crescent City Family Services, Inc. (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 15, 2026.

Report on Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Crescent City Family Services, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

New Orleans, Louisiana
June 15, 2026

Ericksen Krentel, LLP
Certified Public Accountants

CRESCENT CITY FAMILY SERVICES, INC.
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2025

A. SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on the financial statements of Crescent City Family Services.

2. No significant deficiencies or material weaknesses disclosed during the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Performed in Accordance with *Government Auditing Standards.*

3. No instances of noncompliance disclosed during the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Performed in Accordance with *Government Auditing Standards.*

4. No management letter was issued for the year ended December 31, 2025.

B. FINDINGS – FINANCIAL STATEMENT AUDIT

None Noted

CRESCENT CITY FAMILY SERVICES, INC.
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2025

SECTION I INTERNAL CONTROL AND COMPLIANCE MATERIAL TO THE FINANCIAL STATEMENTS

There were no findings related to the financial statements for the year ended December 31, 2024.

MANAGEMENT LETTER ITEMS

A management letter was not issued in the prior year.

LOUISIANA LEGISLATIVE AUDITOR

STATEWIDE AGREED-UPON PROCEDURES

CRESCENT CITY FAMILY SERVICES, INC.

FOR THE YEAR ENDED

DECEMBER 31, 2025

ERICKSEN KRENTEL LLP

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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Crescent City Family Services, Inc.
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the year ended December 31, 2025. Crescent City Family Services, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Management has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the year ended December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are attached in Schedule "1."

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

We are required to be independent of Crescent City Family Services, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

New Orleans, Louisiana
June 15, 2026

Ericksen Krentel, LLP
Certified Public Accountants

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2025

WRITTEN POLICIES AND PROCEDURES

1. **Procedure:** Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

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

   b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

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

   d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all 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, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

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

   h) ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

   i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

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

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

WRITTEN POLICIES AND PROCEDURES (CONTINUED)

k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

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

Results: The Organization's written policies and procedures included all categories listed above except for the budgeting and contracting categories.

BOARD OR FINANCE COMMITTEE

2. **Procedure:** 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, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period

   c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

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

   Results: No exceptions were found as a result of applying the procedure.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

BANK RECONCILIATIONS

3. **Procedure:** Obtain a listing of entity bank accounts for the fiscal period from management and management’s representation that the listing is complete. Ask management to identify the entity’s main operating account. Select the entity’s main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

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

   b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

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

   Results: All 5 of the bank accounts tested were not reconciled within 2 months of the closing date and did not include written evidence that a member of management has reviewed each reconciliation within one month of the date prepared.

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS)

4. **Procedure:** 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 five deposit sites (or all deposit sites if less than five).

5. **Procedure:** For each deposit site selected, obtain a listing of collection locations and management’s representation that the listing is complete. Randomly select one collection location for each deposit site (e.g. five collection locations for five deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

   a) Employees responsible for cash collections do not share cash drawers/registers;

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

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS) (CONTINUED)

c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

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

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

7. **Procedure**: Randomly select two deposit dates for each of the five bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:

   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 ten miles from the collection location or the deposit is less than $100 and the cash is stored securely in a locked safe or drawer).

   e) Trace the actual deposit per the bank statement to the general ledger.

   Results: No exceptions were found as a result of applying the procedures.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)

8. **Procedure:** 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 five).

9. **Procedure:** For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then 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 or making the purchase;

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

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

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

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

10. **Procedure:** For each location selected under procedure #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and

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

    b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9 above, as applicable.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)(CONTINUED)

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

    Results: No exceptions were found as a result of applying the procedures.

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)

12. **Procedure**: Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

13. **Procedure**: Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

    a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

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

14. **Procedure**: Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)(CONTINUED)

15. **Procedure**: Using the list of terminated employees obtained in Payroll and Personnel procedure #20 identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

    Results: Three transactions tested did not include an original itemized receipt that identifies precisely what was purchased. No compensating controls were noted to address the missing receipts.

TRAVEL AND TRAVEL-RELATED EXPENSE REIMBURSEMENTS (EXCLUDING CARD TRANSACTIONS)

16. **Procedure**: 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 five reimbursements, and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

    a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. 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 Policies and Procedures procedure #1A(vii); and

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

    Results: No exceptions were found as a result of applying the procedure.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

CONTRACTS

17. **Procedure**: Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

    a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

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

    c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

    d) Randomly select one payment from the fiscal period for each of the five 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.

    Results: No exceptions were found as a result of applying the procedure.

PAYROLL AND PERSONNEL

18. **Procedure:** Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

19. **Procedure**: Randomly select one pay period during the fiscal period. For the five employees or officials selected under procedure #18 above, obtain attendance records and leave documentation for the pay period, and:

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

    b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;

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

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

PAYROLL AND PERSONNEL (CONTINUED)

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

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

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

    Results: No exceptions were found as a result of applying the procedures.

ETHICS

22. **Procedure**: Using the five randomly selected employees/officials from Payroll and Personnel procedure #18 obtain ethics documentation from management, and

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

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

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

    Results: Not applicable as the entity is a private non-profit and therefore is not required to comply with R.S. 42:1170.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

DEBT SERVICE

23. **Procedure**: Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management’s representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

24. **Procedure:** Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management’s representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

    Results: Not applicable. The Organization is a private non-profit and is not subject to debt service requirements.

FRAUD NOTICE

25. **Procedure**: Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

26. **Procedure**: 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.

    Results: No exceptions were found as a result of applying the procedures.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY

27. **Procedure**: Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management":

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

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

    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.

28. **Procedure**: Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #20. Observe evidence that the selected terminated employees have been removed or disabled from the network.

29. **Procedure**: Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #18, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

    a) Hired before June 9, 2020 - completed the training, and

    b) Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

    Results: We performed the procedures and discussed the results with management.

CRESCENT CITY FAMILY SERVICES, INC.
STATEWIDE AGREED-UPON PROCEDURES (CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

PREVENTION OF SEXUAL HARASSMENT

30. **Procedure**: Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #18, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

31. **Procedure**: Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

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

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

    b) Number of sexual harassment complaints received by the agency;

    c) Number of complaints which resulted in a finding that sexual harassment occurred;

    d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

    e) Amount of time it took to resolve each complaint.

    Results: Not applicable as the entity is a private non-profit that is not mandated by funding agencies to comply with R.S. 42:343.

CRESCENT CITY FAMILY SERVICES, INC.
CORRECTIVE ACTION PLAN - STATEWIDE AGREED-UPON PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2025

June 15, 2026

Louisiana Legislative Auditor

Crescent City Family Services, Inc. respectfully submits the following corrective action plan for items identified pursuant to the Statewide Agreed-Upon Procedures prescribed by you.

Name and address of independent public accounting firm:

Ericksen Krentel L.L.P.
4227 Canal Street
New Orleans, LA 70119

Engagement Period: January 1, 2025 – December 31, 2025

The exceptions from the statewide agreed-upon procedures report are discussed below:

WRITTEN POLICIES AND PROCEDURES

Exceptions: The Organization's written policies and procedures included all categories listed above except for the budgeting and contracting categories.

Management's Response to Exceptions: Management acknowledges the importance of formal policies and procedures. Management is in the process of developing and implementing contracting and budgeting policies to ensure compliance with statewide AUP requirements.

BANK RECONCILIATIONS

Exceptions: All 5 of the bank accounts tested were not reconciled within 2 months of the closing date and did not include written evidence that a member of management has reviewed each reconciliation within one month of the date prepared.

Management's Response to Exceptions: Management recognizes the importance of timely preparation and review of bank reconciliations. Management will make sure that all the bank reconciliations are prepared timely to ensure compliance with statewide AUP requirements.

CRESCENT CITY FAMILY SERVICES, INC.
CORRECTIVE ACTION PLAN - STATEWIDE AGREED-UPON PROCEDURES
(CONTINUED)
FOR THE YEAR ENDED DECEMBER 31, 2025

CREDIT CARD/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)

Exceptions: Three transactions tested did not include an original itemized receipt that identifies precisely what was purchased. No compensating controls were noted to address the missing receipts.

Management's Response to Exceptions: Management has noted and agrees with the above exceptions. Management will consider the effects of such exceptions and the need to enhance key controls or compensating controls in the identified areas

If there are any questions regarding this plan, please contact Mary E. Schultheis, Executive Director, at (504) 247-0592

Sincerely,

Mary E. Schultheis	President & CEO
Signature	Title