

**Caddo Community Action Agency, Inc.
Shreveport, Louisiana**

Financial Statements

For the Years Ended January 31, 2026 and 2025

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
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Independent Auditors' Report

To the Board of Directors
Caddo Community Action Agency, Inc.
Shreveport, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Caddo Community Action Agency, Inc. (a nonprofit organization), which comprise the statements of financial position as of January 31, 2026 and 2025, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Caddo Community Action Agency, Inc. (a nonprofit organization) as of January 31, 2026 and 2025, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Governmental Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Caddo Community Action Agency, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the 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 Caddo Community Action Agency, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the 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 Caddo Community Action Agency, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Caddo Community Action Agency, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplemental information schedules shown on pages 18-20 are presented for the purpose of additional analysis and are not a required part of the financial statements of Caddo Community Action Agency, Inc. The accompanying schedule of expenditures of federal awards, shown on pages 21-22, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated July 27, 2026, on our consideration of the Caddo Community Action Agency, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Caddo Community Action Agency, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Caddo Community Action Agency, Inc.'s internal control over financial reporting and compliance.



Cook & Morehart,
Certified Public Accountants, LLC
July 27, 2026

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statements of Financial Position
January 31, 2026 and 2025

Assets	2026	2025
Current assets:		
Cash	\$ 122,614	\$ 757,294
Grant receivables	136,181	182,620
Other receivables	331,748	48,745
Prepaid expenses	135,089	558,858
Total current assets	<u>725,632</u>	<u>1,547,517</u>
Non-current assets		
Operating lease right-of-use assets	198,434	213,350
Property and equipment, net	5,011,689	5,482,597
Total non-current assets	<u>5,210,123</u>	<u>5,695,947</u>
Total Assets	<u>\$ 5,935,755</u>	<u>\$ 7,243,464</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 335,467	\$ 513,789
Accrued liabilities	261,983	279,767
Refundable advance		639,733
Line of credit	20,000	20,000
Right-of-use operating lease liabilities, current	101,658	114,150
Total current liabilities	<u>719,108</u>	<u>1,567,439</u>
Right-of-use operating lease liabilities, less current portion	96,776	99,200
Total liabilities	<u>815,884</u>	<u>1,666,639</u>
Net assets:		
Without donor restrictions	5,074,971	5,528,830
With donor restrictions	44,900	47,995
Total net assets	<u>5,119,871</u>	<u>5,576,825</u>
Total Liabilities and Net Assets	<u>\$ 5,935,755</u>	<u>\$ 7,243,464</u>

The accompanying notes are an integral part of this statement.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statement of Activities
For the Year Ended January 31, 2026

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues:			
Contractual revenue - grants	\$ 21,017,330	\$	\$ 21,017,330
Appropriation - Caddo Parish Commission	264,154		264,154
Miscellaneous revenues	11,105		11,105
Net assets released from restrictions:			
Satisfaction of restrictions	3,095	(3,095)	
Total revenues	<u>21,295,684</u>	<u>(3,095)</u>	<u>21,292,589</u>
Expenses:			
Program expenses			
Head Start program	14,599,692		14,599,692
Child care food program	847,993		847,993
Community services	871,498		871,498
Low-income home energy assistance program	2,593,498		2,593,498
Other general services	274,187		274,187
Total program expenses	<u>19,186,868</u>		<u>19,186,868</u>
General and administrative expense	<u>2,562,675</u>		<u>2,562,675</u>
Total expenses	<u>21,749,543</u>		<u>21,749,543</u>
Changes in net assets	(453,859)	(3,095)	(456,954)
Net assets as of beginning of year	<u>5,528,830</u>	<u>47,995</u>	<u>5,576,825</u>
Net assets as of end of year	<u>\$ 5,074,971</u>	<u>\$ 44,900</u>	<u>\$ 5,119,871</u>

The accompanying notes are an integral part of this statement.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statement of Activities
For the Year Ended January 31, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues:			
Contractual revenue - grants	\$ 21,645,094	\$	\$ 21,645,094
Miscellaneous revenues	5,177		5,177
Net assets released from restrictions:			
Satisfaction of restrictions	1,567	(1,567)	
Total revenues	<u>21,651,838</u>	<u>(1,567)</u>	<u>21,650,271</u>
Expenses:			
Program expenses			
Head Start program	14,382,251		14,382,251
Child care food program	930,691		930,691
Community services	750,322		750,322
Low-income home energy assistance program	2,867,405		2,867,405
Other general services	36,400		36,400
Total program expenses	<u>18,967,069</u>		<u>18,967,069</u>
General and administrative expense	<u>2,674,176</u>		<u>2,674,176</u>
Total expenses	<u>21,641,245</u>		<u>21,641,245</u>
Changes in net assets	10,593	(1,567)	9,026
Net assets as of beginning of year	<u>5,518,237</u>	<u>49,562</u>	<u>5,567,799</u>
Net assets as of end of year	<u>\$ 5,528,830</u>	<u>\$ 47,995</u>	<u>\$ 5,576,825</u>

The accompanying notes are an integral part of this statement.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statement of Functional Expenses
For the Year Ended January 31, 2026

	Program Services							
	Head Start	Child Care Food Program	Community Service	Low-Income Home Energy Assistance	Other General Services	Total Program	General and Administrative	Total 2026
Salaries	\$ 7,644,096	\$ 426,132	\$ 604,993	\$	\$	\$ 8,675,221	\$ 1,509,698	\$ 10,184,919
Fringe Benefits	2,121,201	113,353	170,475		6,862	2,411,891	563,277	2,975,168
Travel	37,162				540	37,702	495	38,197
Equipment	159,620	43,862	9,360		3,322	216,164	16,279	232,443
Occupancy	571,880		26,080		33,472	631,432	71,869	703,301
Telephone	213,765		14,519		1,656	229,940	48,901	278,841
Insurance	714,223		11,920			726,143	12,472	738,615
Vehicle operation	132,798		1,704		30,710	165,212	2,436	167,648
Supplies	247,339	59,591	9,746		29,124	345,800	102,100	447,900
Professional services	713,626		7,598		72,989	794,213	53,235	847,448
Food and related supplies	379,409	190,248			16,500	586,157		586,157
Miscellaneous	1,071,779	14,807	3,713		717	1,091,016	174,856	1,265,872
Contractual payments					67,634	67,634		67,634
Client assistance payments			11,390	2,593,498	8,400	2,613,288		2,613,288
Interest expense					2,261	2,261		2,261
Depreciation expense	592,794					592,794	7,057	599,851
Total Expenses	<u>\$ 14,599,692</u>	<u>\$ 847,993</u>	<u>\$ 871,498</u>	<u>\$ 2,593,498</u>	<u>\$ 274,187</u>	<u>\$ 19,186,868</u>	<u>\$ 2,562,675</u>	<u>\$ 21,749,543</u>

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

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statement of Functional Expenses
For the Year Ended January 31, 2025

	Program Services						
				Low-Income			
	Head Start	Child Care Food Program	Community Service	Home Energy Assistance	Other General Services	Total Program	General and Administrative
Salaries	\$ 7,508,235	\$ 446,247	\$ 518,740	\$	\$	\$ 8,473,222	\$ 1,662,838
Fringe Benefits	2,066,459	96,789	157,565			2,320,813	537,784
Travel	38,101					38,101	232
Equipment	192,835	41,001	7,634			241,470	43,634
Occupancy	569,217		16,847			586,064	64,393
Telephone	209,352		10,590			219,942	45,823
Insurance	351,585		5,508			357,093	16,731
Vehicle operation	175,828		2,693			178,521	2,758
Supplies	419,740	70,836	8,010			498,586	61,424
Professional services	715,100					715,100	15,820
Food and related supplies	389,420	258,158				647,578	
Miscellaneous	1,178,391	17,660	6,941			1,202,992	218,432
Client assistance payments			15,794	2,867,405	32,050	2,915,249	
Interest expense					4,350	4,350	
Depreciation expense	567,988					567,988	4,307
Total Expenses	<u>\$ 14,382,251</u>	<u>\$ 930,691</u>	<u>\$ 750,322</u>	<u>\$ 2,867,405</u>	<u>\$ 36,400</u>	<u>\$ 18,967,069</u>	<u>\$ 2,674,176</u>
							<u>\$ 21,641,245</u>

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

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Statements of Cash Flows
For the Years Ended January 31, 2026 and 2025

	2026	2025
Operating activities		
Changes in net assets	\$ (456,954)	\$ 9,026
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	599,851	572,295
Non-cash property and equipment addition		(315,071)
Amortization of right-of-use assets - operating leases	136,177	128,735
(Increase) decrease in operating activities:		
Grant receivables	46,439	765,402
Other receivables	(283,003)	(48,745)
Prepaid expenses	423,769	(250,019)
Increase (decrease) in operating liabilities:		
Accounts payable	48,196	(760,737)
Accrued liabilities	(17,784)	96,044
Refundable advance	(639,733)	639,733
Operating lease liabilities	(136,177)	(128,735)
Net cash provided by (used in) operating activities	<u>(279,219)</u>	<u>707,928</u>
Investing Activities		
Payments for property and equipment	<u>(355,461)</u>	<u>(13,800)</u>
Net cash (used in) investing activities	<u>(355,461)</u>	<u>(13,800)</u>
Financing Activities		
Repayments on line of credit		<u>(25,000)</u>
Net cash (used in) financing activities		<u>(25,000)</u>
Net increase (decrease) in cash	(634,680)	669,128
Cash as of beginning of year	<u>757,294</u>	<u>88,166</u>
Cash as of end of year	<u>\$ 122,614</u>	<u>\$ 757,294</u>
Supplemental disclosures:		
Noncash Investing Activity:		
Cash paid for interest	<u>\$ 2,261</u>	<u>\$ 4,350</u>
Noncash Capital and Related Financing Activity:		
Capital assets additions	\$ 128,943	\$ 555,389
Assets acquired through contractual arrangement		(315,071)
Capital assets in accounts payable	226,518	(226,518)
Payments for capital assets	<u>\$ 355,461</u>	<u>\$ 13,800</u>
Supplemental Information:		
Right-of-use asset obtained in exchange for lease obligations - operating leases	<u>\$ 121,261</u>	<u>\$</u>

The accompanying notes are an integral part of this statement.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025

(1) Summary of Significant Accounting Policies

A. Nature of Activities

Caddo Community Action Agency, Inc., (CCAA) is a private non-profit organization incorporated under the laws of the State of Louisiana. CCAA is governed by a Board of Directors composed of members from Caddo Parish. CCAA operates as a community action agency administering various federal and state funded programs designed to provide assistance to the poor and disadvantaged in Caddo Parish, Louisiana. CCAA administers the following programs, shown with their approximate percentage of revenues for the year ended January 31, 2026:

Head Start Program (74%) – Provides comprehensive early child development for disadvantaged and handicapped preschool children and their families. Funding is provided through federal funds from the U. S. Department of Health and Human Services.

Child Care Food Program (5%) – Provides a food service program in coordination with the Head Start Program. Funding is provided by federal funds passed through the State of Louisiana, Department of Education.

Community Services Block Grant (6%) Administers various programs to fulfill responsibilities and provide assistance to the poor, disadvantaged and unemployed through housing services, community projects, nutrition services, emergency assistance, employment services, transportation services, and other services. Funding is provided by federal funds passed through the Louisiana Workforce Commission.

Home Energy Assistance Program (13%) – Provides assistance to low-income households to offset the burden of high energy costs. Funding is provided by federal funds passed through the Louisiana Housing Corporation.

Other General Services (2%) – Provides assistance with early child development, as well as assistance for individuals that need assistance with emergency aid, including burial and fire assistance. Funding is provided by the Caddo Parish Commission.

B. Basis of Accounting

The financial statements of CCAA have been prepared on the accrual basis of accounting.

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

C. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards. Under those standards, the Organization is required to report information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of the organization. These net assets may be used at the discretion of CCAA's management and the board of directors.

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

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. CCAA has adopted a policy to classify donor restricted contributions as without donor restrictions to the extent that donor restrictions were met in the year the contribution was received.

D. Income Tax Status

CCAA is exempt from state and federal income taxes under Section 501 (c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to CCAA's tax-exempt purpose is subject to taxation as unrelated business income. CCAA had no such income for this audit period. CCAA's Forms 990, *Return of Organization Exempt from Income Tax*, for the years ended January 31, 2023, 2024, 2025, and 2026 are subject to examination by the IRS, generally for three years after they were filed.

E. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

For the purposes of the Statement of Cash Flows, CCAA considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. CCAA had no cash equivalents at January 31, 2026 or January 31, 2025.

G. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the statement of financial position.

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

H. Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using primarily the straight-line method. The Federal Government has a reversionary interest in property purchased with federal funds; its disposition as well as the ownership of any proceeds therefrom is subject to federal regulations. The use of assets purchased with federal funds is limited to the purposes intended by the funding agency. CCAA has adopted a policy to capitalize all items with a unit cost of \$5,000 or greater.

I. Retirement Obligations

CCAA offers a 401(k) profit sharing plan for its employees. Employees with at least three months of service may contribute a portion of their gross wages up to a dollar limit which is set by law. Each year CCAA determines the percentage of an employee's compensation it will contribute to the plan. The contribution rate was 2% for the years ended January 31, 2026 and 2025. The amount contributed to the plan for the years ended January 31, 2026 and 2025 was \$179,795 and \$180,870, respectively.

J. Contributions

Contributions received are recorded as increase in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature or any donor restrictions. When restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. In the absence of donor restrictions to the contrary, restrictions on contributions of property or equipment or on assets restricted to acquiring property or equipment expire when the property or equipment is placed in service.

K. Functional Allocation of Expense

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Costs are directly charged to the function they benefit. Facility related expenses are allocated to each function based upon square footage utilized by the function.

L. Compensated Absences

Employees may accrue annual leave up to 21 days. Employees can carry over a maximum of 40 hours at the end of the fiscal year. Upon an employee's separation of employment, earned and/or accrued leave will be paid up to a maximum of 40 hours. Employees can also accrue sick leave, but accumulated sick leave is forfeited upon separation of employment.

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

M. Leases

CCAA determines whether to account for its leases as operating or financing leases depending on underlying terms of the lease agreement. Leases with an initial term of 12 months or less are not recorded on the statement of financial position; rather, lease expense for these leases are recognized on a straight-line basis over the lease term, or when incurred if a month-to-month lease.

(2) Concentrations of Credit Risk

Financial instruments that potentially subject the CCAA to concentrations of credit risk consist principally of cash, grants receivable, and other accounts receivable.

Concentrations of credit risk with respect to grant receivables are limited due to these amounts being due from governmental agencies under contractual terms. As of January 31, 2026 and 2025, CCAA had no significant concentrations of credit risk in relation to grant receivables.

Concentrations of credit risk with respect to other accounts receivable are limited due to \$264,154 is due from a governmental agency and \$67,594 is due from insurance refunds, both of which were collected subsequent to January 31, 2026.

CCAA maintains cash balances at several financial institutions located in the Shreveport area. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At January 31, 2026, total cash balances held at financial institutions was \$200,605, which was all secured by FDIC. At January 31, 2025, total cash balances held at financial institutions was \$1,341,003. Of this amount, \$251,019 was secured by FDIC, and the remaining \$1,089,984 was not collateralized.

(3) Grant Receivables

Various funding sources provide reimbursement of allowable costs under contracts or agreements. These balances represent amounts due from funding sources at January 31, 2026 and 2025, but received after those dates.

(4) Contractual Revenue – Grants

During the years ended January 31, 2026 and 2025, CCAA received contractual revenue from federal, state, and local grants in the amount of \$21,017,330 and \$21,645,094, respectively. The continued existence of these funds is based on annual contract renewals with various funding sources.

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

(5) Line of Credit

Caddo Community Action Agency, Inc. entered into an agreement for a revolving line of credit for \$500,000 with an interest rate of 2.93% over prime. Interest rate at January 31, 2026 and 2025 was 9.68% and 10.43%, respectively. At January 31, 2026 and 2025, the balance on the line of credit was \$20,000 and \$20,000, respectively. Interest expense incurred under the line of credit for the years ended January 31, 2026 and 2025 was \$2,261 and \$4,350, respectively. Collateral for the line of credit is certain real estate owned by the agency.

(6) Property and Equipment

Property and equipment consisted of the following at January 31, 2026:

	Estimated Depreciable Life	Purchased With Federal Funds	Purchased With Non-Federal Funds	Total
Buildings and improvements	15-30 years	\$ 9,055,932	\$ 82,493	\$ 9,138,425
Land		361,891		361,891
Furniture, fixtures, equipment	5-10 years	2,308,390		2,308,390
Vehicles	5 years	2,877,406	54,496	2,931,902
Idle Property		152,041	60,000	212,041
Accumulated depreciation		(9,829,571)	(111,389)	(9,940,960)
Property and equipment, net		<u>\$ 4,926,089</u>	<u>\$ 85,600</u>	<u>\$ 5,011,689</u>

Property and equipment consisted of the following at January 31, 2025:

	Estimated Depreciable Life	Purchased With Federal Funds	Purchased With Non-Federal Funds	Total
Buildings and improvements	15-30 years	\$ 9,055,932	\$ 82,493	\$ 9,138,425
Land		361,891		361,891
Furniture, fixtures, equipment	5-10 years	2,564,498		2,564,498
Vehicles	5 years	2,748,463	54,496	2,802,959
Idle Property		152,041	60,000	212,041
Accumulated depreciation		(9,492,885)	(104,332)	(9,597,217)
Property and equipment, net		<u>\$ 5,389,940</u>	<u>\$ 92,657</u>	<u>\$ 5,482,597</u>

Depreciation expense was \$599,851 and \$572,295 for the years ended January 31, 2026 and 2025, respectively.

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

(7) Liquidity and Availability of Financial Assets

CCAA monitors its liquidity so that it is able to meet its operating needs and other contractual commitments while maximizing the investment of its excess operating cash. CCAA has the following financial assets that could readily be made available within one year of the balance sheet to fund expenses without limitations:

	<u>2026</u>	<u>2025</u>
Financial assets at year-end:		
Cash and cash equivalents	\$ 122,614	\$ 757,294
Other receivables	331,748	48,745
Grant receivables	<u>136,181</u>	<u>182,620</u>
Total financial assets	590,543	988,659
Less amounts not available to be used within one year:		
Net assets with donor restrictions	(44,900)	(47,995)
Less designated net assets which are designated for program use	<u>(39,172)</u>	<u>(27,871)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 506,471</u>	<u>\$ 912,793</u>

As reflected above, certain designated assets are designated for program use. These assets limited to use, as reflected in Note 10, are not available for general expenditures within the next year and are, therefore, deducted from the amounts noted above. However, designated amounts could be made available, if necessary.

In addition to financial assets available to meet general expenditures over the year, CCAA operates with a balanced budget and anticipates covering its general expenditures using the income generated from contractual agreements with governmental agencies and contributions. The Statement of Cash Flows identifies the sources and uses of CCAA's cash and shows negative cash generated by operations of (\$279,219) for year ended January 31, 2026, and positive cash generated by operations of \$707,928 for year ended January 31, 2025. CCAA also has a \$500,000 line of credit available to meet cash flow needs.

(8) Accrued Liabilities

Accrued liabilities at January 31, 2026 and 2025 consisted of the following:

	<u>2026</u>	<u>2025</u>
Accrued payroll	\$ 219,553	\$ 227,687
Accrued leave	13,604	11,707
Payroll taxes	<u>28,826</u>	<u>40,373</u>
Total	<u>\$ 261,983</u>	<u>\$ 279,767</u>

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

(9) Right-of-Use Operating Leases

CCAA leases certain equipment under long-term, non-cancellable operating leases. The leases expire at various dates through 2030. The discount rate of 7.68% represents the risk-free discount rate using a period comparable with that of the individual lease term.

The right-of-use operating assets and operating lease liabilities at January 31, 2026 and 2025, are as follows:

	<u>2026</u>	<u>2025</u>
Lease Assets		
Operating lease right-of-use assets	<u>\$ 198,434</u>	<u>\$ 213,350</u>
Lease Liabilities		
Operating lease liabilities as January 31	\$ 198,434	\$ 213,350
Less current portion	<u>(101,658)</u>	<u>(114,150)</u>
Operating lease liabilities	<u>\$ 96,776</u>	<u>\$ 99,200</u>
Total lease costs were as follows:		
Operating lease costs	\$ 157,148	\$ 149,896
Short-term lease costs	<u>51,600</u>	<u>51,600</u>
Total lease costs	<u>\$ 208,748</u>	<u>\$ 201,496</u>
Weighted-average remaining lease term – months	<u>31</u>	<u>25</u>
Weighted-average discount rate	<u>7.68%</u>	<u>7.68%</u>

Future minimum payments required under operating leases that have an initial or remaining non-cancelable lease term in excess of one year are as follows:

For the Year Ending December 31,	Principle	Interest	Total
2027	\$ 101,658	\$ 11,373	\$ 113,031
2028	42,769	5,807	48,576
2029	29,617	3,094	32,711
2030	24,390	990	25,380
Totals	<u>\$ 198,434</u>	<u>\$ 21,264</u>	<u>\$ 219,698</u>

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to Financial Statements
January 31, 2026 and 2025
(Continued)

(10) Net Assets

Net assets at January 31, 2026 and 2025, consisted of the following:

	<u>2026</u>	<u>2025</u>
Net Assets Without Donor Restrictions:		
Undesignated	\$ 24,110	\$ 18,362
Net investment in property and equipment	5,011,689	5,482,597
Designated for Emergency aid	<u>39,172</u>	<u>27,871</u>
Total net assets without donor restrictions	<u>5,074,971</u>	<u>5,528,830</u>
Net Assets With Donor Restrictions:		
Subject to expenditure for specified purpose –		
Restricted for Low-income home energy assistance program	40,395	43,489
Restricted for FEMA program	<u>4,505</u>	<u>4,506</u>
Total net assets with donor restrictions	<u>44,900</u>	<u>47,995</u>
Total Net Assets	<u>\$ 5,119,871</u>	<u>\$ 5,576,825</u>

(11) Subsequent Events

Subsequent events have been evaluated through July 27, 2026, the date the financial statements were available to be issued.

(12) Other Receivables

Other receivables at January 31, 2026 and 2025 includes the following:

	<u>2026</u>	<u>2025</u>
Vendor over-payment	\$	\$ 46,800
Caddo Parish Commission	264,154	
Insurance refunds	67,594	
Miscellaneous		1,945
Total	<u>\$ 331,748</u>	<u>\$ 48,745</u>

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Combining Schedule of Financial Position
January 31, 2026
(With Comparative Totals for 2025)

	Head Start Program	Child Care Food Program	Community Service	Low-Income Home Energy Assistance	Water Assistance	Other General Services	Total	
							2026	2025
Assets								
Current assets:								
Cash	\$ 312	\$	\$ 3,490	\$ 26,622	\$	\$ 92,190	\$ 122,614	\$ 757,294
Grant receivables		87,294	10,114	38,773			136,181	182,620
Other receivables	67,594					264,154	331,748	48,745
Prepaid insurance	135,089						135,089	558,858
Due from other funds						25,000	25,000	20,000
Total current assets	<u>202,995</u>	<u>87,294</u>	<u>13,604</u>	<u>65,395</u>		<u>381,344</u>	<u>750,632</u>	<u>1,567,517</u>
Non-current assets								
Operating lease right-of-use assets						198,434	198,434	213,350
Property and equipment, net	4,926,089					85,600	5,011,689	5,482,597
Total non-current assets	<u>4,926,089</u>					<u>284,034</u>	<u>5,210,123</u>	<u>5,695,947</u>
Total Assets	<u>\$ 5,129,084</u>	<u>\$ 87,294</u>	<u>\$ 13,604</u>	<u>\$ 65,395</u>	<u>\$</u>	<u>\$ 665,378</u>	<u>\$ 5,960,755</u>	<u>\$ 7,263,464</u>
Liabilities and Net Assets								
Current liabilities:								
Accounts payable	\$	\$ 71,313	\$	\$	\$	\$ 264,154	\$ 335,467	\$ 513,789
Accrued liabilities	203,411	15,981	13,604			28,987	261,983	279,767
Due to other funds				25,000			25,000	20,000
Refundable advance								639,733
Line of credit						20,000	20,000	20,000
Current portion of right-of-use asset						101,658	101,658	114,150
Total current liabilities	<u>203,411</u>	<u>87,294</u>	<u>13,604</u>	<u>25,000</u>		<u>414,799</u>	<u>744,108</u>	<u>1,587,439</u>
Right-of-use asset, less current portion						96,776	96,776	99,200
Net assets:								
Without donor restrictions	4,925,673					149,298	5,074,971	5,528,830
With donor restrictions				40,395		4,505	44,900	47,995
Total net assets	<u>4,925,673</u>			<u>40,395</u>		<u>153,803</u>	<u>5,119,871</u>	<u>5,576,825</u>
Total Liabilities and Net Assets	<u>\$ 5,129,084</u>	<u>\$ 87,294</u>	<u>\$ 13,604</u>	<u>\$ 65,395</u>	<u>\$</u>	<u>\$ 665,378</u>	<u>\$ 5,960,755</u>	<u>\$ 7,263,464</u>

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Combining Schedule of Activities
For the Year Ended January 31, 2026
(With Comparative Totals for 2025)

	Head Start Program	Child Care Food Program	Community Service	Low-Income Home Energy Assistance	Water Assistance	Other General Services	Total	
							2026	2025
Revenues								
Contractual revenue - grants	\$ 15,595,395	\$ 1,050,987	\$ 1,319,625	\$ 2,976,323	\$	\$ 75,000	\$ 21,017,330	\$ 21,645,094
Appropriation - Caddo Parish Commission						264,154	264,154	
Miscellaneous revenues						11,105	11,105	5,177
Total revenues	15,595,395	1,050,987	1,319,625	2,976,323		350,259	21,292,589	21,650,271
Expenses								
Program								
Salaries	7,644,096	426,132	604,993				8,675,221	8,473,222
Fringe benefits	2,121,201	113,353	170,475			6,862	2,411,891	2,320,813
Travel	37,162					540	37,702	38,101
Equipment	159,620	43,862	9,360			3,322	216,164	241,470
Occupancy	571,880		26,080			33,472	631,432	586,064
Telephone	213,765		14,519			1,656	229,940	219,942
Insurance	714,223		11,920				726,143	357,093
Vehicle operation	132,798		1,704			30,710	165,212	178,521
Supplies	247,339	59,591	9,746			29,124	345,800	498,586
Professional services	713,626		7,598			72,989	794,213	715,100
Food and related supplies	379,409	190,248				16,500	586,157	647,578
Miscellaneous	1,071,779	14,807	3,713			717	1,091,016	1,202,992
Contractual payments						67,634	67,634	
Client assistance payments			11,390	2,593,498		8,400	2,613,288	2,915,249
Interest expense						2,261	2,261	4,350
Depreciation	592,794						592,794	567,988
Total program	14,599,692	847,993	871,498	2,593,498		274,187	19,186,868	18,967,069
General and Administrative								
Salaries	853,670	145,065	274,786	224,980		11,197	1,509,698	1,662,838
Fringe benefits	329,794	57,929	99,277	74,780		1,497	563,277	537,784
Travel			495				495	232
Equipment			8,634	7,645			16,279	43,634
Occupancy	60,826		11,043				71,869	64,393
Telephone	37,723		6,288	4,408		482	48,901	45,823
Insurance			10,988	1,484			12,472	16,731
Vehicle operation			2,436				2,436	2,758
Supplies	31,690		8,393	62,017			102,100	61,424
Professional services	27,690		18,308	6,269		968	53,235	15,820
Miscellaneous	118,161		7,479	15,722	182	33,312	174,856	218,432
Depreciation						7,057	7,057	4,307
Total general and administrative	1,459,554	202,994	448,127	397,305	182	54,513	2,562,675	2,674,176
Total expenses	16,059,246	1,050,987	1,319,625	2,990,803	182	328,700	21,749,543	21,641,245
Change in net assets	(463,851)			(14,480)	(182)	21,559	(456,954)	9,026
Net assets, beginning of year	5,389,524			54,875		11,182	5,576,825	5,567,799
Transfer in (out)					(11,000)	121,244		
Net assets, end of year	\$ 4,925,673	\$	\$	\$ 40,395	\$	\$ 153,803	\$ 5,119,871	\$ 5,576,825

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Schedule of Compensation, Benefits and Other Payments to Agency Head
For the Year Ended January 31, 2026

Agency Head: Laurance Guidry, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 211,139
Benefits - insurance	13,300
Benefits - retirement	4,223
Cell phone	475

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended January 31, 2026

<u>Federal Grantor / Pass-Through Grantor / Program Title</u>	<u>Federal Assistance Listing Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Provided to Subrecipients</u>	<u>Total Federal Expenditures</u>
<u>U.S. Department of Agriculture</u>				
Pass-through Louisiana Department of Education:				
Child and Adult Care Food Program (CACFP)	10.558	Unknown	\$	\$ 1,050,987
Total Department of Agriculture				<u>1,050,987</u>
<u>U.S. Department of Health and Human Services</u>				
Head Start Cluster				
Pass-through Caddo Parish Commission:				
Head Start	93.600	06CH012150-04	243,746	15,595,395
Total Head Start Cluster			<u>243,746</u>	<u>15,595,395</u>
477 Cluster				
Pass-through Louisiana Workforce Commission:				
Community Services Block Grant	93.569	2024N0036 & 2023N0036		1,303,346
Total 477 Cluster				<u>1,303,346</u>
Pass-through Louisiana Housing Corporation:				
Low-Income Home Energy Assistance Program	93.568	Unknown		2,979,417
Total Department of Health and Human Services				<u>19,878,158</u>
 Total Federal Expenditures			 \$ 243,746	 \$ 20,929,145

See accompanying notes to the schedule of expenditures of federal awards.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended January 31, 2026

NOTE A: Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Caddo Community Action Agency, Inc. under programs of the federal government for the year ended January 31, 2026. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Caddo Community Action Agency, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Caddo Community Action Agency, Inc.

NOTE B: Summary of Significant Accounting Policies

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

(2) Caddo Community Action Agency Inc. does not utilize an indirect cost rate.

**COOK & MOREHART,
Certified Public Accountants, LLC**

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Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards*

Independent Auditors' Report

To the Board of Directors
Caddo Community Action Agency, Inc.
Shreveport, 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 (*Government Auditing Standards*), the financial statements of Caddo Community Action Agency, Inc., (a nonprofit organization), which comprise the statement of financial position as of January 31, 2026, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated July 27, 2026.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2026-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

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

Caddo Community Action Agency, Inc's Response to Finding

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart,
Certified Public Accountants, LLC
July 27, 2026

**COOK & MOREHART,
Certified Public Accountants, LLC**

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Report on Compliance For Each Major Federal Program and on Internal
Control Over Compliance Required by the Uniform Guidance

Independent Auditors' Report

To the Board of Directors
Caddo Community Action Agency, Inc.
Shreveport, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Caddo Community Action Agency, Inc.'s, compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Caddo Community Action Agency, Inc.'s major federal programs for the year ended January 31, 2026. Caddo Community Action Agency, Inc.'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, Caddo Community Action Agency, Inc. complied in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended January 31, 2026.

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

We are required to be independent of Caddo Community Action Agency, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Caddo Community Action Agency, Inc.'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 Caddo Community Action Agency, Inc.'s federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Caddo Community Action Agency, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *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 judgement made by a reasonable user of the report on compliance about Caddo Community Action Agency, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risk 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 Caddo Community Action Agency Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Caddo Community Action Agency Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Caddo Community Action Agency Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a significant deficiency.

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 type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2026-002 to be a significant deficiency.

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.

Government Auditing Standards require the auditor to perform limited procedures on Caddo Community Action Agency, Inc.'s response to the internal control over compliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Caddo Community Action Agency, Inc.'s, response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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 requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Cook & Morehart,
Certified Public Accountants, LLC
July 27, 2026

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Summary Schedule of Prior Audit Findings
January 31, 2026

There were no findings or questioned costs for the prior year audit for the year ended January 31, 2025.

Schedule of Findings and Questioned Costs
January 31, 2026

A. Summary of Audit Results

Financial Statements

Type of audit report issued : Unmodified

Internal control over financial reporting :

Material weaknesses identified :

_____ yes ✓ no

Significant deficiencies identified :

✓ yes _____ none reported

Noncompliance material to financial
statements noted :

_____ yes ✓ no

Federal Awards

Internal control over major programs :

Material weaknesses identified :

_____ yes ✓ no

Significant deficiencies identified :

✓ yes _____ none reported

Type of auditors' report issued on compliance
for major federal programs: Unmodified

Any audit findings disclosed that are required to
be reported in accordance with 2 CFR section
200.516(a)

✓ yes _____ no

Identification of major federal programs :

ALN 93.600 - Head Start Cluster

ALN 10.558 - Child and Adult Care Food Program

Dollar threshold used to distinguish between
type A and type B programs : \$1,000,000

Auditee qualified as low risk :

✓ yes _____ no

(Continued)

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Schedule of Findings and Questioned Costs
January 31, 2026
(Continued)

B. Findings – Financial Statements Audit:

2026-001 – Significant Deficiency – Budgeting

Condition: CCAA's Head Start program expenditures exceeded the annual contract amount by \$264,154 for the grant year ended January 31, 2026.

Criteria: Proper controls should be in place over budgeting for the Head Start program.

Cause: Certain expenditures increased over the prior year in amounts that were more than anticipated and budgeted.

Effect: Nonfederal funds had to be obtained to avoid the over-expenditure of funds for the Head Start program.

Recommendation: CCAA should have controls in place to properly budget and monitor grant expenditures on an ongoing basis.

Views of Responsible Officials and Planned Corrective Actions: CCAA obtained nonfederal funds for expenditures exceeding the grant-contract amount. CCAA is in the process of analyzing all grant expenditures and formulating plans to ensure expenditures do not exceed annual contract amounts.

C. Findings and Questioned Costs – Major Federal Award Programs Audit:

2026-002 Department of Health and Human Services - Head Start Cluster – Assistance Listing No. 93.600. Grant Period – Year Ended January 31, 2026

Significant Deficiency: The significant deficiency at Finding 2026-001 also applies to this grant.

Caddo Community Action Agency, Inc.
Shreveport, Louisiana
Summary Schedule of Prior Year Audit Findings
Schedule for Louisiana Legislative Auditor
January 31, 2026

There were no findings or questioned costs for the prior year audit period ended January 31, 2025.

Summary Schedule of Current Year Audit Findings
Schedule for Louisiana Legislative Auditor
January 31, 2026

There are two findings for the current year audit period ended January 31, 2026, as described in the accompanying schedule of findings and questioned costs.

4055 St. Vincent Avenue
Shreveport, LA 71108

Laurance Guidry
President & CEO
lguidry@caddocaa.org



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CORRECTIVE ACTION PLAN

BOARD OF DIRECTORS

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Gloria Smith-Mitchell

Judge Shonda D. Stone

Victor Thomas

Rev. Sweetie Williams-Lars

In Memoriam

Jerry "Tim" Brooks
Edward J. Caesar
Eddie D. Jones
Josephine Miles
Rev. Cleonies Odom, Sr.
Carl A. Pierson
Bessie Smith
Willie "Dee" Smith
Hersey D. Wilson

July 27, 2026

Caddo Community Action Agency, Inc. respectfully submits the following corrective action plan for the year ended January 31, 2026.

Name and address of independent public accounting firm:
Cook & Morehart, CPAs
1215 Hawn Ave
Shreveport, LA 71107

Audit period: Year ended January 31, 2026

The findings from the Schedule of Findings and Questioned Costs are discussed below. The findings are numbered consistently with the number assigned in the schedule.

FINDINGS – FINANCIAL STATEMENT AUDIT

2026-001 Significant Deficiency - Budgeting

Recommendation: CCAA should have controls in place to properly budget and monitor grant expenditures on an ongoing basis.

Views of Responsible Officials and Planned Corrective Actions: CCAA obtained nonfederal funds for expenditures exceeding the grant contract amount. CCAA is in the process of analyzing all grant expenditures and formulating plans to ensure expenditures do not exceed the annual contract amount.

FINDINGS – FEDERAL AWARD PROGRAMS AUDIT

Department of Health and Human Services

2026-002 - Head Start Cluster – Assistance Listing No. 93.600

Significant Deficiency – See finding 2026-001

If additional information is needed, please contact me at (318-861-4808).

Sincerely,

Laurance Guidry
Executive Director

COOK & MOREHART,
Certified Public Accountants, LLC

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

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MEMBER
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CERTIFIED PUBLIC ACCOUNTANTS

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CERTIFIED PUBLIC ACCOUNTANTS

Independent Accountants' Report on
Applying Agreed-Upon Procedures

To the Board of Directors
Caddo Community Action Agency, Inc.
Shreveport, Louisiana
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period February 1, 2025 through January 31, 2026. Caddo Community Action Agency, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Caddo Community Action Agency, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period February 1, 2025 through January 31, 2026. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. 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:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
 - iii. **Disbursements**, including processing, reviewing, and approving.
 - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g.,

periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedures performed. No exceptions noted.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those*

entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Procedures performed. No exceptions noted.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Procedures performed. No exceptions noted.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
 - i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

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

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

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

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Procedures performed. Noted the following exception:

Exception: Electronic disbursements were not approved by only those persons authorized to disburse funds and were not approved by the required number of authorized signers per the entity's policy.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
 - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each

statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

- D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C, identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

Procedures performed. No exceptions noted.

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

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

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

Procedures performed. No exceptions noted.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the

contract terms (e.g., if approval is required for any amendment, the documented approval); and

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

Procedures performed. No exceptions noted.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Procedures performed. No exceptions noted.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
 - i. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

- ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.
Not applicable for not for profits.

11) Debt Service

- a. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- b. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).
Not applicable for not for profits.

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
Caddo Community represents that there were no misappropriations of public funds or assets during the fiscal year.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.
Procedures performed. No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

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

- A. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- B. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for

testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

- 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.
- D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedures #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
 - Hired before June 9, 2020 – Completed the training; and
 - Hired on or after June 9, 2020 – Completed the training within 30 days of initial service or employment.

We performed the procedures and discussed the results with management.

14) *Prevention of Sexual Harassment*

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Not applicable for not for profits.

We were engaged by Caddo Community Action Agency, Inc., to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Caddo Community Action Agency, Inc., and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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



Cook & Morehart,
Certified Public Accountants, LLC
July 27, 2026

4055 St. Vincent Avenue,
Shreveport, LA 71108

Laurance Guidry
President & CEO
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BOARD OF DIRECTORS

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Judge Shonda D. Stone

Victor Thomas

Rev. Sweetie Williams-Lars

In Memoriam

Jerry "Tim" Brooks
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Carl A. Pierson
Bessie Smith
Willie "Dee" Smith
Hersey D. Wilson

July 27, 2026

Cook & Morehart,
Certified Public Accountants, LLC
1215 Hawn Ave
Shreveport, LA 71107

Caddo Community Action Agency, Inc. submits the following response to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended January 31, 2026:

Exception: Electronic disbursements were not approved by only those persons authorized to disburse funds and were not approved by the required number of authorized signers per the entity's policy.

Response: In the future, CCAA will ensure that electronic disbursements are approved by only those persons authorized to disburse funds and approved by the required number of authorized signers per the entity's policy.

Sincerely,


Laurance Guidry
President / CEO