

**BEAUREGARD COMMUNITY ACTION
ASSOCIATION, INC.
DeRidder, Louisiana**

**Financial Statements
September 30, 2018**

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board of Directors
Beauregard Community Action Association, Inc.
DeRidder, Louisiana

I have reviewed the accompanying financial statements of Beauregard Community Action Association, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities and cash flows for the year 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, I do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

My 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 me to perform procedures to obtain limited assurance as a basis for reporting whether I am 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. I believe that the results of my procedures provide a reasonable basis for my (our) conclusion.

Accountant's Conclusion

Based on my review, I am 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.

Steven M. DeRouen & Associates

Lake Charles, Louisiana
August 20, 2019

STEVEN M. DEROUEN & ASSOCIATES

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
Beauregard Community Action Association, Inc.
Lake Charles, Louisiana

I have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Beauregard Community Action Association, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Beauregard Community Action Association, Inc.'s compliance with certain laws and regulations during the year ended September 30, 2018, included in the accompanying *Louisiana Attestation Questionnaire*. Management of Beauregard Community Action Association, Inc. is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Governmental Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Federal, State, and Local Awards

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

Beauregard Community Action Association, Inc.'s Federal award expenditures for all Federal programs for the fiscal year follow:

Federal Grant Name	Grant Year	CFDA No.	Amount
Dept. of Health & Human Services - CSBG	09/30/18	93.569	\$ 119,662
Low Income Home Energy Assistance	09/30/18	93.568	\$ 14,503
Emergency Food & Shelter	09/30/18	14.231	\$ 8,245
Total Expenditures			\$ 142,410

2. For each Federal, state, and local award, I randomly selected 6 disbursements from each award

administered during the period under review, provided that no more than 30 disbursements would be selected.

3. For the items selected in procedure 2, I traced the 18 disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the 18 selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, I determined if the 18 disbursements were properly coded to the correct fund and general ledger account.

All of the payments were properly coded to the correct fund and general ledger account.

5. For the items selected in procedure 2, I determined whether the 18 disbursements received approval from proper authorities.

Inspection of documentation supporting each of the 18 selected disbursements indicated approvals from the executive director.

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

Activities allowed or un-allowed; eligibility; reporting

All applicable disbursements selected complied with above requirements.

7. For the programs selected for testing in item (2) that had been closed out during the period under review, I compared the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

None of the disbursements selected included programs that were closed out during the period of our review.

Open Meetings

8. I examined evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Budget

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

Beauregard Community Action Association, Inc. provided a comprehensive budget to each of the federal grants mentioned previously.

Report Filing

10. The review report is required to be submitted to the Legislative Auditor by March 31, 2019. The report was submitted late.

Steven M. DeRouen & Associates

August 20, 2019

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.

DeRidder, Louisiana

Statement of Financial Position

September 30, 2018

ASSETS

Cash and cash equivalents	\$	30,356
Grants and other receivables		44,732
Property and equipment, net		<u>-</u>

Total Assets \$ 75,088

LIABILITIES

Payroll liabilities	\$	<u>14,095</u>
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Total Liabilities 14,095

NET ASSETS (DEFICIT) - UNRESTRICTED 60,993

TOTAL LIABILITIES AND NET ASSETS \$ 75,088

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.

DeRidder, Louisiana

Statement of Activity and Changes of Net Assets

For The Year Ended September 30, 2018

	<u>General and Administrative</u>	<u>CSBG</u>
REVENUES		
State and federal grants	\$ -	\$ 119,662
Other	20,573	-
	<hr/>	<hr/>
Total Revenues	20,573	119,662
	<hr/>	<hr/>
EXPENSES		
Program Services		
Salaries	-	89,808
Fringe benefits and taxes	-	9,954
Program services	-	5,585
	<hr/>	<hr/>
Total Program Services	-	105,347
	<hr/>	<hr/>
General and Administrative		
Salaries	-	-
Fringe benefits and taxes	2,426	-
Travel	1,586	-
Other	7,493	-
Depreciation	-	-
	<hr/>	<hr/>
Total General and Administrative	11,505	-
	<hr/>	<hr/>
CHANGE IN NET ASSETS	9,068	14,315
UNRESTRICTED NET ASSETS - Beginning	24,326	(2,721)
	<hr/>	<hr/>
UNRESTRICTED NET ASSETS - Ending	\$ 33,394	\$ 11,594
	<hr/>	<hr/>

See accompanying notes to financial statements.

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.

DeRidder, Louisiana

Statement of Activity and Changes of Net Assets

For The Year Ended September 30, 2018

	Energy Assistance Program	LIHEAP	Emergency Food & Shelter	Total
REVENUES				
State and federal grants	\$ -	\$ 14,503	8,245	142,410
Other	<u>379</u>	<u>-</u>	<u>-</u>	<u>20,952</u>
Total Revenues	<u>379</u>	<u>14,503</u>	<u>8,245</u>	<u>163,362</u>
EXPENSES				
Program Services				
Salaries	-	10,225	-	100,033
Fringe benefits and taxes	-	1,045	-	10,999
Program services	<u>685</u>	<u>2,590</u>	<u>1,031</u>	<u>9,891</u>
Total Program Services	<u>685</u>	<u>13,860</u>	<u>1,031</u>	<u>120,923</u>
General and Administrative				
Salaries	-	-	-	-
Fringe benefits and taxes	-	-	-	2,426
Travel	-	-	-	1,586
Other	-	-	-	7,493
Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total General and Administrative	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,505</u>
CHANGE IN NET ASSETS	(306)	643	7,214	30,934
UNRESTRICTED NET ASSETS - Beginning	<u>3,840</u>	<u>(11,857)</u>	<u>16,471</u>	<u>30,059</u>
UNRESTRICTED NET ASSETS - Ending	<u>\$ 3,534</u>	<u>\$ (11,214)</u>	<u>23,685</u>	<u>60,993</u>

See accompanying notes to financial statements.

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.

DeRidder, Louisiana

Statement of Cash Flows

For the Year Ended September 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash received from supporters, grants, programs, fees	\$ 138,122
Cash Provided By Operating Activities	<u>138,122</u>
Cash paid to employees, suppliers, and for programs	<u>121,713</u>
Cash Disbursed For Operating Activities	<u>121,713</u>
Net Cash Provided by Operating Activities	<u>16,409</u>
Net Increase In Cash	16,409

CASH AND CASH EQUIVALENTS

Beginning	<u>13,947</u>
Ending	<u><u>\$ 30,356</u></u>

RECONCILIATION OF INCREASE IN UNRESTRICTED

NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES:

Increase (decrease) in unrestricted net assets	\$ 30,934
Adjustments to reconcile changes in excess of revenue and support over expenses to net cash provided by operating activities:	
(Increase) decrease in receivables	(25,240)
Increase (decrease) in payables	<u>10,715</u>
Net Cash Provided (Used) by Operating Activities	<u><u>\$ 16,409</u></u>

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.
DeRidder, Louisiana
Notes to Financial Statements
September 30, 2018

Note 1 - Nature of Organization and Summary of Significant Accounting Policies :

Nature of Organization

The Beauregard Community Action Association, Inc. was incorporated under the laws of the State of Louisiana on September 16, 1965. The Association is a non-profit community action association which is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. The laws of the State of Louisiana exempt the Association from Louisiana taxation.

Grants, miscellaneous contributions of cash, and other assets are reported as unrestricted support unless donor stipulations are not removed during the fiscal year.

The Association's primary source of revenue is federal and state grant monies, which provide services to elderly and low-income clients.

Program and Supporting Services

The following programs and supporting services are included in the accompanying financial statements:

CSBG - The CSBG accounts for funds granted by the United States Department of Health and Human Services under the Community Services Block Grant Program.

Energy Assistance Program - The Energy Assistance Program accounts for funds donated to local utility companies by the public to provide to low income families.

LIHEAP - The LIHEAP accounts for funds granted by the United States Department of Health and Human Services under the Low Income Home Energy Assistance Block Grant Program.

Emergency Food and Shelter - accounts for funds granted by the Emergency Food and Shelter National Board Program.

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.
DeRidder, Louisiana
Notes to Financial Statements (Continued)
September 30, 2018

Method of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting, in accordance with generally accepted accounting principles.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts and disclosures. Actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of reporting cash flows, the Association considers all highly liquid debt investments purchased with a maturity of three months or less to be cash equivalents.

Property and Equipment

Property and equipment is stated at cost. It is the Association's policy to capitalize expenditures for these items in excess of \$500. Depreciation of property and equipment is computed principally by the straight-line method over 5 - 10 years.

Funding Policies

The Association receives their monies through basically three methods of funding. Most of the funds are obtained through grants. Under this method, funds are received on a monthly allocation of the total budget in advance of the actual expenditure. The Association also receives funds as a reimbursement of actual expenditures. The other method by which the Association receives funding is through private and in-kind contributions.

Compensated Absences

Employees accrue vacation leave based on years of service. At September 30, 2018, accrued vacation leave was approximately \$7,000 based on the current pay levels and maximum carryover amounts. This amount is not reflected in the financial statements based on the above criteria.

Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activity. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

BEAUREGARD COMMUNITY ACTION ASSOCIATION, INC.
DeRidder, Louisiana
Notes to Financial Statements (Continued)
September 30, 2018

Note 1 - Summary of Significant Accounting Policies (Continued):

Deposits with Financial Institutions

The Association's bank balances of deposits with financial institutions at September 30, 2018 were fully insured by the Federal Deposit Insurance Corporation.

Note 2 - Board Members

During the period covered by our audit, there were no payments made to or on behalf of board members.

Note 3 - Claims and Contingencies

The Association receives revenues from various Federal and State grant programs which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the agency and the Association.

Note 4 - Operating Leases

The Association leases office equipment at \$199 per month. Additionally, the Association leases its facility from the Beauregard Parish Police Jury for \$100 per month. The lease term is renewed annually. Total lease costs for the year ended September 30, 2018 were \$3,002.

Note 5 - Economic Dependency

The Association receives the majority of its revenue from funds provided through grants. The grant amounts are appropriated each year by the Federal and State governments. The significant budget cuts are made at the Federal and/or State level, the amount of funds the association receives could be reduced significantly and have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Association will receive in the next fiscal year.

Note 6 - Subsequent Events

The Association evaluated its September 30, 2018 financial statements for subsequent events through the date the financial statements were available to be issued. The Association is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

Beauregard Community Action Association, Inc.

Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer

Year Ended September 30, 2018

Agency Head Name: Winkie K. Branch, Executive Director

Purpose	Amount
Salary	\$54,675
Benefits-insurance	\$2,426
Benefits-retirement	-0-
Benefits-<list any other here>	-0-
Car allowance	-0-
Vehicle provided by government	-0-
Per diem	-0-
Reimbursements	-0-
Travel	-0-
Registration fees	-0-
Conference travel	-0-
Continuing professional education fees	-0-
Housing	-0-
Unvouchered expenses*	-0-
Special meals	-0-

See independent accountant's review report.

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

August 9, 2019

Steven M. DeRouen & Associates

Certified Public Accountants

2720 Rue de Jardin Ste 300

Lake Charles, LA 70605

In connection with your review of our financial statements as of September 30, 2016 and for the period 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. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

Federal, State, and Local Awards

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.**

Yes No

Budget

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

Yes No

Reporting

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

Yes [x] No []

Prior-Year Comments

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

Yes [x] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies 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 this report. We will also 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.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<u>Robin Darbonne</u>	vice President	<u>8/9/19</u>	Date