

EAST CARROLL COMMUNITY ACTION AGENCY, INC.

LAKE PROVIDENCE, LOUISIANA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

DECEMBER 31, 2018

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
DECEMBER 31, 2018

CONTENTS

	<u>PAGE</u>
Independent Accountants' Review Report.....	1-2
Statement of Financial Position.....	3
Statement of Activities.....	4
Statement of Cash Flows.....	5
Statement of Functional Expenses.....	6
Notes to Financial Statements.....	7-14
Supplemental Information	
Schedule I - Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer.....	15
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	16-20
Louisiana Compliance Questionnaire.....	21-22

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board
East Carroll Community Action Agency, Inc.
Lake Providence, Louisiana

We have reviewed the accompanying statement of financial position of East Carroll Community Action Agency, Inc. (a nonprofit organization) as of December 31, 2018, and the related statements of activities, functional expenses and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The supplementary information included in the accompanying Schedule I is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to such information.

Johnson Perry Roussel & Cuthbert, LLP

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS
June 25, 2019

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2018

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	5,528
Accounts Receivable - Ad Valorem Tax	72,972
Accounts Receivable - Miscellaneous	<u>40</u>

TOTAL CURRENT ASSETS 78,540

FIXED ASSETS

Furniture and Fixtures	2,702
Building Improvements	8,413
Less: Accumulated Depreciation	<u>(11,115)</u>

NET FIXED ASSETS -0-

TOTAL ASSETS 78,540

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	<u>721</u>
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TOTAL CURRENT LIABILITIES 721

NET ASSETS

Without Donor Restrictions	<u>77,819</u>
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TOTAL NET ASSETS 77,819

TOTAL LIABILITES AND NET ASSETS 78,540

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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>WITHOUT DONOR RESTRICTIONS</u>
<u>REVENUES</u>	
Contributions/Grants	83,646
Contributions - In-Kind Donations	3,800
Ad Valorem Taxes	79,967
Miscellaneous	<u>3,209</u>
 <u>TOTAL REVENUES</u>	 <u>170,622</u>
<u>EXPENSES</u>	
Assistance to Individuals	148,203
Management	40,550
Fund-Raising	<u>-</u>
 <u>TOTAL EXPENSES</u>	 <u>188,753</u>
 <u>INCREASE (DECREASE) IN NET ASSETS</u>	 (18,131)
 <u>NET ASSETS - BEGINNING OF YEAR</u>	 <u>95,950</u>
 <u>NET ASSETS - AT DECEMBER 31, 2018</u>	 <u>77,819</u>

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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018

CASH FLOWS (DEFICIT) FROM OPERATING ACTIVITIES:

CASH RECEIPTS

Donations/Grants	83,646
Ad Valorem Taxes	86,139
Miscellaneous Income	<u>3,169</u>

<u>TOTAL RECEIPTS</u>	172,954
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EXPENDITURES

Personnel	104,582
Travel	5,941
Professional Fees	3,500
Supplies	15,588
Assistance to Individuals	35,586
Other - Operating Expenses	<u>19,206</u>

<u>TOTAL EXPENDITURES</u>	<u>184,403</u>
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NET CASH FLOWS (DEFICIT) FROM OPERATING ACTIVITIES

(11,449)

CASH FLOWS (DEFICIT) FROM INVESTING ACTIVITIES:

None	<u>-0-</u>
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CASH FLOWS (DEFICIT) FROM FINANCING ACTIVITIES:

Loan Payments	<u>-0-</u>
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NET INCREASE (DECREASE) IN CASH

(11,449)

CASH - JANUARY 1, 2018

16,977

CASH - DECEMBER 31, 2018

5,528

Cash paid for income taxes and interest during the year was none.

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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

<u>EXPENSE</u>	<u>ASSISTANCE TO INDIVIDUALS</u>	<u>MANAGEMENT</u>	<u>FUND- RAISING</u>	<u>TOTAL</u>
Personnel	84,106	21,026	-	105,132
Travel	4,753	1,188	-	5,941
Occupancy	3,040	760	-	3,800
Professional Fees	-	3,500	-	3,500
Supplies	12,470	3,118	-	15,588
Depreciation	-	-	-	-0-
Assistance to Individuals	28,469	7,117	-	35,586
Other	15,365	3,841	-	19,206
Election Costs	-	-	-	-0-
 <u>TOTALS</u>	 <u>148,203</u>	 <u>40,550</u>	 <u>-0-</u>	 <u>188,753</u>

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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Nature of Activities

The East Carroll Community Action Agency, Inc. was created under the Economic Opportunity Act of 1964, as amended, to serve as the antipoverty agency, providing human services for the indigent and disadvantaged through research, planning, development, financing, implementation and evaluation of programs, either directly or through coordinating with other agencies, to attain social and economic independence for the benefit of all present and future generations of disadvantaged people in the parish. The East Carroll Community Action Agency, Inc. is managed by eighteen advisory board members.

The East Carroll Community Action Agency, Inc. receives substantially all of its revenue from various Federal and State grant programs, which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. The Agency administers the following programs, shown with their approximate percentage of revenues for the year ended December 31, 2018:

Community Services Block Grant (CSBG Fund) - Administers various programs to fulfill responsibilities and provide assistance to the poor, disadvantaged and unemployed through housing services, community projects, nutrition services, emergency assistance, employment services, transportation services, and other services. Funding is provided by federal funds passed through the State of Louisiana, Louisiana Workforce Commission.

Home Energy Assistance Program (LI-HEAP Fund) - Provides assistance to low income households to offset the burden of high energy costs. Funding is provided by federal funds passed through the Louisiana Association of Community Action Partnerships, Inc.

Emergency Food and Shelter Fund - Provides funding to purchase food and shelter for people in emergency situations. Funding is provided by federal funds from the U.S. Department of Homeland Security.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Nature of Activities (Continued)

General Fund - Used for all funds that are not required to be reported in another fund. This is usually local contributions, administrative funds, etc.

Starting in 2014, the Agency received the proceeds of a two mill ad valorem tax approved by the voters of East Carroll Parish and the East Carroll Police Jury. The tax was for three years (2014, 2015 and 2016). The tax was renewed for another three years in 2017.

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Parish government in early fall and are actually billed to the taxpayers by the Assessor in October or November. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year.

The taxes are based on assessed values determined by the Tax Assessor of East Carroll Parish and are collected by the Parish Sheriff. The taxes are remitted to the Agency net of any deductions required by law.

That portion of the ad valorem taxes dedicated to the East Carroll Community Action Agency, Inc. was assessed to property owners in the parish at 2.0 mills for 2018.

Reporting Entity

The Agency is fiscally dependent on the East Carroll Parish Police Jury. The police jury owns, maintains and operates the building in which the Agency's office is located and provides funds for utilities and repairs of the Agency's office. In addition, the police jury's basic financial statements would be incomplete or misleading without the inclusion of the East Carroll Community Action Agency, Inc. For these reasons, the Agency was determined to be a component of the East Carroll Police Jury, the financial reporting entity.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Reporting Entity (Continued)

The accompanying financial statements present information only on the funds maintained by the East Carroll Community Action Agency, Inc. and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Method of Accounting

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

Basis of Presentation

The financial statements have been prepared in accordance with U.S generally accepted accounting principles ("US GAAP"), which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency and the board of directors.

Net Assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Cash Equivalents

Cash Equivalents consist of short-term, highly liquid investments which are readily convertible into cash within ninety (90) days of purchase. All cash and equivalents were fully insured by the FDIC.

Support and Revenue

Support for the Agency comes primarily from grants and donations.

Contributions

Contributions received are recorded as support without donor restrictions or with donor restrictions, depending on the depending on the existence and/or nature of any donor restrictions. Contractual grant revenue is reported as support without donor restrictions due to the restrictions placed on those funds by the funding sources being met in the same reporting period as the revenue is earned.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.

Fixed Assets

The Agency follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$2,500. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Fixed Assets (Continued)

Furniture and Equipment 5 to 15 Years

The net fixed assets balance has been recorded as a separate component in unrestricted net assets.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Fund-raising expenses are not material.

Estimates

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

Accrued Leave Policy

The Agency does not record accrued leave due to employees as the amount is not material.

Income Taxes

The Agency is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, the Agency has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the year ended December 31, 2018.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Reserve for Bad Debts

The Agency uses the reserve method to record bad debts. At December 31, 2018, the reserve balance was \$-0-. Management reviews accounts receivable monthly for bad debts and believes no reserve is needed.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities - *Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net assets classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Agency has adjusted the presentation of these statements accordingly.

NOTE 2: DONATED SERVICES:

The Agency receives a significant amount of donated services from unpaid volunteers. No amounts have been recognized in the statement of activities because the criteria for recognition under professional accounting standards have not been satisfied.

NOTE 3: IN-KIND CONTRIBUTIONS:

Non-cash contributions required to be recorded, as they meet the criteria for recognition as contributions, are as follows:

Occupancy Costs	<u>3,800</u>
<u>TOTAL</u>	<u>3,800</u>

Donated facilities are recognized as contributions in accordance with professional standards (FASB ASC 958-605-52-24) as the organization receives free use of its facilities. No other in-kind donations meet the requirements to be recognized as revenue under professional standards.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 4: COMMITMENTS AND CONTINGENCIES:

Contingent Liabilities - Grant Audit

The Agency receives revenues from various Federal and State grant programs, which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the Agency. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the East Carroll Community Action Agency, Inc.'s financial position.

NOTE 5: ECONOMIC DEPENDENCY:

The Agency receives the majority of its revenue from funds provided through grants administered by the Federal and State of Louisiana governments. The grant amounts are appropriated each year and, if significant budget cuts are made at the Federal and/or State level, the amount of funds the Agency receives could be reduced significantly and have an adverse impact on its operations.

NOTE 6: ADVERTISING:

Advertising and promotion costs are expensed in the year incurred. Amounts incurred in the fiscal year ended December 31, 2018 are not material.

NOTE 7: SUBSEQUENT EVENTS:

Events that occur after the balance sheet date but before the financial statements were issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management evaluated the activity of the Agency through June 25, 2019, the date the report was available for issue, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosures in the notes to the financial statements.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2018

NOTE 8: UNCERTAIN TAX POSITIONS:

The Agency is subject to examination by various taxing authorities. Management has reviewed the Agency's activities and believes that no additional amounts or disclosures are needed, as the effect of any uncertain tax positions is not material to the financial statements. The tax returns for the years 2018, 2017, 2016, and 2015 are open for examination by various taxing authorities.

NOTE 9: RETIREMENT:

All part-time employees of the Agency were covered under the Social Security system. Starting in 2015, all full-time employees of the Agency will be participants of the retirement plan maintained by the East Carroll Police Jury. The Agency contributed approximately \$7,855 to the retirement plan in 2018.

NOTE 10: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS:

The following reflects the Agency's financial assets as of the balance sheet date of December 31, 2018, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

Financial Assets at December 31, 2018	78,540
Less those unavailable for general expenditure within one year, due to:	
Donor-Restricted	<u> -</u>
Financial assets availability to meet cash needs for general expenditure, within one year	<u>78,540</u>

EAST CARROLL COMMUNITY ACTION AGENCY, INC.
 SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO
 AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
 FOR THE YEAR ENDED DECEMBER 31, 2018

AGENCY HEAD NAME/TITLE: MS. ROSE BROWN, EXECUTIVE DIRECTOR

<u>Purpose</u>	<u>Amount</u>
Salary	39,770
Benefits-insurance	2,854
Benefits-retirement	4,175
Benefits- Medicare	637
Benefits-other (describe)	-0-
Benefits-other (describe)	-0-
Car allowance	-0-
Vehicle provided by government (enter amount reported on W-2)	-0-
Per diem	-0-
Reimbursements	500
Travel	-0-
Registration Fees	439
Conference travel	1,387
Housing	-0-
Unvouchered expenses (example: travel advances, etc.)	-0-
Special meals	-0-
Other	-0-

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.

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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To East Carroll Community Action Agency, Inc.

We have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of East Carroll Community Action Agency, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about East Carroll Community Action Agency, Inc.'s compliance with certain laws and regulations during the year ended December 31, 2018, included in the accompanying Louisiana Attestation Questionnaire. Management of East Carroll Community Action Agency, Inc. is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

1. Determine the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

East Carroll Community Action Agency, Inc.'s federal and state awards for all federal programs for the fiscal year follows:

<u>Federal, State, or Local Grant Name</u>	<u>Period</u>	<u>CFDA No.</u>	<u>Expended Amount</u>
Low Income Home	10-01-17 to		
Energy Assistance	9-30-19	93.568	15,602
Community Services	10-01-17 to		
Block Grant	9-30-19	93.569	50,424
Emergency Food and Shelter	2-01-18 to 1-31-19	97.024	29,298
Community Services	10-1-16 to		
Block Grant	9-30-18	93.569	23,430
Low Income Home	10-01-17 to		
Energy Assistance	9-30-18	93.568	<u>16,562</u>
<u>Total Expenditures</u>			<u>135,316</u>

2. For each federal, state, and local award, randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

We selected eighteen (18) disbursements for testing.

3. For the items selected in Procedure 2, trace the eighteen disbursements to supporting documentation as to proper amount and payee.

We examined supporting documentation for each of the eighteen selected disbursements and found that payment was for the proper amount and made to the correct payee on seventeen of the disbursements. On one disbursement, supporting documentation was missing due to a computer crash.

4. For the items selected in Procedure 2, determine if the eighteen disbursements are properly coded to the correct fund and general ledger account.

Seventeen of the eighteen disbursements were properly coded to the correct fund and general ledger account. Supporting documentation for one disbursement was missing, and we were unable to determine if it was properly coded.

5. For the items selected in Procedure 2, determine whether the eighteen disbursements received approval from proper authorities.

Inspection of documentation supporting on seventeen of the eighteen selected disbursements indicated proper approvals on all the expenditures. Supporting documentation for one disbursement was missing, and we were unable to determine if it was approved.

6. For the items selected in Procedure 2: For federal awards, determine whether the disbursements complied with the applicable specific program compliance requirements summarized in the Compliance Supplement, or contained in the grant agreement, if the program is not included in the Compliance Supplement, and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to:

Activities allowed or unallowed

We reviewed the previously listed eighteen disbursements for types of services allowed or not allowed. Seventeen of the eighteen disbursements appear to be allowable under terms of the grant or contract and the compliance supplement. One disbursement was missing supporting documentation.

Eligibility

We reviewed the previously listed eighteen disbursements for eligibility requirements. Seventeen of the eighteen disbursements meet the eligibility requirements of each grant and contract. One disbursement was missing supporting documentation.

Reporting

We reviewed the previously listed eighteen disbursements for reporting requirements. Seventeen of the eighteen disbursements were properly reported under terms of the grant and contract. One disbursement was missing supporting documentation.

7. For the programs selected for testing in Procedure 2 that had been closed out during the period under review, compare the close-out report, when required, with the agency's financial records to determine whether the amounts agree.

We compared the close-out reports for two closed out programs with the Agency's financial records. The amounts reported on the close-out reports agreed to the Agency's financial records.

Open Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law).

East Carroll Community Action Agency, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of the East Carroll Community Action Agency, Inc. office building and/or place a notice in the newspaper of record. Three of the four 2018 board meeting notices were posted in the Agency's newspaper of record.

Budget

9. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

East Carroll Community Action Agency, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

10. Verify whether the Agency's prior year audit or financial reports were timely filed in accordance with R.S. 24:513.

We reviewed the filing timeliness of the prior year report filings and they were timely filed according to R.S. 24:513.

11. Inquire of management and report whether the Agency entered into any contracts with state funds as per R.S. 39:72.1 A(2) that were subject to public bid laws while the Agency was not in compliance with state audit law R.S. 24:513.

The Agency was in compliance with the state audit law.

Prior Comments and Recommendations

12. Review any prior-year suggestions, recommendations, and/or comments to determine the extent to which such matters have been resolved.

We noted in the report for the year ended December 31, 2017 that two of the four board of directors meetings did not have evidence of compliance with open meetings law. During the year ended December 31, 2018, we noted one of the four board of directors meetings did not have evidence of compliance with open meetings law.

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of East Carroll Community Action Agency, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Johnson Perry Roussel & Cuthbert, LLP

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.
CERTIFIED PUBLIC ACCOUNTANTS
June 25, 2019

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

JUNE 25, 2019 (Date Transmitted)

JOHNSON, PERRY, ROUSSEL, & CUTHBERT, LLP (CPA Firm Name)

3007 ARMAND ST. (CPA Firm Address)

MONROE, LA 71201 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12/31/2018 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and local grantor officials.

Yes No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.**

Yes No

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes No

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No

General

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes No

The previous responses have been made to the best of our belief and knowledge.

<u>Phenderson</u>	Secretary	<u>6-26-19</u>	Date
	Treasurer	<u>6</u>	Date
<u>Jackie Falls</u>	President	<u>6-26-19</u>	Date