

**HABITAT FOR HUMANITY
ST. TAMMANY WEST
AND SUBSIDIARY**

Audits of Consolidated Financial Statements

June 30, 2024 and 2023



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Independent Auditor's Report

To the Board of Directors
Habitat for Humanity St. Tammany West and Subsidiary
Mandeville, Louisiana

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the consolidated financial statements of Habitat for Humanity St. Tammany West and Subsidiary (HFHSTW), which comprise the consolidated statements of financial position as of June 30, 2024 and 2023, the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of HFHSTW as of June 30, 2024 and 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 audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of HFHSTW and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS 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 consolidated financial statements.

In performing an audit in accordance with GAAS 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 consolidated 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 consolidated 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 HFHSTW'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 consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about HFHSTW'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 audits.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to agency head, as required by Louisiana Revised Statute (R.S.) 24:513 A(3), is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. The schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is also not a required part of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated 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 2, 2024 on our consideration of HFHSTW's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to solely 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 HFHSTW'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 HFHSTW's internal control over financial reporting and compliance.

A handwritten signature in dark ink, appearing to read "LaForte", is positioned above the company name.

A Professional Accounting Corporation

Covington, LA
December 2, 2024

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statements of Financial Position
June 30, 2024 and 2023

	2024	2023
Assets		
Current Assets		
Cash and Cash Equivalents	\$ 409,783	\$ 264,934
Restricted Cash	231,494	156,593
Receivable from Mortgagor	204,418	251,666
Mortgage Notes Receivable, Current Portion, Net	253,064	251,643
Notes Receivable - Microfinance Fund	3,514	5,366
Pledges Receivable, Current Portion, Net	-	2,680
Grants Receivable	55,000	210,961
Accounts Receivable	61,019	306,203
Inventory	12,301	18,941
Other Assets	35,059	21,388
Construction in Progress	892,783	238,364
Total Current Assets	2,158,435	1,728,739
Property and Equipment		
Building and Improvements	1,703,537	1,672,460
Vehicles	151,177	151,177
Office Furniture and Equipment	139,614	139,614
	1,994,328	1,963,251
Less: Accumulated Depreciation	(1,175,725)	(1,094,382)
	818,603	868,869
Land	320,345	320,345
Total Property and Equipment, Net	1,138,948	1,189,214
Other Assets		
Long-Term Portion of Mortgage Notes Receivable, Net of Unamortized Discounts	1,459,930	1,428,851
Long-Term Portion of Pledges Receivable	-	3,600
Land Held for Future Home Sites	683,608	777,717
Operating Lease Right-of-Use Assets	31,746	78,383
Other	165,676	175,457
Total Other Assets	2,340,960	2,464,008
Total Assets	\$ 5,638,343	\$ 5,381,961

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statements of Financial Position (Continued)
June 30, 2024 and 2023

	2024	2023
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	\$ 100,013	\$ 114,043
Accrued Payroll and Other Expenses	145,453	142,349
Current Portion of Operating Lease Liabilities	20,658	47,877
Current Maturities of Notes Payable	28,383	27,213
Line of Credit Payable	250,000	-
Deferred Revenue	10,760	10,760
Escrow Deposits	381,085	355,501
Total Current Liabilities	936,352	697,743
Long-Term Liabilities		
Long-Term Portion of Operating Lease Liabilities, Net	11,293	31,196
Long-Term Portion of Notes Payable, Net	375,264	403,599
Total Long-Term Liabilities	386,557	434,795
Total Liabilities	1,322,909	1,132,538
Net Assets		
Without Donor Restrictions	4,315,434	4,243,143
With Donor Restrictions	-	6,280
Total Net Assets	4,315,434	4,249,423
Total Liabilities and Net Assets	\$ 5,638,343	\$ 5,381,961

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, Gains, and Support			
Sales of Houses			
Sales Revenue	\$ 1,300,822	\$ -	\$ 1,300,822
Less: Mortgage Notes Receivable Discount	(934,489)	-	(934,489)
Amortization of Mortgage Notes			
Receivable Discount	139,255	-	139,255
ReStore Revenues	1,148,337	-	1,148,337
Grants	1,643,897	-	1,643,897
Contributions	130,547	-	130,547
Event Revenues			
Event Income	305,080	-	305,080
Event Expenses	(26,739)	-	(26,739)
Contributed Nonfinancial Assets	10,548	-	10,548
Gain on Sale of Mortgages Receivable	682,715	-	682,715
Other Revenue	126,618	-	126,618
	4,526,591	-	4,526,591
Net Assets Released from Restrictions	6,280	(6,280)	-
Total Revenues, Gains, and Support	4,532,871	(6,280)	4,526,591
Expenses and Losses			
Program Services			
Housing	2,759,852	-	2,759,852
ReStore	1,025,164	-	1,025,164
Supporting Services			
Management and General	389,619	-	389,619
Fundraising	285,945	-	285,945
Total Expenses	4,460,580	-	4,460,580
Change in Net Assets	72,291	(6,280)	66,011
Net Assets, Beginning of Year	4,243,143	6,280	4,249,423
Net Assets, End of Year	\$ 4,315,434	\$ -	\$ 4,315,434

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statement of Activities and Changes in Net Assets
For the Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues, Gains, and Support			
Sales of Houses			
Sales Revenue	\$ 1,421,402	\$ -	\$ 1,421,402
Less: Mortgage Notes Receivable Discount	(932,172)	-	(932,172)
Amortization of Mortgage Notes			
Receivable Discount	171,531	-	171,531
ReStore Revenues	1,213,745	-	1,213,745
Grants	787,041	-	787,041
Contributions	105,200	-	105,200
Event Revenues			
Event Income	311,904	-	311,904
Event Expenses	(17,675)	-	(17,675)
Contributed Nonfinancial Assets	9,553	-	9,553
Gain on Sale of Mortgages Receivable	842,834	-	842,834
Net Realized Gain on NMTC Sub-CDE I, LLC	412,480	-	412,480
Other Revenue	122,324	-	122,324
	4,448,167	-	4,448,167
Net Assets Released from Restrictions	53,098	(53,098)	-
Total Revenues, Gains, and Support	4,501,265	(53,098)	4,448,167
Expenses and Losses			
Program Services			
Housing	3,068,862	-	3,068,862
ReStore	1,020,900	-	1,020,900
Supporting Services			
Management and General	343,268	-	343,268
Fundraising	312,014	-	312,014
Total Expenses	4,745,044	-	4,745,044
Change in Net Assets	(243,779)	(53,098)	(296,877)
Net Assets, Beginning of Year	4,486,922	59,378	4,546,300
Net Assets, End of Year	\$ 4,243,143	\$ 6,280	\$ 4,249,423

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2024

	Program Services		Total Program Services	Supporting Services		Total Supporting Services	Total
	Housing	ReStore		Management and General	Fundraising		
Wages	\$ 779,020	\$ 374,667	\$ 1,153,687	\$ 237,791	\$ 182,439	\$ 420,230	\$ 1,573,917
Occupancy							
Interest	46,193	4,304	50,497	512	256	768	51,265
Utilities	17,012	27,776	44,788	5,611	3,944	9,555	54,343
Insurance	45,690	18,371	64,061	7,580	4,511	12,091	76,152
Repairs and Maintenance	7,779	34,786	42,565	1,530	2,265	3,795	46,360
Total Occupancy	116,674	85,237	201,911	15,233	10,976	26,209	228,120
Operating							
Direct Construction Costs	1,363,043	-	1,363,043	-	-	-	1,363,043
Home Repair Costs	98,138	-	98,138	-	-	-	98,138
Cost of Goods Sold	-	34,966	34,966	-	-	-	34,966
Equipment and Supplies	54,504	37,409	91,913	5,879	1,745	7,624	99,537
Vehicle and Travel Costs	11,775	13,197	24,972	8,018	1,257	9,275	34,247
Other Operating Costs	52,536	122,021	174,557	32,751	22,097	54,848	229,405
Total Operating	1,579,996	207,593	1,787,589	46,648	25,099	71,747	1,859,336
Administrative							
Payroll Taxes and Benefits	176,773	77,079	253,852	36,764	37,296	74,060	327,912
Professional Fees	92,315	219,158	311,473	49,665	28,814	78,479	389,952
Total Administrative	269,088	296,237	565,325	86,429	66,110	152,539	717,864
Depreciation	15,074	61,430	76,504	3,518	1,321	4,839	81,343
Total Functional Expenses	\$ 2,759,852	\$ 1,025,164	\$ 3,785,016	\$ 389,619	\$ 285,945	\$ 675,564	\$ 4,460,580

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2023

	Program Services		Total Program Services	Supporting Services		Total Supporting Services	Total
	Housing	ReStore		Management and General	Fundraising		
Wages	\$ 717,860	\$ 421,868	\$ 1,139,728	\$ 236,211	\$ 192,695	\$ 428,906	\$ 1,568,634
Occupancy							
Interest	25,825	4,513	30,338	1,453	271	1,724	32,062
Utilities	20,167	32,923	53,090	5,125	4,371	9,496	62,586
Insurance	37,907	16,389	54,296	4,230	4,496	8,726	63,022
Repairs and Maintenance	11,035	49,408	60,443	1,482	696	2,178	62,621
Total Occupancy	94,934	103,233	198,167	12,290	9,834	22,124	220,291
Operating							
Direct Construction Costs	1,837,395	-	1,837,395	-	-	-	1,837,395
Home Repair Costs	84,305	-	84,305	-	-	-	84,305
Cost of Goods Sold	-	33,608	33,608	-	-	-	33,608
Equipment and Supplies	42,279	39,439	81,718	7,182	4,079	11,261	92,979
Vehicle and Travel Costs	9,922	11,994	21,916	1,162	113	1,275	23,191
Other Operating Costs	62,721	101,059	163,780	22,930	56,068	78,998	242,778
Total Operating	2,036,622	186,100	2,222,722	31,274	60,260	91,534	2,314,256
Administrative							
Payroll Taxes and Benefits	153,052	83,378	236,430	25,571	36,741	62,312	298,742
Professional Fees	51,633	162,032	213,665	35,541	11,700	47,241	260,906
Total Administrative	204,685	245,410	450,095	61,112	48,441	109,553	559,648
Depreciation	14,761	64,289	79,050	2,381	784	3,165	82,215
Total Functional Expenses	\$ 3,068,862	\$ 1,020,900	\$ 4,089,762	\$ 343,268	\$ 312,014	\$ 655,282	\$ 4,745,044

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statements of Cash Flows
For the Years Ended June 30, 2024 and 2023

	2024	2023
Cash Flows from Operating Activities		
Change in Net Assets	\$ 66,011	\$ (296,877)
Adjustments to Reconcile Change in Net Assets to		
Net Cash Used in Operating Activities		
Depreciation and Amortization	81,343	82,215
Amortization of Operating Right-of-Use Assets	46,637	-
Gain on Sale of Mortgage Notes Receivable	(682,715)	(842,834)
Realized Gain on NMTC Sub-CDE I, LLC	-	(412,480)
Loss from HFHI NMTC Sub-CDE I, LLC	-	10,203
Donation of Land Held for Future Home Sites	-	(6,000)
(Increase) Decrease in Assets		
Receivable from Mortgagor	47,248	(251,666)
Mortgage Notes Receivable	(289,436)	(917,417)
Notes Receivable - Microfinance Fund	1,852	(2,239)
Pledges Receivable	6,280	53,098
Grants Receivable	155,961	(145,465)
Accounts Receivable	245,184	(211,931)
Inventory	6,640	4,375
Other Assets	(3,890)	(10,388)
Operating Right-of-Use Assets	-	(78,383)
Construction in Progress	(654,419)	446,627
Increase (Decrease) in Liabilities		
Accounts Payable	(14,030)	(25,693)
Accrued Payroll and Other Expenses	3,104	(14,251)
Operating Lease Liabilities	(47,122)	79,073
Deferred Revenue	-	(938)
Escrow Deposits	25,584	358,114
Net Cash Used in Operating Activities	(1,005,768)	(2,182,857)
Cash Flows from Investing Activities		
Purchases of Property and Equipment	(31,077)	(43,460)
Net Proceeds from Sale of Mortgage Notes Receivable	939,651	1,828,699
Proceeds from Sale of Land Held for Future Home Sites	(72,500)	262,171
Purchases of Land Held for Future Home Sites	166,609	(40,000)
Net Cash Provided by Investing Activities	1,002,683	2,007,410

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Consolidated Statements of Cash Flows (Continued)
For the Years Ended June 30, 2024 and 2023

	2024	2023
Cash Flows from Financing Activities		
Proceeds from Line of Credit	725,000	575,000
Repayments of Line of Credit	(475,000)	(575,000)
Principal Payments on Notes Payable	(27,165)	(26,176)
	<u>222,835</u>	<u>(26,176)</u>
Net Cash Provided by (Used in) Financing Activities		
	<u>222,835</u>	<u>(26,176)</u>
Net Increase (Decrease) in Cash, Cash Equivalents, and Restricted Cash	219,750	(201,623)
Cash, Cash Equivalents, and Restricted Cash, Beginning of Year	421,527	623,150
	<u>421,527</u>	<u>623,150</u>
Cash, Cash Equivalents, and Restricted Cash, End of Year	\$ 641,277	\$ 421,527
	<u>\$ 641,277</u>	<u>\$ 421,527</u>
Supplemental Disclosures of Cash Flow Information		
Cash Paid During the Year for Interest	\$ 51,265	\$ 32,062
Non-Cash Donations of Materials, Supplies, and Other	\$ 10,548	\$ 9,553
	<u>\$ 10,548</u>	<u>\$ 9,553</u>
Non-Cash Investing and Financing Activities		
Recognition of Right-of-Use Assets - Operating Leases Under ASC 842	\$ -	\$ 129,830
Operating Lease Liabilities Arising from Obtaining Right-of-Use Assets	\$ -	\$ 129,830

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

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies

Organization and Purpose

Habitat for Humanity St. Tammany West (HFHSTW) was founded as a non-profit corporation in 1981 as the 10th affiliate of Habitat for Humanity International and the first in the State of Louisiana. It's fully owned subsidiary, Community Partners Lending, Inc. was organized as a non-profit corporation in October 2023 for the purpose of operating as a Community Development Financial Institution (CDFI).

HFHSTW's programs include:

Home Construction and Rehabilitation

HFHSTW's purpose is to provide housing to low-income individuals and families in western St. Tammany Parish by identifying and acquiring potential home sites, constructing new homes, and repairing existing homes. These homes are sold to qualified family partners who contribute 300 to 400 hours of sweat equity to the building process. New home builds and repairs are funded through a combination of volunteer efforts, private donations, governmental and private grants, Habitat's Fund for Humanity, and various other financing vehicles.

Habitat's Fund for Humanity consists of non-interest-bearing mortgage notes receivable payments from existing homeowners (see Note 5). In effect, homeowners, when making monthly mortgage payments, are supporting the financing of construction of future homeowners.

Mortgage Financing

The homeowners purchase their homes via interest-free financing provided by HFHSTW. Mortgages are structured to be affordable based on the homeowner's income. HFHSTW funds these mortgages with assistance from governmental and private grants. HFHSTW organized a fully owned subsidiary, Community Partners Lending, Inc. in 2024 as a CDFI in an effort to increase their ability to provide affordable real estate mortgage financing to low-income residents.

St. Tammany Homeownership Center (HOC)

In 2013, HFHSTW opened the HOC to provide financial literacy services, first-time homebuyer training, and home maintenance classes. The HOC is open to both HFHSTW homebuyers and to any first-time homebuyer in St. Tammany Parish. In 2020, the HOC was approved as a HUD local Housing Counseling Agency.

ReStore

HFHSTW also operates a 20,000+ square foot ReStore facility from which it primarily sells donated building materials and home furnishings to the public. The ReStore is a social enterprise which connects the mission of the affiliate with the market-driven approach of a business. The net cash flow from ReStore operations is used to fund a portion of the acquisition of the building sites and construction of homes referred to in the previous paragraphs.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Principles of Consolidation

The accompanying consolidated financial statements include the accounts of Habitat for Humanity St. Tammany West and Community Partners Lending, Inc., it's wholly-owned subsidiary. All material intercompany accounts and transactions have been eliminated.

Basis of Accounting

The consolidated financial statements of HFHSTW are prepared on the accrual basis of accounting. Under this method, revenues are recognized when earned, and expenses are recorded when incurred.

Basis of Presentation

HFHSTW follows the guidance of the *Not-for-Profit Entities* Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of HFHSTW and changes thereto are classified and reported as:

Net Assets Without Donor Restrictions: Net assets that are not subject to donor-imposed stipulations.

Net Assets With Donor Restrictions: Net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. There were no donor-imposed restrictions that are perpetual in nature as of June 30, 2024 and 2023. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Use of Estimates

The preparation of consolidated financial statements in conformity with accounting principles generally accepted in the United States of America includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates. Estimates are used primarily for the allowance for credit losses and discount on mortgage notes receivable.

Cash and Cash Equivalents

For the purposes of the consolidated statements of cash flows, HFHSTW considers all short-term highly liquid investments with an original maturity of one year or less from the date of acquisition to be cash equivalents.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Mortgage Notes Receivable

Mortgage notes receivable consist of non-interest-bearing mortgage notes which are collateralized by real estate in the St. Tammany West area and payable in monthly installments over the life of the mortgage loans. Mortgage notes receivable are carried at unpaid principal balance, net of discounts, which represent the difference between the stated amount of the mortgage notes and the present value based on an imputed amount of interest and credit risk. The discounts are amortized over the lives of the mortgage notes.

The mortgage discount rates are set annually by Habitat for Humanity International. The discount rates are based on the Index of Applicable Federal Rates (AFR) Rulings for Low-Income Housing Tax Credits, as published by the Internal Revenue Service (IRS). In accordance with FASB ASC 326, *Financial Instruments - Credit Losses*, a new standard implemented by HFHSTW in the current year, management uses a current expected credit loss (CECL) methodology in determining the measurement of credit losses on financial assets measured at amortized costs, including mortgage note receivables. CECL requires entities to measure expected credit losses for financial assets based on historical experience, current conditions, and reasonable and supportable forecasts. The mortgage discount rate is adjusted for factors including current market conditions, economic uncertainty, and future forecasts annually. Management believes that the discount rate set by Habitat for Humanity International, as well as collateral values in excess of net mortgage notes, appropriately covers the risk of credit losses and as such, has not recorded an allowance for credit losses as of June 30, 2024 and 2023.

Mortgage notes receivables are considered past due if payments are more than 30 days late.

Pledges Receivable

Contributions are recognized when a donor makes a pledge to HFHSTW that is, in substance, unconditional. Conditional pledges are recognized when the conditions on which the pledges were made are substantially met. Pledges receivable are recognized as assets, net of an allowance for uncollectible amounts. HFHSTW provides for estimated uncollectible pledges receivable based on prior years' experience and management's analysis of specific pledges made. There were no pledges receivable as of June 30, 2024, and as such, no allowance for uncollectible amounts. As of June 30, 2023, the allowance for uncollectible amounts totaled \$340.

Accounts Receivable

Accounts receivable are stated at the amount HFHSTW expects to collect from outstanding balances. Accounts receivable primarily consists of mortgage remittances due from banks. All balances were deemed collectible as of June 30, 2024 and 2023.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Inventory

Inventory represents purchased goods to be sold in the ReStore operations, as well as purchased and in-kind building materials for use in the construction of homes. Gift in-kind inventory is recorded at the fair value on the date of receipt, and such items are expensed as program services expense when used, based on the specific identification method. Purchased inventory is recorded at the lower of cost or market determined by the specific identification method. As of June 30, 2024 and 2023, inventory totaled \$12,301 and \$18,941, respectively.

Construction in Progress

Construction in progress represents all direct material, labor, land, and infrastructure costs incurred to construct a home. Revenue is recognized under the full accrual method when a sale is consummated, and the homeowner is obligated under a mortgage. As of June 30, 2024 and 2023, construction in progress included \$892,783 and \$238,364 of new homes under construction, respectively.

Property and Equipment

Property and equipment consist of land, buildings and improvements, office furniture and equipment, and vehicles, and are stated at acquisition cost for purchased items or fair market value at date of donation for contributed items, net of accumulated depreciation. Repairs and maintenance are charged to expense as incurred; major renewals and betterments are capitalized. Depreciation is provided on a straight-line basis over the estimated useful lives of the related assets. Buildings are depreciated over 30 years. Other depreciable property and equipment are depreciated over five to twelve years. HFHSTW has established a policy capitalizing all expenditures for property and equipment in excess of \$5,000 with a useful life of five or more years. For the years ended June 30, 2024 and 2023, depreciation expense totaled \$81,343 and \$82,215, respectively.

Land Held for Future Home Sites

Land held for future home sites consists of purchased lots that will be used in future development of houses to be sold. The land is carried at the lower of cost or net realizable value and reclassified to construction in progress once construction has begun.

Sale of Houses

HFHSTW builds and sells houses to low-income individuals. Such revenues are recognized at the date of closing for the house as this is the point in time HFHSTW has determined to satisfy their performance obligation.

ReStore Revenues

HFHSTW has a resale store that sells primarily donated goods. ReStore sales revenue is not restricted and is recognized at the time the goods are sold.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Grants

Expense-driven grants are recognized as grant revenue within the consolidated statements of activities and changes in net assets when the qualifying expenses have been incurred and all other requirements have been met.

Contributions

Contributions are recognized when the donor makes an unconditional promise to give. 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 were made. 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.

Gifts of long-lived operating assets such as land, buildings, or equipment are reported as support without donor restrictions, unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions.

Events Revenue

Events revenue includes the cost of direct benefits to donors and contribution revenue. Direct benefits to donors for special events are generally received within the fiscal year the payments are received. If the direct benefits are received subsequent to the fiscal year end, revenue will be recognized in the period the benefits are received.

Sale of Mortgages

HFHSTW sells existing mortgages to a third-party bank. Such revenues are recognized at the date of sale as this is the point in time HFHSTW has determined to satisfy their performance obligation.

Contributed Services of Volunteers and Other Nonfinancial Contributions

A substantial number of volunteers have given extensive amounts of time and services to HFHSTW. However, no amounts are reflected in the consolidated financial statements for such services as management feels that the requirements for recording contributed services have not been satisfied. Other contributed services that require specialized skills provided by individuals possessing those skills and otherwise needing to be purchased if not provided by donation are recognized as revenue and expense and totaled \$5,148 and \$300 for the years ended June 30, 2024 and 2023, respectively.

Donations of materials, supplies, and other nonfinancial contributions totaled \$5,400 and \$9,253 for the years ended June 30, 2024 and 2023, respectively.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Compensated Absences

Accumulated paid time off is payable upon termination of employment and is accrued. HFHSTW's obligation as of June 30, 2024 and 2023 totaled \$82,811 and \$68,957, respectively, which is included in accrued payroll and other expenses on the consolidated statements of financial position.

Income Taxes

HFHSTW is a non-profit entity organized under the laws of the State of Louisiana and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC) and qualifies as an organization that is not a private foundation as defined in Section 509(a) of the IRC. It is also exempt from Louisiana income tax under the authority of Louisiana Revised Statute 47.121(5).

Accounting principles generally accepted in the United States of America provide accounting and disclosure guidance about positions taken by an entity in its tax returns that might be uncertain. HFHSTW 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 the consolidated financial statements.

Penalties and interest assessed by income taxing authorities, if any, would be included in interest expense.

Sales Tax

The State of Louisiana (the State) and St. Tammany Parish impose a combined sales tax of 8.7% on all of HFHSTW sales to non-exempt customers. HFHSTW collects that sales tax from customers and remits the entire amount to the State. For the years ended June 30, 2024 and 2023, HFHSTW remitted state sales taxes totaling \$97,839 and \$115,226, respectively. Sales tax collected and paid is not reported as revenues and expenses on the consolidated statements of activities and changes in net assets.

Leases

HFHSTW determines if an arrangement is or contains a lease at inception, which is the date on which the terms of the contract are agreed to, and the agreement creates enforceable rights and obligations. A contract is or contains a lease when (i) explicitly or implicitly identified assets have been deployed in the contract, and (ii) HFHSTW obtains substantially all of the economic benefits from the use of that underlying asset and directs how and for what purpose the asset is used during the term of the contract. HFHSTW also considers whether its service arrangements include the right to control the use of an asset.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Leases (Continued)

HFHSTW recognizes most leases on its consolidated statements of net position as right-of-use (ROU) assets representing the right to use an underlying asset and a lease liability representing the obligation to make lease payments over the lease term, measured on a discounted basis. Leases are classified as either finance leases or operating leases based on certain criteria. Classification of the lease affects the pattern of expense recognition.

HFHSTW made an accounting policy election available not to recognize ROU assets and lease liabilities for leases with a term of 12 months or less. For all other leases, ROU assets and lease liabilities are measured based on the present value of future lease payments over the lease term at the commencement date of the lease. The ROU assets also include any initial direct costs incurred and lease payments made at or before the commencement date and are reduced by any lease incentives received.

To determine the present value of lease payments, HFHSTW made an accounting policy election available to non-public companies to utilize a risk-free borrowing rate, which is aligned with the lease term at the lease commencement date.

HFHSTW made an accounting policy election to account for lease and non-lease components in its contracts as a single lease component for its real estate, vehicle and equipment asset classes. The non-lease components typically represent additional services transferred to HFHSTW, such as common area maintenance for real estate, which are variable in nature and recorded in variable lease expense in the period incurred.

Advertising Expense

HFHSTW uses advertising to promote ReStore operations and fundraising activities. The costs of advertising are expensed as incurred. For the years ended June 30, 2024 and 2023, advertising costs totaled \$3,101 and \$13,704, respectively.

Functional Allocated Expenses

Expenses are summarized on a functional basis. The consolidated statements of functional expenses present the natural classification detail of expense by function. Salaries and related payroll expenses are allocated based upon the time spent for each function. Allocation of all other shared expenses is based upon management's estimates of the usage applicable to conducting various program or support activities. The other shared expenses that are allocated include utilities, insurance, telephone, rent, and interest.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 1. Summary of Significant Accounting Policies (Continued)

Adoption of New Accounting Standards

Effective July 1, 2023, HFHSTW adopted Accounting Standards Update (ASU) No. 2016-13, *Financial Instruments - Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, which replaced the incurred loss methodology with an expected loss methodology that is referred to as the current expected credit loss (CECL) methodology. The CECL model is applicable to the measurement of credit losses on financial assets measured at amortized cost, including mortgage note receivables. CECL requires entities to measure all expected credit losses for applicable financial assets held at the reporting date based on historical experience, current conditions, and reasonable and supportable forecasts. The impact of adoption of this standard was not material to the consolidated financial statements and primarily resulted in new disclosures only.

Note 2. Liquidity and Availability

HFHSTW regularly monitors liquidity required to meet its operating needs and other contractual commitments. HFHSTW manages its cash available to meet general expenditures following the guiding principles of operating within a prudent range of financial soundness and stability and maintaining adequate liquid assets.

In addition, HFHSTW maintains a line of credit as a source of liquidity if needed. See Note 8 for information about this line of credit. In addition to financial assets available to meet general expenditures over the next 12 months, HFHSTW operates with a budget to monitor resources and spending.

As of June 30, 2024 and 2023, financial assets available for general operating purposes within one year of the consolidated statement of financial position date consisted of the following:

	2024	2023
Cash and Cash Equivalents	\$ 409,783	\$ 264,934
Mortgage Notes Receivable, Current Portion, Net	253,064	251,643
Pledges Receivable, Current Portion, Net	-	2,680
Grants Receivable	55,000	210,961
Accounts Receivable	61,019	306,203
Total	\$ 778,866	\$ 1,036,421

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 3. Cash, Cash Equivalents, and Restricted Cash

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the consolidated statements of financial position that sum to the total of the same such amounts shown in the consolidated statements of cash flows:

	June 30,	
	2024	2023
Cash and Cash Equivalents	\$ 409,783	\$ 264,934
Restricted Cash - Expense Reserve	938	938
Restricted Cash - Microfinance Fund	53,889	51,820
Restricted Cash - Escrow Deposits	176,667	103,835
Total	\$ 641,277	\$ 421,527

HFHSTW services the mortgages on the homes it sells. Restricted cash for escrow deposits as of June 30, 2024 and 2023 was \$176,667 and \$103,835, respectively. Due to a reduction in property insurance providers in Louisiana, insurance premiums have increased, resulting in a deficit in many homeowner's escrow accounts due to fixed monthly payments. The sum of homeowner accounts with deficit escrow as of June 30, 2024 and 2023 was \$204,418 and \$251,666, respectively. These amounts are presented as a receivable from the mortgagor on the consolidated statements of financial position. There is a contra-liability account on the books that cancels out the cash and receivable balances, resulting in no actual outstanding liability or asset for HFHSTW.

During the year ended June 30, 2016, HFHSTW participated in a New Markets Tax Credit (NMTC) transaction. Upon commencement of the transaction, HFHSTW established an expense reserve fund to pay Habitat for Humanity International for servicing, compliance, and consulting fees related to the NMTC transaction. The balance of the expense reserve as of June 30, 2024 and 2023 was \$938.

During the year ended June 30, 2018, HFHSTW created a Microfinance Fund, used to make short-term, low-interest loans to HFHSTW homeowners in need of critical home repairs. The balance of the Microfinance Fund as of June 30, 2024 and 2023 was \$53,889 and \$51,820, respectively.

Note 4. Concentration of Credit Risk

HFHSTW builds and rehabilitates homes in the St. Tammany West area. As a result, all of the mortgage notes receivable from homeowners are concentrated as to geographic risk. Also, all homes built are transferred to low-income families, which can represent a credit risk.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 4. Concentration of Credit Risk (Continued)

HFHSTW maintains cash balances at several local financial institutions where the funds are insured by the Federal Deposit Insurance Corporation up to \$250,000 per institution. As of June 30, 2024, HFHSTW had cash deposits in excess of the insured limits of \$47,006.

Note 5. Mortgage Notes Receivable

HFHSTW sells its completed homes to individual and family partners in exchange for a mortgage note (see Note 11) secured by the residence with typical repayment terms over 15 to 40 years and bearing -0-% interest. As of June 30, 2024 and 2023, HFHSTW held 90 non-interest-bearing loans, with none pledged to secure certain notes payable.

During the year ended June 30, 2024, HFHSTW sold 6 of its loans (\$1,015,321 gross carrying value) to a financial institution. The sales prices were 100% of face value. During the year ended June 30, 2023, HFHSTW sold 9 of its loans (\$1,828,699 gross carrying value) to a financial institution. The sales prices were 100% of face value. The loans are considered to be delinquent after 90 days of non-payment of principal. HFHSTW will repurchase or replace any delinquent loans if those loans are called by the financial institution. HFHSTW has retained servicing of these loans, which is performed by a third-party financial institution. During the year ended June 30, 2024, one delinquent loan was repurchased and replaced. During the year ended June 30, 2023, no delinquent loans were repurchased and replaced.

As of June 30, 2024 and 2023, a summary of the mortgage notes receivable was:

	2024	2023
Mortgage Notes Receivable	\$ 3,435,536	\$ 3,297,094
Unamortized Discount	(1,722,542)	(1,616,600)
Mortgage Notes Receivable, Net	\$ 1,712,994	\$ 1,680,494
Current Portion	\$ 253,064	\$ 251,643
Long-Term	1,459,930	1,428,851
Total	\$ 1,712,994	\$ 1,680,494

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 5. Mortgage Notes Receivable (Continued)

As of June 30, 2024, contractual maturities of mortgage notes receivable were as follows:

Year Ending June 30,	Amount
2025	\$ 253,064
2026	251,466
2027	247,173
2028	243,226
2029	235,093
Thereafter	2,205,514
Total	\$ 3,435,536

Note 6. Pledges Receivable

During the years ended June 30, 2013 through June 30, 2020, HFHSTW held the Community Partners Breakfast (CPB), in which donors made unconditional promises to give. The long-term pledges were discounted using a rate of 5%. Management wrote off \$5,080 and \$38,023 of pledges deemed to be uncollectible during the years ended June 30, 2024 and 2023, respectively.

As of June 30, 2024 and 2023, a summary of the CPB pledges receivable is as follows:

	2024	2023
Pledges Receivable, Beginning of Year	\$ 6,800	\$ 63,853
Less:		
Cash Received	(1,720)	(19,030)
Write-Offs	(5,080)	(38,023)
Pledges Receivable, End of Year	-	6,800
Unamortized Discount	-	(180)
Allowance for Doubtful Promises	-	(340)
Pledges Receivable, Net	\$ -	\$ 6,280
Current Portion	\$ -	\$ 2,680
Long-Term	-	3,600
Total	\$ -	\$ 6,280

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 7. New Markets Tax Credit

On August 19, 2015, HFHSTW invested, along with four other Habitat for Humanity affiliates, in a joint venture, HFHI NMTC Sub-CDE I, LLC, to take advantage of additional NMTC financing. HFHSTW secured a 30-year loan in the amount of \$1,495,639 payable to a community development entity (QLICI). The loan proceeds were used solely for the purpose of constructing and selling qualified housing properties to low-income residents.

On August 23, 2022, the NMTC financing through HFHI NMTC Sub-CDE I, LLC, was completed. The QLICI note payable of \$1,495,639 was cancelled and forgiven and the investment in HFHI NMTC Sub-CDE I, LLC of \$1,021,941 was liquidated, resulting in a net gain of \$412,480 included in the consolidated statement of activities and changes in net assets for the year ended June 30, 2023.

Note 8. Line of Credit

In February 2013, HFHSTW obtained a line of credit at a financial institution with a floating interest rate of the Wall Street Journal Prime Rate, 8.5% as of June 30, 2024, with an original maturity date of February 19, 2014. This line of credit has been renewed annually and has a current maturity date of December 13, 2027. Borrowings under the line are collateralized by certain assets of HFHSTW. The maximum borrowing limit is \$750,000. There was an outstanding balance on this line of credit at June 30, 2024 of \$250,000 (see Note 9). There was no outstanding balance on the line of credit as of June 30, 2023.

For the years ended June 30, 2024 and 2023, interest expense on the line of credit totaled \$34,162 and \$9,895, respectively.

Note 9. Notes Payable

As of June 30, 2024 and 2023, HFHSTW had the following notes payable:

	2024	2023
Note payable to Home Bank. The note is due in 59 equal installments of \$3,686 and one balloon payment estimated at \$366,763. The note bears interest at 4% and is secured by ReStore real estate. The note matures in November 2025.	\$ 403,647	\$ 430,812
Line of credit payable to Home Bank. Payable in interest only installments at rate of 8.50% at June 30, 2024. Remaining principal and interest due in full upon maturity on December 13, 2027.	250,000	-
	653,647	430,812
Less: Current Portion	(278,383)	(27,213)
Long-Term Portion	\$ 375,264	\$ 403,599

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 9. Notes Payable (Continued)

Future principal payments to be made on both the line of credit and note payable are as follows:

Year Ending June 30,	Amount
2025	\$ 278,383
2026	<u>375,264</u>
Total	<u><u>\$ 653,647</u></u>

Total interest expense for the above note payable totaled \$17,065 and \$17,965 for the years ended June 30, 2024 and 2023, respectively. The carrying value of the ReStore real estate securing the note payable was \$1,047,897 and \$1,075,451 at June 30, 2024 and 2023, respectively.

Note 10. Net Assets With Donor Restrictions and Net Assets Released from Restrictions

As of June 30, 2024 and 2023, HFHSTW's net assets with donor restrictions of \$-0- and \$6,280, respectively, are time restricted by donors related to pledges receivable. Net assets released from restrictions for the years ended June 30, 2024 and 2023 totaled \$6,280 and \$53,098, respectively, and relate to expiration of time restrictions on pledges receivable.

Note 11. Sales of Houses

HFHSTW charges no interest on the mortgage notes receivable from its partner families. The mortgages are recorded net of a discount to present value, considering both the time value of money and the historic credit risk associated with HFHSTW's homeowners. The result is a significant non-cash reduction of revenue. The discount is then amortized as interest income over the life of the mortgage as principal payments are collected.

For the years ended June 30, 2024 and 2023, the following amounts are included in the consolidated statements of activities and changes in net assets:

	2024	2023
Sales of Houses		
Sales Income	\$ 1,300,822	\$ 1,421,402
Mortgage Discount Expense	<u>(934,489)</u>	<u>(932,172)</u>
Sales of Houses, Net of Discount	<u><u>\$ 366,333</u></u>	<u><u>\$ 489,230</u></u>
Income from Discount Amortization	<u><u>\$ 139,255</u></u>	<u><u>\$ 171,531</u></u>

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 12. Contributed Nonfinancial Assets

For the years ended June 30, 2024 and 2023, the following nonfinancial assets were contributed and recognized within the consolidated statements of activities and changes in net assets:

	2024	2023
Materials	\$ 5,400	\$ 9,253
Services	5,148	300
Total	\$ 10,548	\$ 9,553

HFHSTW recognized contributed nonfinancial assets within revenue including contributed land, materials, and services. Unless otherwise noted, contributed nonfinancial assets did not have donor-imposed restrictions.

Materials were used in the Housing program. In valuing materials HFHSTW estimated the fair value based upon current prices of similar materials.

Contributed services recognized are comprised of advertising, technology, real estate, and general labor services. Contributed services are valued and are reported at the estimated fair value in the consolidated financial statements based on current rates for similar services.

Note 13. Retirement Plan

HFHSTW adopted a defined contribution plan, which allows eligible participating employees to contribute by salary reduction pursuant to Section 401(k) of the IRC. The plan allows HFHSTW to contribute a discretionary amount on a uniform basis to all participants, 50% of a participant's contribution up to 3% of compensation. HFHSTW's contribution to the plan totaled \$17,103 and \$16,116 for the years ended June 30, 2024 and 2023, respectively.

Note 14. Leases

HFHSTW leases real estate, including office and warehouse space, and equipment under operating lease agreements that have initial terms ranging from 36 to 60 months. Some leases include one or more options to renew, generally at HFHSTW's sole discretion, with renewal terms that can extend the lease term up to two years. In addition, certain leases contain termination options, where the rights to terminate are held by either HFHSTW, the lessor or both parties.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 14. Leases (Continued)

These options to extend or terminate a lease are included in the lease terms when it is reasonably certain that HFHSTW will exercise that option. HFHSTW's operating leases generally do not contain any material restrictive covenants or residual value guarantees.

Operating lease cost is recognized on a straight-line basis over the lease term. Operating lease cost was \$71,956 and \$67,646 for the years ended June 30, 2024 and 2023, respectively.

Future undiscounted cash flows and a reconciliation to the lease liabilities recognized on the consolidated statement of financial position are as follows:

Year Ending June 30,	Operating Leases
2025	\$ 20,658
2026	6,864
2027	4,749
2028	745
Total Lease Payments	<u>33,016</u>
Less: Imputed Interest	<u>(1,065)</u>
Total Present Value of Lease Liabilities	<u>\$ 31,951</u>

At June 30, 2024, the weighted-average remaining lease term and weighted-average discount rate for HFHSTW's operating leases is 1.9 years and 3.70%, respectively. At June 30, 2023, the weighted-average remaining lease term and weighted-average discount rate for HFHSTW's operating leases was 1.9 years and 3.57%, respectively.

Note 15. Related-Party Transactions

HFHSTW annually remits a portion of its contributions without donor restrictions (excluding in-kind contributions) to Habitat for Humanity International. These funds are used to construct homes in economically depressed areas around the world. HFHSTW contributed \$12,000 for the years ended June 30, 2024 and 2023 to Habitat for Humanity International, which is included in other operating costs on the consolidated statements of functional expenses.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY

Notes to Consolidated Financial Statements

Note 16. Community Partners Lending, Inc.

HFHSTW organized a fully owned subsidiary, Community Partners Lending, Inc. in fiscal year 2024 as a CDFI in an effort to further provide affordable real estate mortgage financing to low-income residents. At June 30, 2024, Community Partners Lending, Inc. had total assets and net assets of \$500, respectively. There was no activity during the year besides an inflow of \$500 in cash from HFHSTW. This transaction was eliminated in consolidation.

Note 17. Subsequent Events

Management has evaluated subsequent events through the date that the consolidated financial statements were available to be issued, December 2, 2024, and determined that no events required disclosure. No events occurring after this date have been evaluated for inclusion in these consolidated financial statements.

SUPPLEMENTARY INFORMATION

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Schedule of Compensation, Benefits, and Other Payments to
Agency Head
For the Year Ended June 30, 2024

Louisiana Revised Statute (R.S.) 24:513(A)(3) as amended by Act 706 of the 2014 Regular Legislative Session requires that the total compensation, reimbursements, and benefits of an agency head or political subdivision head or chief executive officer related to the position, including but not limited to travel, housing, unvouchered expense, per diem, and registration fees to be reported as a supplemental report within the financial statement or local government and quasi-public auditees. In 2015, Act 462 of the 2015 Regular Session of the Louisiana Legislature further amended R.S. 24:513(A)(3) to clarify that nongovernmental entities or not-for-profit entities that received public funds shall report only the use of public funds for the expenditures itemized in the supplemental report.

Agency Head

Terri Gage, President/CEO

Purpose	Amount
Salary	\$0
Benefits - Insurance	\$0
Benefits - Retirement	\$0
Benefits - Other	\$0
Car Allowance	\$0
Vehicle Provided by Government	\$0
Per Diem	\$0
Reimbursements	\$0
Travel	\$0
Registration Fees	\$0
Conference Travel	\$0
Continuing Professional Education Fees	\$0
Housing	\$0
Unvouchered Expenses	\$0
Special Meals	\$0

See independent auditor's report.

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

Independent Auditor's Report

To the Board of Directors
Habitat for Humanity St. Tammany West and Subsidiary

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 consolidated financial statements of Habitat for Humanity St. Tammany West and Subsidiary (HFHSTW) which comprise the consolidated statement of financial position as of June 30, 2024, the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated December 2, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered HFHSTW'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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of HFHSTW's internal control. Accordingly, we do not express an opinion on the effectiveness of HFHSTW's internal control.

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether HFHSTW's consolidated 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 entity'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 entity's internal control and compliance.

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

A handwritten signature in cursive script that reads "LaForte".

A Professional Accounting Corporation

Covington, LA
December 2, 2024

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

Independent Auditor's Report

To the Board of Directors
Habitat for Humanity St. Tammany West and Subsidiary

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Habitat for Humanity St. Tammany West's and Subsidiary (HFHSTW) 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 HFHSTW's major federal programs for the year ended June 30, 2024. HFHSTW's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the HFHSTW 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, 2024.

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 HFHSTW 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 HFHSTW'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 grant agreements applicable to HFHSTW's federal programs.

Auditor's 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 to express an opinion on HFHSTW'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 HFHSTW'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 HFHSTW'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 HFHSTW'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 HFHSTW'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 Auditor's 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.

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

A handwritten signature in cursive script, appearing to read "LaPorte".

A Professional Accounting Corporation

Covington, LA
December 2, 2024

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Pass Through Number	Federal Expenditures
United States Department of Housing and Urban Development			
Passed through the Louisiana Housing Corporation HOME Investment Partnerships Program	* 14.239	N/A	\$ 911,740
CDBG - Disaster Recovery Grants Cluster			
Passed through the St. Tammany Parish Government Community Development Block/Entitlement Grants	14.218	GR24000206	182,126
Total CDBG - Disaster Recovery Grants Cluster			<u>182,126</u>
Total United States Department of Housing and Urban Development			<u>1,093,866</u>
United States Department of the Treasury			
Passed through the St. Tammany Parish Government COVID-19: Coronavirus State and Local Fiscal Recovery Funds	* 21.027	GR23000212	350,000
Total United States Department of the Treasury			<u>350,000</u>
Total			<u>\$ 1,443,866</u>

* Denotes Major Program

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of Habitat for Humanity St. Tammany West and Subsidiary (HFHSTW) (NNPHI) under programs of the federal government for the year ended June 30, 2024. The information in the 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 HFHSTW, it is not intended to and does not present the financial position, changes in net assets, or cash flow of HFHSTW.

Note 2. Summary of Significant Accounting Policies

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

Note 3. Indirect Cost Rate

HFHSTW uses indirect cost rates negotiated and approved by the grant awarding agencies, and has elected not to use the 10% de minimis indirect cost rate as provided for in Section 200.414 of the Uniform Guidance.

Note 4. Passed Through to Subrecipients

There were no federal grant amounts passed through to subrecipients during the year ended June 30, 2024.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024

Part I - Summary of Auditor's Results

Financial Statements

- | | |
|--|---------------|
| 1. Type of auditors' report issued: | Unmodified |
| 2. Internal control over financial reporting and compliance and other matters: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified? | None Reported |
| 3. Noncompliance material to the financial statements noted? | No |

Federal Awards

- | | |
|---|------------|
| 4. Internal control over major programs: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies not considered to be material weaknesses identified? | No |
| 5. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 6. Any audit findings that are required to be reported in accordance with 2 CFR 200.516(a)? | No |
| 7. Identification of major programs: | |
| 14.239 - HOME Investment Partnerships Program | |
| 21.027 - COVID 19: Coronavirus State and Local Fiscal Recovery Funds | |
| 8. Dollar threshold used to distinguish between Type A and B programs | \$750,000 |
| 9. Auditee qualified as a low-risk auditee under the Uniform Guidance? | No |

Part II - Financial Statement Findings

None.

Part III - Findings and Questioned Costs Related to Major Federal Award Programs

None.

HABITAT FOR HUMANITY ST. TAMMANY WEST AND SUBSIDIARY
Schedule of Prior Audit Findings
For the Year Ended June 30, 2024

None noted.

AGREED-UPON PROCEDURES REPORT

Habitat for Humanity St. Tammany West

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period July 1, 2023 - June 30, 2024

To the Board of Directors
Habitat for Humanity St. Tammany West
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period July 1, 2023 through June 30, 2024. Habitat for Humanity St. Tammany West's (HFHSTW or the Organization) management is responsible for those C/C areas identified in the SAUPs.

The Organization 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 the LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, the 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:

1) *Written Policies and Procedures*

- A. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **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.

- iii. **Disbursements**, including processing, reviewing, and approving.
- iv. **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).
- v. **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.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **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.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: No exceptions were noted as a result of performing these procedures. Ethics policy testing, debt service policy testing, and prevention of sexual harassment policy testing are not applicable to the Organization as a non-profit entity.

2) Board or Finance Committee

- A. 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:
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the 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. *Alternately, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. 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.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: No exceptions were noted as a result of performing these procedures.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 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:
- i. 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);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
 - iii. 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.

Results: No exceptions were noted as a result of performing these procedures.

4) Collections (excluding electronic funds transfers)

- A. 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).
- B. 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:
 - i. Employees that are responsible for cash collections do not share cash drawers/registers;
 - ii. 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;
 - iii. 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; and
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. 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.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits, and:
 - i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Results: No exceptions were noted as a result of performing these procedures.

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

- A. 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).
- B. For each location selected under #5A 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:
 - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
 - v. 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.
- C. For each location selected under #5A 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:
 - i. 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.
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

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

Results: No exceptions were noted as a result of performing these procedures.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. 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
- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: No exceptions were noted as a result of performing these procedures.

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

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

Results: No exceptions were noted as a result of performing these procedures.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: No exceptions were noted as a result of performing these procedures.

9) Payroll and Personnel

- A. 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.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #9A above, obtain attendance records and leave documentation for the pay period, and:
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe whether the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. 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.

Results: No exceptions were noted as a result of performing these procedures.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
 - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

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

Results: Ethics procedure testing is not applicable to the Organization as a non-profit entity.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results: Debt service procedure testing is not applicable to the Organization as a non-profit entity.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the Legislative Auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: No exceptions were noted as a result of performing these procedures.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- i. 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.

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - iii. 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.
- B. 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.
- C. 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:
- i. Hired before June 9, 2020 - completed the training; and
 - ii. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

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

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. 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).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1st, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

Results: Sexual harassment procedure testing is not applicable to the Organization as a non-profit entity.

We were engaged by the Organization 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 the Organization 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.



A Professional Accounting Corporation

Covington, LA
December 18, 2024