

**TRAVELER'S AID SOCIETY  
OF NEW ORLEANS, INC.  
(A NONPROFIT ORGANIZATION)  
FINANCIAL REPORT AND  
SUPPLEMENTARY INFORMATION**

**JUNE 30, 2022 AND 2021**

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**TABLE OF CONTENTS**  
**JUNE 30, 2022 AND 2021**

	<u>Page</u>
<b>INDEPENDENT AUDITORS' REPORT</b>	1-3
<b>FINANCIAL STATEMENTS</b>	
Statements of Financial Position	4
Statements of Activities	5-6
Statements of Functional Expenses	7-8
Statements of Cash Flows	9
Notes to Financial Statements	10-19
<b>SUPPLEMENTARY INFORMATION</b>	
Schedule of Compensation, Benefits, and Other Payments to the Executive Director	20
<b>SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS</b>	
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 <i>Government Auditing Standards</i>	21-22
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	23-25
Schedule of Expenditures of Federal Awards	26
Notes to Schedule of Expenditures of Federal Awards	27
Schedule of Findings and Questioned Costs	28-29
<b>REPORTS BY MANAGEMENT</b>	
Summary of Prior Year's Audit Findings	30
<b>STATEWIDE AGREED-UPON PROCEDURES</b>	
Independent Accountants' Report on Applying Agreed-Upon Procedures	31-42



## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Travelers Aid Society of New Orleans, Inc.  
New Orleans, Louisiana

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

#### *Opinions*

We have audited the accompanying financial statements of Travelers Aid Society of New Orleans, Inc. (a non-profit Organization), which comprise the statements of financial position as of June 30, 2022, and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Travelers Aid Society of New Orleans, Inc. as of June 30, 2022, and 2021, and the changes in its net assets, functional expenses, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America 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 Travelers Aid Society of New Orleans, 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 these 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 Travelers Aid Society of New Orleans, 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 auditor's report that includes our opinions. 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 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 Travelers Aid Society of New Orleans, 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 Travelers Aid Society of New Orleans, Inc. ability to continue as a going concern for a reasonable 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 audits were 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 the Executive Director on page 20 and the Schedule of Expenditures of Federal Awards on page 26, 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 December 30, 2022, on our consideration of Travelers Aid Society of New Orleans, 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 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 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 Travelers Aid Society of New Orleans, Inc.'s internal control over financial reporting and compliance.



Metairie, Louisiana  
December 30, 2022

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2022 AND 2021**

ASSETS	<u>2022</u>	<u>2021</u>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 268,835	\$ 196,716
Accounts receivables	328,679	328,214
Promise to give	90,000	80,085
Prepaid expenses	68,214	82,898
Investments	502,880	709,997
Inventory	3,995	-
Total current assets	<u>\$ 1,262,603</u>	<u>\$ 1,397,910</u>
<b>PROPERTY AND EQUIPMENT</b>		
Less accumulated depreciation	\$ 38,013	\$ 38,013
Total property and equipment	<u>(19,516)</u>	<u>(15,116)</u>
	<u>\$ 18,497</u>	<u>\$ 22,897</u>
Total Assets	<u><u>\$ 1,281,100</u></u>	<u><u>\$ 1,420,807</u></u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 12,461	\$ 21,643
Accrued liabilities	49,587	73,922
Deferred revenue	84,468	-
Total current liabilities	<u>\$ 146,516</u>	<u>\$ 95,565</u>
<b>LONG-TERM LIABILITY</b>		
Refundable advance-Paycheck Protection Program	\$ -	\$ 58,191
Total long-term liability	<u>\$ -</u>	<u>\$ 58,191</u>
Total Liabilities	<u>\$ 146,516</u>	<u>\$ 153,756</u>
<b>NET ASSETS</b>		
Without donor restrictions		
Undesignated	\$ 1,009,381	\$ 1,186,966
Designated	-	-
With donor restrictions	125,203	80,085
	<u>\$ 1,134,584</u>	<u>\$ 1,267,051</u>
Total Liabilities and Net Assets	<u><u>\$ 1,281,100</u></u>	<u><u>\$ 1,420,807</u></u>

See Notes to the Financial Statements.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2022**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE, GAINS, AND SUPPORT</b>			
Grants	\$ 1,549,502	\$ 35,203	\$ 1,584,705
In-kind revenue	282,111	-	282,111
Paycheck Protection Program grant	58,191	-	58,191
United Way	1,274	90,000	91,274
Occupancy fee payments	71,056	-	71,056
Contributions	14,252	-	14,252
Investment interest and loss	(58,412)	-	(58,412)
Miscellaneous income	15,835	-	15,835
Net assets released from restrictions			
Expiration of time restriction	80,085	(80,085)	-
Total revenues, gains and support	\$ 2,013,894	\$ 45,118	\$ 2,059,012
 <b>EXPENSES</b>			
Program services			
Crisis intervention	\$ 1,807,667	\$ -	\$ 1,807,667
Self-help	98,407	-	98,407
Supporting service			
Management and general	285,405	-	285,405
Total expenses	\$ 2,191,479	\$ -	\$ 2,191,479
Change in net assets	\$ (177,585)	\$ 45,118	\$ (132,467)
Net assets at beginning of year	1,186,966	80,085	1,267,051
Net assets at end of year	\$ 1,009,381	\$ 125,203	\$ 1,134,584

See Notes to Financial Statements.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2021**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE, GAINS, AND SUPPORT</b>			
Grants	\$ 1,447,107	\$ -	\$ 1,447,107
In-kind revenue	131,583	-	131,583
Paycheck Protection Program grant	110,801	-	110,801
United Way	57,002	80,085	137,087
Occupancy fee payments	60,145	-	60,145
Contributions	25,106	-	25,106
Investment income	134,230	-	134,230
Miscellaneous income	4,506	-	4,506
Net assets released from restrictions			
Expiration of time restriction	76,000	(76,000)	-
Total revenues, gains and support	\$ 2,046,480	\$ 4,085	\$ 2,050,565
 <b>EXPENSES</b>			
<b>Program services</b>			
Crisis intervention	\$ 1,680,678	\$ -	\$ 1,680,678
Self-help	95,616	-	95,616
<b>Supporting service</b>			
Management and general	220,764	-	220,764
 Total expenses	\$ 1,997,058	\$ -	\$ 1,997,058
 Change in net assets	\$ 49,422	\$ 4,085	\$ 53,507
 Net assets at beginning of year	1,137,544	76,000	1,213,544
 Net assets at end of year	\$ 1,186,966	\$ 80,085	\$ 1,267,051

See Notes to Financial Statements.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2022**

	<u>Program Services</u>		<u>Supporting Service</u>	<u>Total</u>
	<u>Crisis Intervention</u>	<u>Self-Help</u>	<u>Management and General</u>	
Salaries and related expenses:				
Salaries	\$ 576,374	\$ 66,302	\$ 75,555	\$ 718,231
Employee benefits & taxes	152,218	17,125	20,930	190,273
	<u>\$ 728,592</u>	<u>\$ 83,427</u>	<u>\$ 96,485</u>	<u>\$ 908,504</u>
Advertising	\$ -	\$ -	\$ 747	\$ 747
Client expenses	825,402	8,337	-	833,739
Depreciation expense	4,580	-	-	4,580
Dues and fees	4,095	-	27,654	31,749
Insurance	20,350	2,544	2,544	25,438
Meetings	-	-	4,607	4,607
Miscellaneous	5,238	-	3,920	9,158
Occupancy	176,005	-	74,779	250,784
Postage	-	-	359	359
Printing	2,194	274	274	2,742
Professional fees	13,274	-	60,542	73,816
Software and website	9,107	2,484	6,832	18,423
Supplies	365	-	5,599	5,964
Telephone	8,507	1,063	1,063	10,633
Travel	9,958	278	-	10,236
	<u>\$ 1,079,075</u>	<u>\$ 14,980</u>	<u>\$ 188,920</u>	<u>\$ 1,282,975</u>
Total Expenses	<u>\$ 1,807,667</u>	<u>\$ 98,407</u>	<u>\$ 285,405</u>	<u>\$ 2,191,479</u>

See Notes to the Financial Statements.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2021**

	<u>Program Services</u>		<u>Supporting Service</u>	<u>Total</u>
	<u>Crisis Intervention</u>	<u>Self-Help</u>	<u>Management and General</u>	
Salaries and related expenses:				
Salaries	\$ 550,482	\$ 67,006	\$ 68,986	\$ 686,474
Employee benefits & taxes	142,365	13,292	48,952	204,609
	<u>\$ 692,847</u>	<u>\$ 80,298</u>	<u>\$ 117,938</u>	<u>\$ 891,083</u>
Advertising	\$ 1,600	\$ -	\$ 1,169	\$ 2,769
Client expenses	826,664	6,681	-	833,345
Depreciation expense	4,580	-	-	4,580
Dues and fees	3,583	-	6,001	9,584
Insurance	13,142	1,642	1,642	16,426
Meetings	53	-	5,051	5,104
Miscellaneous	4,794	-	11,912	16,706
Occupancy	91,850	-	39,733	131,583
Postage	499	-	214	713
Printing	774	155	1,604	2,533
Professional fees	7,184	-	17,320	24,504
Software and website	14,780	3,851	7,647	26,278
Supplies	12,961	2,180	8,751	23,892
Telephone	5,367	809	1,782	7,958
	<u>\$ 987,831</u>	<u>\$ 15,318</u>	<u>\$ 102,826</u>	<u>\$ 1,105,975</u>
Total Expenses	<u>\$ 1,680,678</u>	<u>\$ 95,616</u>	<u>\$ 220,764</u>	<u>\$ 1,997,058</u>

See Notes to the Financial Statements.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2022 AND 2021**

	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ (132,467)	\$ 49,422
Forgiveness of Paycheck Protection Program Loan	(58,191)	-
Depreciation expense	4,580	4,580
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Unrealized (gain) loss on investments	58,412	(116,523)
(Increase) decrease in accounts receivables	(465)	39,909
(Increase) decrease in promise to give	(9,915)	(4,085)
(Increase) decrease in prepaid expenses	14,684	(16,883)
(Increase) decrease in inventory	(3,995)	-
Increase (decrease) in accounts payable and accrued liabilities	50,951	4,888
Net cash provided by (used in) operating activities	\$ (76,406)	\$ (38,692)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of vehicle	\$ -	\$ (27,477)
Sale of investments	150,000	-
Purchases of investments	(1,475)	(13,011)
Net cash used in investment activities	\$ 148,525	\$ (40,488)
<b>CASH FLOW FROM FINANCING</b>		
Refundable advance-Paycheck Protection Program	\$ -	\$ 7,706
Net cash provided by (used in) financing activities	\$ -	\$ 7,706
 Net increase (decrease) in cash and cash equivalents	 \$ 72,119	 \$ (71,474)
Cash and cash equivalents, beginning of year	196,716	268,190
Cash and cash equivalents, end of year	\$ 268,835	\$ 196,716

See Notes to Financial Statements

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 1. ORGANIZATION**

Travelers Aid Society of New Orleans, Inc. is a non-profit Organization committed to preventing homelessness and to helping homeless or stranded families and individuals regain a self-sufficient lifestyle.

The Organization has the following programs:

**CRISIS INTERVENTION:**

Counseling Program

The Crisis Intervention Counseling Program is the core service of Travelers Aid Society, offering immediate emergency assistance and crisis counseling on a walk-in basis. Anyone who is homeless or displaced is eligible for services. The program also provides extended case management services focused on long term needs for employment, transitional or permanent housing, and other resources necessary to help people regain stability and independence.

Day Shelter

Travelers Aid Society of Greater New Orleans is housed in the Community Resource and Referral Center. In our facility, we are able to offer Day Shelter. As a place of Day Shelter, individuals may come to be indoors, make use of showers, telephone, laundry services, bathroom facilities, basic necessities that many of us might take for granted. We provide a safe place of respite for individuals to simply sit, or watch television, a space where there is no threat of arrest for loitering.

**SELF HELP:**

Self-Help Employment Program (SHEP)

The Travelers Aid Self-Help Employment Program (SHEP) was started in 1985 as a result of the large number of clients requesting assistance in finding employment. This program is for individuals seeking full-time permanent employment. This unique program was designed to meet the overall needs of homeless individuals seeking full-time employment. Any homeless person can walk-in to inquire about how to enroll in the program.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

A summary of the significant accounting policies used in the preparation of the accompanying financial statements follows:

**Basis of Accounting**

The accompanying financial statements are presented in conformity with accounting principles generally accepted in the United States on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other assets and liabilities.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Financial Statement Presentation**

The Organization follows the financial statement presentation recommended by the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) topic 958, Not-for-Profit Entities. The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

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

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby, the donor has stipulated these funds be maintained in perpetuity.

The Organization received \$125,203 and \$80,085 in contributions with donor-imposed restrictions that resulted in with donor restricted net assets for the years ended June 30, 2022 and 2021, respectively.

**Use of Estimates**

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

**Income Taxes**

The Organization is a nonprofit Organization and exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Code as other than a private foundation. The Organization believes that it has appropriate support for any tax positions taken and, as such, does not have any uncertain tax positions that are material to financial statements. The Organization's Federal Exempt Information Returns (Form 990) for 2020, 2021 and 2022 are subject to examination by the IRS, generally for three years after they were filed.

**Receivables**

The receivables are stated at the amount management expects to collect from outstanding balances. The financial statements do not include an estimate for allowance for doubtful accounts. Management believes that all receivables are collectible.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Cash and Cash Equivalents**

For the purpose of statements of cash flows, the Organization considers all highly liquid investments available for current use and no restrictions with a maturity of three months or less to be cash and cash equivalents.

The Organization maintains cash balances at an institution located in Louisiana. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. At June 30, 2022 and 2021, \$6,163 and \$0 of cash was in excess of the FDIC insured limits, respectively.

**Promises to Give**

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

The Organization uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. The Organization considers grant receivables to be fully collectible since the balance consists principally of payments due under contracts. If amounts due become uncollectible, they will be charged to operations when that determination is made.

**Depreciation and Amortization**

Property and equipment are carried at cost. Depreciation and amortization are calculated using the straight-line method. It is the policy of the corporation to capitalize all property, furniture and equipment with an acquisition cost in excess of \$5,000.

When assets are retired or disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is reflected in income for the period. The cost of maintenance and repairs is charged to income as incurred; significant renewals and betterments are capitalized. Donated property is capitalized at fair value. There was no depreciation expense for the years ended June 30, 2022 and 2021.

**Advertising**

The Organization expenses advertising costs as they are incurred. Advertising expense for the years ended June 30, 2022 and 2021 was \$747 and \$13,937, respectively.

**Employee Vacation and Leave Benefits**

Employee vacation and leave benefits are accrued and expensed in the period earned by the employee.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Allocated Costs**

The expenses of providing program and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Some of those expenses have been allocated among the program and supporting services benefited based on allocation methods formulated by management of the costs involved.

**In-Kind Contributions and Contributed Services**

In-kind contributions are reflected as contributions at their fair value at date of donation and are reported as support without donor restrictions unless explicit donor stipulations specify how donated assets must be used. The Organization recognizes the fair value of contributed services received if such services a) create or enhance nonfinancial assets or b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not contributed.

**In-Kind - Matching**

Some grant agreements require that the Organization provide matching funds in the form of cash, in-kind contributions, or a combination of cash and in-kind contributions. A cash match represents cash contributed by the Organization or expenditures paid by the Organization from funds from sources other than the grants. In-kind match grant requirements primarily consisted of rental space and intern services usable by the Organization. In-kind match contributions are recorded as in-kind contributions in the general ledger and an equal amount is recorded as in-kind expense. The revenues and expenses are eliminated in the financial statements. Total in-kind matching for the years ended June 30, 2022 and 2021 was \$282,111 and 131,583 for the years ended June 30, 2022 and 2021, respectively.

**Investments**

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment's income and gains restricted by a donor are reported as increases in net assets without donor restrictions if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

**Concentrations**

The Organization's primary support is grants received from federal, state, and local agencies, which make up \$1,642,896 and \$1,557,908 or 80% and 76% of total revenue for the years ended June 30, 2022 and 2021, respectively. If significant budget cuts are made at the federal and/or state level, the amount of funds the Organization receives could be reduced significantly and have an adverse impact on its operations. As of December 30, 2022, management was not aware of any actions taken that would adversely affect the amount of Federal or State funds the Organization will receive in the upcoming fiscal year.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Revenue Recognition**

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Program revenues earned under reimbursement type contracts are recorded as revenues in the appropriate program when the related expenses are incurred.

**Implementation of New Accounting Standard**

In September 2020, the FASB issued Accounting Standards Update Number 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, to bring more transparency and consistency to the presentation and disclosure of gifts-in-kind. While many not-for-profits already separately report gifts-in-kind and make some of the disclosures required by ASU 2020-07, the new standard will bring presentation and disclosure consistency across not-for-profits. The Organization has implemented the new standard for the year ended June 30, 2022.

**New Accounting Pronouncements**

The FASB issued Accounting Standards Update Number, 2014-09, *Revenue from Contracts with Customers (Topic 606)*, to update its revenue recognition standard to clarify the principles of recognizing revenues and eliminate industry-specific guidance as well as help financial statement users better understand the nature, amount, timing, and uncertainty of revenue that is recognized. The standard may be applied either retrospectively to each period presented or as a cumulative-effect adjustment as of the date of adoption. The Organization is currently evaluating the impact of the guidance on its financial statements and plans to adopt this update by the effective date.

**New Accounting Pronouncements (Continued)**

The FASB issued Accounting Standards Update Number 2016-02 affecting ASC 842, *Leases*, which provides guidance for any organization that enters a lease (as defined in this Update), with some specified scope exemptions. The guidance in this Update supersedes ASC 840 *Leases*. The primary objective of this update is to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities in the statement of financial position and disclosing key information about leasing arrangements. The Organization is currently evaluating the impact of the guidance on its financial statements and plans to adopt this update by the effective date.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 3. UNCONDITIONAL PROMISE TO GIVE**

At June 30, 2022 and 2021 the unconditional promise to give consisted of:

	2022	2021
United Way	\$ 90,000	\$ 80,085
Baptist Community Ministries	35,203	-
	<u>\$ 125,203</u>	<u>\$ 80,085</u>

The unconditional promises to give are receivable in the next fiscal year. All amounts are deemed collectible by management.

**NOTE 4. INVESTMENTS**

Investments at June 30, 2022 and 2021 consist of the following:

	2022	2021
Mutual Funds-Vanguard		
LifeStrategy Conservative Growth Fund Investor Funds	\$ 144,346	\$ 164,981
Short-Term Investment-Grade Fund Admiral Shares	176,812	188,295
Total Stock Market Index Fund Admiral Shares	181,722	356,721
Total investments	<u>\$ 502,880</u>	<u>\$ 709,997</u>

A summary of the return on investments consisted of the following for the years ended June 30, 2022 and 2021:

	2022	2021
Interest and dividends	\$ 1,475	\$ 8,910
Unrealized gain (loss)	(59,887)	107,613
Total appreciation (depreciation)	<u>\$ (58,412)</u>	<u>\$ 116,523</u>

**NOTE 5. FAIR VALUE MEASUREMENTS**

Accounting principles generally accepted in the United States of America establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820 are described as follows:

Level 1: Inputs to the valuation methodology are unadjusted quoted prices in active markets for identical assets or liabilities that the Organization can access at the measurement date.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 5. FAIR VALUE MEASUREMENTS (Continued)**

Level 2: Inputs other than the quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability; and
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The Organization uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. The asset's fair value measurement level with the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. When available, valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

The following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2022 and 2021:

*Mutual Funds:* Valued at the daily closing price as reported by the fund. Mutual funds held by the Organization are open-end mutual funds that are registered with the U.S. Security Exchange Commission (SEC). These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Organization are deemed to be actively traded.

The following tables set forth by level, within the fair value hierarchy, the Organization's investment assets at fair value for the years ended June 30, 2022 and 2021:

	Total Assets Measured At Fair Value	Based On		
		Quoted Prices In Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Recurring fair value measurements at June 30, 2022:				
Mutual Funds	\$ 502,880	\$ 502,880	\$ -	\$ -
Total	\$ 502,880	\$ 502,880	\$ -	\$ -

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 5. FAIR VALUE MEASUREMENTS (Continued)**

	Total Assets Measured At Fair Value	Based On		
		Quoted Prices In Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Recurring fair value measurements at June 30, 2021:				
Mutual Funds	\$ 709,997	\$ 709,997	\$ -	\$ -
Total	\$ 709,997	\$ 709,997	\$ -	\$ -

The Organization recognizes transfers of assets into and out of levels as of the date an event or change in circumstances causes the transfer. There were no transfers between levels in the years ended June 30, 2022 and 2021.

**NOTE 6. GRANTS RECEIVABLE**

Grants receivable at June 30, 2022 and 2021 consisted of the following:

	2022	2021
Unity of Greater New Orleans	\$ 284,245	\$ 269,044
City of New Orleans	39,744	40,399
United Way-Food/Shelter Program	-	12,077
Downtown Development District	4,690	4,545
French Market Corporation	-	2,149
	\$ 328,679	\$ 328,214

**NOTE 7. RENT EXPENSE**

The Organization receives rent-free office space at the VA Hospital building owned by the City of New Orleans. The estimated value of the contributed rents and related expenses are recognized as revenue and expense on the Statement of Activities and the Statement of Functional Expenses. In-kind occupancy expense for the years ended June 30, 2022 and 2021 was \$250,784 and \$131,583, respectively.

**NOTE 8. ACCRUED EXPENSES**

Accrued expenses at June 30, 2022 and 2021 consisted of the following:

	2022	2021
Accrued retirement contribution	\$ -	\$ 20,644
Accrued vested leave	24,962	29,611
Accrued salaries and taxes	24,625	23,667
Total accrued expenses	\$ 49,587	\$ 73,922

The Organization accrues vacation and leave at various rates and number of days for long term employees.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 9. NET ASSETS WITH DONOR RESTRICTIONS**

At June 30, 2022 and 2021, there was \$125,203 and \$85,085 in net assets with donor restrictions and are available for the subsequent period:

	2022	2021
United Way	\$ 90,000	\$ 80,085
	\$ 90,000	\$ 80,085

**NOTE 10. RETIREMENT PLAN**

The Organization sponsors a defined contribution pension plan covering all employees who are twenty-one years or older who have worked for the Organization over three years. The plan provides for contributions in such amounts as the Board of Directors may determine annually. The pension expense for the years ended June 30, 2022 and 2021 was \$32,762 and \$20,644, respectively.

**NOTE 11. PAYCHECK PROTECTION PROGRAM**

The Organization received a Paycheck Protection Program (PPP) loan from the Small Business Administration (SBA) of \$58,191 for the year ended June 30, 2022 that was presented on the Statement of Financial Position as a refundable advance. The purpose of this loan was to maintain payroll and other operating expenses during the COVID-19 pandemic. The Organization completed an application to the SBA for complete forgiveness of the PPP loan, including any accrued interest. As anticipated, the SBA forgave the loan amount and all accrued interest and is presented in the Statement of Activities as "Payment Protection Program Grant".

For the years ended June 30, 2022 and 2021 \$58,191 and \$110,801 of the PPP loans received were spent on salary related expenses and have met the conditions for forgiveness. The loans that met the conditions of forgiveness are included on the Statement of Activities as "Payment Protection Program Grant".

The Organization also received revenue in advance of expenditures spent for a contract. The revenue is presented on the Statement of Financial Position as deferred revenue in the amount of \$84,468 for the year ended June 30, 2022. The revenue will be recognized in the subsequent period when earned.

**NOTE 12. SUPPLEMENTAL CASH FLOW INFORMATION**

Non-cash financing activities for the yearS ended June 30, 2022 and 2021, consisted of forgiveness under the SBA's Paycheck Protection Program Loan in the amount of \$58,191 and \$110,801, respectively (see Note 11).

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2022 AND 2021**

**NOTE 13. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The Organization had the following financial assets available at June 30, 2022 and 2021, within one year of the statement of financial position date for general expenditures:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 268,835	\$ 196,716
Accounts receivables	328,679	328,214
Promise to give	90,000	80,085
Investments	502,880	709,997
	<u>\$ 1,190,394</u>	<u>\$ 1,315,012</u>

The Organization had \$1,190,394 and \$1,315,012 at June 30, 2022 and 2021 of financial assets available to meet cash needs for general expenditures as noted above. The Organization is substantially supported by grants, governmental contracts and contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, the Organization must maintain sufficient resources to meet those responsibilities to its donors. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**NOTE 14. COMPENSATION**

The Board of Directors serves the Organization without compensation.

**NOTE 15. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 30, 2022, the date which the financial statements were available for use. Management's evaluation revealed no subsequent events that require adjustment to or disclosure in the financial statements.

**SUPPLEMENTARY INFORMATION**

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**(A NONPROFIT ORGANIZATION)**  
**SCHEDULE OF COMPENSATION, BENEFITS, AND**  
**OTHER PAYMENTS TO THE EXECUTIVE DIRECTOR**  
**YEAR ENDED JUNE 30, 2022**

Agency Head Name: Donna Paramore, Executive Director

Purpose:	Total
Salary	\$ 110,000
Benefits-insurance	7,502
Benefits-retirement	7,532
Benefits-parking	1,560
Reimbursements	1,040
Per diem	536
Registration fees	7,253
Conference travel	3,437
	<u>\$ 138,860</u>

**SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS**



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

To the Board of Directors of  
Travelers Aid Society of New Orleans, Inc.  
New Orleans, 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 Travelers Aid Society of New Orleans, Inc. (a nonprofit organization) (the "Organization"), which comprise the statements of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 30, 2022.

**Report on Internal Control over Financial Reporting**

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

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

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

## **Report on Compliance and Other Matters**

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or 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.

This report is intended for the information of the Board of Directors, management, the State of Louisiana, the Legislative Auditor for the State of Louisiana, Federal Awarding Agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Bernard & Franks*

Metairie, Louisiana  
December 30, 2022



**BERNARD & FRANKS**  
A CORPORATION OF CERTIFIED PUBLIC ACCOUNTANTS

JOSEPH V. FRANKS II, C.P.A.

NICHOLAS W. LAFRANZ III, C.P.A.

JAMES L. WHITE, C.P.A.

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

To the Board of Directors of  
Travelers Aid Society of New Orleans, Inc.  
New Orleans, Louisiana

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

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

We have audited the compliance of Travelers Aid Society of New Orleans, Inc. (a non-profit Organization) (the "Organization") 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 the Organization's major federal programs for the year ended June 30, 2022. The Organization's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***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 Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization 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 The Organization's 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 grants agreements applicable to the Organization'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 the Organization'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 Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than 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 the Organization'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 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 the Organization'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 the Organization'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 the Organization'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 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.

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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Bernard & Franks*

Metairie, Louisiana  
December 30, 2022

TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.  
(A NONPROFIT ORGANIZATION)  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2022

Federal Grantor/Pass-Through Grantor/ Program Title	Assistance listing number	Contract Number	Federal Expenditures
<b>U.S. Department of Housing and Urban Development</b>			
Continuum of Care Program:			
<i>Passed through Unity of Greater New Orleans, Inc.</i>			
The Journey Home	14.267	LA0280L6H032004	\$ 1,051,757
Day Center Coordinated Entry	14.267	LA0276L6H032004	125,401
Emergency Solutions Grant:			
<i>Passed through Unity of Greater New Orleans, Inc.</i>			
Homeless Prevention Project	14.231	ESG-CV	182,128
<i>Passed through City of New Orleans</i>			
Emergency Shelter	14.231	E-21-MC-22-0006 "ESG-034B"	83,576
<b>Total U.S. Department of Housing and Urban Development</b>			<u>\$ 1,442,862</u>
<b>U.S. Department of Homeland Security</b>			
Emergency Food and Shelter National Board Program:			
<i>Passed through United Way of Southeast Louisiana</i>			
Emergency Food and Shelter Program	97.114	-	\$ 9,896
<b>Total U.S. Department of Homeland Security</b>			<u>\$ 9,896</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u>\$ 1,452,758</u>

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**

**NOTES TO SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2022**

**NOTE 1. BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Traveler's Aid Society of New Orleans, Inc. under programs of the federal government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Traveler's Aid Society of New Orleans, Inc. it is not intended to and does not present the financial position, changes in net assets, or cash flows of Traveler's Aid Society of New Orleans, Inc.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Financial Statement Presentation**

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 and/or OMB Circular A-122, *Cost Principles for Non-profit Organizations* wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Indirect Cost Rate**

The Organization did not elect to take the de minimis indirect cost rate allowed under the Uniform Guidance.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2022**

**Section I – Summary of Auditors' Reports**

1. The independent auditors' report expresses an unmodified opinion on the financial statements of Traveler's Aid Society of New Orleans, Inc., which was prepared in accordance with generally accepted accounting principles and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
2. No significant deficiencies or material weaknesses in internal control were disclosed during the audit of the financial statements were reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements prepared in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Traveler's Aid Society of New Orleans, Inc. were disclosed in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Prepared in accordance with *Government Auditing Standards*.
4. No significant deficiencies or material weaknesses relating to internal control over major federal award programs disclosed during the audit are reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance.
5. The auditor's report on compliance for the major federal award programs Traveler's Aid Society of New Orleans, Inc. expresses an unmodified opinion on all major federal programs.
6. There were no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) in this Schedule.
7. No management letter was issued for the year ended June 30, 2022.
8. The program tested as major program was:

CFDA No. 14.267     Continuum of Care Program
9. The threshold for distinguishing Types A and B programs was \$750,000.
10. Traveler's Aid Society of New Orleans, Inc. was determined to be a low-risk auditee.

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2022**

**Section II – Findings - Financial Statement Audit**

There were no findings related to the financial statements noted during the audit for the year ended June 30, 2022.

**Section III - Findings and Questioned Costs – Major Federal Awards**

There were no findings related to major federal award programs during the audit for the year ended June 30, 2022.

**REPORTS BY MANAGEMENT**

**TRAVELER'S AID SOCIETY OF NEW ORLEANS, INC.**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES**  
**YEAR ENDED JUNE 30, 2022**

There were no prior year findings.

**STATEWIDE AGREED-UPON PROCEDURES**



INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING STATEWIDE AGREED-UPON PROCEDURES

To the Board of Directors of  
Traveler's Aid Society of New Orleans, Inc.  
New Orleans, Louisiana  
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2021 through June 30, 2022. Traveler's Aid Society of New Orleans, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Traveler's Aid Society of New Orleans, Inc. 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 July 1, 2021 through June 30, 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.

The procedures and associated findings are as follows:

*Written Policies and Procedures*

---

1. Obtain and inspect the Organization's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the Organization's operations:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.  
Result: There were no exceptions noted.
  - 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.  
Result: There were no exceptions noted.
  - c) **Disbursements**, including processing, reviewing, and approving.  
Result: There were no exceptions noted.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Result: There were no exceptions noted.

- 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.

Result: There were no exceptions noted.

- 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.

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

- 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 Organization's ethics policy.

Result: The Organization does have an ethics policy, but their policies are not defined under Louisiana Revised Statute (R.S.) 42:1111-1121. Therefore, this procedure is not applicable.

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

Result: The Organization is a nonprofit organization; therefore, the debt service agree-upon procedures do not apply.

- 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.

Result: The Organization's technology policies do reference the identification of critical data and frequency of data backups, storage of backups in a separate physical location isolated from the network, periodic testing/verification that backups can be restored, and timely application of all available system and software patches/updates. The policies do not reference the use of antivirus software on all systems and identification of personnel, processes, and tools needed to recover operations after a critical event regarding Information Technology Disaster Recovery/Business Continuity. Although the policies do not mention these processes, the Organization does have them in place. The Board of Directors is in the process of updating their Information Technology policies to include the additional processes.

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

Result: The Organization does have a sexual harassment policy, but their policies are not defined under Louisiana Revised Statute R.S. 42:342-344, due to their nonprofit status. Therefore, the sexual harassment agree-upon procedures do not apply.

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

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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.

Results: There were no exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe whether 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<sup>7</sup>. *Alternately, for those entities reporting on the nonprofit 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 Organization's collections during the fiscal period.*

Results: There were no exceptions noted.

- 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.

Results: The Organization is a nonprofit organization; therefore, this agree-upon procedure does not apply.

### ***Bank Reconciliations***

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3. Obtain a listing of Organization bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the Organization's main operating account. Select the Organization'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:

Result: We obtained the required list with management's representation that the listing is complete.

- 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);

Result: There were no exceptions noted.

- 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

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

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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).

Result: We obtained the required list with management's representation that the listing is complete.

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:

Result: We obtained the required list with management's representation that the listing is complete.

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

Result: There were 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.

Result: There were 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.

Result: There were 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.

Result: There were 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 the bond or insurance policy for theft was enforced during the fiscal period.

Result: There were 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.

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

- d) Observe 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).

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

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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).

Result: We obtained the required list with management's representation that the listing is complete.

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:

Result: We obtained the required list with management's representation that the listing is complete.

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

Result: There were no exceptions noted.

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

Result: There were 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.

Result: There were no exceptions noted.

- 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.

Result: There were no exceptions noted.

10. For each location selected under #8 above, obtain the Organization'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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the Organization.

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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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.

Result: We obtained the required list with management's representation that the listing is complete.

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

- a) Observe whether 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) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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 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.

Result: There were no exceptions noted.

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

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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:

Result: We obtained the required list with management's representation that the listing is complete.

- a) If reimbursed using a per diem, observe 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)).

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

- c) Observe 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).

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

### Contracts

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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:

Result: We obtained the required list with management's representation that the listing is complete.

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

Result: The Organization is a nonprofit organization; therefore, this agree-upon procedures does not apply.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law.

Result: There were no exceptions noted.

- c) If the contract was amended (e.g., change order), observe 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, was approval documented).

Result: There were 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 the invoice and related payment agreed to the terms and conditions of the contract.

Result: There were no exceptions noted.

## *Payroll and Personnel*

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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.

Result: We obtained the required list with management's representation that the listing is complete.

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

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

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

Result: There were no exceptions noted.

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

Result: There we no exceptions noted.

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 Organization's policy on termination payments. Agree the hours to the employee or officials' cumulative 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 Organization policy.

Result: We obtained the required list with management's representation that the listing is complete. There were no exceptions noted.

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.

Result: We obtained management's representation that employer and employee portions of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines. There were no exceptions noted.

### ***Ethics***

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20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
  - b. Observe whether the Organization maintains documentation which demonstrates each employee and official were notified of any changes to the Organization's ethics policy during the fiscal period, as applicable.

Result: The Organization does have an ethics policy but is not required to have training. Therefore, the ethics agreed-upon procedures is not applicable.

### ***Debt Service***

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

Result: The Organization is a nonprofit organization; therefore, this agreed-upon procedure is not applicable.

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

Result: The Organization is a nonprofit organization; therefore, this agreed-upon procedure is not applicable.

### ***Fraud Notice***

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the Organization reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the Organization is domiciled.

Result: The Organization represented that there were no misappropriations of public funds for the fiscal year. There were no exceptions noted.

24. Observe the Organization 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.

Result: There were no exceptions noted.

### ***Information Technology Disaster Recovery/Business Continuity***

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25. Perform the following procedures:

- a) Obtain and inspect the Organization's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

Result: We performed the procedure and discussed the results with management

- b) Obtain and inspect the Organization'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.

Result: We performed the procedure and discussed the results with management

- c) Obtain a listing of the Organization'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.

Result: We performed the procedure and discussed the results with management

### ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Result: The Organization is a nonprofit organization; therefore, this agreed-upon procedure is not applicable.

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

Result: The Organization is a nonprofit organization; therefore, this agreed-upon procedure is not applicable.

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

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

Result: The Organization is a nonprofit organization; therefore, this agreed-upon procedure is not applicable.

We were engaged by Traveler's Aid Society of New Orleans, 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 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 Traveler's Aid Society of New Orleans, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

*Bernard & Franks*

December 30, 2022  
Metairie, Louisiana