
METANOIA, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2022 AND 2021

METANOIA, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2022 AND 2021

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To the Board of Directors of Metanoia, Inc.
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Metanoia, Inc. (a nonprofit organization) which comprise the statements of financial position as of December 31, 2022 and 2021, 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 Metanoia, Inc. as of December 31, 2022 and 2021, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Metanoia, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Metanoia, Inc.'s ability to continue as a going concern within one year after the date 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Metanoia 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 Metanoia 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 schedule of compensation, benefits and other payments to the agency head on page 15 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 auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2023, on our consideration of Metanoia, 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 to 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 Metanoia, 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 Metanoia, Inc.'s internal control over financial reporting and compliance.



Gonzales, Louisiana
June 30, 2023

METANOIA, INC.

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2022 AND 2021

ASSETS

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 998,908	\$ 679,000
Certificate of deposit	125,730	-
Contribution receivables	-	75,192
Grant receivables	131,000	156,234
Other receivables	176,909	-
Prepaid expenses	24,515	21,507
Total current assets	<u>1,457,062</u>	<u>931,933</u>
<u>PROPERTY AND EQUIPMENT, net</u>	<u>1,723,767</u>	<u>1,797,305</u>
TOTAL ASSETS	<u>\$ 3,180,829</u>	<u>\$ 2,729,238</u>

LIABILITIES AND NET ASSETS

<u>LIABILITIES</u>		
Accounts payable	\$ 7,499	\$ 6,747
Accrued expenses	<u>41,212</u>	<u>16,517</u>
TOTAL LIABILITIES	<u>48,711</u>	<u>23,264</u>
<u>NET ASSETS</u>		
With donor restrictions	125,000	-
Without donor restrictions	<u>3,007,118</u>	<u>2,705,974</u>
TOTAL NET ASSETS	<u>3,132,118</u>	<u>2,705,974</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 3,180,829</u>	<u>\$ 2,729,238</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2022

OPERATING ACTIVITIES	Without Donor Restrictions	With Donor Restrictions	Total
<u>REVENUES, GAINS, AND OTHER SUPPORT</u>			
Contributions	\$ 420,757	\$ 130,000	\$ 550,757
Contributions- donation in-kind	15,220	-	15,220
Contributions- special events	310,845	-	310,845
DCFS resident rent	64,006	-	64,006
Federal grant revenue	316,467	-	316,467
Interest	433	-	433
Other income	130,100	-	130,100
Sweepstakes	52,121	-	52,121
Net assets released from restrictions	5,000	(5,000)	-
Total revenues, gains, and other support	<u>1,314,949</u>	<u>125,000</u>	<u>1,439,949</u>
<u>EXPENSES</u>			
Program	575,239	-	575,239
Supporting services:			
Management and general	299,379	-	299,379
Fundraising	139,187	-	139,187
Total expenses	<u>1,013,805</u>	<u>-</u>	<u>1,013,805</u>
Change in net assets	301,144	125,000	426,144
NET ASSETS AT BEGINNING OF YEAR	2,705,974	-	2,705,974
NET ASSETS AT END OF YEAR	<u>\$ 3,007,118</u>	<u>\$ 125,000</u>	<u>\$ 3,132,118</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2021

OPERATING ACTIVITIES	Without Donor	With Donor	Total
<u>REVENUES, GAINS, AND OTHER SUPPORT</u>	<u>Restrictions</u> <u>Restated</u>	<u>Restrictions</u>	<u> </u>
Contributions	\$ 304,283	\$ -	\$ 304,283
Contributions- donation in-kind	11,974	-	11,974
Contributions- special events	57,000	-	57,000
Federal grant revenue	359,382	-	359,382
Other income	4,729	-	4,729
Net assets released from restrictions	88	(88)	-
Total revenues, gains, and other support	<u>737,456</u>	<u>(88)</u>	<u>737,368</u>
<u>EXPENSES</u>			
Program	688,014	-	688,014
Supporting services:			
Management and general	256,129	-	256,129
Total expenses	<u>944,143</u>	<u>-</u>	<u>944,143</u>
Change in net assets	(206,687)	(88)	(206,775)
NET ASSETS AT BEGINNING OF YEAR	<u>2,912,661</u>	<u>88</u>	<u>2,912,749</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,705,974</u>	<u>\$ -</u>	<u>\$ 2,705,974</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2022

	Program	Management and General	Fundraising	Total Expense
Salaries and Benefits	\$ 107,050	\$ 107,050	\$ -	\$ 214,099
Advertising	289	289	-	578
Bank Charges and Fees	1,003	1,003	-	2,005
Building Facilities	12,679	12,679	-	25,358
Contract Services	226,474	-	-	226,474
Depreciation	36,769	36,769	-	73,538
Dues and Subscriptions	250	250	-	500
Fees	698	698	8,635	10,031
Insurance	56,582	56,582	-	113,164
Medical	2,168	2,168	-	4,336
Membership dues	600	600	-	1,200
Miscellaneous	1,052	1,052	-	2,104
Office Expense	5,574	5,574	-	11,148
Professional Fees	16,408	16,408	-	32,816
Printing and Postage	596	596	-	1,191
Prizes	-	-	10,000	10,000
Repairs and Maintenance	2,519	2,519	-	5,037
Resident Expenses	14,771	-	-	14,771
Security	1,714	1,714	-	3,427
Summit	13,711	-	-	13,711
Supplies	24,983	24,983	-	49,965
Telephone Expense	5,829	5,829	-	11,658
Training	20,904	-	-	20,904
Auto and Travel Expenses	11,477	11,477	-	22,954
Utilities	11,142	11,142	-	22,284
Venue expense	-	-	120,552	120,552
Total expenses	<u>\$ 575,239</u>	<u>\$ 299,379</u>	<u>\$ 139,187</u>	<u>\$ 1,013,805</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED DECEMBER 31, 2021

	Program	Management and General	Fundraising	Total Expense
Salaries and Benefits	\$ 131,378	\$ 103,225	\$ -	\$ 234,603
Bank Charges and Fees	141	111	-	252
Building Facilities	8,878	6,976	-	15,854
Business Expenses	1,676	1,316	-	2,992
Contract Services	254,452	-	-	254,452
Depreciation	40,914	32,147	-	73,061
Dues and Subscriptions	1,660	1,305	-	2,965
Insurance	59,599	46,827	-	106,426
Medical	359	282	-	641
Miscellaneous	1,546	1,215	-	2,761
Office Expense	5,749	4,517	-	10,266
Professional Fees	8,273	6,501	-	14,774
Printing and Postage	540	424	-	964
Repairs and Maintenance	2,162	1,699	-	3,861
Resident Expenses	10,256	8,058	-	18,314
Security	3,369	2,647	-	6,016
Supplies	22,226	17,464	-	39,690
Telephone Expense	7,360	5,782	-	13,142
Training	107,580	-	-	107,580
Auto and Travel Expenses	10,255	8,057	-	18,312
Utilities Expense	9,642	7,575	-	17,217
Total expenses	<u>\$ 688,014</u>	<u>\$ 256,129</u>	<u>\$ -</u>	<u>\$ 944,143</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 426,144	\$ (206,775)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	73,538	73,061
(Increase) decrease in receivables	(76,483)	66,948
Increase in prepaid expenses	(3,008)	(691)
Increase (decrease) in accounts payable	752	(1,303)
Increase (decrease) in accrued expenses	24,695	(5,493)
Net cash provided by (used in) operating activities	<u>445,638</u>	<u>(74,253)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment and construction in progress	-	(29,736)
Purchase of certificate of deposit	(125,730)	-
Net cash used in investing activities	<u>(125,730)</u>	<u>(29,736)</u>
Net increase (decrease) in cash and cash equivalents	319,908	(103,989)
Cash and cash equivalents, beginning of year	679,000	782,989
Cash and cash equivalents, end of year	<u>\$ 998,908</u>	<u>\$ 679,000</u>

The accompanying notes are an integral part of these statements.

METANOIA, INC.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Organization and Purpose

Metanoia, Inc. is a non-profit corporation which was organized to deliver a model program of recovery and rehabilitation for female youth victims of human sex trafficking. The decision-making body consists of 15 members who serve as the board of directors.

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

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

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Revenue recognition – Metanoia, Inc. recognizes contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier and a right of return, are not recognized until the conditions on which they depend have been met. There were not any conditional promises to give as of December 31, 2022 and 2021.

A portion of Metanoia, Inc.'s revenue is derived from cost-reimbursable federal contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when Metanoia, Inc. has incurred expenditures in compliance with specific contract or grant provisions.

Metanoia, Inc. has adopted Accounting Standards Update (ASU) No. 2018-08 *Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605)* as management believes the standard improves the usefulness and understandability of Metanoia, Inc.'s financial reporting.

Metanoia, Inc. records special events revenue equal to the fair value of direct benefit to donors, and contribution income for the excess received when the event takes place.

METANOIA, INC.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

Metanoia, Inc. has adopted Accounting Standards Update (ASU) No. 2014-09- Revenue from Contracts with Customers (Topic 606), as amended as management believes the standard improves the usefulness and understandability of Metanoia, Inc.'s financial reporting.

Analysis of various provisions of this standard resulted in no significant changes in the way Metanoia, Inc. recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

Measure of operations – The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to Metanoia, Inc.'s ongoing program services. Nonoperating activities are limited to resources from activities considered to be of a more unusual or nonrecurring nature.

Cash and cash equivalents –Metanoia's cash consists of cash on deposit with banks. Cash equivalents represent money market funds or short-term investments with original maturities of six months or less from the date of purchase, except for those amounts that are held in the investment portfolio which are invested for long-term purposes.

Concentrations of credit risk – Financial instruments that potentially subject Metanoia, Inc. to concentrations of credit risk consist principally of cash and cash equivalents. Metanoia, Inc. maintains its cash and cash equivalents in various bank accounts that, at times, may exceed federally insured limits. Metanoia, Inc's cash and cash equivalent accounts have been placed with high credit quality financial institutions. Metanoia, Inc. has not experienced, nor does it anticipate, any losses with respect to such accounts.

Contributions receivable – Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Discount amortization is included in contribution revenue. Conditional promises to give are not included as support until the conditions are met. At December 31, 2022 and 2021, contributions receivable is \$0 and \$75,192; respectively.

METANOIA, INC.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Property and equipment, net – Property and equipment are stated at cost at the date of purchase or, for donated assets, at fair value at the date of donation, less accumulated depreciation. Depreciation is calculated using the straight-line method over the lesser of the estimated useful lives of the assets or the lease term. The useful lives range from three to forty years. Metanoia, Inc.'s policy is to capitalize renewals and betterments acquired for greater than \$500 and expense normal repairs and maintenance as incurred. Metanoia, Inc.'s management periodically evaluates whether events or circumstances have occurred indicating that the carrying amount of long-lived assets may not be recovered.

Contributions – Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Contributed property and equipment are recorded at fair value at the date of donation. Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contributions are recorded as net assets without donor restrictions.

In-kind donations – Metanoia, Inc. received donated professional services of \$15,220 and \$11,974 for the years ended December 31, 2022 and 2021, respectively. Such amounts, which are based upon information provided by third-party service providers, are recorded at their estimated fair value determined on the date of contribution and are reported as contributions in-kind and supporting services on the accompanying statements of activities and statements of functional expenses.

Several volunteers have made significant contributions of their time in furtherance of Metanoia's mission. These services were not reflected in the accompanying statements of activities because they do not meet the necessary criteria for recognition under US GAAP.

Functional expenses – The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among program services and supporting services benefited. Such allocations are determined by management on an equitable basis.

Program and management and general expenses were allocated based on time and effort. Fundraising expenses were actual cost.

METANOIA, INC.

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Use of estimates – The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Income taxes – Metanoia, Inc. is exempt from income tax under Section 501(c) (3), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. Metanoia, Inc. has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. Donors of money or property, or both, are entitled to the maximum charitable contribution deduction allowed by law. Management is unaware of any tax positions that would have a significant impact on its financial position.

Commitments and contingencies – Metanoia, Inc. participates in a federal grant program, which is governed by various rules and regulations of the grantor agency. Costs charged to the grant program are subject to audit and adjustment by the grantor agency; therefore, to the extent that Metanoia, Inc. has not complied with rules and regulations governing the grants, refunds of any money received may be required, and the collectability of any related receivable may be impaired. Management does not believe there are any significant contingent liabilities relating to compliance with rules and regulations governing the grant.

Reclassification – Certain prior year amounts have been reclassified to conform to the current presentation.

2. Availability and Liquidity

The following represents Metanoia, Inc.'s financial assets at December 31:

Financial assets at year-end:	<u>2022</u>	<u>2021</u>
Cash	\$ 998,908	\$679,000
Certificate of deposit	125,730	-
Contribution receivable	-	751,92
Other receivables	176,909	-
Grant receivables	<u>131,000</u>	<u>156,234</u>
Total financial assets	<u>\$1,432,547</u>	<u>\$910,426</u>

3. Risk Management

Metanoia, Inc. is exposed to various risks of loss to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Metanoia, Inc. has purchased commercial insurance to reduce the risk of loss that might arise should one of these incidents occur. There have been no significant reductions in coverage. No settlements were made during the year that exceeded Metanoia's coverage.

METANOIA, INC.

NOTES TO FINANCIAL STATEMENTS

4. Property and Equipment

Property and equipment, net consisted of the following at December 31:

	<u>2022</u>	<u>2021</u>
Furniture and equipment	\$ 120,781	\$ 120,781
Building and improvements	1,945,437	1,852,397
Construction in progress	-	93,040
	<u>2,066,218</u>	<u>2,066,218</u>
Less: accumulated depreciation	<u>(342,451)</u>	<u>(268,913)</u>
Property and equipment, net	<u>\$1,723,767</u>	<u>\$1,797,305</u>

Depreciation expense related to the property and equipment in service was \$73,538 and \$73,061 for the years ended December 31, 2022 and 2021; respectively.

5. Net Assets

For the year ended December 31, 2022, net assets with donor restriction were in the amount of \$125,000 with a specific purpose to be used transitional housing. There were not any net assets with donor restrictions in 2021.

6. Subsequent Events

Management has evaluated subsequent events through the date the financial statements were available to be issued, June 30, 2023, and determined that there were no events that require additional disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

METANOIA, INC.

SCHEDULE OF COMPENSATION, BENEFITS
AND OTHER PAYMENTS TO AGENCY HEAD
YEAR ENDED DECEMBER 31, 2022

Agency Head: Michael Ranatza, Board President

Purpose	Amount
Salary	\$ -
Benefits - insurance	-
Benefits - retirement	-
Deferred compensation	-
Benefits - other (dental)	-
Benefits - other (GTL)	-
Dues	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
	<hr/>
	\$ -
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Note: Michael Ranatza provides oversight as chairman of the Board. He does not receive any compensation, benefits and other payments from Metanoia, Inc.



**INDEPENDENT AUDITORS' 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**

To the Board of Directors of Metanoia, Inc.
Baton Rouge, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Metanoia, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, 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 June 30, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit, we considered Metanoia, Inc.'s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Metanoia, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of the Metanoia, 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 a 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 thereto, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2022-001 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Metanoia, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. 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*.

Metanoia, Inc.'s Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on Metanoia Inc.'s response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. Metanoia, Inc.'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 Metanoia, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Metanoia, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Gonzales, Louisiana
June 30, 2023

METANOIA, INC.
SUMMARY OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2022

SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on whether the financial statements of Metanoia, Inc. were prepared in accordance with GAAP.
2. One significant deficiency relating to the audit of the financial statements is reported on the Independent Auditors' 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*. No material weakness was reported.
3. No instances of noncompliance material to the financial statements of Metanoia, Inc. which would be required to be reported in accordance with *Government Auditing Standards*, was disclosed during the audit.

FINDINGS – FINANCIAL STATEMENT AUDIT

Significant deficiency:

2022-001 SUPPORTING DOCUMENTATION

Criteria: Internal controls should be designed to ensure reliable records are maintained to provide evidence that financial statements are accurate.

Condition: There are inadequate controls over the maintenance of invoices and/or supporting documentation. Transactions tested from three of the bank accounts lacked supporting documentation for cash receipts and disbursements.

Cause: Accounting records were not located in one centralized location for six months of the year for the accounts mentioned and there was inadequate maintenance of recordkeeping.

Effect: Lack of support documentation for operating expenses and receipts creates the potential for errors, fraud, waste or abuse to occur and not be detected and corrected in a timely manner.

Recommendation: All expenses and receipts should have valid supporting documentation retained in the accounting records.

METANOIA, INC.
SUMMARY OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT (continued)

Management's Corrective Action Plan: Management is aware that documentation was not maintained for the three bank accounts mentioned. However, all activity was recorded in the financial reporting system and the accounts have since been closed. We have hired an outside CPA firm to maintain the accounting records and functions. Additionally, procedures and policies have been updated and put in place to ensure adequate records and supporting documentation is being maintained and stored at the centralized location. Furthermore, we believe the issue to be resolved.

FINDINGS – COMPLIANCE
NONE NOTED

METANOIA, INC.
SUMMARY OF PRIOR AUDIT FINDINGS
YEAR ENDED DECEMBER 31, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

2021-001 Internal Control over General Ledger Reconciling and Reviewing

Criteria: Internal Controls should be in place to provide for the timely reconciliation of all bank account balances and to ensure all account activity is properly recorded in the general ledger and reviewed timely.

Condition: There are three bank accounts that were not reconciled and recorded on the general ledger.

Current status: Resolved.

2021-002 SUPPORTING DOCUMENTATION

Criteria: Internal controls should be designed to ensure reliable records are maintained to provide evidence that financial statements are accurate.

Condition: There are inadequate controls over the maintenance of invoices and/or supporting documentation. Numerous transactions tested lacked supporting documentation for cash receipts and disbursements.

Current status: A similar finding is noted.

FINDINGS – COMPLIANCE

NONE NOTED

METANOIA, INC.

AGREED-UPON PROCEDURES REPORT

FOR THE YEAR ENDED DECEMBER 31, 2022



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

To the Board of Directors of Metanoia, Inc 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 January 1, 2022 through December 31, 2022. Metanoia, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Metanoia, 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 January 1, 2022 through December 31, 2022. 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 entity's operations:

- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- iii. ***Disbursements***, including processing, reviewing, and approving.

Written policies and procedures were obtained and address the functions noted above.

- 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).

Written policies and procedures were obtained and address the functions noted above.

- v. **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

Written policies and procedures were obtained and address the functions noted above.

- 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.

Written policies and procedures were obtained and address the functions noted above.

- vii. **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

Written policies and procedures were obtained and address the functions noted above.

- viii. **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of the statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Written policies and procedures were obtained and address the functions noted above.

- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Not applicable.

- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

Not applicable.

- 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.

Written policies and procedures were obtained and address the functions noted above with the exception of periodic testing/verification that backups can be restored, use of antivirus software on all systems, timely application of all available system and software patches/updates, and identification of personnel, process, and tools needed to recover operations after a critical event.

Management's response: We will update our policy for the items mentioned above.

- 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.

Not applicable.

2) Board (or Finance Committee, if applicable)

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.

The Board met with a quorum as required.

- ii. For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit 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.*

The minutes documented the Board's review of financial activity of the entity.

- 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.

Not applicable, Metanoia, Inc. did not have a negative unassigned fund balance in the prior year.

- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit findings(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

The board received updates regarding the resolution of the audit findings.

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:

Obtained listing of client bank accounts for the fiscal period from management and management's representation that listing is complete.

- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

Obtained bank reconciliations for the month selected noting that three accounts did not have a reconciliation prepared. One account included evidence that bank reconciliation was prepared within 2 months.

- ii. Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Obtained bank reconciliations for the month selected noting that three accounts did not have a reconciliation prepared or evidence that a member of management reviewed the bank reconciliations. One account included evidence that the bank reconciliation was reviewed.

- iii. Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Obtained bank reconciliations for the month selected noting that three accounts did not have a reconciliation prepared or documentation of outstanding items. One account did not have any outstanding items over 12 months.

Management's response: Subsequent to year end, the three bank accounts have been closed and all activity is recorded through the operating account. Bank reconciliations will continue to be performed and reviewed within 2 months of the related closing date. Members of the finance committee review the bank statement and monthly financials.

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).

Obtained a listing of deposit sites and management's representation that listing is complete.

- 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 (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

Obtained a listing of collection locations and management's representation that listing is complete.

- i. Employees responsible for cash collections do not share cash drawers/registers;

No exceptions noted.

- ii. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit;

No exceptions noted.

- iii. Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

No exceptions noted.

- iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not responsible for collecting cash, unless another employee verifies the reconciliation.

No exceptions noted.

- 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 enforced during the fiscal period.

No exceptions noted.

- 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). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- i. Observe that receipts are sequentially pre-numbered.

Sequentially pre-numbered receipts were not used.

- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

No exceptions noted for one bank account. Three bank accounts did not have supporting documentation for deposits.

- iii. Trace the deposit slip total to the actual deposit per the bank statement.

No exceptions noted for one bank account. Three bank accounts did not have supporting documentation for deposits.

- 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).

Deposits were made not made within one week of receipt for one bank account. Three bank accounts did not have supporting documentation for deposits.

- v. Trace the actual deposit per the bank statement to the general ledger.

No exceptions noted for one bank account. Three bank accounts did not have supporting documentation for deposits.

Management's response: Subsequent to year end, the three bank accounts have been closed and all activity is recorded through the operating account. Date of collection will be marked on check receipts and we will make deposits within one week of collection as deemed practical.

5) Non-Payroll Disbursements (excluding card purchases, 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).

Obtained listing of locations that process payments and management's representation that listing is complete.

- 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, 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/making the purchase;

No exceptions noted.

- ii. At least two employees are involved in processing and approving payments to vendors;

No exceptions noted.

- 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;

The person responsible for processing payments is not prohibited from adding/modifying vendor files and there is no evidence that another employee is responsible for periodically reviewing changes to vendor files.

Management's response: Members of the finance committee have the overall responsibility for reviewing transactions prior to signing the checks in efforts to mitigate the risk associated with the limited number of individuals involved with adding new vendors. However, management will develop a process to have a member of the finance committee periodically review the new vendor list.

- 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

No exceptions noted.

- 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.

No exceptions noted.

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

Observed the disbursement matched the related original itemized invoice and that deliverables were received by the entity for one location. Supporting documentation for one location was not provided.

- ii. Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

The disbursement documentation included evidence of segregation of duties tested under #5B with the exception of 5B(iii) as noted above for one location. Supporting documentation for one location was not provided.

Management's response: Disbursements are now processed in one location. Members of the finance committee have the overall responsibility for reviewing transactions prior to signing the checks in efforts to mitigate the risk associated with the limited number of individuals involved with adding new vendors. However, management will develop a process to have a member of the finance committee periodically review the new vendor list.

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.

No exception noted.

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.

Obtained listing of the credit cards and management's representation that listing is complete.

B. Using the listing prepared by management, randomly select 5 cards (or all 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., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (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

No exceptions noted.

- ii. Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #7B 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Of the items selected, supporting documentation was not provided for fourteen transactions. Four transactions did not have documentation of business/public purpose.

Management's response: Documentation will be maintained to support item, business/public purpose and individuals participating in meals.

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

Obtained listing of travel and related expense reimbursements and management's representation that listing is complete.

- 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);

No exceptions noted.

- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

Two of the five reimbursements selected did not have original itemized receipts.

Management's response: Original itemized receipts will be maintained for all reimbursement request.

- 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

No exceptions noted.

- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

Obtained listing of contracts initiated or renewed during the fiscal period and management's representation that listing is complete.

- 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;

No exceptions noted

- 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);

No exceptions noted.

- 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

No exceptions noted

- 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.

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.

Obtained listing of employees and management's representation that listing was complete. Agreed paid salaries to authorized salaries/pay rates in the personnel file without exception.

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);

No exceptions noted.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

No exceptions noted.

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

No exceptions noted.

- iv. Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions noted.

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, 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.

No termination payments for the fiscal year.

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.

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 each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

Not applicable.

- ii. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Not applicable.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Not applicable.

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.

Not applicable.

- 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.

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.

Management asserted that the entity did not have any misappropriations of public funds or assets.

- 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.

No exceptions noted.

13) Information Technology Disaster Recovery/Business Continuity

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

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- iii. 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.

We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

No exceptions noted.

14) Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A above, 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.

Not applicable.

- 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).

Not applicable.

- 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;

Not applicable.

- ii. Number of sexual harassment complaints received by the agency;

Not applicable.

- iii. Number of complaints which resulted in a finding that sexual harassment occurred;

Not applicable.

- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Not applicable.

- v. Amount of time it took to resolve each complaint.

Not applicable.

We were engaged by Metanoia, 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 Metanoia, 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.



Gonzales, Louisiana
June 30, 2023