

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA  
REPORT ON EXAMINATION  
OF  
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
YEAR ENDED JUNE 30, 2022

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA  
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## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Housing Authority of the City of Alexandria  
Alexandria, Louisiana

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of the Housing Authority of the City of Alexandria, Louisiana (the Authority) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statement as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2022, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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

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

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 8 through 16 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

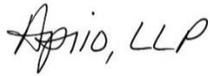
#### **Supplemental Information**

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Schedule of Uncompleted Program Costs – Capital Fund Program; 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*; and the Financial Data Schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Additionally, the accompanying Schedule of Compensation, Benefits and Other Payments to the Executive Director is presented for the Office of the Louisiana Legislative Auditor's information and is not a required part of the basic 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the Schedule of Uncompleted Program Costs – Capital Fund Program; Schedule of Expenditures of Federal Awards; Financial Data Schedule; and the Schedule of Compensation, Benefits and Other Payments to the Executive Director are fairly stated, in all material respects, in relation to the basic 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 13, 2022, on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority'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 the Authority's internal control over financial reporting and compliance.

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Birmingham, Alabama  
December 13, 2022

## INDEPENDENT AUDITOR'S 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

Board of Commissioners  
Housing Authority of the City of Alexandria  
Alexandria, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Housing Authority of the City of Alexandria, Louisiana (the Authority), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 13, 2022.

### Report on Internal Control Over Financial Reporting

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

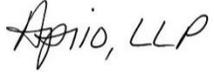
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be *material weaknesses* or *significant deficiencies*. Given these limitations, during our audit we did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

### Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of 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 Authority'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 Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature in black ink that reads "Aprio, LLP". The signature is written in a cursive, slightly slanted style.

Birmingham, Alabama  
December 13, 2022

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

Board of Commissioners  
Housing Authority of the City of Alexandria  
Alexandria, Louisiana

### Report on Compliance for Each Major Federal Program

#### Opinion on Each Major Program

We have audited the Housing Authority of the City of Alexandria, Louisiana's (the Authority's) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on the Authority's major federal programs for the year ended June 30, 2022. The Authority'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 Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2022.

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

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

We are required to be independent of the Authority 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 the major federal programs. Our audit does not provide a legal determination of the Authority'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 the Authority'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 express an opinion on the Authority'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 the Authority's compliance with the requirements of the major federal programs 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 the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority'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 combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a 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.



Birmingham, Alabama  
December 13, 2022

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)  
FOR THE YEAR ENDED JUNE 30, 2022**

The Housing Authority of the City of Alexandria's ("the Authority") Management's Discussion and Analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority's financial activity, (c) identify changes in the Authority's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual program issues or concerns.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Authority's financial statements.

***Financial Highlights***

- The Authority's net position increased \$.9 million during 2022. Net Position was \$5.4 million and \$6.3 million for 2021 and 2022, respectively.
  
- Revenues increased by \$.5 million during 2022, and were \$8.8 million and \$9.3 million for 2021 and 2022, respectively.
  
- Expenses remained stable at \$8.4 million during 2022.

*USING THIS ANNUAL REPORT*

The Report includes three major sections, the “Management’s Discussion and Analysis (MD&A)”, “Basic Financial Statements”, and “Other Required Supplementary Information”:

***MD&A***

*~ MANAGEMENT DISCUSSION  
AND ANALYSIS ~*

***BASIC FINANCIAL STATEMENTS***

*~ AUTHORITY-WIDE FINANCIAL STATEMENTS ~  
~ NOTES TO FINANCIAL STATEMENTS ~*

***OTHER REQUIRED SUPPLEMENTARY INFORMATION***

*~ REQUIRED SUPPLEMENTARY INFORMATION ~  
(OTHER THAN MD&A)*

## Authority-Wide Financial Statements

### **Statement of Net Position**

These Statements include a Statement of Net Position, which is similar to a Balance Sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format in which assets and deferred outflows of resources, equal liabilities, deferred inflows of resources and “Net Position”, formerly known as net assets. Assets and liabilities are presented in order of liquidity and are classified as “Current” (convertible into cash within one year), and “Non-current”.

The focus of the Statement of Net Position (the “Unrestricted Net Position”) is designed to represent the net available liquid (non-capital) assets and deferred outflows of resources, net of liabilities and deferred inflows of resources, for the entire Authority. Net Position (formerly net assets) is reported in three broad categories:

Net Investment in Capital Assets: This component of Net Position consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position: This component of Net Position consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Position: Consists of Net Position that does not meet the definition of “Net Investment in Capital Assets”, or “Restricted Net Position.”

### **Statement of Revenues, Expenses, and Changes in Net Position**

The Authority-wide financial statements also include a Statement of Revenues, Expenses and Changes in Net Position (similar to an Income Statement). This Statement includes operating revenues, such as rental income, operating expenses, such as administrative, utilities, maintenance, and depreciation, and non-operating revenue and expenses, such as capital grant revenue, investment income and interest expense.

The focus of the Statement of Revenues, Expenses and Changes in Net Position is the “Change in Net Position”, which is similar to Net Income or Loss.

### **Statement of Cash Flows**

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, investing activities and from capital and related financing activities.

## THE AUTHORITY'S MAIN PROGRAMS

Significant Programs – The focus of the Authority's Financial Statements should be on the significant programs of the Authority. The following are considered significant programs of the Authority.

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to offer housing at a rent that is based upon 30% of household income. The Conventional Public Housing Program also includes the Capital Fund Program, which is the primary funding source for physical and management improvements to the Authority's properties.

Housing Choice Voucher Program – Under the Housing Choice Voucher Program, the Authority administers contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at 30% of household income.

Other Programs – In addition to the significant programs above, the Authority also maintains the following programs:

- Central Office Cost Center
- Business Activities
- Public Housing CARES Act Funding
- Housing Choice Voucher CARES Act Funding

## AUTHORITY-WIDE STATEMENTS

### Condensed Statement of Net Position

The following table reflects the Condensed Statement of Net Position compared to the prior year.

**TABLE 1**  
**CONDENSED STATEMENT OF NET POSITION**

	<u>2022</u>	<u>2021</u>	<u>Variance</u>
Assets:			
Current and Restricted Assets	\$ 4,467,631	\$ 3,871,740	\$ 595,891
Capital Assets	<u>2,223,804</u>	<u>2,047,665</u>	<u>176,139</u>
<b>Total Assets</b>	<b><u>\$ 6,691,435</u></b>	<b><u>\$ 5,919,405</u></b>	<b><u>\$ 772,030</u></b>
Liabilities:			
Current Liabilities	\$ 272,427	\$ 380,765	\$ (108,338)
Long Term Liabilities	<u>141,834</u>	<u>178,748</u>	<u>(36,914)</u>
<b>Total Liabilities</b>	<b><u>\$ 414,261</u></b>	<b><u>\$ 559,513</u></b>	<b><u>\$ (145,252)</u></b>
Net Position:			
Net Investment in Capital Assets	\$ 2,223,804	\$ 2,047,665	\$ 176,139
Restricted Net Position	51,135	-	51,135
Unrestricted Net Position	<u>4,002,235</u>	<u>3,312,227</u>	<u>690,008</u>
<b>Total Net Position</b>	<b><u>\$ 6,277,174</u></b>	<b><u>\$ 5,359,892</u></b>	<b><u>\$ 917,282</u></b>

### Major Factors Affecting the Condensed Statement of Net Position

During fiscal year 2022 current and restricted assets increased due mainly to an increase of unrestricted cash resulting from operating cash inflows. See the Statement of Cash Flows for details regarding cash inflows and outflows. Capital assets increased due to fiscal year renovations and other asset additions exceeding depreciation. For additional detail regarding capital asset additions see "Capital Assets" in Tables 4 and 5.

Current liabilities decreased due primarily to reductions of accounts payable to vendors and accrued personnel costs.

Restricted net position increased due to the restriction of grant proceeds received during the fiscal year to fund housing assistance payments.

Table 2 presents details on the change in Unrestricted Net Position

**TABLE 2**

**CHANGE IN UNRESTRICTED NET POSITION**

Unrestricted Net Position, July 1, 2021	\$ 3,312,227
Results of Operations	906,780
Capital Asset Expenditures	(216,474)
Interest Income	10,502
Grants Received and Restricted for Housing Assistance Payments	(51,135)
Depreciation Expense	<u>40,335</u>
<b>Unrestricted Net Position, June 30, 2022</b>	<b><u><u>\$ 4,002,235</u></u></b>

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in Unrestricted Net Position provides a clearer understanding of the change in financial well-being.

**TABLE 3**

**SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

The following Schedule compares the revenues and expenses for the current and previous fiscal years.

	<u>2022</u>	<u>2021</u>	<u>Variance</u>
Revenue:			
Tenant Rental Revenue	\$ 56,200	\$ 56,100	\$ 100
Operating Grants	8,329,784	7,874,666	455,118
Interest Income	10,502	325,371	(314,869)
Gain on Disposal of Capital Assets	-	15,120	(15,120)
Other Revenue	960,783	538,211	422,572
<b>Total Revenue</b>	<b><u>\$ 9,357,269</u></b>	<b><u>\$ 8,809,468</u></b>	<b><u>\$ 547,801</u></b>
Expenses:			
Administrative Expenses	\$ 911,387	\$ 922,370	\$ (10,983)
Tenant Services	46,380	54,622	(8,242)
Utilities	12,685	18,787	(6,102)
Maintenance and Operations	51,556	41,674	9,882
General Expense	108,760	111,450	(2,690)
Housing Assistance Payments	7,268,884	7,249,523	19,361
Depreciation	40,335	38,054	2,281
<b>Total Expenses</b>	<b><u>\$ 8,439,987</u></b>	<b><u>\$ 8,436,480</u></b>	<b><u>\$ 3,507</u></b>
<b>Excess Revenue Over Expense</b>	<b><u>\$ 917,282</u></b>	<b><u>\$ 372,988</u></b>	<b><u>\$ 544,294</u></b>

**Major Factors Affecting the Schedule of Revenue, Expenses and Changes in Net Position**

Operating grants increased due to an increase of operating subsidies recognized through the Section 8 Housing Choice Voucher Program. Interest income decreased due to a reduction of interest payments recognized on notes receivable. Other revenue increased due mainly to an increase of developer fees and other proceeds recognized from the Authority's Rental Assistance Demonstration (RAD) Program affiliates as a result of the Authority's administrative and oversight efforts of previous RAD conversions.

Expenses remained stable during fiscal year 2022 and consistent with expenses incurred during fiscal year 2021.

## CAPITAL ASSETS

As of fiscal year-end, the Authority had \$2.2 million invested in a variety of capital assets as reflected in the following schedule, which represents a net increase (additions, deductions and depreciation) of \$.2 million from the end of fiscal year 2021.

**TABLE 4  
CAPITAL ASSETS AT YEAR-END  
(NET OF DEPRECIATION)**

	<u>2022</u>	<u>2021</u>	<u>Variance</u>	<u>% Change</u>
Land	\$ 995,754	\$ 995,754	\$ -	0%
Buildings and Improvements	3,180,797	2,205,836	974,961	44%
Furniture and Equipment	203,762	177,988	25,774	14%
Construction in Process	25,505	809,766	(784,261)	
Accumulated Depreciation	(2,182,014)	(2,141,679)	(40,335)	2%
<b>Net Capital Assets</b>	<b><u>\$ 2,223,804</u></b>	<b><u>\$ 2,047,665</u></b>	<b><u>\$ 176,139</u></b>	<b><u>9%</u></b>

**TABLE 5  
CHANGE IN CAPITAL ASSETS**

The following reconciliation summarizes the change in Capital Assets.

Beginning Balance, July 1, 2021	\$ 2,047,665
Additions:	
Buildings and Improvements	190,700
Equipment	25,774
Depreciation Expense	<u>(40,335)</u>
<b>Ending Balance, June 30, 2022</b>	<b><u>\$ 2,223,804</u></b>

## ECONOMIC FACTORS

Significant economic factors affecting the Authority are as follows:

- Federal funding provided by Congress to the Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income
- Inflationary pressure on utility rates, supplies and other costs

## **FINANCIAL CONTACT**

This financial report is designed to provide our residents, the citizens of Alexandria, and federal and state regulatory bodies with a general overview of the Authority's finances as of June 30, 2022. The individual to be contacted regarding this report is the Executive Director. Specific requests may be submitted to the Housing Authority of the City of Alexandria, at 2558 Loblolly Lane, Alexandria, Louisiana 71306.

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
STATEMENT OF NET POSITION  
MARCH 31, 2022**

**ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES**

	<b>Enterprise Fund</b>
<u>Current Assets</u>	
Cash and Cash Equivalents	\$ 4,115,266
Accounts Receivable	228,061
Accrued Interest Receivable	1,218
Investments	24,706
Prepaid Costs	47,245
Total Current Assets	<u>4,416,496</u>
<u>Restricted Assets</u>	
Cash and Cash Equivalents	<u>51,135</u>
Total Restricted Assets	<u>51,135</u>
<u>Capital Assets</u>	
Land	995,754
Buildings and Improvements	3,180,797
Furniture and Equipment	203,762
Construction in Process	25,505
	<u>4,405,818</u>
(Less): Accumulated Depreciation	<u>(2,182,014)</u>
Net Capital Assets	<u>2,223,804</u>
Total Assets	<u>6,691,435</u>
Deferred Outflows of Resources	<u>-</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 6,691,435</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
STATEMENT OF NET POSITION  
MARCH 31, 2022**

**LIABILITIES, DEFERRED INFLOWS OF  
RESOURCES AND NET POSITION**

	<b>Enterprise Fund</b>
<u>Current Liabilities</u>	
Accounts Payable	\$ 98,661
Accrued Wages and Payroll Taxes	17,928
Accrued Compensated Absences	25,494
Accounts Payable - HUD	65,376
Unearned Revenue	64,968
Total Current Liabilities	<u>272,427</u>
<u>Long Term Liabilities</u>	
Accounts Payable - HUD, Non-current	79,418
Accrued Compensated Absences	62,416
Total Long Term Liabilities	<u>141,834</u>
Total Liabilities	<u>414,261</u>
Deferred Inflows of Resources	<u>-</u>
Total Liabilities and Deferred Inflows of Resources	<u>414,261</u>
<u>Net Position</u>	
Net Investment in Capital Assets	2,223,804
Restricted Net Position	51,135
Unrestricted Net Position	4,002,235
Total Net Position	<u>6,277,174</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 6,691,435</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR THE YEAR ENDED MARCH 31, 2022**

	<b>Enterprise Fund</b>
<u>Operating Revenues</u>	
Dwelling Rent	\$ 56,200
Operating Grants	8,329,784
Other Revenue	960,783
Total Operating Revenues	<u>9,346,767</u>
<u>Operating Expenses</u>	
Administrative	911,387
Tenant Services	46,380
Utilities	12,685
Maintenance and Operations	51,556
General Expense	108,760
Housing Assistance Payments	7,268,884
Depreciation	40,335
Total Operating Expenses	<u>8,439,987</u>
Operating Income (Loss)	<u>906,780</u>
<u>Non-Operating Revenue</u>	
Interest Income	10,502
Total Non-Operating Revenue	<u>10,502</u>
Increase (Decrease) in Net Position	917,282
Net Position, Beginning	5,359,892
Net Position, Ending	<u>\$ 6,277,174</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED MARCH 31, 2022**

	<b>Enterprise Fund</b>
<u>Cash flows from operating activities:</u>	
Cash Received from Dwelling Rent	\$ 53,791
Cash Received from Operating Grants	8,366,687
Cash Received from Other Sources	883,089
Cash Payments for Salaries and Benefits	(774,314)
Cash Payments to Vendors and Landlords	<u>(7,635,176)</u>
Net cash provided (used) by operating activities	<u>894,077</u>
<u>Cash flows from non-capital financing activities:</u>	
Payments to HUD on Repayment Agreement	<u>(26,472)</u>
Net cash provided (used) by noncapital financing activities	<u>(26,472)</u>
<u>Cash flows from capital and related financing activities:</u>	
Capital Outlay	(329,013)
Net cash provided (used) by capital and related financing activities	<u>(329,013)</u>
<u>Cash flows from investing activities:</u>	
Interest Earned from Cash and Investments	<u>10,193</u>
Net cash provided (used) by investing activities	<u>10,193</u>
Net increase in cash and cash equivalents	548,785
Total cash and restricted cash, beginning of year	<u>3,617,616</u>
Total cash and restricted cash, end of year	<u>\$ 4,166,401</u>

*Continued on next page*

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
STATEMENT OF CASH FLOWS - CONTINUED  
FOR THE YEAR ENDED MARCH 31, 2022**

	<b>Enterprise Fund</b>
<b><u>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</u></b>	
Operating Income (Loss)	\$ 906,780
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	40,335
Change in Accounts Receivable (Tenants)	(2,859)
Change in Accounts Receivable (Grants)	95,636
Change in Accounts Receivable (Other)	(124,074)
Change in Prepaid Costs	(15,500)
Change in Accounts Payable - Operating	48,941
Change in Accrued Expenses	(43,279)
Change in Unearned Revenue (Tenants)	450
Change in Unearned Revenue (Grants)	(58,733)
Change in Unearned Revenue (Other)	46,380
Net cash provided (used) by operating activities	<u>\$ 894,077</u>

See the accompanying notes to financial statements.

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA

ALEXANDRIA, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Housing Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority is a Special Purpose Government engaged only in business-type activities and therefore, presents only the financial statements required for the enterprise fund, in accordance with GASB Statement 34 paragraph 138 and GASB Statement 63.

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the "enterprise fund" in the basic financial statements as follows:

Enterprise Fund – In accordance with the Enterprise Fund Method, activity is recorded using the accrual basis of accounting and the measurement focus is on the flow of economic resources. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded when are incurred. This requires the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred, and/or net income is necessary for management accountability.

Governmental Accounting Standards – The Housing Authority has applied all applicable Governmental Accounting Standards Board pronouncements as well as pronouncements issued by the Financial Accounting Standards Board.

Cash and Investments

The Housing Authority considers bank deposits in checking accounts to be cash and cash equivalents. Investments consist of three certificates of deposit.

Accounts Receivable

Accounts receivable are carried at the amount considered by management to be collectible and consist of amounts due from tenants, affiliated limited partnerships, grants due from HUD and other miscellaneous receivables.

Prepaid Costs

Prepaid costs consist of insurance pre-payments for coverage applicable to fiscal year 2023.

Indirect Cost Recovery

Direct costs are charged to the Authority's applicable programs. The Authority charges indirect costs to its Central Office Cost Center and charges the programs management fees based on fee rates provided by the HUD.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE A - SIGNIFICANT ACCOUNTING POLICIES - Continued

#### Unearned Revenue

The Authority recognizes revenues as earned. Funds received before the Authority is eligible to apply them are recorded as a liability under unearned revenue. As of June 30, 2022, unearned revenue consisted of grant proceeds \$18,138, prepaid tenant rents of \$450 and advances from affiliated RAD partnerships of \$46,380.

#### Revenue Accounting Policies

Dwelling rent income, HUD grants received for operations and miscellaneous income are reported as operating income. HUD grants received for capital assets and all other revenue is reported as non-operating revenue.

These financial statements do not contain material inter-program revenues and expenses for internal activity. The policy is to eliminate any material inter-program revenues and expenses for these financial statements.

#### Capital Assets

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The costs of maintenance and repairs are expensed, while significant renewals and betterments are capitalized. Small dollar value minor equipment items are expensed. Depreciation on assets has been expensed in the Statement of Revenues, Expenses and Changes in Net Position. Estimated useful lives are as follows:

Buildings	40 years
Building Improvements	15 years
Furniture and equipment	3-7 years

Authority management has assessed the carrying values of capital asset balances as of June 30, 2022, and as of December 13, 2022. No significant capital asset value impairments exist as of the noted dates.

#### Deferred Outflows and Inflows of Resources

A Deferred Outflow of Resources is a consumption of assets by the Authority that is applicable to a future reporting period. Conversely, a Deferred Inflow of Resources is an acquisition of assets by the Authority that is applicable to a future reporting period.

## NOTES TO FINANCIAL STATEMENTS – CONTINUED

### NOTE B - REPORTING ENTITY DEFINITION

The Housing Authority is a chartered public corporation under the laws of the State of Louisiana with a Board of Commissioners. The applicable jurisdictions appoint the Board of Commissioners. However, the Housing Authority has complete legislative and administrative authority and it recruits and employs personnel. The Authority adopts a budget that is approved by the Board of Commissioners. Subsidies for operations are received primarily from HUD. The Authority has substantial legal authority to control its affairs without local government approval; therefore, all operations of the Authority are a separate reporting entity as reflected in this report. The Authority is responsible for its debts and is entitled to surpluses.

In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in *Section 2100 and 2600 of the Codification of Governmental Accounting and Financial Reporting Standards, Statement No. 14 (amended), of the Governmental Accounting Standards Board: The Financial Reporting Entity, Statement No. 39: Determining Whether Certain Organizations are Component Units, and Statement No. 61: The Financial Reporting Entity: Omnibus*. These criteria include manifestation of oversight responsibility including financial accountability, appointment of a voting majority, imposition of will, financial benefit to or burden on a primary organization, financial accountability as a result of fiscal dependency, potential for dual inclusion, and organizations included in the reporting entity although the primary organization is not financially accountable.

Based upon the application of these criteria, the reporting entity includes the following blended component unit:

*Alexandria Affordable Housing Corporation* (the Corporation) – is a legally separate not-for-profit corporation, organized for the purpose of redeveloping former public housing units and providing housing for low-moderate income individuals and families in Alexandria. The organization's year end is June 30. The Corporation does not issue stand-alone financial statements. The Corporation's financial balances have been consolidated into the financial balances of the Authority and reported in the Business Activities column of the Authority's Supplemental Financial Schedules, along with other business activities of the Authority.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE C - CASH AND INVESTMENT DEPOSITS

*Custodial Credit Risk* - The Housing Authority policy is to limit credit risk by adherence to the list of HUD-permitted investments, which are backed by the full faith and credit of, or a guarantee of principal and interest by the U.S. Government.

*Interest Rate Risk* - The Housing Authority's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from interest rate volatility.

The U.S. Department of HUD requires housing authorities to invest excess funds in obligations of the U.S., certificates of deposit or any other federally insured investments.

The Authority's cash and cash equivalents consist of cash held in interest-bearing checking accounts totaling \$4,166,401. \$51,135 of this cash is restricted for future housing assistance payments. Investments consist of three certificates of deposit (CD's) with interest rates of 1.25%, totaling \$24,706. Deposits with financial institutions are secured as follows:

	<b>Reconciled Book Balance</b>	<b>Bank Deposits</b>
Insured by FDIC	\$ 274,706	\$ 275,645
Collateralized with specific securities pledged to the Authority and held by a third party financial institution	<u>3,916,401</u>	<u>3,931,678</u>
	<b><u>\$ 4,191,107</u></b>	<b><u>\$ 4,207,323</u></b>

The Authority had no realized gains or losses on the sale of investments. The calculation of realized gains or losses is independent of a calculation of the net change in the fair value of investments.

### NOTE D - SIGNIFICANT ESTIMATES

These financial statements are prepared in accordance with generally accepted accounting principles. The financial statements include some amounts that are based on management's best estimates and judgments. The most significant estimates relate to depreciation and useful lives, accounts receivable valuations and earned sick leave to be utilized. These estimates may be adjusted as more current information becomes available, and any adjustment could be significant.

### NOTE E - RISK MANAGEMENT

The Housing Authority is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Housing Authority carries commercial insurance for all risks of loss, including workman's compensation and employee health and accident insurance. The Housing Authority has not had any significant reductions in insurance coverage, or any claims not reimbursed.

## NOTES TO FINANCIAL STATEMENTS – CONTINUED

### NOTE F – CONCENTRATION OF RISK

The Housing Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on the availability of funding.

### NOTE G – INTER-PROGRAM ACTIVITY

The Housing Authority manages several programs. Many charges, i.e., payroll, benefits, insurance, etc. are paid by the Housing Authority's various funds and subsequently reimbursed. Balance due for operating advances are reflected in the Schedule of Assets, Liabilities and Net Position by Program, but are eliminated in the Authority's Statement of Net Position. Inter-program balances as of June 30, 2022 consisted of the following:

Business Activities	\$ 276,227
Business Activities - Accounts Receivable	210,300
Central Office Cost Center	(244,026)
Central Office Cost Center - Accounts Payable	(210,300)
Public Housing Program	(32,201)
	<hr/>
	\$ -
	<hr/> <hr/>

### NOTE H - RETIREMENT PLAN

The Housing Authority provides retirement benefits to full-time employees through a 457-deferred compensation retirement plan, administered by Nationwide and titled the Alexandria Housing Authority Retirement Plan (the Plan). The Housing Authority's contributions to the Plan are discretionary and determined by the Board of Commissioners. For the fiscal year ended June 30, 2022, the Authority did not contribute to the Plan. Employees contributed \$17,454.

### NOTE I – COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

### NOTE J – COMPENSATED ABSENCES

Housing Authority employees are granted vacation and sick leave in varying amounts depending on tenure with the Authority. In the event of termination, an employee is reimbursed for accumulated vacation leave up to a maximum of 300 hours. Vested or accumulated vacation leave is recorded as an expense and liability as the benefits accrue to employees.

Because management cannot reasonably estimate the amount of earned sick leave which will be utilized, the Authority has not accrued all of its earned but unused sick leave in its Statement of Net Position. However, management does not anticipate that the amount of unaccrued earned sick leave as of fiscal year-end, that will be utilized in subsequent fiscal years will be significant to its financial statements.

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE K – ACCOUNTS RECEIVABLE

A summary of receivables as of June 30, 2022 is as follows:

	<u>Receivable</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Receivable</u>
Tenant Receivables	\$ 49,495	\$ (45,311)	\$ 4,184
Operating grants due from HUD	32,201	-	32,201
Operating Advances due from RAD Partnerships	203,893	(15,306)	188,587
Other Miscellaneous Receivables	<u>16,542</u>	<u>(13,453)</u>	<u>3,089</u>
<b>Total Receivables, Net of Allowances</b>	<b><u>\$ 302,131</u></b>	<b><u>\$ (74,070)</u></b>	<b><u>\$ 228,061</u></b>

NOTE L – CAPITAL ASSETS

A summary of capital assets as of June 30, 2022, and activity for the fiscal year then ended is as follows:

	<u>July 1, 2021 Balance</u>	<u>Additions</u>	<u>Transfers &amp; Deletions</u>	<u>June 30, 2022 Balance</u>
Land	\$ 995,754	\$ -	\$ -	\$ 995,754
Construction in Process	<u>809,766</u>	<u>-</u>	<u>(784,261)</u>	<u>25,505</u>
Total Assets not being depreciated	1,805,520	-	(784,261)	1,021,259
Buildings and Improvements	2,205,836	190,700	784,261	3,180,797
Furniture and Equipment	<u>177,988</u>	<u>25,774</u>	<u>-</u>	<u>203,762</u>
Total Capital Assets	4,189,344	216,474	-	4,405,818
Less Accumulated Depreciation				
Buildings and Improvements	(1,981,656)	(26,506)	-	(2,008,162)
Furniture and Equipment	<u>(160,023)</u>	<u>(13,829)</u>	<u>-</u>	<u>(173,852)</u>
<b>Net Book Value</b>	<b><u>\$ 2,047,665</u></b>	<b><u>\$ 176,139</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 2,223,804</u></b>

## NOTES TO FINANCIAL STATEMENTS – CONTINUED

### NOTE M – NOTES RECEIVABLE

On December 21, 2017, Harmony Gardens Estates, LP issued the Authority two Promissory Notes in the amounts of \$7,265,000 and \$785,000. The Notes bear interest at 3% compounded annually on unpaid principal, mature on December 21, 2059 and are secured by the Harmony Gardens Estates dwelling structures. The outstanding principal balances of the Notes were \$7,265,000 and \$785,000 and combined accrued interest receivable was \$805,831 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Notes, Authority management has recorded an allowance against the principal balances and accrued interest balances of the Notes.

On December 21, 2017, the Authority loaned Harmony Garden Estates, LP \$510,000 under a third Promissory Note. The Note bears interest at 3% compounded annually on unpaid principal, matures on December 21, 2059 and is secured by the same dwelling structures which secure the two Notes described above. Principal and interest payments shall be paid annually solely from Cash Flow pursuant to Article 4 of Maker's Second Amended and Restated Agreement of Limited Partnership. The outstanding principal balance of the Note was \$510,000 and accrued interest receivable was \$55,484 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Note, Authority management has recorded an allowance against the principal balance and accrued interest balance of the Note.

On October 31, 2018, Royal Cambridge Homes, LP issued the Authority two Promissory Notes in the amounts of \$6,803,335 and \$1,076,665. The Notes bear interest at 3% compounded annually on unpaid principal, mature on October 31, 2060 and are secured by the Royal Cambridge Homes dwelling structures. The outstanding principal balances of the Notes were \$6,803,335 and \$1,076,665 and combined accrued interest receivable was \$538,480 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Notes, Authority management has recorded an allowance against the principal balances and accrued interest balances of the Notes.

On October 31, 2018, the Authority loaned Royal Cambridge Homes, LP \$500,000 under a third Promissory Note. The Note bears interest at 3% compounded annually on unpaid principal, matures on October 31, 2060 and is secured by the same dwelling structures which secure the two Notes described above. Principal and interest payments shall be paid annually solely from available Cash Flow pursuant to the Agreement of Limited Partnership. The outstanding principal balance of the Note was \$500,000 and accrued interest receivable was \$37,605 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Note, Authority management has recorded an allowance against the principal balance and accrued interest balance of the Note.

On October 22, 2018, Magnolia Crossings RAD, LP issued the Authority two Promissory Notes in the amounts of \$1,085,000 and \$140,000. The Notes bear interest at 3.5% compounded annually on unpaid principal, mature on October 22, 2060 and are secured by the Magnolia Crossings Apartments dwelling structures. The outstanding principal balances of the Notes were \$1,085,000 and \$140,000 and combined accrued interest receivable was \$160,494 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Notes, Authority management has recorded an allowance against the principal balances and accrued interest balances of the Notes.

On December 30, 2019, Bayou Gardens RAD, LP issued a Promissory Note to the Authority in the amount of \$1,044,218. The Note bears interest at 3% compounded annually on unpaid principal, matures on December 30, 2061 and is secured by the Bayou Gardens Apartments dwelling structures. The outstanding principal balance of the Note was \$1,044,218 and accrued interest receivable was \$79,018 as of June 30, 2022. Due to uncertainties regarding any future reimbursements the Authority may receive on the Note, Authority management has recorded an allowance against the principal balance and accrued interest balance of the Note.

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE M – NOTES RECEIVABLE - Continued

On December 30, 2019, the Authority loaned Bayou Gardens RAD, LP \$1,920,782 under an additional Promissory Note. The Note bears interest at 3% compounded annually on unpaid principal, matures on December 30, 2061 and is secured by the same dwelling structures which secure the \$1,044,218 Note described above. Principal and interest payments shall be paid annually solely from available Cash Flow pursuant to the Agreement of Limited Partnership. The outstanding principal balance of the Note was \$1,920,782 and accrued interest receivable was \$145,349 as of June 30, 2022. Due to uncertainties regarding any future consideration the Authority may receive on the Note, Authority management has recorded an allowance against the principal balance and accrued interest balance of the Note.

A summary of the Promissory Notes and accrued interest described above, is as follows:

Due from Royal Cambridge Homes, LP		
Promissory Note - \$6,803,335	\$	6,803,335
Accrued Interest		457,504
Promissory Note - \$1,076,665		1,076,665
Accrued Interest		80,976
Promissory Note - \$500,000		500,000
Accrued Interest		37,605
Allowance for Doubtful Accounts		(8,956,085)
<hr/>		
Due from Magnolia Crossings RAD, LP		
Promissory Note - \$1,085,000		1,085,000
Accrued Interest		142,152
Promissory Note - \$140,000		140,000
Accrued Interest		18,342
Allowance for Doubtful Accounts		(1,385,494)
<hr/>		
Due from Harmony Gardens Estates, LP		
Promissory Note - \$7,265,000		7,265,000
Accrued Interest		695,818
Promissory Note - \$785,000		785,000
Accrued Interest		110,013
Promissory Note - \$510,000		510,000
Accrued Interest		55,484
Allowance for Doubtful Accounts		(9,421,315)
<hr/>		
Due from Bayou Gardens RAD, LP		
Promissory Note - \$1,920,782		1,920,782
Accrued Interest		145,349
Promissory Note - \$1,044,218		1,044,218
Accrued Interest		79,018
Allowance for Doubtful Accounts		(3,189,367)
<hr/>		
<b>Notes and Interest Receivable, Net of Allowances</b>	<b>\$</b>	<b>-</b>
		<hr/> <hr/>

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE N – LAND LEASES

During fiscal years 2018 through 2020, the Authority entered into various land leases, summarized as follows:

<u>Lessee</u>	<u>Execution Date</u>	<u>Term</u>	<u>Amount</u>
Harmony Garden Estates, LP	12/21/2017	75	\$785,000
Royal Cambridge Homes, LP	10/31/2018	75	\$1,076,665
Magnolia Crossing RAD, LP	10/22/2018	75	\$140,000
Bayou Gardens RAD, LP	12/30/2019	75	\$900

The leases with Harmony Gardens Estates, LP; Royal Cambridge Homes, LP; and Magnolia Crossings RAD, LP have each been financed with Promissory Notes (described above in Note M). Due to uncertainties regarding any future consideration the Authority may receive on the Notes and the Bayou Gardens RAD, LP lease receivable, Authority management has recorded allowances against the principal and accrued interest balances of each of the Notes and the receivable. Therefore, the Authority has not recognized or deferred recognition, of any income as a result of entering into the leases. The costs bases of the land leased to Harmony Gardens Estates, LP and Bayou Gardens RAD, LP is \$44,464 and \$32,000, respectively. The total basis of the land leased to Royal Cambridge Homes, LP and Magnolia Crossings RAD, LP is \$866,700.

NOTE O – LONG-TERM LIABILITIES

A summary of long-term liability activity for the fiscal year ended June 30, 2022 is as follows:

	<u>July 1,</u> <u>2021 Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>June 30,</u> <u>2022 Balance</u>	<u>Due Within</u> <u>One Year</u>
Liabilities due to HUD	\$ 171,266	\$ -	\$ 26,472	\$ 144,794	\$ 65,376
Compensated Absences	102,617	42,119	56,826	87,910	25,494
Less: Current portion	(95,135)			(90,870)	
<b>Long Term Liabilities</b>	<b>\$ 178,748</b>	<b>\$ 42,119</b>	<b>\$ 83,298</b>	<b>\$ 141,834</b>	<b>\$ 90,870</b>

As a result of a HUD Review Report issued on February 24, 2015, the Authority has agreed to reimburse HUD for Section 8 Housing Choice Voucher Program grant funds in the amount of \$482,469. As of June 30, 2022, the Authority paid back \$376,579, and owed HUD the remaining \$105,890, of which \$26,472 is anticipated to be paid during fiscal year 2023.

Additionally, the Authority owed HUD \$21,776 of Disaster Voucher Program grant funds as of fiscal year-end under a separate agreement and interest payable of \$17,128, both of which are payable during fiscal year 2023.

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE P – BLENDED COMPONENT UNIT – CONDENSED FINANCIAL STATEMENTS

**Condensed Statement of Net Position**

	<b>AAHC 6/30/2022</b>
Assets	
Current assets	\$ 3,025,620
Current assets due from the Authority	290,003
Capital assets	25,505
<b>Total assets</b>	<b><u>3,341,128</u></b>
Net position	
Net investment in capital assets	25,505
Unrestricted net position	3,315,623
<b>Total net position</b>	<b><u>\$ 3,341,128</u></b>

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	<b>AAHC Year-ended 6/30/2022</b>
Revenues	
Operating revenues	\$ 801,413
Interest income	6,668
<b>Total revenues</b>	<b><u>808,081</u></b>
Expenses	
Administrative	2,482
Administrative expenses to the Authority	47,485
Operating transfer to the Authority	767,145
<b>Total expenses</b>	<b><u>817,112</u></b>
<b>Decrease in net position</b>	<b>(9,031)</b>
Beginning net position	3,350,159
<b>Ending net position</b>	<b><u>\$ 3,341,128</u></b>

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE P – BLENDED COMPONENT UNIT – CONDENSED FINANCIAL STATEMENTS - Continued

**Condensed Statement of Cash Flows**

	<b>AAHC Year-ended 6/30/2022</b>
Cash flows from (used by) operating activities	
To the Authority	\$ (814,630)
Other operating activities	798,931
<b>Used by all operating activities</b>	<b><u>(15,699)</u></b>
Cash flows from non-capital financing activities	
Reimbursement from the Authority	705,145
<b>From all non-capital financing activities</b>	<b><u>705,145</u></b>
Cash flows from investing activities	
Interest received on cash and equivalents	6,668
<b>From all investing activities</b>	<b><u>6,668</u></b>
<b>Net increase in cash and equivalents</b>	<b>696,114</b>
Beginning cash and equivalents	<u>2,329,506</u>
<b>Ending cash and equivalents</b>	<b><u><u>\$ 3,025,620</u></u></b>

NOTE Q – OUTSTANDING CONTRACTUAL COMMITMENTS

The Authority did not have any significant outstanding contractual commitments as of June 30, 2022.

NOTE R – SUBSEQUENT EVENTS

In preparing the financial statements, management evaluated subsequent events through December 13, 2022, the date the financial statements were available to be issued.

**HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
SCHEDULE OF UNCOMPLETED PROGRAM COSTS - CAPITAL FUND PROGRAM  
FOR THE YEAR ENDED JUNE 30, 2022**

	<b>LA48R02350213</b>	<b>LA48P02350114</b>	<b>LA48P02350115</b>
Funds Approved	\$ 94,573	\$ 748,070	\$ 766,381
Funds Expended	94,573	748,070	766,381
Excess of Funds Approved	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Funds Advanced	\$ 94,573	\$ 748,070	\$ 766,381
Funds Expended	94,573	748,070	766,381
Excess of Funds Advanced	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>LA48P02350116</b>	<b>LA48P02350117</b>	<b>LA48P02350118</b>
Funds Approved	\$ 802,045	\$ 839,368	\$ 1,304,073
Funds Expended	802,045	839,368	1,304,073
Excess of Funds Approved	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Funds Advanced	\$ 802,045	\$ 839,368	\$ 1,304,073
Funds Expended	802,045	839,368	1,304,073
Excess of Funds Advanced	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>LA48P02350119</b>	<b>LA48P02350120</b>	
Funds Approved	\$ 148,612	\$ 156,664	
Funds Expended	143,909	30,104	
Excess of Funds Approved	<u>\$ 4,703</u>	<u>\$ 126,560</u>	
Funds Advanced	\$ 143,909	\$ -	
Funds Expended	143,909	30,104	
Excess of Funds Advanced	<u>\$ -</u>	<u>\$ (30,104)</u>	

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

**EXPENDITURES**

Section 8 Housing Choice Voucher Program Total Assistance Listing No. 14.871	<u>\$ 8,224,671</u>
Housing Choice Voucher CARES Act Funding Total Assistance Listing No. 14.HCC	<u>58,733</u>
Public Housing CARES Act Funding Total Assistance Listing No. 14.PHC	<u>46,380</u>
TOTAL HUD EXPENDITURES	<u>8,329,784</u>
<b>TOTAL FEDERAL EXPENDITURES</b>	<b><u><u>\$ 8,329,784</u></u></b>

NOTE 1 – BASIS OF PRESENTATION

The above Schedule of Expenditures of Federal Awards includes the federal award activity of the Authority under programs of the federal government for the year ended June 30, 2022. The information on this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of operations of the Authority, it is not intended to and does not present the financial net position, changes in net position, or cash flows of the Authority.

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 allowed or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

The Authority has elected not to use the 10% *De Minimus Indirect Cost Rate* allowed under the Uniform Guidance.

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Balance Sheet Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
111 Cash - Unrestricted	\$ 644,484	\$ 2,979,522	\$ 437,342	\$ -	\$ -	\$ 53,918	\$ -	\$ 4,115,266
112 Cash - Restricted - Modernization and Development	-	-	-	-	-	-	-	-
113 Cash - Other Restricted	-	-	51,135	-	-	-	-	51,135
114 Cash - Tenant Security Deposits	-	-	-	-	-	-	-	-
115 Cash - Restricted for Payment of Current Liabilities	-	-	-	-	-	-	-	-
<b>100 Total Cash</b>	<b>\$ 644,484</b>	<b>\$ 2,979,522</b>	<b>\$ 488,477</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,918</b>	<b>\$ -</b>	<b>\$ 4,166,401</b>
121 Accounts Receivable - PHA Projects	-	-	-	-	-	-	-	-
122 Accounts Receivable - HUD Other Projects	32,201	-	-	-	-	-	-	32,201
124 Accounts Receivable - Other Government	-	-	-	-	-	-	-	-
125 Accounts Receivable - Miscellaneous	203,893	210,300	6,043	-	-	10,499	(210,300)	220,435
126 Accounts Receivable - Tenants	-	6,874	-	-	-	-	-	6,874
126.1 Allowance for Doubtful Accounts - Tenants	-	(2,690)	-	-	-	-	-	(2,690)
126.2 Allowance for Doubtful Accounts - Other	(15,306)	-	(3,589)	-	-	(9,864)	-	(28,759)
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-	-	-	-	-	-
128 Fraud Recovery	-	-	42,621	-	-	-	-	42,621
128.1 Allowance for Doubtful Accounts - Fraud	-	-	(42,621)	-	-	-	-	(42,621)
129 Accrued Interest Receivable	1,218	-	-	-	-	-	-	1,218
<b>120 Total Receivables, Net of Allowances for Doubtful Accounts</b>	<b>\$ 222,006</b>	<b>\$ 214,484</b>	<b>\$ 2,454</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 635</b>	<b>\$ (210,300)</b>	<b>\$ 229,279</b>
131 Investments - Unrestricted	24,706	-	-	-	-	-	-	24,706
132 Investments - Restricted	-	-	-	-	-	-	-	-
135 Investments - Restricted for Payment of Current Liability	-	-	-	-	-	-	-	-
142 Prepaid Expenses and Other Assets	-	-	-	-	-	47,245	-	47,245
143 Inventories	-	-	-	-	-	-	-	-
143.1 Allowance for Obsolete Inventories	-	-	-	-	-	-	-	-
144 Inter Program Due From	-	276,227	-	-	-	-	(276,227)	-
145 Assets Held for Sale	-	-	-	-	-	-	-	-
<b>150 Total Current Assets</b>	<b>\$ 891,196</b>	<b>\$ 3,470,233</b>	<b>\$ 490,931</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101,798</b>	<b>\$ (486,527)</b>	<b>\$ 4,467,631</b>
161 Land	965,164	30,590	-	-	-	-	-	995,754
162 Buildings	822,900	275,310	-	-	-	-	-	1,098,210
163 Furniture, Equipment & Machinery - Dwellings	-	-	-	-	-	-	-	-
164 Furniture, Equipment & Machinery - Administration	119,161	1,123	36,563	-	-	46,915	-	203,762

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Balance Sheet Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
165 Leasehold Improvements	2,028,579	35,497	2,972	-	-	15,539	-	2,082,587
166 Accumulated Depreciation	(1,845,541)	(261,447)	(26,216)	-	-	(48,810)	-	(2,182,014)
167 Construction in Progress	-	25,505	-	-	-	-	-	25,505
168 Infrastructure	-	-	-	-	-	-	-	-
<b>160 Total Capital Assets, Net of Accumulated Depreciation</b>	<b>\$ 2,090,263</b>	<b>\$ 106,578</b>	<b>\$ 13,319</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,644</b>	<b>\$ -</b>	<b>\$ 2,223,804</b>
171 Notes, Loans and Mortgages Receivable - Non-Current	-	-	-	-	-	-	-	-
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-	-	-	-	-	-
173 Grants Receivable - Non Current	-	-	-	-	-	-	-	-
174 Other Assets	-	-	-	-	-	-	-	-
176 Investments in Joint Ventures	-	-	-	-	-	-	-	-
<b>180 Total Non-Current Assets</b>	<b>\$ 2,090,263</b>	<b>\$ 106,578</b>	<b>\$ 13,319</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,644</b>	<b>\$ -</b>	<b>\$ 2,223,804</b>
<b>200 Deferred Outflow of Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>290 Total Assets and Deferred Outflow of Resources</b>	<b>\$ 2,981,459</b>	<b>\$ 3,576,811</b>	<b>\$ 504,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,442</b>	<b>\$ (486,527)</b>	<b>\$ 6,691,435</b>
311 Bank Overdraft	-	-	-	-	-	-	-	-
312 Accounts Payable <= 90 Days	513	-	24,918	-	-	26,496	-	51,927
313 Accounts Payable >90 Days Past Due	-	-	-	-	-	-	-	-
321 Accrued Wage/Payroll Taxes Payable	-	-	-	-	-	17,928	-	17,928
322 Accrued Compensated Absences - Current Portion	13,222	-	8,836	-	-	3,436	-	25,494
324 Accrued Contingency Liability	-	-	-	-	-	-	-	-
325 Accrued Interest Payable	-	-	-	-	-	-	-	-
331 Accounts Payable - HUD PHA Programs	-	-	65,376	-	-	-	-	65,376
332 Account Payable - PHA Projects	-	-	-	-	-	-	-	-
333 Accounts Payable - Other Government	-	11,142	-	-	-	-	-	11,142
341 Tenant Security Deposits	-	-	-	-	-	-	-	-
342 Unearned Revenue	46,380	450	18,138	-	-	-	-	64,968
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	-	-	-	-	-	-	-
344 Current Portion of Long-term Debt - Operating Borrowings	-	-	-	-	-	-	-	-
345 Other Current Liabilities	-	-	-	-	-	210,300	(210,300)	-
346 Accrued Liabilities - Other	-	-	35,592	-	-	-	-	35,592

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Balance Sheet Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
347 Inter Program - Due To	32,201	-	-	-	-	244,026	(276,227)	-
348 Loan Liability - Current	-	-	-	-	-	-	-	-
<b>310 Total Current Liabilities</b>	<b>\$ 92,316</b>	<b>\$ 11,592</b>	<b>\$ 152,860</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 502,186</b>	<b>\$ (486,527)</b>	<b>\$ 272,427</b>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-	-	-	-	-	-
352 Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-	-	-	-
353 Non-current Liabilities - Other	-	-	79,418	-	-	-	-	79,418
354 Accrued Compensated Absences - Non Current	32,371	-	21,632	-	-	8,413	-	62,416
355 Loan Liability - Non Current	-	-	-	-	-	-	-	-
356 FASB 5 Liabilities	-	-	-	-	-	-	-	-
357 Accrued Pension and OPEB Liabilities	-	-	-	-	-	-	-	-
<b>350 Total Non-Current Liabilities</b>	<b>\$ 32,371</b>	<b>\$ -</b>	<b>\$ 101,050</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,413</b>	<b>\$ -</b>	<b>\$ 141,834</b>
<b>300 Total Liabilities</b>	<b>\$ 124,687</b>	<b>\$ 11,592</b>	<b>\$ 253,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 510,599</b>	<b>\$ (486,527)</b>	<b>\$ 414,261</b>
<b>400 Deferred Inflow of Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
508.4 Net Investment in Capital Assets	2,090,263	106,578	13,319	-	-	13,644	-	2,223,804
511.4 Restricted Net Position	-	-	51,135	-	-	-	-	51,135
512.4 Unrestricted Net Position	766,509	3,458,641	185,886	-	-	(408,801)	-	4,002,235
<b>513 Total Equity - Net Assets / Position</b>	<b>\$ 2,856,772</b>	<b>\$ 3,565,219</b>	<b>\$ 250,340</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (395,157)</b>	<b>\$ -</b>	<b>\$ 6,277,174</b>
<b>600 Total Liabilities, Deferred Inflows of Resources and Equity Net</b>	<b>\$ 2,981,459</b>	<b>\$ 3,576,811</b>	<b>\$ 504,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,442</b>	<b>\$ (486,527)</b>	<b>\$ 6,691,435</b>

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
70300 Net Tenant Rental Revenue	\$ -	\$ 56,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,100
70400 Tenant Revenue - Other	-	100	-	-	-	-	-	100
<b>70500 Total Tenant Revenue</b>	<b>\$ -</b>	<b>\$ 56,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,200</b>
70600 HUD PHA Operating Grants	-	-	8,224,671	58,733	46,380	-	-	8,329,784
70610 Capital Grants	-	-	-	-	-	-	-	-
70710 Management Fee	-	-	-	-	-	232,138	(232,138)	-
70720 Asset Management Fee	-	-	-	-	-	-	-	-
70730 Book Keeping Fee	-	-	-	-	-	107,257	(107,257)	-
70740 Front Line Service Fee	-	-	-	-	-	-	-	-
70750 Other Fees	-	-	-	-	-	-	-	-
<b>70700 Total Fee Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,224,671</b>	<b>\$ 58,733</b>	<b>\$ 46,380</b>	<b>\$ 339,395</b>	<b>\$ (339,395)</b>	<b>\$ 8,329,784</b>
70800 Other Government Grants	-	-	-	-	-	-	-	-
71100 Investment Income - Unrestricted	308	7,025	2,491	-	-	678	-	10,502
71200 Mortgage Interest Income	-	-	-	-	-	-	-	-
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-	-	-	-	-	-
71310 Cost of Sale of Assets	-	-	-	-	-	-	-	-
71400 Fraud Recovery	-	-	3,218	-	-	-	-	3,218
71500 Other Revenue	54,841	801,413	-	-	-	101,311	-	957,565
71600 Gain or Loss on Sale of Capital Assets	-	-	-	-	-	-	-	-
72000 Investment Income - Restricted	-	-	-	-	-	-	-	-
<b>70000 Total Revenue</b>	<b>\$ 55,149</b>	<b>\$ 864,638</b>	<b>\$ 8,230,380</b>	<b>\$ 58,733</b>	<b>\$ 46,380</b>	<b>\$ 441,384</b>	<b>\$ (339,395)</b>	<b>\$ 9,357,269</b>
91100 Administrative Salaries	-	-	211,082	41,025	-	222,263	-	474,370
91200 Auditing Fees	2,420	4,840	36,299	-	-	4,840	-	48,399
91300 Management Fee	-	60,526	171,612	-	-	-	(232,138)	-
91310 Book-keeping Fee	-	-	107,257	-	-	-	(107,257)	-
91400 Advertising and Marketing	-	-	-	-	-	-	-	-
91500 Employee Benefit contributions - Administrative	-	-	106,472	-	-	61,694	-	168,166
91600 Office Expenses	4,386	2,934	80,951	7,995	-	46,254	-	142,520
91700 Legal Expense	-	-	162	-	-	4,219	-	4,381
91800 Travel	-	-	1,866	-	-	14,382	-	16,248
91810 Allocated Overhead	-	-	-	-	-	-	-	-

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
91900 Other	10,099	3,784	33,887	-	-	9,533	-	57,303
<b>91000 Total Operating - Administrative</b>	<b>\$ 16,905</b>	<b>\$ 72,084</b>	<b>\$ 749,588</b>	<b>\$ 49,020</b>	<b>\$ -</b>	<b>\$ 363,185</b>	<b>\$ (339,395)</b>	<b>\$ 911,387</b>
<b>92000 Asset Management Fee</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
92100 Tenant Services - Salaries	-	-	-	-	46,380	-	-	46,380
92200 Relocation Costs	-	-	-	-	-	-	-	-
92300 Employee Benefit Contributions - Tenant Services	-	-	-	-	-	-	-	-
92400 Tenant Services - Other	-	-	-	-	-	-	-	-
<b>92500 Total Tenant Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,380</b>
93100 Water	-	-	-	-	-	-	-	-
93200 Electricity	417	-	7,428	-	-	4,136	-	11,981
93300 Gas	60	-	126	-	-	518	-	704
93400 Fuel	-	-	-	-	-	-	-	-
93500 Labor	-	-	-	-	-	-	-	-
93600 Sewer	-	-	-	-	-	-	-	-
93700 Employee Benefit Contributions - Utilities	-	-	-	-	-	-	-	-
93800 Other Utilities Expense	-	-	-	-	-	-	-	-
<b>93000 Total Utilities</b>	<b>\$ 477</b>	<b>\$ -</b>	<b>\$ 7,554</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,654</b>	<b>\$ -</b>	<b>\$ 12,685</b>
94100 Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-	-	-
94200 Ordinary Maintenance and Operations - Materials and Other	1,777	774	1,706	489	-	404	-	5,150
94300 Ordinary Maintenance and Operations Contracts	16,496	10,791	12,208	-	-	6,911	-	46,406
94500 Employee Benefit Contributions - Ordinary Maintenance	-	-	-	-	-	-	-	-
<b>94000 Total Maintenance</b>	<b>\$ 18,273</b>	<b>\$ 11,565</b>	<b>\$ 13,914</b>	<b>\$ 489</b>	<b>\$ -</b>	<b>\$ 7,315</b>	<b>\$ -</b>	<b>\$ 51,556</b>
95100 Protective Services - Labor	-	-	-	-	-	-	-	-
95200 Protective Services - Other Contract Costs	-	-	-	-	-	-	-	-
95300 Protective Services - Other	-	-	-	-	-	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-	-	-	-	-	-
<b>95000 Total Protective Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
96110 Property Insurance	3,584	3,915	-	-	-	6,001	-	13,500
96120 Liability Insurance	-	1,059	15,895	-	-	4,231	-	21,185

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
96130 Workmen's Compensation	-	-	5,981	-	-	1,513	-	7,494
96140 All Other Insurance	-	-	4,522	-	-	8,141	-	12,663
<b>96100 Total Insurance Premiums</b>	<b>\$ 3,584</b>	<b>\$ 4,974</b>	<b>\$ 26,398</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,886</b>	<b>\$ -</b>	<b>\$ 54,842</b>
96200 Other General Expenses	1,949	-	3,727	-	-	573	-	6,249
96210 Compensated Absences	-	-	25,653	-	-	16,466	-	42,119
96300 Payments in Lieu of Taxes	-	5,550	-	-	-	-	-	5,550
96400 Bad debt - Tenant Rents	-	-	-	-	-	-	-	-
96500 Bad debt - Mortgages	-	-	-	-	-	-	-	-
96600 Bad debt - Other	-	-	-	-	-	-	-	-
96800 Severance Expense	-	-	-	-	-	-	-	-
<b>96000 Total Other General Expenses</b>	<b>\$ 1,949</b>	<b>\$ 5,550</b>	<b>\$ 29,380</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,039</b>	<b>\$ -</b>	<b>\$ 53,918</b>
96710 Interest of Mortgage (or Bonds) Payable	-	-	-	-	-	-	-	-
96720 Interest on Notes Payable (Short and Long Term)	-	-	-	-	-	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-	-	-	-	-	-
<b>96700 Total Interest Expense and Amortization Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>96900 Total Operating Expenses</b>	<b>\$ 41,188</b>	<b>\$ 94,173</b>	<b>\$ 826,834</b>	<b>\$ 49,509</b>	<b>\$ 46,380</b>	<b>\$ 412,079</b>	<b>\$ (339,395)</b>	<b>\$ 1,130,768</b>
<b>97000 Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 13,961</b>	<b>\$ 770,465</b>	<b>\$ 7,403,546</b>	<b>\$ 9,224</b>	<b>\$ -</b>	<b>\$ 29,305</b>	<b>\$ -</b>	<b>\$ 8,226,501</b>
97100 Extraordinary Maintenance	-	-	-	-	-	-	-	-
97200 Casualty Losses - Non-capitalized	-	-	-	-	-	-	-	-
97300 Housing Assistance Payments	-	-	7,268,884	-	-	-	-	7,268,884
97350 HAP Portability-In	-	-	-	-	-	-	-	-
97400 Depreciation Expense	27,172	9,360	2,425	-	-	1,378	-	40,335
97500 Fraud Losses	-	-	-	-	-	-	-	-
<b>90000 Total Expenses</b>	<b>\$ 68,360</b>	<b>\$ 103,533</b>	<b>\$ 8,098,143</b>	<b>\$ 49,509</b>	<b>\$ 46,380</b>	<b>\$ 413,457</b>	<b>\$ (339,395)</b>	<b>\$ 8,439,987</b>
10093 Transfers between Program and Project - In	767,145	-	-	-	-	-	(767,145)	-
10094 Transfers between Project and Program - Out	-	(767,145)	-	-	-	-	767,145	-
<b>10100 Total Other financing Sources (Uses)</b>	<b>\$ 767,145</b>	<b>\$ (767,145)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Housing Authority of the City of Alexandria (LA023)  
 Alexandria, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 06/30/2022

	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	14.HCC HCV CARES Act Funding	14.PHC Public Housing CARES Act Funding	COCC	ELIM	Total Enterprise Fund
<b>10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses</b>	\$ 753,934	\$ (6,040)	\$ 132,237	\$ 9,224	\$ -	\$ 27,927	\$ -	\$ 917,282
11020 Required Annual Debt Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>11030 Beginning Equity</b>	\$ 2,102,838	\$ 3,571,259	\$ 108,879	\$ -	\$ -	\$ (423,084)	\$ -	\$ 5,359,892
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-	-	9,224	(9,224)	-	-	-	-
11170 Administrative Fee Equity	\$ -	\$ -	\$ 199,205	\$ -	\$ -	\$ -	\$ -	\$ 199,205
11180 Housing Assistance Payments Equity	\$ -	\$ -	\$ 51,135	\$ -	\$ -	\$ -	\$ -	\$ 51,135
11190 Unit Months Available	-	132	18,996	-	-	-	-	19,128
11210 Number of Unit Months Leased	-	132	14,301	-	-	-	-	14,433
11610 Land Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11620 Building Purchases	-	-	-	-	-	-	-	-
11630 Furniture & Equipment - Dwelling Purchases	-	-	-	-	-	-	-	-
11640 Furniture & Equipment - Administrative Purchases	-	-	-	-	-	-	-	-
13901 Replacement Housing Factor Funds	-	-	-	-	-	-	-	-

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2022

**Section I: Summary of Auditor's Results:**

**Financial Statements**

Type of auditor's report issued: Unmodified

Internal Control over financial reporting:  
Are material weaknesses identified?  Yes  No

Are significant deficiencies that are not considered  
to be material weaknesses identified?  Yes  None  
Reported

Is noncompliance that could have a material effect  
on the financial statements identified?  Yes  No

**Federal Awards**

Internal control over the major programs:

Are material weaknesses identified?  Yes  No

Are significant deficiencies that are not considered  
to be material weaknesses identified?  Yes  None  
Reported

Type of report issued on compliance with requirements  
applicable to the major programs: Unmodified

Are there any audit findings that are required to be  
reported in accordance with 2 CFR Section 200.516(a) of  
the Uniform Guidance?  Yes  No

**Identification of Major Programs**

**CFDA No.**

Section 8 Housing Choice Voucher Program (HCV Cluster) 14.871  
Housing Choice Voucher CARES Act Funding (HCV Cluster) 14.HCC

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Is the auditee identified as a Low-Risk Auditee?  Yes  No

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2022

**Section II: Financial Statement Findings:**

**Prior Year Finding:**

None

**Current Year Finding:**

None

**Section III: Federal Awards Findings:**

**Prior Year Finding:**

None

**Current Year Finding:**

None

HOUSING AUTHORITY OF THE CITY OF ALEXANDRIA  
ALEXANDRIA, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO THE EXECUTIVE  
DIRECTOR

YEAR ENDED JUNE 30, 2022

**EXPENDITURE PURPOSE**

Salary	<u>\$ 97,781</u>
Benefits - Insurance	<u>10,436</u>
Car Allowance	<u>6,000</u>
Other Allowances	<u>370</u>
Registration Fees	<u>4,395</u>
<b>Total Compensation, Benefits and Other Payments</b>	<b><u><u>\$ 118,982</u></u></b>

Agency Head (Current): Stephan Fontenot, Executive Director

Basis of Presentation:

The above Schedule of Compensation, Benefits and Other Payments to the Executive Director is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of the *Louisiana Revised Statute (R.S.) 24:513A.(3)*, as amended by *Act 706 of the 2014 Legislative Session*.

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners  
Housing Authority of the City of Alexandria  
Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the period of July 1, 2021 through June 30, 2022. The Housing Authority of the City of Alexandria's (the Authority's) management is responsible for those C/C areas identified in the SAUPs.

The Authority 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 SAUP's for the period of July 1, 2021 through June 30, 2022. 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.

See Addendum A following this report for a description of the SAUPs.

The associated results and conclusions are as follows:

### **Written Policies and Procedures**

All applicable Written Policies and Procedures business functions outlined in Addendum A (attached) were addressed without exception.

### **Board**

The applicable Board or Finance Committee function outlined in Addendum A (attached) was addressed without exception.

### **Bank Reconciliations**

All Bank Reconciliation functions outlined in Addendum A (attached) were addressed without exception.

### **Collections**

All applicable Collections functions outlined in Addendum A (attached) were addressed without exception.

### **Disbursements**

While the sampled disbursements did contain evidence of appropriate management review and approval, the disbursement documentation did not contain specific evidence of the applicable segregation of duties. All other applicable Disbursements functions outlined in Addendum A (attached) were addressed without exception.

**Credit Cards**

All Credit Cards functions outlined in Addendum A (attached) were addressed without exception.

**Travel and Expense Reimbursement**

All Travel and Expense Reimbursement functions outlined in Addendum A (attached) were addressed without exception.

**Contracts**

All Contracts functions outlined in Addendum A (attached) were addressed without exception.

**Payroll and Personnel**

All Payroll and Personnel functions outlined in Addendum A (attached) were addressed without exception.

**Ethics**

Ethics functions outlined in Addendum A (attached) were addressed without exception. There were no changes to the Ethics Policy during the fiscal year.

**Fraud Notice**

All applicable Fraud Notice functions outlined in Addendum A (attached) were addressed without exception.

**Information Technology Disaster Recovery/Business Continuity**

We performed the procedures on the Information Technology Disaster Recovery/Business Continuity functions outlined in Addendum A (attached) and discussed the results with management.

**Sexual Harassment**

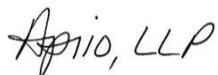
The Authority did not submit a sexual harassment report during, or applicable to fiscal year 2022. The remaining Sexual Harassment functions outlined in Addendum A (attached) were addressed without exception.

See Addendum B following this report for the Authority's Corrective Action Plan.

We were engaged by the Authority 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, 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 Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is 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.



Birmingham, Alabama  
December 13, 2022

## Procedures

Report all exceptions to the following procedures, either after each procedure or after all procedures, within each of the fourteen AUP categories. “Random” selections may be made using Microsoft Excel’s random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide - *Audit Sampling*).

### *Written Policies and Procedures*

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1. Obtain and inspect the entity’s written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity’s operations:<sup>1</sup>
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving.
  - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management’s actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
  - f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
  - g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

<sup>1</sup> For governmental organizations, the practitioner may eliminate those categories and subcategories not applicable to the organization’s operations. For quasi-public organizations, including nonprofits, the practitioner may eliminate those categories and subcategories not applicable to public funds administered by the quasi-public.

- h) ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) ***Ethics***<sup>2</sup>, 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.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

### ***Board or Finance Committee***<sup>3</sup>

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- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds<sup>4</sup>, and semi-annual budget-to-actual, at a minimum, on all special revenue funds<sup>7</sup>. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or*

<sup>2</sup> The Louisiana Code of Ethics is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a nonprofit, the nonprofit should have written policies and procedures relating to ethics.

<sup>3</sup> These procedures are not applicable to entities managed by a single elected official, such as a sheriff or assessor.

<sup>4</sup> Proprietary and special revenue funds are defined under GASB standards. The related procedure addresses these funds as a way to verify that boards are provided with financial information necessary to make informed decisions about entity operations, including proprietary and special revenue operations that are not required to be budgeted under the Local Government Budget Act.

*included financial activity relating to public funds<sup>5</sup> if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

### ***Bank Reconciliations***

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3. 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<sup>6</sup> (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
  - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

### ***Collections (excluding electronic funds transfers)<sup>7</sup>***

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4. Obtain a listing of deposit sites<sup>8</sup> 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).
5. For each deposit site selected, obtain a listing of collection locations<sup>9</sup> 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

<sup>5</sup> R.S. 24:513 (A)(1)(b)(iv) defines public funds.

<sup>6</sup> Accounts selected may exclude savings and investment accounts that are not part of the entity's daily business operations.

<sup>7</sup> The Collections category is not required to be tested if the entity has a third party contractor performing all collection functions (i.e., receiving collections, preparing deposits, and making deposits).

<sup>8</sup> A deposit site is a physical location where a deposit is prepared and reconciled.

<sup>9</sup> A collection location is a physical location where cash is collected. An entity may have one or more collection locations whose collections are brought to a deposit site for deposit. For example, in a school district a collection location may be a classroom and a deposit site may be the school office.

and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.
  - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
- a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

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

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8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
  - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

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

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11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons

who maintained possession of the cards<sup>10</sup>. Obtain management's representation that the listing is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
  - a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
  - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing)<sup>11</sup>. For each transaction, observe it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

### ***Travel and Travel-Related Expense Reimbursements<sup>12</sup> (excluding card transactions)***

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14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
  - a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

<sup>10</sup> Including cards used by school staff for either school operations or student activity fund operations.

<sup>11</sup> For example, if 3 of the 5 cards selected were fuel cards, only 10 transactions would be selected for each of the 2 credit cards. Conceivably, if all 5 cards randomly selected under procedure #12 were fuel cards, Procedure #13 would not be applicable.

<sup>12</sup> Non-travel reimbursements are not required to be tested under this category.

- b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

### ***Contracts***

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15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law<sup>13</sup> (e.g., solicited quotes or bids, advertised), if required by law.
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

### ***Payroll and Personnel***

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16. Obtain a listing of employees and officials<sup>14</sup> 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.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

<sup>13</sup> If the entity has adopted the state Procurement Code, replace "Louisiana Public Bid Law" with "Louisiana Procurement Code."

<sup>14</sup> "Officials" would include those elected, as well as board members who are appointed.

- a) Observe all selected employees or officials<sup>15</sup> documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

### *Ethics*<sup>16</sup>

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

<sup>15</sup> "Officials" would include those elected, as well as board members who are appointed.

<sup>16</sup> The Louisiana Code of Ethics is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If ethics is applicable to a nonprofit, the procedures should be performed.

### *Debt Service*<sup>17</sup>

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

### *Fraud Notice*

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23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.
24. Observe the entity has posted, on its premises<sup>18</sup> and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.<sup>19</sup>

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

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25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
  - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel

<sup>17</sup> This AUP category is generally not applicable to nonprofit entities; however, if applicable, the procedures should be performed.

<sup>18</sup> Observation may be limited to those premises that are visited during the performance of other procedures under the AUPs.

<sup>19</sup> This notice is available for download or print at [www.la.la.gov/hotline](http://www.la.la.gov/hotline).

- responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

### ***Sexual Harassment***<sup>20</sup>

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- 26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
- 27. Observe 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).
- 28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
  - a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e) Amount of time it took to resolve each complaint.

<sup>20</sup> A private non-profit that is subject to audit by virtue of the receipt of public funds does not appear to be subject to the sexual harassment law, R.S. 42:341, et seq. However, the non-profit could be subject to the law as part of its agreement to receive the public funds.

HOUSING AUTHORITY OF THE CITY OF  
ALEXANDRIA, LOUISIANA

LOUISIANA LEGISLATIVE AUDITOR, STATE-WIDE AGREED-UPON PROCEDURES

CORRECTIVE ACTION PLAN

JUNE 30, 2022

**Disbursements**

The Authority will document specific evidence of the applicable segregation of duties.

**Sexual Harassment**

The Authority will submit a sexual harassment report during, or applicable to each fiscal year.