

**BATON ROUGE
BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

BATON ROUGE, LOUISIANA

**ANNUAL FINANCIAL REPORT
AND SUPPLEMENTARY INFORMATION
YEAR ENDED DECEMBER 31, 2023**

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Baton Rouge Black Alcoholism Council, Inc.
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Baton Rouge Black Alcoholism Council, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Baton Rouge Black Alcoholism Council, Inc. as of December 31, 2023, 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 audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Baton Rouge Black Alcoholism Council, Inc. 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.

Responsibility 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 Baton Rouge Black Alcoholism Council, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the 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 Baton Rouge Black Alcoholism Council, 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 Baton Rouge Black Alcoholism Council, 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.

Supplementary Information

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, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. 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 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 September 27, 2024, on our consideration of Baton Rouge Black Alcoholism Council, 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 Baton Rouge Black Alcoholism Council, 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 Baton Rouge Black Alcoholism Council, Inc.'s internal control over financial reporting and compliance.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, LLC
Certified Public Accountants

Lafayette, Louisiana
September 27, 2024

FINANCIAL STATEMENTS

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2023**

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	\$ 69,321
Contracts and Grants Receivable	148,452
Patient Service Fee Receivables, Net	3,876
Other Receivables	5,710
Prepaid Expenses	<u>2,880</u>
Total Current Assets	230,239

PROPERTY AND EQUIPMENT (NET)

1,372

OTHER ASSETS

Deposits	<u>215</u>
Total Other Assets	<u>215</u>

TOTAL ASSETS

\$ 231,826

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	41,023
Accrued Payroll and Related Liabilities	28,817
Accrued Compensated Absences	52,053
Accrued Liabilities	4,393
Line of Credit	<u>18,706</u>
Total Current Liabilities	<u>144,992</u>

LONG-TERM LIABILITIES

Related Party Loans	<u>24,351</u>
Total Long-Term Liabilities	<u>24,351</u>

TOTAL LIABILITIES

169,343

NET ASSETS

Net Assets Without Donor Restrictions	
Total Net Assets	<u>62,483</u>

TOTAL LIABILITIES AND NET ASSETS

\$ 231,826

The accompanying notes are an integral part of these statements.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED, DECEMBER 31, 2023**

NET ASSETS WITHOUT DONOR RESTRICTIONS

Revenues, Gains and Public Support

Contributions	\$ 12,898
Governmental Grants and Contracts	992,046
Patient Service Fees - Clinic	13,013
Contractual Adjustments - Clinic	(2,758)
340B Program Revenue	64,182
Office Space Rental Income	5,250
Gain on Debt Extinguishment	60,000
Employer Retention Credit	26,666
Interest Income	<u>36</u>

TOTAL REVENUES, GAINS AND PUBLIC SUPPORT 1,171,333

EXPENSES AND LOSSES

Program Services:

Education and Relief 1,098,060

Supporting Services:

Management and General 50,871

Fundraising 7,454

Total Expenses 1,156,385

CHANGE IN NET ASSETS 14,948

NET ASSETS AT BEGINNING OF YEAR 88,584

PRIOR PERIOD ADJUSTMENT (41,049)

NET ASSETS AT BEGINNING OF YEAR (RESTATED) 47,535

NET ASSETS AT END OF YEAR \$ 62,483

The accompanying notes are an integral part of these statements.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>PROGRAM SERVICES</u>	<u>SUPPORTING SERVICES</u>		
	<u>EDUCATION AND RELIEF</u>	<u>MANAGEMENT AND GENERAL</u>	<u>FUNDRAISING</u>	<u>TOTAL</u>
Compensation and Related				
Salaries	\$ 629,069	\$ 10,216	\$ -	\$ 639,285
Compensated Absences	-	11,004	-	11,004
Employee Benefits	1,407	300	-	1,707
Payroll Taxes	48,132	1,833	-	49,965
	<u>678,608</u>	<u>23,353</u>	<u>-</u>	<u>701,961</u>
Advertising	29,684	-	200	29,884
Bad Debt	13,525	-	-	13,525
Bank Charges	-	253	-	253
Contract Personnel	86,903	6,819	450	94,172
Depreciation	-	374	-	374
Dues and Subscriptions	179	33	-	212
Education/Training	650	-	-	650
Fundraisers	-	-	300	300
Incentives	873	350	-	1,223
Insurance	29,774	585	-	30,359
Interest Expense	-	5,049	-	5,049
Legal and Accounting	25,017	-	-	25,017
Licenses	615	-	-	615
Meetings	2,089	1,087	-	3,176
Postage	784	276	-	1,060
Professional	6,600	600	-	7,200
Program Expenses	163,939	8,879	5,324	178,142
Rent	37,465	-	-	37,465
Repairs and Maintenance	2,691	2,335	120	5,146
Supplies/Materials	4,120	878	1,060	6,058
Travel and Seminars	295	-	-	295
Utilities and Telephone	14,249	-	-	14,249
	<u>1,098,060</u>	<u>50,871</u>	<u>7,454</u>	<u>\$1,156,385</u>
TOTAL	<u>\$ 1,098,060</u>	<u>\$ 50,871</u>	<u>\$ 7,454</u>	<u>\$1,156,385</u>

The accompanying notes are an integral part of these statements.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 14,948
Adjustments to Reconcile Change in Net Assets to Net Cash Provided By Operating Activities:	
Bad Debt	13,525
Depreciation	374
Gain on Debt Extinguishment	(60,000)
Changes in Current Assets and Liabilities:	
Contracts and Grants Receivable	56,998
Patient Receivables	(1,728)
Other Receivables	(1,786)
Loan from Employee	2,726
Prepaid Expenses	106
Accounts Payable	28,798
Technical Overdraft	(35,376)
Accrued Payroll and Related Liabilities	3,757
Accrued Compensated Absences	11,004
Accrued Liabilities	<u>(5,316)</u>
 Net Cash Provided By Operating Activities	 <u>28,030</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Net Payments on Line of Credit	(16,553)
Principal Payment on Finance Lease	(839)
Principal Payment on Note Payable	(6,000)
Net Proceeds on Related Party Loans	<u>3,265</u>
 Net Cash Used In Financing Activities	 <u>(20,127)</u>

NET INCREASE IN CASH AND CASH EQUIVALENTS 7,903

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 61,418

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 69,321

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the year for:	
Interest	<u>\$ 5,049</u>

The accompanying notes are an integral part of these statements.

NOTES TO THE FINANCIAL STATEMENTS

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(A) NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The Baton Rouge Black Alcoholism Council, Inc. (Organization) is a Louisiana voluntary health non-profit corporation, incorporated on December 12, 1988.

The mission of the Organization is to develop and implement strategies that will reduce the spread of HIV/AIDS and other sexually transmitted infections (STI's); to educate and provide risk reduction counseling and testing to individuals in institutional and community settings; to encourage early HIV testing, to motivate behavioral changes in persons with behaviors that put them at risk of getting infected with HIV/STI's; to increase the awareness of preventative services; to render support and direction to persons infected with HIV and other STI's; to offer alcohol and drug prevention and referral services; and to offer youth development programs.

Basis of Presentation

The financial statements of the Organization have been prepared on the accrual basis. The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. Currently, the Organization has no net assets with donor restrictions.

Basis of Accounting

The financial statements of Baton Rouge Black Alcoholism Council, Inc have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor- imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

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.

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. As of December 31, 2023 , the Organization has \$ -0- in net assets with donor restrictions.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(A) NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES – (continued)

When a restriction expires, net assets with donor restrictions are reclassified as net assets without donor restrictions.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Property and Equipment

The Organization capitalizes all expenditures in excess of \$1,000 for property and equipment at historical cost. Donated property and equipment are valued at fair market value at the time of donation. If donors stipulate how assets must be used, the contributions are recorded as with donor restricted support. In the absence of such stipulations, contributions for property and equipment are recorded as without donor restricted support.

Depreciation is computed using the straight-line method over the assets' useful lives. Depreciation expense was \$374 for the year ended December 31, 2023.

Income Tax

The Organization is exempt from Federal Income Taxes under Section 501(c)(3) of the Internal Revenue Code, and has been designated as an organization other than a private foundation. Accordingly, no provision has been made for income taxes in the financial statements. The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Organization believes it is no longer subject to tax return examinations for the years prior to 2020.

Advertising

The Organization uses advertising to promote its programs among the audiences it serves. The costs of advertising are expensed the first time the advertising takes place. For the period ended December 31, 2023, advertising expense was \$29,884.

Use of Estimates

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

Functional Allocation of Expenses

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

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(A) NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES – (continued)

Compensated Absences

Employees accrue personal leave time from the first day of employment with the amount being determined by full-time and part-time status. The employee does not have a maximum leave balance, accrued unused leave earned by the employee shall be carried forward to future periods without limitation. At the time of termination of employment, any unused leave will be forfeited and will not be paid out to the employee. Accordingly, an accrual has been made for accumulated personal leave as of December 31, 2023.

Revenue Recognition

Grants and Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

The Organization receives support in the form of grants from federal, state, and local governmental agencies, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position. No amounts were received in advance under the Organization's grants in 2023.

Grants and contributions are recorded depending on the existence or nature of any donor restrictions. Support that is restricted by a donor is reported as an increase in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), net assets are reclassified to net assets without donor restrictions and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions. Donor restricted contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.

340B Program Revenue

The Organization contracts with local retail pharmacies under the program, which results in additional revenues and discounts on outpatient prescriptions for the Organization's patients. Revenue and expenditures related to this program are recorded once the prescription drugs are transferred from the retail pharmacy to the patient. Laws and regulations surrounding the 340B drug program are complex and are subject to interpretation and change.

Patient Service Fees

Patient service fees represent the estimated net realizable amounts from patients, third party payers, and others for services rendered or prescriptions dispensed. Revenues are recorded during the period the health care services are provided, based upon the estimated amounts due from payers. Estimates of contractual allowances are based upon the specified payment terms.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(A) NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES – (continued)

Revenue Recognition – (continued)

Laws and regulations governing Medicaid programs are complex and subject to interpretation. The estimated reimbursement amounts are made on a payer-specific basis and are recorded based on the best information available regarding management's interpretation of the applicable laws, regulations, and contract terms. Management continually reviews the contractual estimation process to consider and incorporate updates to laws and regulations and the frequent changes in managed care contractual terms resulting from contract renegotiations and renewals. Due to the complexities involved in the classification and documentation of health care services authorized and provided, the estimation of revenues earned and the related reimbursement are often subject to interpretations that could result in payments that are different from the Organization's estimates.

The Organization provides discounts from gross charges to uninsured patients who do not qualify for Medicaid. These discounts are like those provided to many local managed care plans. After the discounts are applied, if the Organization is still unable to collect a significant portion of uninsured patients' accounts, it records significant provisions for doubtful accounts (based upon historical collection experience) related to uninsured patients in the period the services are provided. The Organization receives payments for patient services from the federal government under the Medicare program, state governments under their respective Medicaid or similar programs, managed care plans, and directly from patients.

The laws and regulations governing the Organization's operations, along with the terms of participation in various government programs, regulate how the Organization does business, the services offered and its interactions with patients and the public. These laws and regulations, and their interpretations, are subject to frequent change. Changes in existing laws or regulations, or their interpretations, or the enactment of new laws or regulations could materially and adversely affect the Organization's operations and financial condition.

The Organization is subject to various routine and non-routine governmental reviews, audits and investigations. Violation of the laws governing the Organization's operations, or changes in the interpretation of those laws, could result in the imposition of fines, civil or criminal penalties, and/or termination of the Organization's rights to participate in federal and state-sponsored programs and suspension or revocation of the Organization's licenses. The Organization believes that it is in material compliance with all applicable laws and regulations.

Allowance for Credit Losses

The Organization periodically assess its methodology for estimating credit losses in consideration of actual experiences, trends, and changes in the overall economic environment. Grant and other receivables are written off when management determines the collectability of an account is not viable. As of December 31, 2023, the allowance for credit losses totaled \$13,525.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(A) NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES – (continued)

Fair Value Considerations

Fair value is used to measure financial and certain nonfinancial assets and liabilities measured or disclosed at fair value on a recurring basis (at least annually). Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. The fair value hierarchy established and prioritized fair value measurements into three levels based on the nature of the inputs. The hierarchy gives the highest priority to inputs based on market data from independent sources (observable inputs – Level 1) and the lowest priority to a reporting entity’s internal assumptions based upon the best information available when external market data is limited or unavailable (unobservable inputs – Level 3).

The fair value option allows entities to choose, at specified election dates, to measure eligible financial assets and financial liabilities at fair value that are not otherwise required to be measured at fair value. If an entity elects the fair value option for an eligible item, changes in that item’s fair value in subsequent reporting periods must be recognized in current earnings. The fair value option was not elected for the measurements of any eligible assets or liabilities.

The estimated fair values of each entity’s short-term financial instruments (primarily cash and cash equivalents, receivables, accounts payables, accrued expenses, short-term debt and lines of credit) approximate their individual carrying amounts due to the relatively short period between their origination and expected realization or payment. Based on market rates for similar loans, the fair value of long-term debt approximates their carrying value.

Federal Financial Awards

Revenues for direct and indirect federal contracts are recorded on expenses incurred for contracts that are on a cost reimbursement basis and based on the units of service for those contracts which are on a fee for services basis. In the Statement of Activities, these revenues are referred to as ‘governmental grants and contracts.’ Related contract receivables are referred to as ‘contracts and grants receivable’ in the Statement of Financial Position.

New Accounting Standards

In June 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) 2016-13, Financial Instruments – Credit Losses (“Topic 326”). The ASU requires a financial asset to be measured at amortized cost and introduces a new impairment model, The Current Expected Credit Losses model, which replaces the current incurred loss impairment model with one that is based on expected losses.

The Organization adopted Topic 326 on January 1, 2023, under the modified retrospective transition approach with the cumulative effect of application recognized at the effective date. At the transition date, the Organization determined that there was no impact on the financial statements as a result of adoption.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(B) CONTRACTS AND GRANTS RECEIVABLE

The Organization's contracts and grants receivable at year-end consist of the following:

City of Baton Rouge	\$ 81,034
State of Louisiana	49,979
National Foundation for the Centers for Disease Control and Prevention, Inc.	13,273
YWCA of Greater Baton Rouge	4,166
	\$ 148,452

(C) PROPERTY AND EQUIPMENT

Property and Equipment consist of the following:

Office Equipment	\$ 42,205
Less: Accumulated Depreciation	(40,833)
Net Property and Equipment	\$ 1,372

(D) RELATED PARTY

As of December 31, 2023, the Organization has a zero interest loan with a related party of \$24,351 to cover operating expenses.

The board hired the son of the Executive Director as an Event Coordinator. For the year ended, December 31, 2023, he received compensation totaling \$40,325.

(E) COMPENSATION, BENEFITS AND OTHER PAYMENTS TO EXECUTIVE DIRECTOR

A detail of compensation, benefits, and other payments paid to the Executive Director, Shirley Lolis for the year ended December 31, 2023.

Purpose	Amount
Salary and Related Expenses	\$ 117,291
Benefits - Insurance	\$ 9,626

(F) BOARD OF DIRECTORS COMPENSATION

The Board of Directors is a voluntary board, therefore, no compensation has been paid to any member.

(G) LINE OF CREDIT

The Organization has a \$50,000 line of credit secured by a continued security interest in any and all funds the Organization may now and in the future have on deposit. The line bears interest at a rate of 10 percent per annum with a maturity date of August 22, 2024. As of December 31, 2023, the balance on the line of credit was \$18,706.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(H) LEASE OBLIGATIONS

The Organization has elected to apply the short-term lease exception to all leases with a term of one year or less. Leases with an initial term of twelve months or less are not recorded on the Statement of Financial Position. Lease expense is recognized for these leases on a straight-line basis over the term of the lease. The Organization leases office and storage space under operating arrangements. Lease expense under the operating leases totaled \$37,465 as of December 31, 2023, and is included in management and general expense on the Statement of Activities.

(I) RISK MANAGEMENT

The Organization is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization has purchased commercial insurance to cover or reduce the risk of loss that might arise should one of these incidents occur. No claims were made during the year.

(J) ECONOMIC DEPENDENCY

The majority of the Organization's revenues and accounts receivable are from contracts with the Louisiana Department of Health – Office of Public Health (OPH) and the City of Baton Rouge. The contracts are administered by OPH and the City of Baton Rouge under programs funded primarily by federal government grants. If federal funding levels for the programs are reduced, or if the contracts are not renewed, the impact on the organization could be severe.

(K) CONTINGENCIES

The organization receives a portion of its revenues from governmental grants and contracts, all of which are subject to government audits. The ultimate determination of amounts received under these programs generally is based upon allowable cost reported to and are subject to audit by the government. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

(L) CONCENTRATION OF CREDIT RISK

The Organization maintains accounts with two financial institutions. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC) for up to \$250,000. As of December 31, 2023, the Organization had no uninsured cash balances.

(M) NONCOMPLIANCE WITH GRANTOR RESTRICTIONS

Financial awards from federal, state, and local governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the organization for disallowed costs or noncompliance with grantor restrictions. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined at this date.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023**

(N) LIQUIDITY AND AVAILABILITY

The Organization has \$227,359 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$69,321 and receivables of \$158,038. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

(O) GAIN ON DEBT EXTINGUISHMENT

On April 1, 2023, the note payable to the State of Louisiana for the Restore Louisiana Small Business Program was 40% forgiven as outlined in the note payable agreement. This forgiveness equates to \$60,000 and is reflected in the Statement of Activities.

(P) PRIOR PERIOD ADJUSTMENT

Net assets at the beginning of 2023 has been adjusted for the understatement of accrued compensated absences in the prior year. The correction has no effect on the results of the current year's operations; however, the cumulative effect decreases beginning net assets for 2023 by \$41,049.

(Q) SUBSEQUENT EVENTS

Subsequent events were evaluated through September 27, 2024, which is the date the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

INTERNAL CONTROL, COMPLIANCE AND OTHER GRANT INFORMATION

BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

DECEMBER 31, 2023

<u>Program Title</u>	<u>ALN</u>	<u>Grant Number</u>	<u>Expenditures</u>	<u>Subrecipients</u>
U.S. Department of Housing and Urban Development				
Passed through the City of Baton Rouge Parish of East Baton Rouge Housing Opportunities for Persons with AIDS HOPWA	14.241	* 4153	\$ 296,875	\$ -
Total for U.S. Department of Housing and Urban Development			<u>296,875</u>	<u>-</u>
U.S. Department of Health and Human Services				
Passed through the Louisiana Department of Health Affordable Care Act (ACA) Personal Responsibility Education Program Project AIMS	93.092	2000656829	<u>88,025</u>	<u>-</u>
Passed through the City of Baton Rouge Parish of East Baton Rouge Community Programs to Improve Minority Health Grant Program Advancing Health Literacy	93.137	800005937	<u>20,000</u>	<u>-</u>
Immunization Research, Demonstration, Public Information and Education Training and Clinical Skills Improvement Projects COVID - 19	93.185	NH23IP922652	<u>121,370</u>	<u>-</u>
Passed through the State of Louisiana Youth for Excellence Title V State Sexual Risk Avoidance Education (Title V State SRAE) Program LYFE	93.235	N/A	<u>43,615</u>	<u>-</u>
Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health Enhancing Capacity to Support HIV Self-Testing	93.421	NU3807000288-04-02	<u>92,727</u>	<u>-</u>
HIV Prevention Activities Health Department Based Prevention	93.940	* 20000656862	<u>253,678</u>	<u>-</u>
Block Grants for Prevention and Treatment of Substance Abuse CAHSD	93.959	20000662895	<u>53,663</u>	<u>-</u>
Total for U.S. Department of Health and Human Services			<u>673,078</u>	<u>-</u>
TOTAL			<u>\$ 969,953</u>	<u>\$ -</u>

* - denotes a major program

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**NOTES TO THE SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS
DECEMBER 31, 2023**

(A) BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Baton Rouge Black Alcoholism Council, Inc. under programs of the federal government for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the requirements of the Uniform Guidance. Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(1) 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 reimbursements.

(2) Pass-through entity identifying numbers are presented where available.

(C) INDIRECT COST RATE

The Organization has elected to use the 10% de minimis indirect cost rate for the year ended December 31, 2023, unless otherwise negotiated.

WRIGHT, MOORE, DEHART, DUPUIS & HUTCHINSON, L.L.C.

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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*

LANCE E. CRAPPELL, CPA, CGMA *
MICAH R. VIDRINE, CPA *
TRAVIS M. BRINSKO, CPA *
DAMIAN H. SPIESS, CPA, CFP **
JOAN MARTIN, CPA, CVA, CFF**
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ALAN M. TAYLOR, CPA
TINA B. VIATOR, CPA

The Board of Directors
Baton Rouge Black Alcoholism Council, Inc.
Baton Rouge, 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 Baton Rouge Black Alcoholism Council, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 27, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Baton Rouge Black Alcoholism Council, 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 opinions on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of Baton Rouge Black Alcoholism Council, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Baton Rouge Black Alcoholism Council, 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-002 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Baton Rouge Black Alcoholism Council, 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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying Schedule of Findings and Questioned Costs as item 2023-001.

Baton Rouge Black Alcoholism Council, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Organization's response to the findings identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs. The Organization's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

Lafayette, Louisiana
September 27, 2024

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

The Board of Directors
Baton Rouge Black Alcoholism Council, Inc.
Lafayette, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Baton Rouge Black Alcoholism Council, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Baton Rouge Black Alcoholism Council, Inc.'s major federal programs for the year ended December 31, 2023. Baton Rouge Black Alcoholism Council, Inc.'s major federal programs are identified in the schedule of findings and questioned costs.

In our opinion, Baton Rouge Black Alcoholism Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

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; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). 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 Baton Rouge Black Alcoholism Council, Inc.'s 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 Baton Rouge Black Alcoholism Council, Inc.'s compliance with the compliance requirements referred to above.

Opinion on Each Major Federal Program

In our opinion, Baton Rouge Black Alcoholism Council, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

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 Baton Rouge Black Alcoholism Council, Inc.'s 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 Baton Rouge Black Alcoholism Council, Inc.'s 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 generally accepted auditing standards, *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 judgment made by a reasonable user of the report on compliance about Baton Rouge Black Alcoholism Council, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *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 Baton Rouge Black Alcoholism Council, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Baton Rouge Black Alcoholism Council, Inc.'s 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 Baton Rouge Black Alcoholism Council, Inc.'s 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 material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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 in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. 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.

This report is intended for the information of the management and Board of Directors of the Baton Rouge Black Alcoholism Council, Inc. and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

*Wright, Moore, DeHart,
Dupuis & Hutchinson*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, L.L.C.
Certified Public Accountants

September 27, 2024
Lafayette, Louisiana

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2023**

We have audited the financial statements of Baton Rouge Black Alcoholism Council, Inc. as of and for the year ended December 31, 2023, and have issued our report thereon dated September 27, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of December 31, 2023, resulted in an unmodified opinion.

Section I - Summary of Auditors' Reports

a. *Report on Internal Control and Compliance Material to the Financial Statements*

Internal Control

Significant Deficiencies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Material Weaknesses	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Compliance

Noncompliance Material to Financial Statements	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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b. *Federal Awards*

Major Programs Identification

Baton Rouge Black Alcoholism Council, Inc. had two major programs:

- Department of Housing and Urban Development – Passed through the City of Baton Rouge – Housing Opportunities for Person with AIDS (HOPWA) – ALN: 14.241
- Department of Health and Human Services – Passed through the Louisiana Department of Health - HIV Prevention Activities Health Department Based – ALN: 93.940

Low-Risk Auditee

Baton Rouge Black Alcoholism Council, Inc. is not considered a low-risk auditee for the year ended December 31, 2023.

Major Programs - Threshold

The dollar threshold to distinguish between Type A and Type B programs is \$750,000 for the year ended December 31, 2023.

Auditors' Report - Major Programs

An unmodified opinion has been issued on Baton Rouge Black Alcoholism Council, Inc.'s compliance for its major programs as of and for the year ended December 31, 2023.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS – (continued)
YEAR ENDED DECEMBER 31, 2023**

Section I - Summary of Auditors' Reports - continued

b. *Federal Awards - continued*

Significant Deficiencies - Major Program

There were no significant deficiencies noted during the audit of the major federal programs.

c. *Management Letter*

Was a management letter issued? Yes No

Section II - Financial Statement Findings

Finding No. 2023-001 – Late Filing - State

Fiscal Year Initially Occurred: 2022

Statement of Condition:

The Organization failed to comply with R.S. 24:513, by not submitting audited financial statements to the Louisiana Legislative Auditor within six months after their December 31, 2023, fiscal year end.

Criteria:

R.S. 24:513 et seq. provides for the following: “Such audits shall be completed withing six months of the close of the entity’s fiscal year.”

Cause of Condition:

The Organization has extenuating circumstances with key accounting personnel which hindered the ability to close the books in a timely manner.

Effect of Condition:

The Organization is not in compliance with R.S. 24:513 et seq.

Recommendation:

No recommendation. As stated, these were circumstances outside of the Organization’s control.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS – (continued)
YEAR ENDED DECEMBER 31, 2023**

Section II - Financial Statement Findings - continued

Finding No. 2023-002 - Material Adjustments to the Financial Statements

Fiscal Year Initially Occurred: 2022

Statement of Condition:

During the performance of our audit procedures, audit adjustments were proposed to correct misstatements that individually and in aggregate, were material to the Organization's financial statements.

Criteria:

Internal control is a process – effected by those charged with governance, management, and other personnel – designed to provide reasonable assurance about the achievement of the entity's objectives with regard to the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations.

A deficiency in internal control is defined as a condition where 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. It defines a material weakness as a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements may not be prevented or detected and corrected on a timely basis.

The identification by the auditor of a material misstatement of the financial statements under audit in circumstances that indicate that the misstatement would not have been detected by the Organization's internal control is an indicator of a material weakness in internal control.

Cause of Condition:

The cause of the condition is failure by management to design and implement effective internal controls such that there is a reasonable possibility that a material misstatement will be prevented or detected and corrected on a timely basis by management or employees, in the normal course of performing their assigned functions.

Effect of Condition:

The effect of the condition is that financial statements may contain a material misstatement that is not detected and corrected.

Recommendation:

The Organization's management should develop and implement procedures to ensure that material misstatements in the financial statements are identified and corrected in a timely manner.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED DECEMBER 31, 2023**

Finding No. 2022-001 – Late Filing - State

Fiscal Year Initially Occurred: 2022

Statement of Condition:

The Organization failed to comply with R.S. 24:513, by not submitting audited financial statements to the Louisiana Legislative Auditor within six months after their fiscal year-end.

Current Status:

The finding has not been resolved in the current year.

Finding No. 2022-002 - Material Adjustments to the Financial Statements

Fiscal Year Initially Occurred: 2022

Statement of Condition:

During the performance of our audit procedures, audit adjustments were proposed to correct misstatements that individually and in aggregate, were material to the Organization's financial statements.

Current Status:

The finding has not been resolved in the current year.

Finding No. 2022-003 – Late Filing - Federal

Fiscal Year Initially Occurred: 2022

Statement of Condition:

The Organization failed to comply with CFR 200.512, by not submitting audited financial statements to the Federal Audit Clearing House within nine months after their fiscal year-end.

Current Status:

The finding has been resolved in the current year.

**BATON ROUGE BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH**

**MANAGEMENT'S CORRECTIVE ACTION PLAN
DECEMBER 31, 2023**

Louisiana Legislative Auditor

Baton Rouge Black Alcoholism Council, Inc. respectfully submits the following corrective action plan for the year ended December 31, 2023.

Finding No. 2023-001 – Late Filing - State

Fiscal Year Finding Initially Occurred: 2022

Recommendation:

No recommendation. As stated, these were circumstances outside of the Organization's control.

Management's Corrective Action Plan:

The Organization agrees with this finding. The Organization is aware of reporting deadlines outlined in the Louisiana Revised Statute 24:513, however, due to extenuating circumstances, the audit submission was delayed.

Finding No. 2023-002 – Material Adjustments to the Financial Statements

Fiscal Year Finding Initially Occurred: 2022

Recommendation:

Management should continue to implement procedures to ensure that an adequate structure of internal control is in place and functioning as designed.

Management's Corrective Action Plan:

The Organization agrees with this finding. The extenuating circumstances with management caused this breakdown in internal control.

If the Louisiana Legislative Auditor has questions regarding this plan, please call Shirley Lolis, Executive Director, at (225) 338-9333.

Sincerely,



Shirley Lolis

Executive Director

Baton Rouge Black Alcoholism Council, Inc.

**BATON ROUGE
BLACK ALCOHOLISM COUNCIL, INC.
D/B/A METRO HEALTH, INC.**

Lafayette, Louisiana

Independent Accountants' Report
on Applying Agreed-Upon Procedures

Year Ended December 31, 2023

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

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To the Board of Directors, Management,
and the Louisiana Legislative Auditor:
Baton Rouge Black Alcoholism Council, Inc.
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the control and compliance areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023, through December 31, 2023. Baton Rouge Black Alcoholism Council, Inc.'s management is responsible for those control and compliance areas identified in the SAUPs.

The Baton Rouge Black Alcoholism Council, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating management's assertions about Baton Rouge Black Alcoholism Council, Inc.'s compliance with certain laws, regulations, and best practices. Additionally, the Legislative Auditor, State of Louisiana, has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain the entity's written policies and procedures and report whether those written policies and procedures address each of the following financial/business functions (or report that the entity does not have any written policies and procedures), as applicable:

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the applicable functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- d) **Receipts**, 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.

Written policies and procedures were obtained and address the functions noted above.

- 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(s) rate of pay or approval and maintenance of pay rate schedules.

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

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

Written policies and procedures were obtained and address the applicable functions noted above.

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

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above

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

This section is not applicable for a non-profit.

- 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.

Written policies and procedures were obtained and address the applicable functions noted above.

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

Per review of grant documents, the entity is not subject to the sexual harassment law, R.S. 42:341.

Board (or Finance Committee, if applicable)

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

No exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds and semi-annual budget to-actual, at a minimum, on all special revenue funds.

This section is not applicable for a non-profit.

- 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.

This section is not applicable for a non-profit.

- 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.

This section is not applicable.

Bank Reconciliations

3. Obtain a listing of client bank accounts from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged).

Five of the five accounts tested did not have bank reconciliations performed within two months.

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

There was no evidence of management's review for any of the five reconciliations tested.

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

One of the five accounts tested showed no evidence of management researching outstanding items greater than twelve months from the statement closing date.

Collections

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

No exceptions noted.

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

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

- 6. 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 enforced during the fiscal period.

No exceptions noted.

- 7. Randomly select two deposit dates for each of the 5 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). Alternately, 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.

No exceptions noted.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions noted.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

No exceptions noted.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

One of the deposits tested was not deposited within one business day.

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

No exceptions noted.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

No exceptions noted.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

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

No exceptions noted.

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

No exceptions noted.

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

The entity was unable to provide support for one of the cash disbursements tested.

- 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.

No exceptions noted.

- 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.

No exceptions were found as a result of this procedure.

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

- a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

No exceptions noted.

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

No exceptions noted.

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

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

Obtained listing and management's representations that the listing is complete.

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

No exceptions noted.

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

No exceptions noted.

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

Financing and late fees were assessed on the credit card statements tested.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

No exceptions noted.

Travel and Expense Reimbursement

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, 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 that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

Not applicable.

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

No exceptions noted.

- 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.

No exceptions noted.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions noted.

Payroll and Personnel

- 16. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

No exceptions noted.

- 17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

No exceptions noted.

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

No exceptions noted.

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

No exceptions noted.

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

The pay rates for all five employees tested did not match the rates recorded in the payroll system when compared to their personnel files.

18. 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, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulate leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

No termination payments were made in 2023.

19. 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, etc.) have been paid, and any associated forms have been filed, by required deadlines.

No exceptions noted.

Ethics (excluding nonprofits)

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

- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

This section is not applicable for a non-profit organization.

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

This section is not applicable for a non-profit organization.

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

This section is not applicable for a non-profit organization.

Debt Service (excluding nonprofits)

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

This section is not applicable for a non-profit.

23. 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).

This section is not applicable for a non-profit.

Fraud Notice

24. 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.

Management has asserted that the entity did not have any misappropriations of public funds or assets.

25. 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.

No exceptions noted.

Information Technology Disaster Recovery/Business Continuity

26. 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.

We performed the procedure and discussed the results with management.

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

We performed the procedures and discussed the results with management.

- 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.

We performed the procedures and discussed the results with management.

27. Randomly select 5 terminated employees (or all terminated employees if less than 5) 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.

We performed the procedure and discussed the results with management.

28. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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:

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

We performed the procedure and discussed the results with management.

Sexual Harassment

29. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, 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.

Per review of grant documents, the entity is not subject to the sexual harassment law, R.S. 42:342-344.

30. 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).

Per review of grant documents, the entity is not subject to the sexual harassment law, R.S. 42:342-344.

31. 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 it includes the applicable requirements of R.S. 42:344:

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

Per review of grant documents, the entity is not subject to the sexual harassment law, R.S. 42:342-344.

We were engaged by Baton Rouge Black Alcoholism Council, Inc. 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. 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 management's financial records and compliance with applicable laws and regulations. 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 Baton Rouge Black Alcoholism Council, 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 for the information and use of Baton Rouge Black Alcoholism Council, Inc. and the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than those specified parties.

*Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC*

WRIGHT, MOORE, DEHART,
DUPUIS & HUTCHINSON, LLC
Certified Public Accountants

Lafayette, Louisiana
September 27, 2024

September 27, 2024

Wright, Moore, DeHart,
Dupuis & Hutchinson, LLC
P.O. Box 80569
Lafayette, Louisiana 70598

The following is Management's responses to the 2023 agreed upon procedures report submitted.

BANK RECONCILIATIONS

3 A, B & C. Management will implement procedures to ensure bank reconciliations are performed within 2 months of the statement closing date, management will review reconciliations, and long outstanding items will be researched.

COLLECTIONS

4 D. Management will implement procedures to ensure collections are deposited within 1 business day.

DISBURSEMENTS

5 C. Management will implement procedures to ensure the supporting documentation of all disbursements are properly filed and stored.

CREDIT CARDS

12B. Management will implement procedures to ensure that credit card statements are paid timely, to avoid financing and late charges.

PAYROLL

9 D. Management will implement procedures to ensure that all changes to employee payroll information is properly stored in personnel filing.

If any additional information is needed, please contact me.



Shirley Lolis
Executive Director
Baton Rouge Black Alcoholism Council, Inc.