



***INSTITUTE OF WOMEN & ETHNIC STUDIES  
REPORT ON AUDIT OF FINANCIAL STATEMENTS  
AND SUPPLEMENTARY INFORMATION***

***FOR THE YEAR ENDED DECEMBER 31, 2022***

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INSTITUTE OF WOMEN & ETHNIC STUDIES

REPORT ON AUDIT OF FINANCIAL STATEMENTS AND SUPPLEMENTARY  
INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2022  
TABLE OF CONTENTS

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Independent Auditors' Report .....	1
<b><u>Audited Financial Statements</u></b>	
Statement of Financial Position.....	4
Statement of Activities .....	5
Statement of Functional Expenses .....	6
Statement of Cash Flows.....	7
Notes to Financial Statements .....	8
<b><u>Supplementary Information</u></b>	
Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer .....	18



## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the  
Institute of Women & Ethnic Studies  
365 Canal Street, Suite 1550  
New Orleans, LA 70130

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

#### *Opinion*

We have audited the accompanying financial statements of the Institute of Women & Ethnic Studies (a not-for-profit organization, "IWES"), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of IWES as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of IWES and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Change in Accounting Principle*

As discussed in Notes 2 and 4 to the financial statements, in 2022, IWES retrospectively adopted the new accounting guidance within Accounting Standards Codification ("ASC") 842, *Leases*, resulting in a restatement of the financial statements for the year ended December 31, 2021. Our conclusion is not modified with respect to this matter.

### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; 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.

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 IWES' ability to continue as a going concern for one year after the date that the financial statements are issued.

### *Auditors' Responsibilities for the Audit of the Financial Statements*

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

In performing an audit in accordance with GAAS, we:

- Exercise professional judgement 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 IWES' 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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about IWES' 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.

### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures, 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 information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### *Report on Other Legal and Regulatory Requirements*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 24, 2023 on our consideration of IWES' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Cerini & Associates LLP*

Bohemia, New York

May 24, 2023

# INSTITUTE OF WOMEN & ETHNIC STUDIES

## STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2022

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### ASSETS

#### Current Assets:

Cash and cash equivalents.....	\$ 3,991,731
Accounts and grants receivable.....	1,714,143
Prepaid expenses.....	40,588

**TOTAL CURRENT ASSETS** 5,746,462

Property and equipment, net of accumulated depreciation.....	49,102
Other assets.....	17,783
Operating lease right-of-use assets - building, net of accumulated amortization.....	277,639

**TOTAL ASSETS** \$ 6,090,986

### LIABILITIES AND NET ASSETS

#### Current Liabilities:

Accounts payable and accrued expenses.....	\$ 150,069
Accrued annual leave pay.....	207,446
Amounts due grantor.....	5,434
Current portion of operating lease liability.....	155,147

**TOTAL CURRENT LIABILITIES** 518,096

Operating lease liability, net of current portion.....	148,700
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**TOTAL LIABILITIES** 666,796

#### Net Assets:

With donor restrictions.....	4,157,650
Without donor restrictions.....	1,266,540

**TOTAL NET ASSETS** 5,424,190

**TOTAL LIABILITIES AND NET ASSETS** \$ 6,090,986

**INSTITUTE OF WOMEN & ETHNIC STUDIES**

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>SUPPORT AND REVENUE:</b>			
<b>Support:</b>			
Government grants and contracts.....	\$ 2,409,860	\$ -	\$ 2,409,860
Grant revenue.....	855,000	1,534,084	2,389,084
Contributions.....	3,139	-	3,139
Net assets released from restrictions.....	2,508,928	(2,508,928)	-
<b>TOTAL SUPPORT</b>	5,776,927	(974,844)	4,802,083
<b>Revenue:</b>			
Contract income.....	510,130	-	510,130
Investment income.....	18,655	-	18,655
Miscellaneous income.....	4,889	-	4,889
<b>TOTAL REVENUE</b>	533,674	-	533,674
<b>TOTAL SUPPORT AND REVENUE</b>	6,310,601	(974,844)	5,335,757
<b>EXPENSES:</b>			
Program services.....	4,242,918	-	4,242,918
Management and general.....	963,040	-	963,040
Fundraising.....	261,669	-	261,669
<b>TOTAL EXPENSES</b>	5,467,627	-	5,467,627
<b>CHANGE IN NET ASSETS</b>	842,974	(974,844)	(131,870)
Net assets, beginning of the year.....	423,566	5,132,494	5,556,060
Net assets, end of the year.....	\$ 1,266,540	\$ 4,157,650	\$ 5,424,190

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

INSTITUTE OF WOMEN & ETHNIC STUDIES

STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2022

	Program Services	Management and General	Fundraising	Total
Salaries and wages.....	\$ 2,411,881	\$ 477,727	\$ 190,773	\$ 3,080,381
Payroll taxes and employee benefits.....	446,758	88,490	35,337	570,585
Program events and meetings.....	5,582	1,105	441	7,128
Occupancy.....	108,784	21,547	8,605	138,936
Supplies.....	150,153	29,741	11,877	191,771
Insurance.....	-	17,510	-	17,510
Membership dues.....	179	36	14	229
Staff travel and conferences.....	70,408	13,945	5,569	89,922
Telephone and communications.....	11,803	2,338	933	15,074
Stipends and incentives.....	89,184	17,665	7,055	113,904
Contractual services.....	934,731	178,045	-	1,112,776
Professional fees.....	-	98,810	-	98,810
Depreciation.....	1,369	13,687	152	15,208
Other expenses.....	12,086	2,394	913	15,393
<b>TOTAL EXPENSES</b>	<b>\$ 4,242,918</b>	<b>\$ 963,040</b>	<b>\$ 261,669</b>	<b>\$ 5,467,627</b>

# INSTITUTE OF WOMEN & ETHNIC STUDIES

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2022

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### CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets..... \$ (131,870)

Adjustments to reconcile change in net assets to  
net cash used in operating activities:

Depreciation..... 15,208

Amortization of operating lease right-of-use asset..... 147,566

Changes in operating assets and liabilities:

Accounts and grants receivable..... 145,095

Inventory..... 99,545

Prepaid expenses..... (5,105)

Accounts payable and accrued expenses..... (264,925)

Accrued annual leave pay..... 26,459

Deferred revenue..... (246,371)

Operating lease liability..... (147,816)

**NET CASH USED IN OPERATING ACTIVITIES** (362,214)

### CASH FLOWS USED IN INVESTING ACTIVITIES:

Purchases of property and equipment..... (13,613)

**NET CHANGE IN CASH AND CASH EQUIVALENTS** (375,827)

Cash and cash equivalents, beginning of year..... 4,367,558

Cash and cash equivalents, end of year..... \$ 3,991,731

INSTITUTE OF WOMEN & ETHNIC STUDIES

**SCHEDULE OF COMPENSATION, BENEFITS AND  
OTHER PAYMENTS TO CEO  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**Chief Executive Officer:** Denese Shervington, MD, MPH

<u>Purpose</u>	<u>Public Funds</u>	<u>Private Funds</u>	<u>Total</u>
Salary.....	\$ 32,483	\$ 188,374	\$ 220,857
Benefits - insurance.....	1,692	7,540	9,232
Benefits- retirement.....	-	-	-
Benefits - parking.....	-	-	-
Car allowance.....	-	-	-
Vehicle provided by government.....	-	-	-
Per diem.....	-	-	-
Reimbursements.....	-	59	59
Travel.....	12,580	11,746	24,326
Registration fees.....	-	-	-
Conference travel.....	-	-	-
Continuing professional education fees.....	-	-	-
Housing.....	-	-	-
Unvouchered expenses.....	-	-	-
Special meals.....	-	536	536
	<u>\$ 46,755</u>	<u>\$ 208,255</u>	<u>\$ 255,010</u>

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This summary of significant accounting policies of the Institute of Women & Ethnic Studies (“IWES”) is presented to assist in understanding IWES’ financial statements. The financial statements and notes are representations of IWES’ management, who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

***Nature of Operations***

Founded in 1993, IWES is a national, not-for-profit 501(c)(3) health organization that creates initiatives to promote healing among communities, especially those facing adversity. The mission of IWES is to improve the mental, physical, and spiritual health and quality of life for women, their families, and communities of color, particularly among marginalized populations using community-driven research, programs, training, and advocacy.

IWES helps to build emotional and physical well-being, resilience, and capacity, using a Social Ecological Model (“SEM”) as its theoretical framework, which is an in-depth multidimensional approach that recognizes that individual behavior is shaped by multiple levels of influence, interpersonal, community, and societal context.

Through this approach, IWES creates culturally proficient programs, activities, and research to address and advocate for women of color, their families, and communities to heal and create sustainable change.

IWES works in the following issue areas:

- *Resilience* – community-level, non-clinical approaches to equitable recovery, healing, and resilience of vulnerable populations through community-wide healing events, documenting stories of struggle and survival, collaborations to develop trauma-informed approaches, and community-driven, participatory research.
- *Emotional/Physical Well-Being* – engaging community members in activities and events focused on addressing emotional well-being, overall physical and psychological approaches.
- *Sexual Health* – providing comprehensive sexual health education, HIV and teen pregnancy prevention education, advocacy, and outreach using social media, peer, and community engagement.

***Basis of Accounting***

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

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

***Recent Account Pronouncement***

During the year ended December 31, 2022, IWES retroactively adopted Accounting Standards Codification ("ASC"), Topic 842, *Leases*, for all material long-term operating leases. Under this new accounting pronouncement, IWES recognized right-of-use assets and lease liabilities calculated based on the present value of the lease payments not yet paid, discounted using appropriate discount rates at the lease commencement dates. The right-of-use assets are initially equal to the lease liabilities plus any initial direct costs and prepaid lease payments, less any lease incentives received. Under this approach, amortization of right-of-use assets is charged to rent expense, which is recorded on the straight-line basis over the term of each lease, unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis will be used.

The lease liability for an operating lease at any given time is calculated as the present value of the lease payments not yet paid, discounted by using the rate that was established on the lease commencement date.

The right-of-use asset, at any given time, is measured as the right-of-use asset balance at the beginning of the period, adjusted by the current-period right-of-use asset amortization, which is calculated as the current-period lease cost adjusted by the lease liability accretion to the then outstanding lease balance.

Changes in present value discount on operating leases are charged to the respective lease expense based upon the nature of the right-of-use asset that gave rise to the discount.

See Note 4 for additional details on these leases.

***Income Tax Status***

IWES is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is publicly supported, as described in section 509(a). Donors may deduct contributions made to IWES within the requirements of the Internal Revenue Code.

IWES evaluated its activities for uncertain tax positions and has determined that there were no uncertain tax positions for 2022.

IWES files an IRS Form 990 and respective state and local tax returns. These tax returns are subject to review and examination by federal, state, and local taxing authorities. IWES has determined that it has registered in all states where it is required to be registered.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

***Basis of Presentation***

IWES is required 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 stipulations and may be expended for any purpose in performing the primary objectives of IWES.

Net assets with donor restrictions - Net assets subject to donor-imposed stipulations or other stipulations that may or will be met, either by action of IWES and/or the passage of time. When a restriction expires, these net assets are reclassified annually to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Other donor restrictions may be perpetual in nature, whereby the donors stipulate that the funds be maintained in perpetuity.

***Estimates***

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

***Revenue Recognition***

Government Grants and Contracts: IWES recognizes revenue on federal grants when reimbursable expenditures under qualified programs are incurred. Revenue received under government grants are restricted as to the use specified in the respective grant agreements. A receivable is recognized to the extent revenue earned exceeds cash advances. Conversely, deferred revenue and refundable advances are recorded when cash advances exceed support and revenue earned. Conditional government grants and contracts are accounted for as liabilities or are not recognized as revenue initially, until the barriers to entitlement are overcome, at which point revenue is recognized as unconditional and classified as either net assets with donor restrictions or net assets without donor restrictions.

Contract Income: Contract income is recognized when performance obligations to consumers are satisfied, principally over time, as applicable services are provided.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Revenue Recognition (continued)*

Contributions and Grants: Contributions and grants are recognized when donors make promises to give IWES that are, in substance, unconditional. All donor-restricted contributions are reported as increases in net assets with donor restrictions. When restrictions expire, net assets with donor restrictions are reclassified to net assets without donor restrictions. Non-government grants are considered contributions for financial statement purposes. Securities and tangible property received as contributions are reflected at fair value at the dates of the contributions. Conditional contributions are accounted for as liabilities or are not recognized as revenue initially, until the barriers to entitlement are overcome, at which point revenue is recognized as unconditional and classified as either net assets with donor restrictions or net assets without donor restrictions.

*Receivables*

Accounts and grants receivables are stated at the amounts management expects to collect from outstanding balances. IWES considers receivables past due or delinquent when payments have not been received in a timely manner, and receivables are written off when management deems the possibility of collecting amounts due as completely unlikely. IWES closely monitors outstanding balances for all receivables and adheres to a standard set of protocols for collection activities to be undertaken at certain times based upon delinquency status. As such, no allowance for doubtful accounts has been established as of December 31, 2022.

*Cash and Cash Equivalents*

IWES considers all highly liquid financial instruments with original maturities of three months or less from the dates of purchase to be cash equivalents.

*Property and Equipment*

Property and equipment are recorded at cost, if purchased, or at fair market value at the date of the gift, if donated. IWES capitalizes all purchases of property and equipment in excess of \$3,000, except for computers and other technology and leasehold improvements, which are always capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is provided using the straight-line method over estimated useful lives ranging from three to seven years.

*Accrued Annual Leave Pay*

Pursuant to the policies and procedures manual implemented by IWES, vacation time is accumulated up to the maximum hours allowed. The accumulated vacation liability at December 31, 2022 amounted to \$207,446.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

*Deferred Revenue*

Deferred revenue arises when resources are received by IWES before it has a legal claim to them. Revenue is recognized when IWES has legal claim to the resources and deferred revenue is reduced. Deferred revenue primarily consists of amounts related to drawdowns of federal funds that exceeded federal expenditures for the applicable programs.

*Functional Expenses*

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. The direct costs of providing the fundraising services have all been allocated to fundraising. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of IWES. Those costs that cannot be directly assigned are allocated based upon reasonable allocation methodologies, the most significant of which are:

- Salaries and wages - Time and effort
- Payroll taxes and employee benefits - Salary allocations
- Occupancy - Respective use of the facility
- Contractual services - Estimates of the respective use of services
- Supplies - Purpose

*Events Occurring After the Report Date*

IWES has evaluated events and transactions that occurred between January 1, 2023 and May 24, 2023, which is the date the financial statements were available to be issued, for possible disclosure and recognition in the financial statements.

**NOTE 2 - PRIOR PERIOD ADJUSTMENT**

Due to a change in accounting principle, management retroactively recorded a right-of-use asset and related lease liability. This change resulted in an increase in right-of-use asset of \$425,205, an increase in lease liability of \$451,663, and a decrease in beginning of the year net assets without donor restrictions of \$26,458 as of January 1, 2022.

**NOTE 3 - CONCENTRATION OF RISK**

IWES maintains noninterest-bearing and low-interest-bearing accounts at four financial institutions which are insured by the Federal Deposit Insurance Corporation ("FDIC"). From time to time, balances held at these financial institutions exceed insured limits. Management believes that there is little risk of loss associated with these accounts.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 3 - CONCENTRATION OF RISK (continued)**

For the year ended December 31, 2022, the following represented 71% of IWES' total support and revenue:

U.S. Department of Health and Human Services - Office of Population Affairs .....	\$ 1,429,632
U.S. Department of Health and Human Services - Office of Women's Health .....	346,371
Robert Wood Johnson Foundation .....	<u>2,000,000</u>
Total.....	<u>\$ 3,776,003</u>

As of December 31, 2022, the following represented 91% of IWES' accounts and grants receivables:

W.K. Kellogg Foundation.....	\$ 150,000
Robert Wood Johnson Foundation.....	1,280,000
Merk Family Fund.....	<u>125,000</u>
Total.....	<u>\$ 1,555,000</u>

**NOTE 4 - OPERATING LEASES**

In October 2019, IWES entered into an agreement to occupy office space under a non-cancellable operating lease. The lease calls for monthly installments of \$12,100 with an escalation clause of 3% per annum expiring on November 30, 2024. At the end of the lease term, IWES has the option to renew for an additional five years.

Operating lease costs for this facility were \$138,936 for the year ended December 31, 2022 and are included in rent expense in the statement of functional expenses.

The following is a maturity analysis of the annual undiscounted cash flows of the operating lease liability for the years ending December 31,:

2023 .....	\$ 159,061
2024 .....	149,805
Total.....	<u>308,866</u>
Less: present value discount .....	<u>(5,019)</u>
Total .....	<u>\$ 303,847</u>

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 4 - OPERATING LEASES (continued)**

The remaining lease term (in months) and discount rates for the above mentioned lease were as follows for the year ended December 31, 2022:

Remaining lease term.....	23.00
Discount rate .....	1.78%

Operating cash flows from the operating lease totaled \$164,911 for the year ended December 31, 2022.

**NOTE 5 - COMMITMENTS AND CONTINGENCIES**

IWES has entered into contractual arrangements with certain individuals to provide operational, tutorial, self-development, and recreational assistance. Such contracts are generally for six to twelve month periods.

IWES is a recipient of grants from federal government funds. These grants are governed by various federal government guidelines, regulations, and contractual agreements. IWES is also a recipient of grants from private foundations and non-profit organizations.

The administration of the programs and activities funded by these grants is under the control and administration of IWES and is subject to audit and/or review by the applicable funding sources. Any grant or award funds found not to be properly spent in accordance with the terms, conditions and regulations of the funding sources may be subject to recapture.

**NOTE 6 - RELATED PARTY TRANSACTIONS**

Included within salaries and wages of IWES are expenses representing amounts paid to the spouse and daughter of IWES' Chief Executive Officer. The spouse and daughter of IWES' Chief Executive Officer are employed as Chief Impact Officer and Director of Media and Communications, respectively. Total wages paid to the spouse and daughter of IWES' Chief Executive Officer for the year ended December 31, 2022 totaled \$333,000.

**NOTE 7 - GOVERNMENT GRANTS AND CONTRACTS**

Revenue from government grants and contracts was as follows for the year ended December 31, 2022:

U.S. Department of Health and Human Services – Office of Population Affairs .....	\$ 1,429,632
U.S. Department of Health and Human Services – Office Of Women’s Health .....	346,372
U.S. Department of Health and Human Services – Office of Minority Health .....	150,000

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 7 - GOVERNMENT GRANTS AND CONTRACTS (continued)**

U.S. Department of Health and Human Services - Health Resources and Services Administration .....	230,000
New Orleans Family Justice Center.....	18,750
The Policy and Research Group.....	<u>235,106</u>
Total .....	<u>\$ 2,409,860</u>

**NOTE 8 - GRANT REVENUE**

Revenue from grants was as follows for the year ended December 31, 2022:

Robert Wood Johnson Foundation .....	\$ 2,000,000
W.K. Kellogg Foundation.....	300,000
The David and Lucille Packard Foundation .....	4,084
Fondation Chanel.....	25,000
Possibility Labs .....	15,000
Grove Foundation .....	15,000
United Way of Greater New Orleans .....	<u>30,000</u>
Total.....	<u>\$ 2,389,084</u>

**NOTE 9 - CONTRACT INCOME**

Income from contracts was as follows for the year ended December 31, 2022:

Metropolitan Health Services .....	\$ 224,493
New Orleans for New Schools .....	80,000
Louisiana Public Health Institute .....	37,220
Tulane University.....	50,296
Other .....	<u>118,121</u>
Total.....	<u>\$ 510,130</u>

**NOTE 10 - RETIREMENT PLAN**

IWES offers a 401(k) plan to all eligible employees. Full-time employees are eligible to participate in the plan after ninety days of service. The plan is funded solely by employee contributions.

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 11 - AVAILABILITY AND LIQUIDITY**

The following represents IWES' financial assets at December 31, 2022:

Cash and cash equivalents.....	\$ 3,991,731
Accounts receivable.....	574,511
Grants receivable.....	<u>1,139,632</u>
Financial assets available to meet general expenditures over the next twelve months .....	<u>\$ 5,705,874</u>

IWES' goal is generally to maintain financial assets to meet ninety days of operating expenses (approximately \$1,360,000). As of December 31, 2022, IWES had sufficient funds to meet over ninety days of operating expenses.

**NOTE 12 - NET ASSETS WITH DONOR RESTRICTIONS**

As of December 31, 2022, net assets with donor restrictions were available for the following programs:

The David and Lucille Packard Foundation:	
Creating a Future Together.....	\$ 319,240
Now Love .....	82,510
Global Early Adolescent Study .....	1,117,468
W.K. Kellogg Foundation:	
Improve Childhood and Family Outcomes.....	445
Wellness Evaluation Community Action Network.....	172,196
Compassionate and Restorative Engagement.....	14,288
Health Birth Outcomes New Orleans.....	142,517
Screen Treat Heal.....	242,034
NOLA MCH Coalition.....	278,914
Annie E. Casey Foundation:	
Family Centered Community Change .....	11,643
The Grove Foundation:	
Working to Institutionalize Sex Education.....	99,642

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**NOTE 12 - NET ASSETS WITH DONOR RESTRICTIONS (continued)**

Rockefeller Philanthropic Advisors:	
State Organization Leadership Academy	
Roundtable .....	3,670
Robert Woods Johnson Foundation:	
Aligning System 4 Health .....	1,083,084
ViiV Healthcare:	
Support for the Out of the Shadows	
Program .....	127,974
Greater New Orleans Foundation:	
Creating a Truer Self .....	19,748
We Can 2 Supplement .....	8,675
Baptist Community Ministries:	
Trauma Informed Care .....	10,782
Texas A&M University:	
itp3 Design Cadre .....	20,654
Innovation Next - Power to Decide:	
Power to Decide.....	30,449
Merck, Sharp & Dohme Corporation:	
New Orleans Respectful Motherhood	
Initiative .....	258,507
The Aids Institute:	
WIN Micro-grant .....	4,000
United Way of Greater New Orleans:	
Creating a Trauma-Informed NOLA.....	106,732
Visionary Justice Story Lab:	
GRRRL Justice Project.....	1,500
Other.....	978
Total.....	\$ 4,157,650

## **SUPPLEMENTARY INFORMATION**



***INSTITUTE OF WOMEN & ETHNIC STUDIES  
AUDIT REPORTS RELATED TO THE UNIFORM GUIDANCE  
FOR THE YEAR ENDED DECEMBER 31, 2022***

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**INSTITUTE OF WOMEN & ETHNIC STUDIES**

**AUDIT REPORTS RELATED TO THE UNIFORM GUIDANCE  
FOR THE YEAR ENDED DECEMBER 31, 2022  
TABLE OF CONTENTS**

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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* ..... 1

Report On Compliance For Each Major Federal Program  
And Report On Internal Control Over Compliance  
In Accordance With The *Uniform Guidance* ..... 3

Schedule of Expenditures of Federal Awards ..... 6

Notes to Schedule of Expenditures of Federal Awards ..... 7

Schedule of Findings and Questioned Costs:  
Summary of Auditors' Results ..... 8



**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***

**Independent Auditors' Report**

To the Board of Directors of the  
Institute of Women & Ethnic Studies  
365 Canal Street, Suite 1550  
New Orleans, LA 70130

We have audited 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, the financial statements of the Institute of Women & Ethnic Studies (hereinafter, "IWES"), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 24, 2023.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered IWES' internal control over financial reporting (internal control) to determine the 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 IWES' internal control. Accordingly, we do not express an opinion on the effectiveness of IWES' 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 IWES' 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 may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether IWES' 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 determination of financial statement amounts. 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 IWES' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering IWES' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Corin & Associates LLP*

May 24, 2023  
Bohemia, New York



**Report On Compliance For Each Major Federal Program  
And Report On Internal Control Over Compliance  
In Accordance With The *Uniform Guidance***

**Independent Auditors' Report**

To the Board of Directors of the  
Institute of Women & Ethnic Studies  
365 Canal Street, Suite 1550  
New Orleans, LA 70130

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

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

We have audited the Institute of Women & Ethnic Studies' (hereinafter, "IWES") compliance with the types of compliance requirements described in the U.S. *Office of Management and Budget ("OMB") Compliance Supplement* that could have a direct and material effect on each of IWES' major federal programs for the year ended December 31, 2022. IWES' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, IWES complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*) and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of IWES and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of IWES' compliance with the compliance requirements referred to above.

## *Responsibilities of Management for Compliance*

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to IWES' federal programs.

## *Auditors' Responsibilities for the Audit of Compliance*

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on IWES' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about IWES' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding IWES' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of IWES' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of IWES' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

## **Report on Internal Control over Compliance**

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

internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of IWES as of and for the year ended December 31, 2022, and have issued our report thereon dated May 24, 2023, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

*Cerini & Associates LLP*

May 24, 2023  
Bohemia, New York

**INSTITUTE OF WOMEN & ETHNIC STUDIES**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Provided to Subrecipients	Total Federal Expenditures
<u>U.S. Department of Health and Human Services</u>				
Health Resources and Services Administration - Special Projects of National Significance	93.928	N/A	N/A	\$ 230,000
Public Health Service - Office of Assistant Secretary of Health (OASH) Office of Grants Management - Advancing System of Improvements for Key Issues in Women's Health - Preventing HIV Infection in Women through Expanded Intimate Partner Violence Prevention, Screening and Response Services Program	93.088	N/A	N/A	346,371
Multisystem Compassionate Care and Healing for Black Youth	93.137	N/A	N/A	150,000
Adolescent Health Programs - Believe in Youth! Louisiana Teen Pregnancy Prevention Program	93.297	N/A	N/A	1,429,632
Office of Population Affairs - Pass through from The Policy & Research Group PRG Teen Pregnancy Prevention	93.297	1-TP2AH000070-01-00	N/A	<u>223,030</u>
<b>Total U.S. Department of Health and Human Services:</b>				<u>2,379,033</u>
<b>Total Expenditures of Federal Awards</b>				<u><u>\$ 2,379,033</u></u>

# INSTITUTE OF WOMEN & ETHNIC STUDIES

## NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2022

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### **NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of federal awards (the "Schedule") includes the federal award activity of the Institute of Women & Ethnic Studies (hereinafter "IWES") under programs of the federal government for the year ended December 31, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of IWES, it is not intended to and does not present the financial position, changes in net assets, or cash flows of IWES.

### **NOTE 2 - SIGNIFICANT ACCOUNTING POLICY**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

### **NOTE 3 - INDIRECT COST RATE**

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

**INSTITUTE OF WOMEN & ETHNIC STUDIES**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

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**Section I: Summary of Auditors' Results**

*Financial Statements*

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Are any material weaknesses identified?	_____ Yes	_____ X No	
Are any significant deficiencies identified?	_____ Yes	_____ X No	
Is any noncompliance material to financial statements noted?	_____ Yes	_____ X No	

*Federal Awards*

Internal control over major federal programs:

Are any material weaknesses identified?	_____ Yes	_____ X No	
Are any significant deficiencies identified?	_____ Yes	_____ X No	
Type of auditors' report issued on compliance for major federal programs	<u>Unmodified</u>		
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	_____ Yes	_____ X No	
Identification of major federal programs:			
<u>CFDA/AL Number(s)</u>	<u>Name of federal program or cluster</u>		
93.297	- Believe in Youth! Louisiana Teen Pregnancy Prevention Program - PRG Teen Pregnancy Prevention		
Dollar threshold used to distinguish between type A and type B programs:	<u>\$750,000</u>		
Auditee qualified as low-risk auditee?	_____ Yes	_____ X No	



***INSTITUTE OF WOMEN & ETHNIC STUDIES  
INDEPENDENT AUDITORS' REPORT  
ON APPLYING STATEWIDE AGREED-UPON PROCEDURES  
FOR THE YEAR ENDED DECEMBER 31, 2022***

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## Independent Auditors' Report on Applying Agreed-Upon Procedures

To the Board of Directors of the  
Institute of Women & Ethnic Studies  
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") Statewide Agreed-Upon Procedures ("SAUP") for the fiscal period January 1, 2022 through December 31, 2022. The Institute of Women & Ethnic Studies' ("IWES") management is responsible for those C/C areas identified in the SAUPs.

IWES has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022 through December 31, 2022. 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.

Procedures performed and result of procedures for each area are outlined within this report.

We were engaged by IWES 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 IWES 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.

*Cerini & Associates LLP*

Bohemia, New York  
May 24, 2023

# INSTITUTE OF WOMEN & ETHNIC STUDIES

## PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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### **Written Policies and Procedures:**

1. We obtained IWES' written policies and procedures to determine whether the written policies and procedures address each of the following financial/business functions, as applicable:
  - i. Budgeting
  - ii. Purchasing
  - iii. Disbursements
  - iv. Receipts/Collections
  - v. Payroll/ Personnel
  - vi. Contracting
  - vii. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)
  - viii. Travel and Expense Reimbursement
  - ix. Ethics (not applicable)
  - x. Debt Service (not applicable)
  - xi. Information Technology Disaster Recovery/Business Continuity
  - xii. Prevention of Sexual Harassment

- **No exceptions were noted.**

### **Board or Finance Committee:**

2. We obtained and inspected the board and finance committee minutes for the fiscal period, as well as the Board's bylaws in effect during the fiscal period, and:
  - i. 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.
  - ii. 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.
  - iii. Procedure not applicable
  - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

- **No exceptions were noted.**

### **Bank Reconciliations:**

3. We obtained a listing of IWES' bank accounts from management and management's representation that the listing is complete. We asked management to identify IWES' main operating account. We selected IWES' main operating account and IWES' three other bank accounts. We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for each selected account, and observe that:

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Bank Reconciliations (continued):

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date;
- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation; and
- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date. None were noted.

- **No exceptions were noted.**

#### Collections (excluding electronic funds transfers)

4. A: We obtained a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete, noting IWES only has one deposit site.

- **No exceptions were noted.**

4. B: For the IWES deposit site, we obtained a listing of collection locations and management's representation that the listing is complete. IWES only has one collection location. We obtained and inspected written policies and procedures relating to employee job duties at the collection location and observed that job duties are properly segregated:

- i. Employees responsible for cash collections do not share cash drawers/registers;
- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
- iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

- **No exceptions were noted.**

4. C: Inquired of management that all employees who have access to cash are covered by a bond or insurance policy for theft. We reviewed a copy of the insurance policy.

- **No exceptions were noted.**

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Collections (excluding electronic funds transfers) (continued)

4. D: We randomly selected two deposits for each of the 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). We obtained supporting documentation for each deposit and:
- i. Observe that receipts are sequentially pre-numbered.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per the bank statement.
  - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.
- **No exceptions were noted.**

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

5. A: We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete, noting IWES only has one payment processing location.
- **No exceptions were noted.**
5. B: For IWES' only location above, we obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties, and observed that job duties are properly segregated such that:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - ii. At least two employees are involved in processing and approving payments to vendors;
  - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - iv. Either the employee 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
  - v. Only employees authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- **No exceptions were noted.**

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases) (continued)

5. C: For IWES' only location under #5A above, we obtained IWES' non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected five disbursements from the location, obtained supporting documentation for each transaction, and:

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

- **No exceptions were noted.**

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

- **No exceptions were noted.**

#### Credit Cards/Debt Cards/Fuel Cards/P-Cards

6. A: We obtained 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. IWES has one credit card and no debit cards, fuel cards, or P-cards.

- **No exceptions were noted.**

6. B: We randomly selected one monthly statement for the one credit card, obtained supporting documentation, and:

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder; and
- ii. Observe that finance charges and late fees were not assessed on the selected statements.

- **No exceptions were noted.**

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Credit Cards/Debt Cards/Fuel Cards/P-Cards (continued)

6. C: We used the monthly statement selected under #12 above and randomly selected ten transactions and obtained supporting documentation for the transactions. For each transaction, we observed 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny. IWES did not have any missing receipts.

- No exceptions were noted.

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

7. We obtained from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. We randomly selected five reimbursements, obtained the related expense reimbursement forms/prepaid documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

- No exceptions were noted.

#### Contracts

8. We obtained from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected five contracts from the listing, excluding practitioner's contract, and:

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Contracts (continued)

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

- **No exceptions were noted.**

#### Payroll and Personnel

9. A: We obtained a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. IWES does not have officials on payroll. We randomly selected five employees, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

- **No exceptions were noted.**

9. B: We randomly selected on pay period during the fiscal period. For the five employees selected under #16 above, we obtained attendance records and leave documentation for the pay period, and:
  - i. Observe that all selected employees documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees agrees to the authorized salary/pay rate found within the personnel file.

- **No exceptions were noted.**

9. C: We obtained a listing of those employees that received termination payments during the fiscal period and management's representation that the list is complete. We randomly selected two employees, obtained related documentation of the hours and pay rates used in management's termination payment calculations and IWES' policy on termination payments. We agreed the hours to the employee's cumulative leave records, agreed the pay rates to the employee or officials' authorized pay rates in the employee's personnel files, and agreed the termination payment to IWES' policy.

- **No exceptions were noted.**

## INSTITUTE OF WOMEN & ETHNIC STUDIES

### PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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#### Payroll and Personnel (continued)

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

- **No exceptions were noted.**

#### Ethics - Not applicable to IWES

#### Debt Service - Not applicable to IWES

#### Fraud Notice

- **#12A and #12B were not performed as there were no misappropriations of public funds and assets noted during the fiscal period.**

#### Information Technology Disaster Recovery/Business Continuity

13. A: We performed the following procedures, verbally discussed the results with management, and report "We performed the procedure and discussed the results with management."

- 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.
- 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.
- 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.

- **No exceptions were noted.**

13. B: Randomly select 5 terminated employees using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

- **No exceptions were noted.**

# INSTITUTE OF WOMEN & ETHNIC STUDIES

## PROCEDURES PERFORMED AND RESULTS OF PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2022

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### Prevention of Sexual Harassment

#14A was not performed as this procedure was not applicable to IWES.

14. B: We observed IWES has posted its sexual harassment policy and complaint procedure in a conspicuous location on IWES' premises.

- **No exceptions were noted.**

14. C: We obtained IWES' sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed it includes the applicable requirements of R.S. 42:344:

- i. Number and percentage of public servants in the agency who have completed the training requirements;
- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

- **No instances were noted.**