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**CONTRACTOR'S EDUCATIONAL TRUST FUND**

**FINANCIAL STATEMENTS**

**DECEMBER 31, 2019 AND 2018**  
**(SEE ACCOUNTANTS' REVIEW REPORT)**

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FINANCIAL STATEMENTS

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## **INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

Board of Trustees  
Contractor's Educational Trust Fund  
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of the Contractor's Educational Trust Fund (the Fund) (a nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities and changes in net assets, cash flows and functional expenses by nature and class for the years then ended and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility 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; this includes 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.

### **Accountants' Responsibility**

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

### **Accountants' Conclusion**

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

### **Emphasis of Matter**

As described in Note 7 to the financial statements, the Fund is being impacted by disruptions in the economy and business interruptions associated with the coronavirus (COVID-19) pandemic. Given the uncertainty of the situation, the duration of business disruptions and related financial impact cannot be reasonably estimated at this time. Our conclusion is not modified with respect to this matter.



Baton Rouge, Louisiana  
May 28, 2020

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**STATEMENTS OF FINANCIAL POSITION**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

**SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

	<b><u>2019</u></b>	<b><u>2018</u></b>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 285,995	\$ 114,397
Accrued interest	<u>7</u>	<u>3</u>
<b><u>TOTAL ASSETS</u></b>	<b><u>\$ 286,002</u></b>	<b><u>\$ 114,400</u></b>
 <b><u>NET ASSETS</u></b>		
Without donor restrictions	<u>286,002</u>	<u>114,400</u>
<b><u>TOTAL LIABILITIES AND NET ASSETS</u></b>	<b><u>\$ 286,002</u></b>	<b><u>\$ 114,400</u></b>

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

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

**SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

	<b><u>2019</u></b>	<b><u>2018</u></b>
	Without Donor Restriction	Without Donor Restriction
<b><u>REVENUES</u></b>		
Contributions received	\$ 245,598	\$ 221,651
Interest income	25	53
Total revenues	<u>245,623</u>	<u>221,704</u>
<b><u>EXPENSES</u></b>		
Program expenses	57,500	280,500
Management and general expenses	16,521	31,479
Total expenses	<u>74,021</u>	<u>311,979</u>
Change in net assets	<u>171,602</u>	<u>(90,275)</u>
<b>CHANGE IN NET ASSETS</b>		
Net Assets Without Donor Restriction - beginning of year	<u>114,400</u>	<u>204,675</u>
Net Assets Without Donor Restriction - end of year	<u><u>\$ 286,002</u></u>	<u><u>\$ 114,400</u></u>

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

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

**SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

	<b><u>2019</u></b>	<b><u>2018</u></b>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Change in net assets	\$ 171,602	\$ (90,275)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Changes in operating assets and liabilities:		
Accrued interest	(4)	2
Accounts payable	<u>-</u>	<u>(3,500)</u>
Net cash provided by (used in) operating activities	<u>171,598</u>	<u>(93,773)</u>
Net change in cash	171,598	(93,773)
Cash, beginning of year	<u>114,397</u>	<u>208,170</u>
Cash, end of year	<u><u>\$ 285,995</u></u>	<u><u>\$ 114,397</u></u>

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

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**STATEMENTS OF FUNCTIONAL EXPENSES BY NATURE AND CLASS**  
**FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

**SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT**

<b>2019</b>			
	Program Expenses	Management and General	Total
Contributions made	\$ 57,500	\$ -	\$ 57,500
Accounting and professional services	-	5,000	5,000
Bank custodial fees	-	2,750	2,750
Dues	-	5,000	5,000
Miscellaneous	-	80	80
Training	-	3,691	3,691
	<u>\$ 57,500</u>	<u>\$ 16,521</u>	<u>\$ 74,021</u>

  

<b>2018</b>			
	Program Expenses	Management and General	Total
Contributions made	\$ 280,500	\$ -	\$ 280,500
Accounting and professional services	-	4,800	4,800
Bank custodial fees	-	2,750	2,750
Dues	-	6,000	6,000
Miscellaneous	-	70	70
Training	-	17,859	17,859
	<u>\$ 280,500</u>	<u>\$ 31,479</u>	<u>\$ 311,979</u>

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

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**1. Description of Fund**

The Contractor's Educational Trust Fund (the Fund) was established as a not-for-profit organization to provide funds to universities in Louisiana who meet the eligibility requirements to further the education of interested persons in the field of construction contracting in and for the State of Louisiana.

**2. Significant Accounting Policies**

**Basis of Accounting**

The Fund prepares its financial statements on the accrual basis of accounting.

**New Accounting Pronouncements Adopted**

In June 2018, the FASB issued Accounting Standards Update (ASU) No. 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*. The amendments in this ASU should assist entities in (1) evaluating whether transactions should be accounted for as contributions (non-reciprocal transactions) within the scope of Topic 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. The Fund has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

The Fund has adopted ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, to update its revenue recognition standard to clarify the principles of recognizing revenue and eliminate industry-specific guidance as well as to help financial statement users better understand the nature, amount, timing, and uncertainty of revenue that is recognized. Analysis of various provisions of this standard resulted in no significant changes in the way the Fund recognizes revenue, and therefore no changes to the previously issued financial statements were required on a modified basis.

**Basis of Presentation**

Financial statement presentation follows U.S. generally accepted accounting principles (GAAP), which requires the Fund to report information regarding their financial position and activities according to the following net asset classifications:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Fund. These net assets may be used at the discretion of the Fund'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 the Fund or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**2. Significant Accounting Policies** (continued)

**Basis of Presentation** (continued)

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 statements of activities. For the years ended December 31, 2019 and 2018, 100% of the contributions received were provided by the Louisiana State Licensing Board for Contractors. The Fund did not have any net assets with donor restrictions or any net assets that had been internally designated at December 31, 2019 or 2018.

**Revenue Recognition**

The fund recognizes contributions when received, typically once a year. Contributions are earned as received at the point in time the transaction occurs.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

**Cash and Cash Equivalents**

The Fund considers all highly liquid debt instruments with original maturities of three months or less to be cash equivalents.

**Functional Allocation of Expenses**

The costs of providing program and other activities have been summarized on a functional basis in the statements of functional expenses by nature and class. Accordingly, certain costs have been allocated between program and supporting services. Such allocations are based on direct charges to each class.

**Income Taxes**

The Fund has been recognized by the Internal Revenue Service as a not-for-profit organization as described in Section 501(c)(3) of the Internal Revenue Code. The Fund received a letter from the IRS stating such exemption. Accordingly, no provision for income taxes has been made. However, should the Fund engage in activities unrelated to the purpose for which it was created, this could result in taxable income. The Fund had no unrelated business income for the fiscal years ended December 31, 2019 or 2018.

**CONTRACTOR'S EDUCATIONAL TRUST FUND**  
**BATON ROUGE, LOUISIANA**

**NOTES TO FINANCIAL STATEMENTS**

**3. Availability and Liquidity**

The following represents the Fund's financial assets at December 31, 2019 and 2018:

Financial assets at year end:	<u>2019</u>	<u>2018</u>
Cash and cash equivalents	\$ 285,995	\$ 114,397
Accrued interest receivable	<u>7</u>	<u>3</u>
Financial assets available to meet general expenditures over the next twelve months	<u>\$ 286,002</u>	<u>\$ 114,400</u>

The Fund's goal is to maintain liquid financial assets to fund unforeseen costs for eligible Universities in Louisiana. As part of its liquidity plan, the Fund is maintained in cash and cash equivalents.

**4. Custodial Credit Risk**

There are times the Fund's cash balances with financial institutions may be in excess of the FDIC insured limits. The Fund has not experienced any losses in its cash accounts and management believes it is not exposed to any significant credit risk on cash and cash equivalents.

**5. Concentration of Revenue**

All revenue received was in the form of contributions from the Louisiana Contractors Licensing Board. These funds were used to fulfill the purpose of the Fund, as established in its trust document.

**6. Compliance with Act 706 of the 2014 Regular Session**

Act 706 amends R.S. 24:513(A)(3) and requires that the total compensation, reimbursements, and benefits of an Fund head, political subdivision, or chief executive officer be reported as a supplemental report within the financial statement of the local auditee. The Contractor's Educational Trust Fund is governed by the board of directors and no compensation or reimbursements are paid to the board; therefore, no supplemental schedule has been included as a part of these financial statements.

**7. Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, May 28, 2020, and determined that the following matter required additional disclosure in the financial statements. No other subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread throughout the United States. The COVID-19 pandemic has negatively impacted the global economy and created significant volatility and disruption of financial markets. The extent of the impact of the COVID-19 pandemic on the Fund's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak which is uncertain and cannot be predicted. The extent to which the COVID-19 pandemic may directly or indirectly impact the Fund's financial conditions or results of operations cannot be reasonably estimated at this time.

**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

Board of Trustees  
Contractor's Educational Trust Fund  
Baton Rouge, Louisiana

We have performed the procedures enumerated below, which were agreed to by any Quasi-Public Fund and the Louisiana Legislative Auditor (the specified parties), on the Fund's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Fund's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

**Federal, State, and Local Awards**

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Fund's management.

*No grants were received by the Fund during the year ended December 31, 2019. All revenue received was in the form of contributions from the Louisiana Contractors Licensing Board. These funds were used to fulfill the purpose of the Fund, as established in its trust document.*

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

5. Report whether the selected disbursements were approved in accordance with the Fund's policies and procedures.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements:

*Not applicable due to no grants being received during the year ended December 31, 2019.*

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Fund's financial records; and report whether the amounts in the close-out reports agree with the Fund's financial records.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

#### Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

*Management has asserted that no meetings were held during the year ended December 31, 2019.*

#### Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the Fund provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives, and measures of performance.

*Not applicable due to no grants being received during the year ended December 31, 2019.*

#### State Audit Law

10. Report whether the Fund provided for a timely report in accordance with R.S. 24:513.

*The Fund filed a timely report in accordance with R.S. 24:513.*

11. Inquire of management and report whether the Fund entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the Fund was not in compliance with R.S. 24:513 (the audit law).

*The Fund's management represented that the Fund did not enter into any contracts during the year ended December 31, 2019 that were subject to public bid law.*



#### Prior Comments

12. Obtain and report management's representation as to whether any prior year suggestions, recommendations, and/or comments have been resolved.

*No prior suggestions, recommendations, and/or comments were noted.*

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. 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 the Fund's compliance with the foregoing matters. 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.

The purpose of this report is solely to describe the scope of testing performed on the Fund's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, 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 Louisiana Legislative Auditor as a public document.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
May 28, 2020

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

5/27/2020 (Date Transmitted)

**Postlethwaite & Netterville**

**8550 United Plaza Blvd., Suite 1001**

**Baton Rouge, LA 70809**

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2019 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Federal, State, and Local Awards**

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

*We followed the trust documents as per expenditures.* Yes ☒ No ☐

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

*There is no reporting required to the licensing board* Yes ☒ No ☐

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

Yes ☒ No ☐

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

*No outside requirements but we have complied with trust documents.* Yes ☒ No ☐

**Open Meetings**

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

We did not have any meetings during the year ended December 31, 2019 Yes ☐ No ☐

**Budget**

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

N/A Yes ☒ No ☐

**Reporting**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

*N/A-Due to the Contractors Education Trust Fund is not being governed by an agency head, political subdivision, or chief executive officer and there is no compensation or reimbursement paid.*

Yes ☐ No ☐

### **Prior-Year Comments**

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

N/A

Yes ☐ No ☐

### **General**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

N/A - none

Yes ☐ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

<u>Victor Weston</u>	<u>President</u>	<u>5/27/2020</u>	<u>Date</u>
<u>Ken Naquin</u>	<u>Secretary</u>	<u>5/28/2020</u>	<u>Date</u>
<u>Mark Graham</u>	<u>Treasurer</u>	<u>5/28/2020</u>	<u>Date</u>

**CONTRACTOR'S EDUCATION TRUST FUND**  
**SCHEDULE OF CURRENT YEAR FINDINGS**

**2019**                      **Annual Financial Statements**

None

**CONTRACTOR'S EDUCATION TRUST FUND**  
**SCHEDULE OF PRIOR YEAR FINDINGS**

<b>2018</b>	<b>Annual Financial Statements</b>
	None