

CHILD ADVOCACY SERVICES, INC.

ANNUAL FINANCIAL STATEMENTS

As of and for the Year Ended December 31, 2021



Hebert Johnson
& Associates, Inc.
Certified Public Accountants

A Professional Accounting Corporation

Child Advocacy Services, Inc.

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A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

Independent Auditor's Report

To the Board of Directors
Child Advocacy Services, Inc.
Hammond, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Child Advocacy Services, Inc. (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses and cash flows for the year 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 Child Advocacy Services, Inc. as of December 31, 2021, 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.

Basis for Opinion

We conducted our 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Child Advocacy Services, 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 Child Advocacy Services, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's 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 auditor's 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 Child Advocacy Services, 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 Child Advocacy Services, 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 supplemental information which includes the combined statement of activities and schedule of

compensation, benefits and other payments to agency head or chief executive officer, is not a required part of the basic financial statements. The Accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and related 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 supplementary information and the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Other Matter – Summarized Comparative Information

We have previously audited the Child Advocacy Services, Inc.’s December 31, 2020 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated May 5, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 24, 2022, on our consideration of Child Advocacy Services, Inc.’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Child Advocacy Services 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 Child Advocacy Services, Inc.’s internal control over financial reporting and compliance.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Albany, Louisiana
May 24, 2022

Child Advocacy Services, Inc.
Statement of Financial Position
December 31, 2021

	<u>12/31/2021</u>	<u>Comparative Information 12/31/2020</u>
Current Assets		
Cash	\$ 1,164,264	\$ 780,740
Certificates of Deposit	-	213,620
Receivables:		
Grants	210,623	244,354
Other	15,833	6,250
Total Current Assets	<u>1,390,720</u>	<u>1,244,964</u>
 Total Assets	 <u>\$ 1,390,720</u>	 <u>\$ 1,244,964</u>
 Liabilities and Net Assets		
Current Liabilities		
Accounts Payable	\$ 1,534	\$ 65
Total Current Liabilities	<u>1,534</u>	<u>65</u>
 Net Assets		
Without Donor Restrictions	1,389,186	1,244,899
Total Net Assets	<u>1,389,186</u>	<u>1,244,899</u>
 Total Liabilities and Net Assets	 <u>\$ 1,390,720</u>	 <u>\$ 1,244,964</u>

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

Child Advocacy Services, Inc.
Statement of Activities
For the Year Ended December 31, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>12/31/2021</u>	<u>Comparative Information 12/31/2020</u>
Revenues				
United Way	\$ 173,000	\$ -	\$ 173,000	\$ 192,000
Grant Appropriations				
Governmental	1,987,874	-	1,987,874	1,998,260
Other	7,350	-	7,350	26,615
Special Events	115,574	-	115,574	107,506
Contributions	156,124	-	156,124	177,396
Other	11,793	-	11,793	16,581
Insurance Reimbursement	10,000	-	10,000	-
Total Revenues	<u>2,461,715</u>	<u>-</u>	<u>2,461,715</u>	<u>2,518,358</u>
Expenses				
Program Services				
Court Appointed Advocate	1,307,562	-	1,307,562	1,347,507
Children's Advocacy Center	757,155	-	757,155	737,755
Total Program Services	<u>2,064,717</u>	<u>-</u>	<u>2,064,717</u>	<u>2,085,262</u>
Supportive Services				
Management and General	199,818	-	199,818	185,072
Fund Raising	52,893	-	52,893	55,243
Total Supportive Services	<u>252,711</u>	<u>-</u>	<u>252,711</u>	<u>240,315</u>
Total Expense	<u>2,317,428</u>	<u>-</u>	<u>2,317,428</u>	<u>2,325,577</u>
Increase in Net Assets	144,287	-	144,287	192,781
Net Assets Beginning of Year	<u>1,244,899</u>	<u>-</u>	<u>1,244,899</u>	<u>1,052,118</u>
Net Assets End of Year	<u>\$ 1,389,186</u>	<u>\$ -</u>	<u>\$ 1,389,186</u>	<u>\$ 1,244,899</u>

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

Child Advocacy Services, Inc.
Statement of Functional Expenses
For the Year Ended December 31, 2021

	<u>Program Services</u>		<u>Supportive Services</u>		<u>Total</u>
	<u>Court Appointed Advocate</u>	<u>Children's Advocacy Center</u>	<u>Management and General</u>	<u>Fund Raising</u>	
Salaries	\$ 837,437	\$ 446,201	\$ 141,006	\$ 33,229	\$1,457,873
Fringe Benefits	123,680	84,339	19,741	4,652	232,412
Taxes	75,083	32,482	11,280	2,658	121,503
Retirement	10,820	8,215	4,230	997	24,262
Communication	20,584	7,734	566	-	28,884
Conferences	536	5,934	-	-	6,470
Equipment	1,079	15,802	-	-	16,881
Insurance	15,206	6,183	-	-	21,389
Maintenance	17,728	52,784	-	-	70,512
Postage	2,149	974	-	-	3,123
Printing	2,705	2,471	575	-	5,751
Professional Fees	2,162	6,884	12,310	-	21,356
Public Relations	-	-	-	9,525	9,525
Recognition	4,656	2,333	-	-	6,989
Recruitment	2,812	-	-	-	2,812
Rent	103,875	49,465	6,960	-	160,300
Supplies	18,455	15,377	1,604	1,457	36,893
Technology	22,122	4,985	-	-	27,107
Training	2,641	68	-	-	2,709
Travel	29,633	8,310	750	375	39,068
Utilities	14,199	6,614	796	-	21,609
Total Expenses	<u>\$1,307,562</u>	<u>\$ 757,155</u>	<u>\$ 199,818</u>	<u>\$ 52,893</u>	<u>\$2,317,428</u>

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

Child Advocacy Services, Inc.
Statement of Cash Flows
For the Year Ended December 31, 2021

	12/31/2021	Comparative Information 12/31/2020
Cash Flows From Operating Activities		
Increase in Net Assets	\$ 144,287	\$ 192,781
(Increase) Decrease in Grants Receivable	33,731	(66,456)
(Increase) Decrease in Other Receivable	(9,583)	(4,709)
Increase (Decrease) in Accounts Payable	1,469	50
	169,904	121,666
Cash Flows From Investing Activities		
Redemption of Certificate of Deposit	214,338	-
Increase in Certificate of Deposit	(718)	(2,664)
	213,620	(2,664)
Increase in Cash and Cash Equivalents	383,524	119,002
Cash and Cash Equivalents, Beginning of Year	780,740	661,738
Cash and Cash Equivalents, End of Year	\$ 1,164,264	\$ 780,740

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

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note A – Summary of Accounting Policies

A summary of the Corporation's significant accounting policies consistently applied in the preparation of the accompanying financial statements follow:

1. Nature of Activities

Child Advocacy Services, Inc. was organized to give voice, healing, and security to children in Louisiana, primarily in the Florida parishes region.

2. Presentation of Financial Statements

The corporation's statements have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codifications (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-For-Profit Organizations" (the "Guide").

Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

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

When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Donor-restricted contributions and grants whose restrictions are met in the same reporting period are reported as net assets without donor restrictions. Donations of property and equipment are recorded at their estimated fair value at the date of donation.

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note A – Summary of Accounting Policies – Continued

3. Measure of Operations

The statement of activities reports all changes in net assets, including changes in net assets from operating and non-operating activities. Operating activities consist of those items attributable to the Corporation's ongoing activities. Non-Operating activities are limited to the sources that generate return from investments and other activities considered to be of a more unusual or nonrecurring nature.

4. Revenue Recognition

Grant revenue is recognized as it is earned in accordance with approved contracts. Contributions are recognized as income in the period received and is reported as unrestricted or restricted depending on the existence of donor stipulations that limit the use of the support. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, also when grant services are performed, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activity as "net assets released from restrictions." When grant expenditures are made in the same period that grant revenues are received, grant revenues are classified as net assets without donor restrictions.

5. Property and Equipment

Property and equipment acquired by Child Advocacy Services, Inc. are considered to be owned by Child Advocacy Services, Inc., however, State and Federal funding sources may maintain an equitable interest in the property purchased with grant funds as well as the right to determine the use of any proceeds from the sales of these assets.

Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose.

Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support.

Child Advocacy Services, Inc. follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$5,000. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives, principally on the straight-line method. Leasehold improvements are capitalized and amortized over the life of the lease.

6. Estimates

The preparation of financial statement in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note A – Summary of Accounting Policies – Continued

7. Fair Values of Financial Instruments

The carrying amounts of cash and cash equivalents reported in the statement of financial position approximate fair values because of the short maturities of those instruments.

8. Cash Equivalents

For the purpose of the statement of cash flows, the Corporation considers all investments with original maturities of three months or less to be cash equivalents.

9. Grants Receivable

The Corporation considers accounts receivable to be fully collectible since the balance consist of payments due under governmental contracts. If amounts due become uncollectible, they will be charged to operations when that determination is made.

10. Functional Allocation of Expenses

The expenses of providing program and other activities have been summarized on a functional basis in the statement of functional expenses. Certain of those expenses have been allocated among the program and supporting services benefitted based on estimates by management of the costs involved.

11. Subsequent Events

Management has evaluated subsequent events through May 24, 2022 which is the date the financial statements were available to be issued.

12. Summarized Comparative Information

Summarized comparative information is presented only to assist with financial analysis. Data in these columns do not present financial position, results of operations or changes in net assets in conformity with generally accepted accounting principles.

Note B – Liquidity and Availability of Financial Assets

The Corporation's financial assets available within one year of the balance sheet date for general expenditures are as follows:

Cash	\$1,164,264
Receivables	<u>226,456</u>
Total Liquidity and Availability	<u><u>\$1,390,720</u></u>

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Child Advocacy Services, Inc. maintains adequate operating revenue. The current financial assets totaled \$1,390,720 on December 31, 2021, are available for general expenditures, that is without donor or other restrictions limiting their use.

As part of Child Advocacy Services, Inc.'s liquidity management, it maintains its current assets primarily in cash and cash equivalents.

Note C – Grants Receivable

Grants receivables consist of the following as of December 31, 2021:

Louisiana Commission on Law Enforcement and Administration of Criminal Justice	\$ 75,235
State of Louisiana, Governor's Office of Programs and Planning	20,663
Louisiana Supreme Court	85,396
West Feliciana Parish Government	6,004
Louisiana Alliance of Children's Advocacy Centers	23,325
St. Charles District Attorney	-
St. John United Way	5,500
United Way St. Charles	10,333
Total Grants Receivable	<u>\$ 226,456</u>

Note D – Commitments

The Corporation has the following operating leases for office space:

The Corporation has a 1-year lease for office space in St. Francisville. The lease begins on February 1, 2022 and ends January 31, 2023. Rent is \$625 per month.

The Corporation has a month-to-month lease for office space in Denham Springs. Rent is \$2,400 per month.

The Corporation has a 7-year lease for office space in Gonzales. The lease begins on March 1, 2018 and ends February 28, 2025. Rent is \$2,500 per month.

The Corporation has a 20-year lease for office space in Hammond. The lease begins on September 26, 2019 and ends September 26, 2039. Rent is \$5,800 per month.

The Corporation has a month-to-month lease for office space in Luling. Rent is \$1,500 per month.

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Rent expense for the year ended December 31, 2021 amounted to \$160,300

Future minimum lease payment are as follows:

<u>Years Ending December 31</u>	
2022	\$ 153,900
2023	100,225
2024	99,600
2025	74,600
2026	69,600
2027-2039	957,000
	<u>\$1,454,925</u>

Note E – Income Taxes

Child Advocacy Services, Inc. is exempt from corporate income taxes under Section 501(c)(3) of the Internal Revenue Code.

FASB ASC 740, Income Taxes, requires that a tax position be recognized or derecognized based on a “more likely than not” threshold. This applies to positions taken or expected to be taken in a tax return. Management does not believe its financial statements include any uncertain tax positions.

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note F – Summary of Funding

<u>Grants</u>	<u>Periods</u>	<u>Grant Award</u>	<u>Revenue Recognized</u>
State of Louisiana, Governor's Office of Programs and Planning			
Children's Trust Fund	07/01/20-06/30/21	37,500	18,750
	07/01/21-06/30/22	82,500	36,811
State of Louisiana, Supreme Court	07/01/20-06/30/21	1,065,759	527,633
	07/01/21-06/30/22	1,065,970	509,423
Louisiana Commission on Law Enforcement and Administration of Criminal Justice	01/01/20-06/30/21	158,000	53,247
	01/01/20-06/30/21	885,189	298,950
	07/01/21-06/30/22	500,000	254,305
	07/01/21-06/30/22	111,565	60,192
Louisiana Alliance of CACs (OVC passed through Governor's Office)	07/01/20-06/30/21	50,702	24,498
(OVC passed through Governor's Office)	07/01/21-04/30/22	41,000	24,939
	07/01/20-06/30/21	60,882	30,441
	07/01/21-06/30/22	63,580	37,341
	07/01/21-06/30/22	42,387	20,743
West Feliciana Police Jury	07/01/20-06/30/21	26,400	13,200
	07/01/21-06/30/22	26,400	13,200
City of Hammond	07/01/20-06/30/21	20,000	10,000
	07/01/21-06/30/22	25,000	10,417
St. Charles District Attorney	01/01/21-12/31/21	36,784	36,784
National Children's Alliance	01/01/21-12/31/21	7,000	7,000
Total Government Grants			<u>\$1,987,874</u>

Child Advocacy Services, Inc.
Notes to the Financial Statements
For the Year Ended December 31, 2021

Note G – Retirement Plan

The Child Advocacy Services, Inc. sponsors a deferred compensation plan covering all employees earning over \$5,000 and elect to defer a portion of their salary. The Corporation will match 3% of the deferred compensation. The contribution rate remains unchanged for the prior year. The retirement expense for the year ended December 31, 2021 totaled \$24,262.

Note H – Board of Directors' Compensation

The Board of Directors is a voluntary board; therefore, no compensation was paid to any board member.

Note I – Concentration of Credit Risk

Child Advocacy Services, Inc. has deposits totaling \$1,186,036 in demand deposits and money market accounts. All deposits are insured by the Federal Deposit Insurance Corporation.

Note J – Economic Dependency

The Corporation received approximately 80% of its revenue from funds provided through grants administered by the federal government and the State of Louisiana. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the corporation receives could be reduced significantly and have an adverse impact on its operations. At the time of completion of the examination of the corporation's financial statements, management was not aware of any actions taken that would adversely affect the amount of funds the corporation will receive in the next fiscal year.

SUPPLEMENTAL INFORMATION

Child Advocacy Services, Inc.
Statement of Activities by Program
For the Year Ended December 31, 2021

	Court Appointed Special Advocate	Children's Advocacy Center	Total
Revenue			
Direct Program Revenue:			
Government Grants	\$ 1,274,842	\$ 713,032	\$ 1,987,874
Other Grants	-	7,350	7,350
Total Direct Program Revenue	<u>1,274,842</u>	<u>720,382</u>	<u>1,995,224</u>
Unrestricted Revenue	<u>221,290</u>	<u>72,201</u>	<u>293,491</u>
Total Self-Generated Revenue	<u>221,290</u>	<u>72,201</u>	<u>293,491</u>
United Way	<u>91,826</u>	<u>81,174</u>	<u>173,000</u>
Total Revenue	<u>1,587,958</u>	<u>873,756</u>	<u>2,461,715</u>
Expenses			
Salaries	837,437	446,201	1,283,638
Fringe Benefits	123,680	84,339	208,019
Taxes	75,083	32,482	107,565
Retirement	10,820	8,215	19,035
Occupancy	103,875	49,465	153,340
Travel	29,633	8,310	37,943
Supplies	18,455	15,377	33,832
Printing	2,705	2,471	5,176
Training	2,641	68	2,709
Other Program Expense	103,233	110,227	213,460
Total Direct Expense	<u>1,307,562</u>	<u>757,155</u>	<u>2,064,717</u>
Support Service Expense	<u>161,326</u>	<u>91,385</u>	<u>252,711</u>
Total Expense	<u>1,468,888</u>	<u>848,540</u>	<u>2,317,428</u>
Increase in Net Assets	<u>\$ 119,071</u>	<u>\$ 25,216</u>	<u>\$ 144,287</u>

See Independent Auditor's Report.

Child Advocacy Services, Inc.
Statement of Activities
Louisiana Supreme Court CASA Assistance Program
For the Year Ended December 31, 2021

	For the Period January 1, 2021 Through June 30, 2021	For the Period July 1, 2021 Through December 31, 2021	Total
Revenue			
Grant Appropriations	\$ 527,633	\$ 509,423	\$1,037,056
Total Revenue	<u>527,633</u>	<u>509,423</u>	<u>1,037,056</u>
Expenses			
Salaries	338,782	316,371	655,153
Fringe Benefits	90,943	84,766	175,709
Professional Services	10,323	1,431	11,754
Operating Expense	66,093	86,422	152,515
Travel	12,716	13,791	26,507
Training	706	1,887	2,593
Supplies	7,120	4,711	11,831
Equipment	-	-	-
Printing/Copying	950	44	994
Total Expenses	<u>527,633</u>	<u>509,423</u>	<u>1,037,056</u>
Net Change in Assets	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Independent Auditor's Report.

Child Advocacy Services, Inc.
Schedule of Compensations, Benefits and Other Payments to
Agency Head or Chief Executive Officer
For the Year ended December 31, 2021

Agency Head Name: Robert A. Carlisle

Description:

Salary	\$ 93,620
Benefits: Hospitalization and Life	12,521
Reimbursements	1,248
Travel	2,892
Total	<u>\$ 110,281</u>

Child Advocacy Services, Inc.
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

	<u>Pass Through Contact #</u>	<u>Federal CFDA Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Health and Human Services			
Pass Through Programs From:			
State of Louisiana - Supreme Court TANF Program		93.558	<u>\$ 595,512</u>
Total U.S. Department of Health and Human Services			<u>595,512</u>
U.S. Department of Justice			
Passed Through Programs From:			
Louisiana Commission on Law Enforcement and Administration of Criminal Justice			
Child Advocacy Program 5	2018-VA- 03/01-4999	16.575	298,950
Child Abuse Program 5	2019-VA- 01/03-5813	16.575	254,305
Child Advocacy Program 7	2018-VA- 03/01-4930	16.575	53,247
Child Advocacy Program 7	2019-VA- 03/01-5814	16.575	60,192
National Children's Alliance			
State Chapter Support to CAC's	3-Hamm-LA- SA21	16.834	<u>7,000</u>
Total Department of Justice			<u>673,694</u>
Office of Victims of Crime			
Passed Through Governor's Office		16.320	<u>49,437</u>
Total Office of Victims of Crime			<u>49,437</u>
Total Federal Awards			<u><u>\$1,318,643</u></u>

See Independent Auditor's Report.

Child Advocacy Services, Inc.
Schedule of Expenditures of Federal Awards - Continued
For the Year Ended December 31, 2021

Notes to Schedule of Expenditures of Federal Awards

A. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of Child Advocacy Services, Inc. under programs of the federal government for the year ended December 31, 2021.

The information in this Schedule is presented in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Par 200., Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Child Advocacy Services, Inc. it is not intended to and does not present the financial position, changes in net assets or cash flow of Child Advocacy Services, Inc.

B. Summary of Significant Accounting Policies

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

C. Indirect Cost Rate

Advocacy Center has not elected to use the 10% de minimis indirect cost rate.

CHARLES P. HEBERT, CPA

CHRISTOPHER S. JOHNSON, CPA, MBA

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A PROFESSIONAL ACCOUNTING CORPORATION

**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
Child Advocacy Services, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Child Advocacy Services, Inc. (a nonprofit corporation), which comprise the statement of financial position as of December 31, 2021 and the related statements of activities, and cash flows and for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 24, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Child Advocacy Services, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Child Advocacy Services, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Child Advocacy Services, 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. Given these limitations, during our audit we did not identify

any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

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

Purpose of this Report

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

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Albany, Louisiana
May 24, 2022

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A PROFESSIONAL ACCOUNTING CORPORATION

Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance

To the Board of Directors
Child Advocacy Services, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each major Federal Program

We have audited Child Advocacy Services, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Child Advocacy Services, Inc.'s major federal programs for the year ended December 31, 2021. Child Advocacy Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion Child Advocacy Services, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provision of contracts or grant agreements applicable to Child Advocacy Services, Inc.'s federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Child Advocacy Services, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Child Advocacy Service's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Child Advocacy Services, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Child Advocacy Services, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Child Advocacy Services, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

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

Report of Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned

functions, to prevent or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance is a deficiency*, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Albany, Louisiana
May 24, 2022

Child Advocacy Services, Inc.
Schedule of Findings and Questioned Costs
For the year ended December 31, 2021

A. Summary of the Audit Results

Financial Statements

Type of auditor's report issued Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ___yes ___x_no
- Significant deficiency(ies) identified? ___yes ___x_no

Noncompliance material to financial statements noted? ___yes ___x_no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ___yes ___x_no
- Significant deficiency(ies) identified? ___yes ___x_no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported
in accordance with 2 CFR Section 200.516 (a)? ___yes ___x_no

Identification of major programs:

CFDA Number: 93.558

Name of Federal Program:

U.S. Department of Health and Human Services:
Passed through State of Louisiana Supreme Court
TANF Program

Dollar threshold used to distinguish between type A and B
Programs: \$ 750,000

Since there were no type A programs, a type B program was
classified as a major program to satisfy the 40% testing rule.

Auditee qualified as low risk auditee? ___yes ___x_no

Child Advocacy Services, Inc.
Schedule of Findings and Questioned Costs
For the year ended December 31, 2021

B. Financial Statement Audit

There were no findings related to the financial statements for the year ended December 31, 2021.

C. Findings and Questioned Costs - Major Federal Award Programs Audit

There were no items identified in the course of our testing during the current year required to be reported.

D. Status of Prior Year Audit Findings

There were no prior year audit findings.

CHILD ADVOCACY SERVICES, INC.

STATEWIDE AGREED-UPON PROCEDURES REPORT

Fiscal Period January 1, 2021 through December 31, 2021



Hebert Johnson
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Certified Public Accountants

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A P R O F E S S I O N A L A C C O U N T I N G C O R P O R A T I O N

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Child Advocacy Services, 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, 2021 through December 31, 2021. Child Advocacy Service Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Child Advocacy Services, 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, 2021 through December 31, 2021. 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:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, 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.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***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).

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- 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.
- 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 (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethic**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

No exceptions were found as a result of these procedures.

Board or Finance Committee

- 2. 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:

- a) 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.
- b) For those entities reporting on the governmental accounting model, observe whether 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.*
- c) 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.

No exceptions were found as a result of these procedures.

Bank Reconciliations

3. 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:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - 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
 - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

No exceptions were found as a result of these procedures.

Collections (excluding electronic funds transfers)

4. 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).

5. 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:
 - a) Employees 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(s) 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/official verifies the reconciliation.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.
7. Randomly select two deposit dates for each of the 5 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). *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:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe 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).
 - e) Trace the actual deposit per the bank statement to the general ledger.

No exceptions were found as a result of these procedures.

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

8. 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).
9. For each location selected under #8 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:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - 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.
 - 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.

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]
10. For each location selected under #8 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:
 - a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

No exceptions were found as a result of these procedures.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) 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. [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.]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 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 (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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.

No exceptions were found as a result of these procedures.

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

14. 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, 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:
 - a) If reimbursed using a per diem, observe 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).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe 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 policy (procedure #1h).

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

No exceptions were found as a result of these procedures.

Contracts

15. 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:
 - a) 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.
 - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g., change order), observe 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, was approval documented).
 - d) 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 the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions were found as a result of these procedures.

Payroll and Personnel

16. 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.
17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
 - c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
18. 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.
19. 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 were found as a result of these procedures.

Ethics

These procedures are not applicable to the Organization.

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. 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.

Debt Service

These procedures are not applicable to the Organization.

21. 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 State Bond Commission approval was obtained for each debt instrument issued.
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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Fraud Notice

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.
24. Observe 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 were found as a result of these procedures.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
 - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) 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.
 - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedures and discussed the results with management.

Sexual Harassment

These procedures are not applicable to the Organization.

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.
27. Observe 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).
28. 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 it includes the applicable requirements of R.S. 42:344:
 - a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - e) Amount of time it took to resolve each complaint.

We were engaged by Child Advocacy Services, 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 Child Advocacy Services, 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.

Chris Johnson

Hebert Johnson & Associates, Inc.
A Professional Accounting Corporation
Albany, Louisiana
May 24, 2022