

**NEW VISION LEARNING ACADEMY, INC.**  
**Monroe, Louisiana**

**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT  
WITH SUPPLEMENTAL INFORMATION  
As of And for The Year Ended June 30, 2019**

**BY**

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Monroe, Louisiana**

**Financial Statements  
and Independent Auditor's Report  
with Supplemental Information  
As of and for the Year Ended June 30, 2019**

**CONTENTS**

	<u>STATEMENTS</u>	<u>PAGE NO.</u>
Independent Auditor's Report		1-2
Financial Statements		
Statement of Financial Position	A	4
Statement of Activities	B	5
Statement of Cash Flows	C	6
Statement of Functional Expenses	D	7
Notes to the Financial Statements		8-16
Independent Auditor's Report On Internal Control over Financial Reporting and On Compliance And Other Matters Based On an Audit of Financial Statements Performed In Accordance With Government Auditing Standards		17-18
Supplemental Information:		
Independent Accountant's Report on Applying Agreed-Upon Procedures		20-21
Schedules Required by Louisiana State Law		22
Schedule 1-General Fund Instructional and Support Expenditures and Certain Local Revenue Sources		23
Schedule 2-Class Size Characteristics		24
Other Schedules		
Schedule 3-Schedule of Activities-Budget to Actual		25
Schedule 4-Schedule of Participation and Reimbursement School Lunch Program		26
Schedule 5- Schedule of Findings and Questioned Costs		27
Schedule 6-Schedule of Compensation-Key Management		28
Schedule 7-Schedule of Board of Directors		29



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## Independent Auditor's Report

To the Board of Directors of  
New Vision Learning Academy, Inc.  
Monroe, Louisiana

### Report on the Financial Statements

I have audited the accompanying financial statements of New Vision Learning Academy, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### 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.

### Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

**New Vision Learning Academy, Inc.  
Independent Auditor's Report (Continued)**

**Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Vision Learning Academy, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

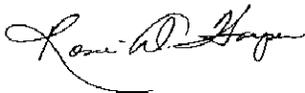
**Other Matters**

*Other Information*

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The information in Schedules 1 through 7 and the Louisiana Compliance Questionnaire 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 my opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued my report dated December 30, 2019 on my consideration of New Vision Learning Academy, Inc.'s internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my 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 New Vision Learning Academy, 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 New Vision Learning Academy, Inc.'s internal control over financial reporting and compliance.



Rosie D. Harper  
Certified Public Accountant

Monroe, Louisiana  
December 30, 2019

# **FINANCIAL STATEMENTS**

NEW VISION LEARNING ACADEMY, INC.  
Statement of Financial Position  
June 30, 2019

Statement A

**Assets**

Cash and Cash Equivalents	\$ 2,079,564
Prepaid Expenses	23,652
Grants Receivable	125,074
Other Receivables	1,252
Fixed Assets (Net of Accumulated Depreciation-Note F)	<u>188,650</u>
Total Assets	<u><u>2,418,192</u></u>

**Liabilities and Net Assets**

Liabilities:

Accrued Liabilities	<u>165,388</u>
Total Liabilities	<u><u>165,388</u></u>

Net Assets:

Without Donor Restrictions	2,150,108
With Donor Restrictions	<u>102,696</u>
Total Net Assets	2,252,804

Total Liabilities and Net Assets	<u><u>\$ 2,418,192</u></u>
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See Accompanying Auditor's Report and Notes to Financial Statements.

NEW VISION LEARNING ACADEMY, INC.

Statement of Activities

For the Year Ended

June 30, 2019

Statement B

**CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS**

**Revenue and Gains**

Interest Income	\$ 9,608
State Public School Funding	2,721,343
Other Revenue	4,425
Total Support	<u>2,735,376</u>

TOTAL REVENUE AND GAINS WITHOUT DONOR RESTRICTIONS 2,735,376

**Net Assets Released from Restrictions**

Restrictions Satisfied by Payments 581,146

TOTAL REVENUE, GAINS AND OTHER SUPPORT  
WITHOUT DONOR RESTRICTIONS 3,316,522

**Expenses**

Instructional	1,958,833
Support Services	1,005,360
Operation of Non-Instructional Service	332,947
Total Expenses	<u>3,297,140</u>

INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS 19,382

**CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS**

**Revenue and Gains**

Grants	
Federal	
Grants	521,458
Commodities	18,875
Local Revenue	<u>8,654</u>

TOTAL REVENUE AND GAINS WITH DONOR RESTRICTIONS 548,987

Net Assets Released from Restrictions

Restrictions Satisfied by Payments (581,146)

DECREASE IN NET ASSETS WITH DONOR RESTRICTIONS (32,159)

DECREASE IN NET ASSETS (12,777)

NET ASSETS AT THE BEGINNING OF THE YEAR 2,492,304

OTHER CHANGES IN NET ASSETS

Prior Period Changes (226,723)

TOTAL OTHER CHANGES IN NET ASSETS (226,723)

NET ASSETS AT THE END OF THE YEAR \$ 2,252,804

See Accompanying Auditor's Report and Notes to Financial Statements.

NEW VISION LEARNING ACADEMY, INC.  
Statement of Cash Flows  
For the Year Ended  
June 30, 2019

Statement C

<b>Operating Activities</b>	<u>All Funds</u>
Change in Net Assets	\$ (12,777)
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Provision for Depreciation	34,885
Decrease in Prepaid Expenses	7,818
Increase in Grants and Other Receivables	(49,052)
Increase in Accounts Payable/Accrued Liabilities	149,076
Total Adjustments	<u>142,727</u>
Net Cash Provided by Operating Activities	<u>129,950</u>
<b>Investing Activities</b>	
Cash Paid for Classroom Equipment	(5,206)
Cash Paid for Office Equipment	(8,932)
Cash Paid for School Buses	<u>(175,746)</u>
Net Cash Used by Investing Activities	<u>(189,884)</u>
Net Decrease in Cash and Equivalents	(59,934)
Cash and Cash Equivalents as of Beginning of Year	<u>2,366,221</u>
Other Changes in Cash	
Prior Period Adjustments	<u>(226,723)</u>
Total Other Changes in Cash	<u>(226,723)</u>
Cash and Cash Equivalents as of the End of Year	<u><u>\$ 2,079,564</u></u>

See Accompanying Auditor's Report and Notes to Financial Statements.

NEW VISION LEARNING ACADEMY, INC.  
Statement of Functional Expenses  
For the Year Ended  
June 30, 2019

Statement D

	Instructional	Support Services Program	Non- Instructional	Total Expenses
<b>Personnel Costs</b>				
Salaries and Wages	\$ 1,205,799	\$ 319,205	\$ 56,691	\$ 1,581,695
Payroll Taxes and Other Fringe Benefits	375,974	102,025	9,716	487,715
Total Personnel Costs	1,581,773	421,230	66,407	2,069,410
<b>Other Expenses</b>				
Administration Fee	-	6,805	-	6,805
Advertising/Telephone/Dues	-	17,387	-	17,387
Auditing and Accounting	-	20,975	-	20,975
Books and Periodicals	38,823	-	-	38,823
Building Rental/Lease	16,257	347,631	39,312	403,200
Custodial Services/Disposal	-	40,391	-	40,391
Depreciation	-	34,885	-	34,885
Food and Commodities	-	-	222,853	222,853
Insurance	-	39,521	-	39,521
Materials and Supplies	82,863	-	-	82,863
Miscellaneous (Other Supplies)	7,298	7,165	-	14,463
Professional and Technical Services	203,626	20,719	-	224,345
Repairs, Equipment and Maintenance Services	11,637	4,780	-	16,417
Travel	16,556	-	-	16,556
Utilities	-	43,871	4,375	48,246
Total Other Expenses	377,060	584,130	266,540	1,227,730
Total Functional Expenses	\$ 1,958,833	\$ 1,005,360	\$ 332,947	\$ 3,297,140

See Accompanying Auditor's Report and Notes to Financial Statements.

**New Vision Learning Academy, Inc.  
Monroe, Louisiana**

**Notes to the Financial Statements  
As of and for the Year Ended June 30, 2019**

**NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

New Vision Learning Academy, Inc. is a private non-profit Organization domiciled in Monroe, Louisiana. The Organization was chartered by the State of Louisiana on September 24, 1998. The Organization is a Type (2) charter school, which operates as an independent public school. The Organization is a private non-profit organization recognized as a tax-exempt organization under section 501 (c) (3) of the Internal Revenue Service Code.

The objectives of the Organization are as follows:

- A. To enhance the personal growth and educational development of children through an academically sound program which produces intellectually able, technologically competent, morally stable, psychologically, and physically healthy, capable, and contributing citizens of the next century;
- B. To increase the meaningful involvement of parents and the community in the process of educating children;
- C. To provide service and outreach support and partnerships that will strengthen families and the community.

A Board of Directors consisting of seven (7) members governs the Organization. The Board of Directors receives no compensation.

**Financial Statement Presentation**

New Vision Learning Academy, Inc. follows the guidance of the Not-for-Profit Entities Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codifications (ASC). The Organization is required to report information regarding its financial position and activities according to two classes of net assets, with donor restrictions and without donor restrictions. In addition, the Organization is required to present a statement of cash flows.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. The financial statements of the Organization are prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Public Support and Revenue**

In order to comply with restrictions that donors place on grants and other gifts as well as designations made by its governing board, the principles of reporting net assets are used. Revenue and public support consist mainly of governmental grants and contributions. Contributions of cash and other assets are reported as net assets with donor restrictions if they are received with donor restrictions or restrictions designated by the governing board. Contributions are considered to be without restrictions unless restricted by the donor and are reported as net assets without donor restrictions. All assets over which the Board of Directors has discretionary control have been included in the General Fund.

**Estimates**

The preparation of financial statements in conformity with Generally Accepted Accounting Principles accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Cash and Cash Equivalents**

The Organization considers all highly liquid investments with maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude permanently restricted cash and cash equivalents. Under state law, the agency may deposit funds in demand accounts, interest bearing accounts, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. The Organization had no cash equivalents during the audit period. The total cash balances at June 30, 2019, are as follows:

Without Donor Restrictions	\$	102,696
With Donor Restrictions		1,976,868
Total Cash	\$	<u>2,079,564</u>

**Income Taxes**

The organization is a nonprofit corporation, exempt under section 501 (c) (3) of the internal revenue code and did not conduct unrelated business activities. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Organization and recognize a tax liability (or asset) if the Organization has taken an uncertain tax position that more likely than not would not be sustained upon examination by the IRS.

Management has analyzed the tax positions taken by the Organization, and has concluded that as of December 30, 2019, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The Organization is subject to routine audits by Internal Revenue Service for the years ended June 30, 2019, 2018, and 2017; however, there are currently no audits for any tax period in progress.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Total Columns**

Total columns are presented to facilitate financial analysis. Data in these columns do not present financial position, results of operations and changes in net assets in conformity with Generally Accepted Accounting Principles. Neither is such data comparable to a consolidation.

**NOTE B. RETIREMENT SYSTEMS**

*Plan Description*

Substantially all employees of the Organization are provided with pensions through cost-sharing multiple-employer defined benefit pension plans administered by the Teachers' Retirement System of Louisiana ("TRSL") which is administered on a statewide basis. The authority to establish and amend the benefit terms of TRSL was granted to the respective Board of Trustees and the Louisiana Legislature by Title 11 of the Louisiana Revised Statutes. TRSL issues a publicly available financial report that can be obtained at [www.trsl.org](http://www.trsl.org).

TRSL administers three different membership plans: Regular, Plan A, and Plan B. Members of the Regular Plan are employees that meet the legal definition of "teacher" in accordance with Louisiana Revised Statute 11:701(33)(a). Members of Plan A and Plan B are school food service workers whose salary is paid through school food service funds. Plan A school food service employees are employed in parish school systems that have withdrawn from Social Security coverage. Plan B school food service employees are employed in parish school systems that have not withdrawn from Social Security coverage. Plan B employees pay into TRSL and Social Security.

*Contributions*

The employer contribution rate is established annually under LA R.S. 11:101 - 11:104 by the Public Retirement Systems Actuarial Committee (PRSACX) taking into consideration the recommendation of the System's actuary. Each sub plan pays a separate actuarially determined employer contribution rate. However, all assets of TRSL are used for the payment of benefits for all classes of members, regardless of their plan. The rates in effect during the fiscal year ended June 30, 2019 are as follows:

<b>Sub Plan</b>	<b>Contribution Rates</b>	
	<b>Employees</b>	<b>School Board</b>
2018-19		
Regular Plan	8.0%	26.7%
Plan A	9.1%	26.7%
Plan B	5.0%	26.7%

The School Board's contractually required composite contribution rate for the year ended June 30, 2019, was 26.7% of annual payroll, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any Unfunded Actuarial Accrued Liability. Contributions to the pension plan from the School Board were \$333,518 for the year ended June 30, 2019.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE B. RETIREMENT SYSTEMS (continued)**

*Benefits Provided*

TRSL provides retirement, deferred retirement option (DROP), disability, and survivor's benefits. Participants should refer to the appropriate statutes for more complete information. Regular Plan Members whose first employment makes them eligible for membership in a Louisiana state retirement system on or after January 1, 2011 may retire with a 2.5% accrual rate after attaining age sixty with at least 5 years of service credit and are eligible for an actuarially reduced benefit with 20 years of service at any age. All other members, if initially hired on or after July 1, 1999, are eligible for a 2.5% accrual rate at the earliest of age 60 with 5 years of service, age 55 with 25 years of service, or at any age with 30 years of service. Members may retire with an actuarially reduced benefit with 20 years of service at any age. If hired before July 1, 1999, members are eligible for a 2% accrual rate at the earliest of age 60 with 5 years of service, or at any age with 20 years of service and are eligible for a 2.5% accrual rate at the earliest of age 65 with 20 years of service, age 55 with 25 years of service, or at any age with 30 years of service. Plan A - Members may retire with a 3.0% annual accrual rate at age 55 with 25 years of service, age 60 with 5 years of service or 30 years of service, regardless of age. Plan A is closed to new entrants. Plan B - Members may retire with a 2.0% annual accrual rate at age 55 with 30 years of service, or age 60 with 5 years of service

For all plans, retirement benefits are based on a formula which multiplies the final average compensation by the applicable accrual rate, and by the years of creditable service. For Regular Plan and Lunch Plan B members whose first employment makes them eligible for membership in a Louisiana state retirement system on or after January 1, 2011, final average compensation is defined as the highest average 60-month period. For all other members, final average compensation is defined as the highest average 36-month period.

A retiring member is entitled to receive the maximum benefit payable until the member's death. In lieu of the maximum benefit, the member may elect to receive a reduced benefit payable in the form of a Joint and Survivor Option, or as a lump sum that can't exceed 36 months of the members' maximum monthly benefit amount.

Effective July 1, 2009, members may make an irrevocable election at retirement to receive an actuarially reduced benefit which increases 2.5% annually, beginning on the first retirement anniversary date, but not before age 55 or before the retiree would have attained age 55 in the case of a surviving spouse. This option can be chosen in combination with the above options.

In lieu of terminating employment and accepting a service retirement, an eligible member can begin participation in the Deferred Retirement Option Program (DROP) on the first retirement eligibility date for a period not to exceed the third anniversary of retirement eligibility. Delayed participation reduces the three-year participation period. During participation, benefits otherwise payable are fixed, and deposited in an individual DROP account. Upon termination of DROP, the member can continue employment and earn additional accruals to be added to the fixed pre-DROP benefit.

Upon termination of employment, the member is entitled to the fixed benefit, an additional benefit based on post -DROP service (if any), and the individual DROP account balance which can be paid in a lump sum or an additional annuity based on the account balance.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE B. RETIREMENT SYSTEMS (continued)**

Active members whose first employment makes them eligible for membership in a Louisiana state retirement system before January 1, 2011, and who have five or more years of service credit are eligible for disability retirement benefits if certified by the State Medical Disability Board (SMDB) to be disabled from performing their job. All other members must have at least 10 years of service to be eligible for a disability benefit. Calculation of the disability benefit as well as the availability of a minor child benefit is determined by the plan to which the member belongs and the date on which the member's first employment made them eligible for membership in a Louisiana state retirement system.

A surviving spouse with minor children of an active member with five years of creditable service (2 years immediately prior to death) or 20 years of creditable service is entitled to a benefit equal to the greater of (a) \$600 per month, or (b) 50% of the member's benefit calculated at the 2.5% accrual rate for all creditable service. When a minor child(ren) is no longer eligible to receive survivor benefits, the spouse's benefit reverts to a survivor benefit in accordance with the provisions for a surviving spouse with no minor child(ren). Benefits for the minor child(ren) cease when he/she is no longer eligible. Each minor child (maximum of 2) shall receive an amount equal to the greater of (a) 50% of the spouse's benefit or (b) \$300 (up to 2 eligible children). Benefits to minors cease at attainment of age 18, marriage, or age 23 if enrolled in an approved institution of higher education. A surviving spouse without minor children of an active member with 10 years of creditable service (2 years immediately prior to death) or 20 years of creditable service is entitled to a benefit equal to the greater of (a) \$600 per month, or (b) the option 2 equivalent of the benefit calculated at the 2.5% accrual rate for all creditable service.

As fully described in Title 11 of the Louisiana Revised Statutes, the System allows for the payment of permanent benefit increases, also known as cost-of-living adjustments (COLAs), that are funded through investment earnings when recommended by the Board of Trustees and approved by the State Legislature.

The Optional Retirement Plan (ORP) was established for academic employees of public institutions of higher education who are eligible for membership in TRSL. This plan was designed to provide certain academic and unclassified employees of public institutions of higher education an optional method of funding for their retirement. The ORP is a defined contribution pension plan which provides for portability of assets and full and immediate vesting of all contributions submitted on behalf of the affected employees to the approved providers. These providers are selected by the TRSL Board of Trustees. Monthly employer and employee contributions are invested as directed by the employee to provide the employee with future retirement benefits. The amount of these benefits is entirely dependent upon the total contributions and investment returns accumulated during the employee's working lifetime. Employees in eligible positions of higher education can make an irrevocable election to participate in the ORP rather than TRSL and purchase annuity contracts—fixed, variable, or both—for benefits payable at retirement.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE C. ACCRUED LIABILITIES**

At June 30, 2019, the Organization had accrued liabilities consisting of the following:

Payable to Vendors	\$ 350
Payroll Liabilities	165,038
Total	<u>\$ 165,388</u>

**NOTE D. CHANGES IN NET ASSETS**

At June 30, 2019, the Organization had net assets as follows:

<u>Net Assets</u>	<u>Balance @ July 1, 2018</u>	<u>Change in Net Assets</u>	<u>Prior Period Adjustment</u>	<u>Balance @ June 30, 2019</u>
Without Donor Restrictions	\$ 2,349,949	\$ 19,382	\$ (219,223)	\$ 2,150,108
With Donor Restrictions	142,355	(32,159)	(7,500)	102,696
Total	<u>\$ 2,492,304</u>	<u>\$ (12,777)</u>	<u>\$ (226,723)</u>	<u>\$ 2,252,804</u>

**NOTE E. RECEIVABLE-GRANTS**

At June 30, 2019, the Organization had grant receivables from the Louisiana Department of Education as follows:

School Lunch Fund	\$ 10,206
Title I	36,708
Title IIA	11,431
Title IV A	5,991
IDEA B	55,803
IDEA- Pre school	4,935
Total	<u>\$ 125,074</u>

**NOTE F. FIXED ASSETS**

Capital assets are recorded at historical cost and depreciated over their estimated useful lives. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands.

Appliance, Furniture, and Equipment	3 to 7 years
Buses	7 years

**New Vision Learning Academy, Inc.  
Notes to Financial Statements (Continued)**

**NOTE F. FIXED ASSETS (continued)**

The following is a summary of appliance, furniture, and equipment as of June 30, 2019:

Description	Balance @ July 1, 2018	Additions	Retirements	Balance @ June 30, 2019
Appliance, Furniture, & Equipment	\$ 757,186	\$ 14,138	\$ -	\$ 771,324
School Buses	-	175,746	-	175,746
Depreciation	(723,535)	(34,885)	-	(758,420)
Total	\$ 33,651	\$ 154,999	\$ -	\$ 188,650

**NOTE G. OPERATING LEASE**

The Organization had an operating lease for the period ended June 30, 2019 for a building and office, which is located at the 507 Swayze Street, Monroe, Louisiana 71201. On June 30, 2018, the Organization entered into a three (3) year lease for the fiscal years ended June 30, 2019 through June 30, 2021 with an option to renew. Annual lease payments are \$403,200. At the end of the lease, the facility will revert to the owners. For the year ended June 30, 2019, the Organization paid total lease payments of \$403,200. Future lease payments are as follows:

Year Ending	Site	Cost
June 30, 2020	School Building (507 Swayze Street)	403,200
June 30, 2021	School Building (507 Swayze Street)	403,200
	Total	\$ 806,400

**NOTE H. FUNCTIONAL ALLOCATION OF EXPENSES**

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

**NOTE I. COMPENSATED ABSENCES**

All employees of the Organization earn 8 days of sick leave and 2 personal days each year, provided, however, that the employee is contracted for a full year. Sick leave can be accumulated without limitation. Upon retirement and/or death, an employee will be paid any unused sick pay not to exceed 25 days per Louisiana Revised Statute 17:47 at the employees' current rate of pay.

Members of the fully certified, tenured teaching staff of the special schools shall be eligible for sabbatical leaves for professional or cultural improvement or medical leave for the two semesters immediately following any twelve or more consecutive semesters of active service in the parish where the teacher is employed, or for the one semester immediately following any six or more consecutive semesters of service.

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE J. CONCENTRATIONS OF RISKS**

**Source of Funding**

New Vision Learning Academy, Inc. received 84% of its revenues for the year ended June 30, 2019, from the State of Louisiana, according to its charter agreement with the State.

**Concentrations of Credit Risk Arising from Cash Deposits in Excess of Insured Limits**

New Vision Learning Academy, Inc. periodically maintains cash in one financial institution located in northern Louisiana in excess of insured limits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

The cash deposits held at financial institutions can be categorized according to three levels of risk. These three levels of risk are as follows:

- Category 1     Deposits which are insured or collateralized with securities held by its agent in the Organization's name.
  
- Category 2     Deposits, which are collateralized with securities, held by the pledging financial institution's trust department or agent in the Organization's name.
  
- Category 3     Deposits which are not collateralized or insured.

Based on these three levels of risk, all the Organization's cash deposits are classified as Category 1. At June 30, 2019, the carrying amount and bank balance of the Organization's deposits was \$2,079,564 and was covered as follows:

Federal Depository Insurance	\$ 250,000
Pledged Securities by Fiscal Agent	<u>1,829,564</u>
Total	<u>\$ 2,079,564</u>

**New Vision Learning Academy, Inc.**  
**Notes to Financial Statements (Continued)**

**NOTE K. BUDGET PRACTICES**

The Organization prepares an annual budget that is approved by the Board of Directors. Thus, a “budget to actual” comparative statement is presented as supplemental information.

**NOTE L. LIQUIDITY MANAGEMENT**

As of June 30, 2019, the following financial assets could be made readily available within one year of the statement of financial position date to meet general expenditures:

Cash	\$ 2,079,564
Grants Receivable	125,074
Other Receivables	1,252
Pre-paid Expenses	23,652
Total	<u>\$ 2,229,542</u>

As part of its liquidity management, the Organization has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

**NOTE M. PRIOR PERIOD ADJUSTMENT**

At June 30, 2019, the Organization had prior period adjustments consisting of the following:

Understated Expenses (FY 2011-2018)	\$ 226,723
Total	<u>\$ 226,723</u>

**NOTE N. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 30, 2019, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.



ROSIE D. HARPER

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

To the Board of Directors of  
New Vision Learning Academy, Inc.  
Monroe, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Vision Learning Academy, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated December 30, 2019.

**Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered New Vision Learning Academy, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of New Vision Learning Academy, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of the Organization'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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as items *Finding 2019:1* that I consider to be a significant deficiency.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether New Vision Learning Academy, Inc.'s financial statements are free from material misstatement, I 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 determination of financial statement amounts. However, providing an opinion on

**New Vision Learning Academy, Inc.**

**Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards* (Continued)**

compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and questioned costs as items *Finding 2019:1*.

**New Vision Learning Academy, Inc.'s Response to Findings**

New Vision Learning Academy, Inc.'s response to the findings identified in my audit is described in the accompanying schedule of findings and questioned costs. New Vision Learning Academy, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

**Purpose of this Report**

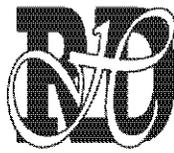
The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



Rosie D. Harper  
Certified Public Accountant

Monroe, Louisiana  
December 30, 2019

## **SUPPLEMENTAL INFORMATION**



ROSIE D. HARPER

Certified Public Accountant, L.L.P.

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### Independent Accountant's Report On Applying Agreed-Upon Procedures

To: The Board of Directors  
New Vision Learning Academy, Inc.  
Monroe, Louisiana

I have performed the procedures enumerated below, which were agreed to by the management of New Vision Learning Academy, Inc. and the Legislative Auditor, State of Louisiana, on the performance and statistical data accompanying the annual financial statements of New Vision Learning Academy, Inc. (a Type 2 Charter School) for the fiscal year ended June 30, 2019 and to determine whether the specified schedules are free of obvious errors and omissions as provided by the Board of Elementary and Secondary Education (BESE) Bulletin, in compliance with Louisiana Revised Statute 24:514 I. Management of New Vision Learning Academy, Inc. is responsible for its performance and statistical data. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, I 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.

My procedures and associated findings are as follows:

#### General Fund Instructional and Support Expenditures and Certain Local Revenue Sources (Schedule 1)

1. I selected a sample of 25 transactions, reviewed supporting documentation, and observed that the sampled expenditures/revenues are classified correctly and are reported in the proper amounts among the following amounts reported on the schedule:
  - Total General Fund Instructional Expenditures,
  - Total General Fund Equipment Expenditures,
  - Total Local Taxation Revenue,
  - Total Local Earnings on Investment in Real Property,
  - Total State Revenue In lieu of Taxes,
  - Nonpublic Textbook Revenue, and
  - Nonpublic Transportation Revenue.

Additionally, I compared the amounts reported on the schedule to the general ledger trial balance as of June 30, 2019, which supports the amounts in the audited financial statements.

**Findings:** *None*

**New Vision Learning Academy, Inc.  
Independent Accountant's Report On Applying Agreed-Upon Procedures (Continued)**

**Class Size Characteristics (Schedule 2)**

2. I obtained a list of classes by school, school type, and class size as reported on the schedule. I then traced a sample of 10 classes to the October 1 roll books for those classes and observed that the class was properly classified on the schedule.

**Findings:**        *None*

**Education Levels/Experience of Public School Staff (No Schedule )**

3. I obtained October 1st PEP data submitted to the Department of Education (or equivalent listing prepared by management), including full-time teachers, principals, and assistant principals by classification, as well as their level of education and experience, and obtained management's representation that the data/listing was complete. I then selected a sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's education level and experience was property classified on the PEP data or equivalent listing prepared by management.

**Findings:**        *None*

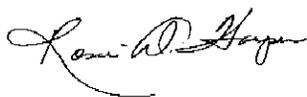
**Public Staff Data: Average Salaries (No Schedule )**

4. I obtained June 30<sup>th</sup> PEP data submitted to the Department of Education (or equivalent listing provided by management) of all classroom teachers, including base salary, extra compensation, and ROTC or rehired retiree status, as well as full-time equivalents, and obtained management's representation that the data/listing was complete. I then selected a sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's salary, extra compensation, and full-time equivalents were properly included on the PEP data (or equivalent listing prepared by management).

**Findings:**        *None*

This agreed-upon procedures engagement was performed 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. I was 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 performance and statistical data. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the performance and statistical data accompanying the annual financial statements of New Vision Learning Academy, Inc., as required by Louisiana Revised Statue 24:514 I, 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.



Rosie D. Harper  
Certified Public Accountant

Monroe, Louisiana  
December 30, 2019

**New Vision Learning Academy, Inc.  
Monroe, Louisiana**

**Schedules Required by Louisiana State Law  
(R.S. 24:514 - Performance and Statistical Data)  
as of and for the Year ended June 30, 2019**

**Schedule 1 - General Fund Instructional and Support Expenditures and Certain Local Revenue Sources**

This schedule includes general and instructional and equipment expenditures. It also contains local taxation revenue, earnings on investments, revenue in lieu of taxes and nonpublic textbook and transportation revenue. This data is used either in the Minimum Foundation Program (MFP) formula or is presented annually in the MFP 70% Expenditure Requirement Report.

**Schedule 2 – (Formerly Schedule 6) Class Size Characteristics**

This schedule includes the percent and number of classes with student enrollment in the following ranges: 1-20, 21-26, 27-33 and 34+ students.

**General Fund Instructional and Support Expenditures  
 and Certain Local Revenue Sources  
 For the Year Ended June 30, 2019**

<u>General Fund Instructional and Equipment Expenditures</u>		
General Fund Instructional Expenditures:		
Teacher and Student Interaction Activities:		
Classroom Teacher Salaries	\$ 1,033,824	
Other Instructional Staff Activities	64,920	
Instructional Staff Employee Benefits	354,273	
Purchased Professional and Technical Services	135,034	
Instructional Materials and Supplies	85,274	
Instructional Equipment	-	
Total Teacher and Student Interaction Activities		1,673,325
Other Instructional Activities		41,234
Total General Fund Instructional Expenditures		1,714,559
Pupil Support Activities	-	
Less: Equipment for Pupil Support	-	
Net Pupil Support Activities		-
Instructional Staff Services	-	
Less: Equipment for Instructional Staff Services	-	
Net Instructional Staff Services		-
School Administration	370,881	
Less: Equipment for School Administration	-	
Net School Administration		370,881
Total General Fund Instructional and Support Expenditures		\$ 2,085,440
<b>Total General Fund Expenditures</b>		<b>\$ 2,085,440</b>
<u>Certain Local Revenue Sources</u>		
Local Taxation Revenue:		
Constitutional Ad Valorem Taxes	\$ -	
Renewable Ad Valorem Tax	-	
Debt Service Ad Valorem Tax	-	
Up to 1% of Collections by the Sheriff on Taxes Other than School Taxes	-	
Sales and Use Taxes	-	
Total Local Taxation Revenue		\$ -
Local Earnings on Investment in Real Property:		
Earnings from 16th Section Property	-	
Earnings from Other Real Property	-	
Total Local Earnings on Investment in Real Property		\$ -
State Revenue in Lieu of Taxes:		
Revenue Sharing-Constitutional Tax	-	
Revenue Sharing-Other Taxes	-	
Revenue Sharing-Excess Portion	-	
Other Revenue in Lieu of Taxes	-	
Total State Revenue in Lieu of Taxes		\$ -
Nonpublic Textbook Revenue		\$ -
Nonpublic Transportation Revenue		\$ -

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

**Class Size Characteristics**  
**As of October 1, 2018**

School Type	Class Size Range							
	1-20		21-26		27-33		34+	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary	62%	8	38%	5	0	0	0	0
Elementary Activity Classes	62%	8	38%	5	0	0	0	0
Middle/Jr. High	0	0	0	0	0	0	0	0
Middle/Jr. High Activity Classes	0	0	0	0	0	0	0	0
High	0	0	0	0	0	0	0	0
High Activity Classes	0	0	0	0	0	0	0	0
Combination	0	0	0	0	0	0	0	0
Combination Activity Classes	0	0	0	0	0	0	0	0

**Note:** The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items.

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

## Schedule of Activities-Budget to Actual

For the Year Ended

June 30, 2019

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
<b>REVENUE</b>			
Federal	\$ 548,770	\$ 540,333	\$ 8,437
Interest Income	2,550	9,608	(7,058)
Local	9,850	8,654	1,196
State Public School Funding	2,804,653	2,721,343	83,310
Other State Funding	-	-	-
Miscellaneous	1,400	4,425	(3,025)
Total Revenue	<u>3,367,223</u>	<u>3,284,363</u>	<u>82,860</u>
<b>EXPENDITURES</b>			
Personnel Costs			
Salaries and Wages	1,678,975	1,581,695	97,280
Payroll Taxes and Other Fringe Benefits	533,831	487,715	46,116
Total Personnel Costs	<u>2,212,806</u>	<u>2,069,410</u>	<u>143,396</u>
Other Expenditures			
Administration Fee	6,450	6,805	(355)
Advertising/Telephone/Dues	13,750	17,387	(3,637)
Auditing and Accounting	18,775	20,975	(2,200)
Books and Periodicals	37,500	38,823	(1,323)
Building Rental/Lease	403,200	403,200	-
Custodial Services/Disposal	40,250	40,391	(141)
Food & Commodities	192,500	222,853	(30,353)
Insurance	55,500	39,521	15,979
Materials and Supplies	112,543	82,863	29,680
Miscellaneous (Other Supplies)	12,250	14,463	(2,213)
Professional and Technical Services	166,000	224,345	(58,345)
Repairs, Equipment and Maintenance Services	12,500	16,417	(3,917)
Travel	15,525	16,556	(1,031)
Utilities	54,500	48,246	6,254
Total Other Expenditures	<u>1,141,243</u>	<u>1,192,845</u>	<u>(51,602)</u>
<b>Total Expenditures*</b>	<u>3,354,049</u>	<u>3,262,255</u>	<u>91,794</u>
<b>Excess of Revenues over Expenditures</b>	<b>\$ 13,174</b>	<b>\$ 22,108</b>	<b>\$ (8,934)</b>
<b>Beginning Net Assets</b>	<b>2,586,586</b>	<b>2,492,304</b>	<b>94,282</b>
<b>Other Changes in Net Assets</b>			
Prior Period Adjustment	-	(226,723)	226,723
Total Other Changes in Net Assets	<u>-</u>	<u>(226,723)</u>	<u>226,723</u>
<b>Ending Net Assets</b>	<u>2,599,760</u>	<u>2,287,689</u>	<u>312,071</u>

\* Does not include depreciation expense.

See Accompanying Auditor's Report and Notes to Financial Statements.

New Vision Learning Academy  
 Schedule of Participation and Reimbursement  
 School Lunch Program  
 June 30, 2019

Schedule 4

<b>BREAKFAST</b>												
Month July-June	Rates Paid Meals	\$	<i>0.31</i>	Severely Reduced Meals	\$	<i>1.84</i>	Severely Free Meals	\$	<i>2.14</i>	Total Meals	Total Breakfasts	
Jul-18	-	\$	-	-	\$	-	721	\$	1,542.94	721	\$	1,542.94
Aug-18	-	-	-	-	-	-	3,128	-	6,693.92	3,128	-	6,693.92
Sep-18	-	-	-	-	-	-	3,281	-	7,021.34	3,281	-	7,021.34
Oct-18	-	-	-	-	-	-	3,371	-	7,213.94	3,371	-	7,213.94
Nov-18	-	-	-	-	-	-	2,492	-	5,332.88	2,492	-	5,332.88
Dec-18	-	-	-	-	-	-	2,375	-	5,082.50	2,375	-	5,082.50
Jan-19	-	-	-	-	-	-	2,647	-	5,664.58	2,647	-	5,664.58
Feb-19	-	-	-	-	-	-	3,055	-	6,537.70	3,055	-	6,537.70
Mar-19	-	-	-	-	-	-	2,624	-	5,615.36	2,624	-	5,615.36
Apr-19	-	-	-	-	-	-	3,363	-	7,196.82	3,363	-	7,196.82
May-19	-	-	-	-	-	-	2,855	-	6,109.70	2,855	-	6,109.70
Jun-19	-	-	-	-	-	-	1,181	-	2,527.34	1,181	-	2,527.34
<b>Total</b>	-	\$	-	-	\$	-	31,093	\$	66,539.02	31,093	\$	66,539.02

<b>LUNCHES</b>												
Month July-June	Rates Paid Meals	Reduced Meals	\$	<i>2.60</i>	Free Meals	\$	<i>3.00</i>	Total Meals	\$	<i>0.33</i>	Total Lunches	
Jul-18	-	-	\$	-	1,474	\$	4,422.00	1,474	\$	486.42	\$	4,908.42
Aug-18	-	-	-	-	5,240	-	15,720.00	5,240	-	1,729.20	-	17,449.20
Sep-18	-	-	-	-	5,497	-	16,491.00	5,497	-	1,814.01	-	18,305.01
Oct-18	-	-	-	-	5,920	-	17,760.00	5,920	-	1,953.60	-	19,713.60
Nov-18	-	-	-	-	4,459	-	13,377.00	4,459	-	1,471.47	-	14,848.47
Dec-18	-	-	-	-	4,115	-	12,345.00	4,115	-	1,357.95	-	13,702.95
Jan-19	-	-	-	-	4,526	-	13,578.00	4,526	-	1,493.58	-	15,071.58
Feb-19	-	-	-	-	4,948	-	14,844.00	4,948	-	1,632.84	-	16,476.84
Mar-19	-	-	-	-	4,089	-	12,267.00	4,089	-	1,349.37	-	13,616.37
Apr-19	-	-	-	-	5,220	-	15,660.00	5,220	-	1,722.60	-	17,382.60
May-19	-	-	-	-	4,335	-	13,005.00	4,335	-	1,430.55	-	14,435.55
Jun-19	-	-	-	-	2,265	-	6,795.00	2,265	-	747.45	-	7,542.45
<b>Total</b>	-	-	\$	-	52,088	\$	156,264.00	52,088	\$	17,189.04	\$	173,453.04

<b>MENU CERTIFICATION REIMBURSEMENT</b>				<b>SNACKS</b>				
Month July-June	Total Meals	Reimb	Rate	Free Snacks	Rate	Total Reimb		
Jul-18	1,474	\$	88.44	-	\$	-	\$	6,539.80
Aug-18	5,240	-	314.40	-	-	-	-	24,457.52
Sep-18	5,497	-	329.82	1,733	1,577.03	-	-	27,233.20
Oct-18	5,920	-	355.20	3,459	3,147.69	-	-	30,430.43
Nov-18	4,459	-	267.54	2,298	2,091.18	-	-	22,540.07
Dec-18	4,115	-	246.90	2,355	2,143.05	-	-	21,175.40
Jan-19	4,526	-	271.56	2,719	2,474.29	-	-	23,482.01
Feb-19	4,948	-	296.88	2,936	2,671.76	-	-	25,983.18
Mar-19	4,089	-	245.34	2,444	2,224.04	-	-	21,701.11
Apr-19	5,220	-	313.20	2,379	2,164.89	-	-	27,057.51
May-19	4,335	-	260.10	-	-	-	-	20,805.35
Jun-19	2,265	-	135.90	-	-	-	-	10,205.69
<b>Total</b>	52,088	\$	3,125.28	20,323	\$	18,493.93	\$	261,611.27

Reimbursement	261,611.27
Total Reimbursement Received	261,611.27
 Total Eligible Reimbursement	 261,611.27
Difference	-

See Accompanying Auditor's Report and Notes to Financial Statements.

**NEW VISION LEARNING ACADEMY, INC.**  
**Schedule Of Findings And Questioned Costs**  
**For the Year Ended June 30, 2019**

**SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on the financial statements of the New Vision Learning Academy, Inc.
2. An instance of significant deficiency over internal controls was disclosed during the audit of the financial statements which is listed below as Finding 2019:1.
3. An instance of noncompliance or other matters required to be reported under *Government Auditing Standards* was disclosed during the audit which is listed below as Finding 2019:1.

**AUDIT FINDINGS**

Finding 2019:1: Louisiana Local Government Budget Act Compliance

**Criteria:** The Louisiana Local Government Budget Act (LGBA) requires charter schools to adopt the budget in a separate meeting from the initial meeting in which the budget is discussed. After the budgeting process is completed, LGBA requires the school to publish a notice in its official journal certifying that the school has complied with the required budget process.

**Cause:** The Organization does not have written policies and procedures which provides guidelines for how the Organization will ensure compliance with the LGBA.

**Condition:** The Organization timely advertised the budget meeting but did not explicitly advise the public that the budget was available for inspection. The budget was adopted in the first meeting where the budget was discussed. After adoption, the school did not certify in its official journal that the budget process was completed and complied with the LGBA.

**Effect:** The Organization was non-compliant with the Louisiana Local Government Budget Act.

**Recommendation:** The Organization should establish written policies and procedures which provides guidelines for how the Organization will ensure compliance with Louisiana Local Government Budget Act.

**Management's Response:** *Management agrees with the finding and will establish written policies and procedures which provides guidelines for how the Organization will ensure compliance with the Louisiana Local Government Budget Act*

**QUESTIONED COSTS:** There were no questioned costs.

NEW VISION LEARNING ACADEMY, INC.  
 Schedule of Compensation - Key Management

Schedule 6

For the Year Ended  
 June 30, 2019

Job Title	<u>Dr. Andrea Miller</u>	<u>Michael McFarland</u>	<u>Michael Dickerson</u>
	<b>Principal</b>	<b>Dean of Students</b>	<b>Business Manager</b>
Salary	\$ 130,000	\$ 74,020	\$ 33,000
Benefits-Insurance	11,142	6,053	-
Benefits-Retirement	34,710	19,763	-
Reimbursements	10,255	237	-
Travel	-	-	-
Conference Travel	-	-	-
Continuing Professional Education Fees	-	-	-
<b>Total Compensation</b>	<u>\$ 186,107</u>	<u>\$ 100,073</u>	<u>\$ 33,000</u>

See Accompanying Auditor's Report and Notes to Financial Statements.

NEW VISION LEARNING ACADEMY, INC.  
Schedule of Board Members

For the Year Ended  
June 30, 2019

<b>Board Member</b>	<b>Title</b>	<b>Location</b>
Dr. Danny Hunt	President	Monroe, Louisiana
Sheila Grayson	Treasurer	Monroe, Louisiana
Rod Washington	Secretary	Monroe, Louisiana
Linda Smith	Board Member	Monroe, Louisiana
Larry Doyle	Board Member (Parent)	Monroe, Louisiana
Damion Green	Board Member (Parent)	West Monroe, Louisiana
Anita Tennant Mack	Board Member	Monroe, Louisiana

**NEW VISION LEARNING ACADEMY, INC.**  
MONROE, LOUISIANA

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
As of and for the Year Ended June 30, 2019**

**BY**

**ROSIE D. HARPER  
CERTIFIED PUBLIC ACCOUNTANT, LLP**

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**NEW VISION LEARNING ACADEMY, INC.**  
MONROE, LOUISIANA

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
As of and for the Year Ended June 30, 2019**

# **NEW VISION LEARNING ACADEMY, INC.**

**Monroe, Louisiana**

**Independent Accountant's Report  
On Applying Agreed-Upon Procedures  
As of and for the Year Ended June 30, 2019**

## **CONTENTS**

	<u>STATEMENTS</u>	<u>PAGE NO.</u>
Independent Accountant's Report		
On Applying Agreed-Upon Procedures		1-10
Management's Corrective Action Plan		11-14



ROSIE D. HARPER

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of  
New Vision Learning Academy, Inc. and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by New Vision Learning Academy, Inc. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2018 through June 30, 2019. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this 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.

The procedures and associated findings are as follows:

**Written Policies and Procedures**

1) I obtained and inspected the entity's written policies and procedures and observed whether those written policies and procedures addressed each of the following categories and subcategories, as applicable:

a) *Budgeting*, including preparing, adopting, monitoring, and amending the budget

The Entity's written policies and procedures do provide guidelines for adopting, monitoring, and amending the budget.

b) *Purchasing*, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

The Entity's written policies and procedures do provide guidelines for how purchases are initiated, vendors are added to the vendor list, the preparation and approval process of purchase requisitions and purchase orders. The written policies and procedures do not address how the Entity ensures compliance with the public bid law, and documentation required to be maintained for all bids and price quotes. The Entity does follow the procedures required by the Louisiana Public Bid Law.

- c) *Disbursements*, including processing, reviewing, and approving

The Entity's written policies and procedures do provide guidelines for processing, reviewing, and approval of disbursements. All disbursements are approved and reviewed at the appropriate level. Each disbursement is paid by original invoice. They are processed by personnel who are separate from the person who initiates, approves and signs checks.

- d) *Receipts/Collections*, including receiving, recording, and preparing deposits.

The Entity's written policies and procedures do provide guidelines for receiving, recording, and preparing deposits.

- e) *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

The Entity's written policies and procedures do provide guidelines for payroll processing and approval. The written policies and procedures do not address attendance records, overtime and approval of leave time. The Entity does have an established process to approve attendance and leave time. The employees do not work overtime.

- f) *Contracting*, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

The Entity's policies and procedures manual does not provide guidelines for contracting including types of services requiring written contracts, standard terms and conditions, legal review, approval process, and monitoring process. The Entity follows the procedures of the Louisiana Public Bid Law.

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

The Entity's does not use credit cards or debit cards.

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

The Entity's written policies and procedures do not provide guidelines for travel and expense reimbursement, including allowable expenses, dollar thresholds by category of expense, documentation requirements, and required approvers.

- i) *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 all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy. Note: Ethics requirements are not applicable to nonprofits.

The Entity's written policies and procedures do not address 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 all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

The Entity's board secretary annually advises the board of ethics requirements to ensure all board members are in compliance.

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

The Entity does not have any debt.

- k) *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.

The Entity's policies and procedures manual does not provide guidelines for disaster recovery/business continuity. The Entity uses an off-site back-up system and critical files are backed up daily. The Entity's IT contractor performs periodic testing and verification that backups can be restored. All computer systems have antivirus software installed and updates to software are installed in a timely manner. The Entity's IT contractor maintains their computers, and his services would be utilized during a disaster recovery.

**Board (or Finance Committee, if applicable)**

- 2) I obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observed whether 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 Entity's board of directors met with a quorum on a frequency in accordance with the board's bylaws.

- b) 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 and major special revenue funds, as well as monthly financial statements.

N/A

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

N/A

**Bank Reconciliations**

- 3) I obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. I asked management to identify the entity's main operating account. The Entity only had four (4) bank accounts. For each of the bank accounts selected, I randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statements and reconciliations for each account, and observed that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date;

Bank reconciliations were performed timely on all bank accounts provided by the Entity's management.

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

The bank reconciliations are prepared by the CPA and reviewed monthly by the Principal. No reconciled items were on the bank statement outstanding for more than six months as of the end of the fiscal period.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months as of the end of the fiscal period.

No reconciled items were on the bank statement outstanding for more than twelve months as of the end of the fiscal period.

### **Collections**

- 4) I obtained 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. I tested the collections from each of the two sites of the Entity.

- 5) The Entity has only one deposit site. For this one location, I obtained and inspected written policies and procedures relating to employee job duties at each location, and observed that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.
- b) Each employee responsible for collecting cash is not responsible for preparing /making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

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

The Entity collects a minimal amount of cash. The collections are for t-shirts and lunch for parents and teachers. The funds are primarily collected by the secretary or the cafeteria clerk. The supporting documentation for collections is provided to the CPA who is responsible for recording and reconciling the related bank account. Each cash collection is receipted. All cash deposits are reviewed by the CPA. All individuals responsible for handling cash are bonded.

- 6) I inquired of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

All individuals responsible for handling cash are bonded.

- 7) I randomly selected two deposit dates for each of the four (4) bank accounts selected for procedure #3 under "Bank Reconciliations" above. (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day. I obtained supporting documentation for each of the eight (8) deposits and:

- a) Observed that receipts were sequentially pre-numbered.
- b) Traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Traced the deposit slip total to the actual deposit per the bank statement.
- d) Observed that the deposit was made within one (1) 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).
- e) Traced the actual deposit per the bank statement to the general ledger.

The Entity collects a minimal amount of cash. The collections are for t-shirts and lunch for parents and teachers. The funds are sometimes collected by the secretary or the cafeteria clerk. The supporting documentations for collections is provided to the CPA who is responsible for recording and reconciling the related bank account. Each cash collection is receipted. All cash deposits are reviewed by the CPA. My testing disclosed no discrepancies.

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

- 8) I obtained a listing of locations that process payments for the fiscal period and management's representation that the listing was complete. I selected the one location where payments are processed.
- 9) For each location selected under #8 above, I obtained a listing of those employees involved with non-payroll purchasing and payment functions. I obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Purchases were initiated using a requisition/purchase order system that separates initiation from approval functions in the same manner as a requisition/purchase order system. The person initiating request is separate from the person approving the purchase.

- b) At least two employees are involved in processing and approving payments to vendors.

Payments for purchases were not processed without an approval from an appropriate level of management; a receiving report showing receipt of goods purchased and an approved invoice.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

The person responsible for processing payments is not prohibited from adding vendors to the Entity's purchasing and disbursement system but is separate from the person who authorizes and signs checks. All vendor additions and disbursements were approved by authorized personnel and management at an appropriate level

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

The person who mails checks is separate from the persons with signatory authority and make the final authorization and the person who processes payments.

- 10) For each location selected under #8 above, I obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. I randomly selected 5 disbursements for each location, obtained supporting documentation for each transaction and:

- a) Observed that the disbursement matched the related original invoice/billing statement.

My testing did not disclose any discrepancies.

- b) Observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

My testing did not disclose any discrepancies.

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

- 11) I obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards and obtained management's representation that the listing is complete.

N/A. The Entity does not use credit or debit cards.

- 12) Using the listing prepared by management, I randomly selected 5 cards (or all cards if less than 5) that were used during the fiscal period. I randomly selected one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtained supporting documentation, and:

- a) Observed that 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) was reviewed and approved, in writing, by someone other than the authorized card

holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.])

N/A

- b) Observed that finance charges and late fees were not assessed on the selected statements.

N/A

- 13) I used the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly selected all transactions from each statement, and obtained supporting documentation for the transactions. For each transaction, I observed that it was 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).

N/A

### **Travel and Expense Reimbursement**

- 14) I obtained 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. I randomly selected 5 reimbursements, obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, I agreed the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

The Entity adheres to the state of Louisiana guidelines for travel and requires an expense reimbursement report with supporting documentation for travel expenses. There were no amounts paid for travel and expense reimbursement that exceeded General Services Administration rates.

- b) If reimbursed using actual costs, I observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

The Entity adheres to the state of Louisiana guidelines for travel and requires an expense reimbursement report with supporting documentation for travel expenses. My testing did not disclose any discrepancies.

- c) I observed that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

My testing did not disclose any discrepancies.

- d) I observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

My testing did not disclose any discrepancies.

### **Contracts**

15) I obtained 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.* I obtained management's representation that the listing is complete. The Entity had only one (1) contract for an equipment lease. I selected the one (1) contract from the listing, excluding the practitioner's contract, and:

a) I observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

My testing did not disclose any discrepancies.

b) I observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

My testing did not disclose any discrepancies.

c) If the contract was amended (e.g. change order), I observed that the original contract terms provided for such an amendment. N/A

d) I randomly selected one payment from the fiscal period for the contract, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

My testing did not disclose any discrepancies.

### **Payroll and Personnel**

16) I obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. I randomly selected five (5) employees/elected officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

My testing did not disclose any discrepancies.

17) I randomly selected one pay period during the fiscal period. For the five (5) employees/elected officials selected under #16 above, I obtained attendance records and leave documentation for the pay period, and:

a) Observed that all selected employees/elected officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

My testing did not disclose any discrepancies.

- b) Observed that supervisors approved the attendance and leave of the selected employees/officials.

My testing did not disclose any discrepancies.

- c) Observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

My testing did not disclose any discrepancies.

- 18) I obtained a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

The Entity did not have any terminated employees during the fiscal year.

- 19) I obtained management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

The Entity's payroll tax forms were filed and paid timely. All benefit reports were filed, and payment made timely.

### **Ethics (excluding nonprofits)**

- 20) Using the five (5) randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a. I observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

My testing did not disclose any discrepancies.

- b. I observed that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

The Organization does not have a written ethics policy.

### **Debt Service**

- 21) Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

N/A

22) Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants.

N/A

**Other**

23) Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

The Entity did not have any misappropriations of public funds or assets during the fiscal period.

24) I observed 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.

The notice required by R.S. 24:523.1 was posted by the Entity.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures; other matters might have come to my attention that would have been reported to you.

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



Rosie D. Harper  
Certified Public Accountant

Monroe, Louisiana  
December 30, 2019

Danny Hunt, President  
Board of Directors

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Dr. Andrea' M. Miller  
Executive Director

December 30, 2019

Louisiana Legislative Auditor

Dear Sir:

New Vision Learning Academy, Inc. respectfully submits the following corrective action plan for the fiscal year ended June 30, 2019 in response to findings in the statewide agreed upon procedures.

Name and address of independent public accounting firm:

Rosie D. Harper, Certified Public Accountant, 300 Washington Street Ste 308, Monroe, Louisiana 71201.

Audit period: June 30, 2019

The findings from state-wide agreed upon procedures and the related corrective action plan for the fiscal year ended June 30, 2019 are discussed below:

**Written Policies and Procedures**

**Item 1 a: Budgeting**-The Entity's written policies and procedures do provide guidelines for adopting, monitoring, and amending the budget.

**Action Taken:** Policies and procedures will be updated to provide guidelines for adopting, monitoring, and amending the budget.

**Target Date for Completion:** January 31, 2020

**Item 1 b: Purchasing:** The written policies and procedures do not address how the Entity ensures compliance with the public bid law, and documentation required to be maintained for all bids and price quotes.

**Action Taken:** Policies and procedures will be updated to address how the School ensures compliance with public bid law, and documentation required to be maintained for all bids and price quotes.

A compliance officer will be appointed to monitor compliance and ensure the required documentation is maintained for all bids and price quotes.

**Target Date for Completion:** January 31, 2020

**Item 1 e: Payroll/Personnel:** The written policies and procedures do not address attendance records, overtime and approval of leave time.

**Action Taken:** Policies and procedures will be updated to address attendance records, overtime and approval of leave time.

**Target Date for Completion:** January 31, 2020

**Item 1 f: Contracting:** The Entity's policies and procedures manual does not provide guidelines for contracting including types of services requiring written contracts, standard terms and conditions, legal review, approval process, and monitoring process quotes.

**Action Taken:** Policies and procedures will be updated to provide guidelines for contracting including types of services requiring written contracts, standard terms and conditions, legal review, approval process, and monitoring process quotes.

A compliance officer will be appointed to monitor compliance and ensure the required documentation is maintained for all bids and price quotes.

**Target Date for Completion:** January 31, 2020

**Item 1 h: Travel and Expense Reimbursement:** The Entity's written policies and procedures do not provide guidelines for travel and expense reimbursement, including allowable expenses, dollar thresholds by category of expense, documentation requirements, and required approvers.

**Action Taken:** The School follows the State guidelines for travel and expense reimbursements. Policies and procedures will be updated to reflect guidelines followed for travel and expense reimbursement, including allowable expenses, dollar thresholds by category of expense, documentation requirements, and required

**Target Date for Completion:** January 31, 2020

**Item 1 i: Ethics:** The Entity's written policies and procedures do not address *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 all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

**Action Taken:** Policies and procedures will be updated to address *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 all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

**Target Date for Completion:** January 31, 2020

**Item 1 k: Disaster Recovery/Business Continuity:** The Entity's policies and procedures manual does not provide guidelines for disaster recovery/business continuity. The Entity uses an off-site back-up system and critical files are backed up daily. There was no documentation verifying periodic testing and verification that back-ups can be restored.

**Action Taken:** Policies and procedures will be updated to provide guidelines for disaster recovery/business continuity. The Entity uses an off-site back-up system and critical files are backed up daily. The policies and procedures will require documentation verifying periodic testing and verification that back-ups can be restored.

**Target Date for Completion:** January 31, 2020

Danny Hunt, President  
Board of Directors

**New Vision Learning Academy**  
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Dr. Andrea' M. Miller  
Executive Director

**Item 20 b: Ethics:** The Entity does not have a written ethics policy and procedure which requires each employee/official to attest through signature verification that he or she has read the entity's ethics policy during the fiscal period.

**Action Taken:** Policies and procedures will be updated to require each employee/official to attest through signature verification that he or she has read the School's ethics policy during the fiscal period.

A compliance officer will be appointed to monitor compliance and ensure the required documentation is maintained.

**Target Date for Completion:** January 31, 2020

Dr. Andrea Miller, Executive Director