INSTITUTE OF WOMEN & ETHNIC STUDIES
REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION

FOR THE YEAR ENDED DECEMBER 31, 2025

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CERTIFIED PUBLIC ACCOUNTANTS

REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2025
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Institute of Women & Ethnic Studies
365 Canal Street, Suite 1550
New Orleans, LA 70130

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Institute of Women & Ethnic Studies (a not-for-profit organization, "IWES"), which comprise the statement of financial position as of December 31, 2025, 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 accompanying financial statements present fairly, in all material respects, the financial position of IWES as of December 31, 2025, 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 ("GAAS") 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of IWES 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 opinion.

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; 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.

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 IWES' ability to continue as a going concern for one year after the date that the financial statements are issued.

Cerini & Associates, LLP • 3340 Veterans Memorial Highway • Bohemia, NY 11716
phone 631.582.1600 • fax 631.582.1714 • www.ceriniandassociates.com

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS 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 judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement 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 IWES' 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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about IWES' 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 accompanying Schedule of Compensation, Benefits, and Other Payments to Chief Executive Officer 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 other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2026 on our consideration of IWES'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 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 IWES's internal control over financial reporting and compliance.

Cerini & Associates LLP

Bohemia, New York
June 29, 2026

STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2025

ASSETS

Current Assets:		
Cash and cash equivalents	$	5,533,056
Accounts receivable		1,521,180
Grants receivable		245,819
Prepaid expenses		23,258
TOTAL CURRENT ASSETS		7,323,313
Investments		450,000
Property and equipment, net of accumulated depreciation		9,453
Other assets		17,783
TOTAL ASSETS	$	7,800,549

LIABILITIES AND NET ASSETS

Current Liabilities:		
Accounts payable and accrued expenses	$	128,669
TOTAL LIABILITIES		128,669
Net Assets:		
With donor restrictions		3,151,017
Without donor restrictions		4,520,863
TOTAL NET ASSETS		7,671,880
TOTAL LIABILITIES AND NET ASSETS	$	7,800,549

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

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2025

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE:			
Support:			
Government grants and contracts	$ 1,559,194	$ -	$ 1,559,194
Grant revenue	50,000	600,000	650,000
Contributions	52,998	-	52,998
Net assets released from restrictions	2,926,430	(2,926,430)	-
TOTAL SUPPORT	4,588,622	(2,326,430)	2,262,192
Revenue:			
Contract income	178,157	-	178,157
Investment income	156,771	-	156,771
Miscellaneous income	43,079	-	43,079
TOTAL REVENUE	378,007	-	378,007
TOTAL SUPPORT AND REVENUE	4,966,629	(2,326,430)	2,640,199
EXPENSES:			
Program services	3,325,511	-	3,325,511
Management and general	756,105	-	756,105
Fundraising	178,825	-	178,825
TOTAL EXPENSES	4,260,441	-	4,260,441
CHANGE IN NET ASSETS	706,188	(2,326,430)	(1,620,242)
Net assets, beginning of the year	3,814,675	5,477,447	9,292,122
Net assets, end of the year	$ 4,520,863	$ 3,151,017	$ 7,671,880

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

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2025

	Program Services	Management and General	Fundraising	Total
Salaries and wages	$ 1,487,124	$ 273,407	$ 127,640	$ 1,888,171
Payroll taxes and employee benefits	335,662	61,711	28,810	426,183
Program events and meetings	3,190	587	274	4,051
Occupancy	100,096	18,402	8,591	127,089
Supplies	12,414	2,282	1,065	15,761
Insurance	-	19,237	-	19,237
Staff travel and conferences	55,633	10,228	4,775	70,636
Telephone and communications	10,802	-	-	10,802
Stipends and incentives	23,028	4,234	1,976	29,238
Contractual services	1,231,220	208,467	-	1,439,687
Professional fees	-	95,058	-	95,058
Depreciation	9,051	1,664	776	11,491
Bad debt expense	-	50,295	-	50,295
Other expenses	57,291	10,533	4,918	72,742
TOTAL EXPENSES	$ 3,325,511	$ 756,105	$ 178,825	$ 4,260,441

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025

CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	$	(1,620,242)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation		11,491
Bad debt		50,295
Changes in operating assets and liabilities:		
Accounts receivable		773,892
Grants receivable		147,917
Prepaid expenses		27,041
Accounts payable and accrued expenses		(76,250)
Accrued annual leave pay		(116,252)
NET CASH USED IN OPERATING ACTIVITIES		(802,108)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of investments		(450,000)
Proceeds from sales of investments		520,000
NET CASH PROVIDED BY INVESTING ACTIVITIES		70,000
NET CHANGE IN CASH AND CASH EQUIVALENTS		(732,108)
Cash and cash equivalents, beginning of year		6,265,164
Cash and cash equivalents, end of year	$	5,533,056

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Institute of Women & Ethnic Studies ("IWES") is presented to assist in understanding IWES' financial statements. The financial statements and notes are representations of IWES' management, who is responsible for the integrity and objectivity of the financial statements. These accounting policies conform to accounting principles generally accepted in the United States of America ("US GAAP") and have been consistently applied in the preparation of the financial statements.

Nature of Operations

Founded in 1993, IWES is a national, not-for-profit 501(c)(3) health organization that creates initiatives to promote healing among communities, especially those facing adversity. The mission of IWES is to improve the mental, physical, and spiritual health and quality of life for women, their families, and communities of color, particularly among marginalized populations using community-driven research, programs, training, and advocacy.

IWES helps to build emotional and physical well-being, resilience, and capacity, using a Social Ecological Model ("SEM") as its theoretical framework, which is an in-depth multidimensional approach that recognizes that individual behavior is shaped by multiple levels of influence, interpersonal, community, and societal context.

Through this approach, IWES creates culturally proficient programs, activities, and research to address and advocate for women of color, their families, and communities to heal and create sustainable change.

IWES works in the following issue areas:

- *Resilience* – community-level, non-clinical approaches to equitable recovery, healing, and resilience of vulnerable populations through community-wide healing events, documenting stories of struggle and survival, collaborations to develop trauma-informed approaches, and community-driven, participatory research.
- *Emotional/Physical Well-Being* – engaging community members in activities and events focused on addressing emotional well-being, overall physical, and psychological approaches.
- *Sexual Health* – providing comprehensive sexual health education, HIV and teen pregnancy prevention education, advocacy, and outreach using social media, peer, and community engagement.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with US GAAP.

NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Income Tax Status

IWES is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is publicly supported, as described in section 509(a). Donors may deduct contributions made to IWES within the requirements of the Internal Revenue Code.

IWES evaluated its activities for uncertain tax positions and has determined that there were no uncertain tax positions for 2025.

IWES files an IRS Form 990 and respective state and local tax returns. These tax returns are subject to review and examination by federal, state, and local taxing authorities. IWES has determined that it has registered in all states where it is required to be registered.

Basis of Presentation

IWES is required to report information regarding its financial position and activities according to the following net asset classifications:

> Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations and may be expended for any purpose in performing the primary objectives of IWES.
>
> Net assets with donor restrictions – Net assets subject to donor-imposed stipulations or other stipulations that may or will be met, either by action of IWES and/or the passage of time. When a restriction expires, these net assets are reclassified annually to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Other donor restrictions may be perpetual in nature, whereby donors may stipulate that the funds be maintained in perpetuity. No net assets were to be maintained in perpetuity as of December 31, 2025.

Estimates

The preparation of financial statements in conformity with US GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue Recognition

Government Grants and Contracts: IWES recognizes revenue on federal grants when reimbursable expenditures under qualified programs are incurred. Revenue received under government grants is restricted as to the use specified in the respective grant agreements. A receivable is recognized to the extent revenue earned exceeds cash advances. Conversely, deferred revenue and refundable advances are recorded when cash advances exceed support and revenue earned. Conditional government grants and contracts are accounted for as liabilities or are not recognized as revenue initially, until the barriers to entitlement are overcome, at which point revenue is recognized as unconditional and classified as either net assets with donor restrictions or net assets without donor restrictions.

Contract Income: Contract income is recognized when performance obligations to consumers are satisfied, principally over time, as applicable services are provided.

Contributions and Grants: Contributions and grants are recognized when donors make promises to give to IWES that are, in substance, unconditional. All donor-restricted contributions are reported as increases in net assets with donor restrictions. When restrictions expire, net assets with donor restrictions are reclassified to net assets without donor restrictions. Non-government grants are considered contributions for financial statement purposes. Securities and tangible property received as contributions are reflected at fair value at the dates of the contributions. Conditional contributions are accounted for as liabilities or are not recognized as revenue initially, until the barriers to entitlement are overcome, at which point contributions and grants are recognized as unconditional and classified as either net assets with donor restrictions or net assets without donor restrictions.

Receivables

Accounts and grants receivables are stated at the amounts management expects to collect from outstanding balances. Management determines whether an allowance for uncollectible accounts and grants receivable should be established. Such estimates are generally based on management's assessment of the aged basis of the funding sources of receivables, creditworthiness of grantors and donors, current economic conditions, subsequent cash collections, and historical information. IWES determined that no allowance was necessary for accounts and grants receivable as of December 31, 2025 as outstanding amounts are expected to be fully collected.

Cash and Cash Equivalents

IWES considers all highly liquid financial instruments with original maturities of three months or less from the dates of purchase to be cash equivalents.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and Equipment

Property and equipment are recorded at cost, if purchased, or at fair market value at the date of the gift, if donated. IWES capitalizes all purchases of property and equipment in excess of $3,000, except for computers and other technology and leasehold improvements, which are always capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation is computed using the straight-line method over estimated useful lives ranging from three to seven years.

Investments

IWES reports investments at fair value. Fair value is generally determined based on quoted market prices or observable inputs from financial institutions. Interest income is recognized as earned and reported within investment income in the accompanying statement of activities. Changes in fair value are included in the change in net assets in the period in which they occur.

Fair Value Measurement

IWES follows Accounting Standard Codification ("ASC") 820, *Fair Value Measurement*, to measure fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A fair value hierarchy has been established for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring the most observable inputs to be used when available. The fair value hierarchy is categorized into three levels (see Note 13).

Functional Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. The direct costs of providing the fundraising services have all been allocated to fundraising. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of IWES. Those costs that cannot be directly assigned are allocated based upon reasonable allocation methodologies, the most significant of which are:

- Salaries and wages – Time and effort
- Payroll taxes and employee benefits – Salary allocations
- Contractual services – Estimates of the respective use of services
- Occupancy – Square footage

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Events Occurring After the Report Date

IWES has evaluated events and transactions that occurred between January 1, 2026 and June 29, 2026, which is the date the financial statements were available to be issued, for possible disclosure and recognition in the financial statements.

NOTE 2 – CONCENTRATIONS OF RISK

IWES maintains noninterest-bearing, low-interest-bearing accounts and investments at various financial institutions which are insured by the Federal Deposit Insurance Corporation ("FDIC"). From time to time, balances held at these financial institutions exceed insured limits. Management believes that there is little risk of loss associated with these accounts.

For the year ended December 31, 2025, the following represented 74% of IWES' total support and revenue:

U.S. Department of Health and Human Services	$ 1,356,646
David and Lucille Packard Foundation	600,000
Total	$ 1,956,646

As of December 31, 2025, the following represented 93% of IWES' accounts and grants receivables:

Robert Wood Johnson Foundation	$ 1,463,272
U.S. Department of Health and Human Services	182,371
Total	$ 1,645,643

NOTE 3 – OPERATING LEASE

In October 2024, IWES renewed the original lease agreement to occupy office space under a non-cancellable operating lease. The lease called for monthly installments of $8,499 which expired on November 30, 2025. IWES renewed the lease agreement for an additional twelve months for the period December 1, 2025 through November 30, 2026 for $8,499 per month. Because the lease term is twelve months or less, IWES elected the short-term lease practical expedient under ASC 842, *Leases*, and therefore does not recognize a right-of-use asset or lease liability for the lease.

NOTE 4 – COMMITMENTS AND CONTINGENCIES

IWES has entered into contractual arrangements with certain individuals to provide operational, tutorial, self-development, and recreational assistance. Such contracts are generally for six to twelve month periods.

IWES is a recipient of grants from federal government funds. These grants are governed by various federal government guidelines, regulations, and contractual agreements. IWES is also a recipient of grants from private foundations and non-profit organizations. The administration of the programs and activities funded by these grants is under the control and administration of IWES and is subject to audit and/or review by the applicable funding sources. Any grant or award funds found not to be properly spent in accordance with the terms, conditions, and regulations of the funding sources may be subject to recapture.

NOTE 5 – RELATED PARTY TRANSACTIONS

Included within salaries and wages of IWES are expenses representing amounts paid to the spouse of IWES' Chief Executive Officer. The spouse of IWES' Chief Executive Officer is employed as Director/Technical Advisor – Trauma Informed Care. Total wages paid to the spouse of IWES' Chief Executive Officer for the year ended December 31, 2025 totaled $231,250.

NOTE 6 – GOVERNMENT GRANTS AND CONTRACTS

Revenue from government grants and contracts by grantor was as follows during the year ended December 31, 2025:

U.S. Department of Health and Human Services	$ 1,356,646
The Administrators of the Tulane Education Fund	202,548
Total	$ 1,559,194

NOTE 7 – GRANT REVENUE

Revenue from grants by grantor was as follows during the year ended December 31, 2025:

The David and Lucille Packard Foundation	$ 600,000
United Way of Greater New Orleans	50,000
Total	$ 650,000

NOTE 8 – LITIGATION

From time to time, IWES is subject to certain claims or litigation in the normal course of its operations. Management of IWES is of the opinion that any claims are either without merit or that the present insurance coverage is sufficient to meet the financial obligations, if any, arising out of such claims or proceedings, and that the outcome of any such claims or lawsuits will not have a material impact on IWES' financial condition.

NOTE 9 – CONTRACT INCOME

Income from contracts by payor was as follows during the year ended December 31, 2025:

Wellcome Trust	$ 56,824
New Orleans Family Justice Center	40,000
Training Grounds	20,000
Metropolitan Health Services Division	15,377
United Way	27,331
Other	18,625
Total	$ 178,157

NOTE 10 – RETIREMENT PLAN

IWES offers a 401(k) plan to all eligible employees. Full-time employees are eligible to participate in the plan after ninety days of service. The plan is funded solely by employee contributions.

NOTE 11 – AVAILABILITY AND LIQUIDITY

The following represents IWES' financial assets at December 31, 2025:

Cash and cash equivalents	$ 5,533,056
Accounts receivable	1,521,180
Grants receivable	245,819
Total financial assets	7,300,055
Less: net assets with donor restrictions	(3,151,017)
Financial assets available to meet general expenditures over the next twelve months	$ 4,149,038

IWES' goal is generally to maintain financial assets to meet ninety days of operating expenses (approximately $1,035,000). As of December 31, 2025, IWES had sufficient funds to meet over ninety days of operating expenses.

NOTE 12 – NET ASSETS WITH DONOR RESTRICTIONS

As of December 31, 2025, net assets with donor restrictions were available for the following programs:

The David and Lucille Packard Foundation:		
Creating a Future Together	$	303,394
Maternal Child Health Coalition		157,354
Maternal and Child Health LA		630,928
Global Early Adolescent Study		304,648
Annie E. Casey Foundation:		
Family Centered Community Change		11,643
The Grove Foundation:		
Working to Institutionalize Sex Education		47,899
Rockefeller Philanthropic Advisors:		
State Organization Leadership Academy Roundtable		3,670
Robert Woods Johnson Foundation:		
Aligning System 4 Health		1,336,187
Greater New Orleans Foundation:		
Creating a Truer Self		19,748
We Can 2 Supplement		8,675
Baptist Community Ministries:		
Trauma Informed Care		10,782
Texas A&M University:		
itp3 Design Cadre		20,654
Innovation Next – Power to Decide:		
Power to Decide		30,449
Merck, Sharp & Dohme Corporation:		
New Orleans Respectful Motherhood Initiative		258,507
The Aids Institute:		
WIN Micro-grant		4,000
Visionary Justice Story Lab:		
GRRRL Justice Project		1,500
Other		979
Total	$	3,151,017

NOTE 13 – INVESTMENTS

Investments are presented in the statements of financial position at fair value. A fair value hierarchy has been established based upon the observability of inputs to the evaluation of an asset or liability as of the measurement date. The three-level valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent sources, while unobservable inputs reflect market assumptions. These two types of inputs create the following fair-value levels.

Level 1: Valuations are based on observable inputs that reflect quoted market prices in active markets for the same or identical assets and liabilities at the reporting date.

Level 2: Valuations are based on (i) quoted prices for similar investments in active markets, or (ii) quoted prices for those investments, or similar investments, in markets that are not active, or (iii) pricing inputs other than quoted prices that are directly or indirectly observable at the reporting date. Level 2 assets include those investments, or similar investments that are redeemable at or near the statement of financial position date and for which a model was derived for valuation.

Level 3: Valuations are based on pricing inputs that are unobservable and include situations where (i) there is little, if any, market activity for the investments, or (ii) the investments cannot be independently valued, or (iii) the investments cannot be immediately redeemed at or near the fiscal year-end.

IWES's investments are exposed to risks such as interest rate and market risks. Due to the level of risk associated with certain investment vehicles, it is possible that changes in the values of investment holdings could occur in the near term and that such changes could affect the amounts reported in the statement of financial position.

At December 31, 2025, all of IWES's investments were held in certificate of deposit accounts, classified as Level 1 investments, and mature on various dates throughout 2027.

NOTE 14 – SUBSEQUENT EVENT

In January 2026, at the grantor's request, IWES returned $607,772 of net assets with donor restrictions to The David and Lucille Packard Foundation, representing the remaining restricted balances for the Creating a Future Together program of $303,394 and the Global Early Adolescent Study program of $304,378.

SUPPLEMENTARY INFORMATION

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO CEO
FOR THE YEAR ENDED DECEMBER 31, 2025

Chief Executive Officer: Lisa Richardson

Purpose	Public Funds	Private Funds	Admin Funds	Total
Salary	$ 22,008	$ 198,000	$ 33,846	$ 253,854
Benefits - insurance	832	9,430	-	10,262
Travel	-	6,905	7,429	14,334
	$ 22,840	$ 214,335	$ 41,275	$ 278,450

INSTITUTE OF WOMEN & ETHNIC STUDIES
AUDIT REPORTS RELATED TO THE UNIFORM GUIDANCE

FOR THE YEAR ENDED DECEMBER 31, 2025

Connected to your business goals success

AUDIT REPORTS RELATED TO THE UNIFORM GUIDANCE
FOR THE YEAR ENDED DECEMBER 31, 2025
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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*

Independent Auditors' Report

To the Board of Directors of the
Institute of Women & Ethnic Studies
365 Canal Street, Suite 1550
New Orleans, LA 70130

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Institute of Women & Ethnic Studies (hereinafter, "IWES"), which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 29, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered IWES' internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of IWES' internal control. Accordingly, we do not express an opinion on the effectiveness of IWES' 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 IWES' 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 may exist that have not been identified.

Cerini & Associates, LLP • 3340 Veterans Memorial Highway • Bohemia, NY 11716
phone 631.582.1600 • fax 631.582.1714 • www.ceriniandassociates.com

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether IWES' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and 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 IWES' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering IWES' internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cerini & Associates LLP

Bohemia, New York
June 29, 2026

CERINI & ASSOCIATES LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report On Compliance For Each Major Federal Program
And Report On Internal Control Over Compliance
In Accordance With The *Uniform Guidance*

Independent Auditors' Report

To the Board of Directors of the
Institute of Women & Ethnic Studies
365 Canal Street, Suite 1550
New Orleans, LA 70130

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Institute of Women & Ethnic Studies' (hereinafter, "IWES") compliance with the types of compliance requirements identified as subject to audit in the U.S. *Office of Management and Budget ("OMB") Compliance Supplement* that could have a direct and material effect on each of IWES' major federal programs for the year ended December 31, 2025. IWES' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, IWES complied, in all material respects, with the 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, 2025.

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 ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*) 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 Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of IWES 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 IWES' 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 provisions of contracts or grant agreements applicable to IWES' federal programs.

Auditors' 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 IWES' 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 GAAS, *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 judgement made by a reasonable user of the report on compliance about IWES' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 IWES' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of IWES' 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 IWES' 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 on 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, 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 Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. 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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of IWES as of and for the year ended December 31, 2025, and have issued our report thereon dated June 29, 2026, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance 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 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 schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Cerini & Associates LLP

Bohemia, New York
June 29, 2026

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2025

Federal Grantor/Pass-through Grantor/ Program or Cluster Title	**Federal Assistance Listing Number**	**Pass-through Entity Identifying Number**	**Provided to Subrecipients**	**Total Federal Expenditures**
U.S. Department of Health and Human Services				
Community Program to Improve Minority Health Multisystem Compassionate Care and Healing for Black Youth	93.137	N/A	N/A	$ 297,708
Teenage Pregnancy Prevention Program - Happy Birthday Leonard Rigorous Evaluation Study	93.297	N/A	N/A	1,058,938
Pass through from The Administrators of the Tulane Education Fund Coalition for Compassionate Schools	93.243	1H79SM085077-01	N/A	13,410
Total U.S. Department of Health and Human Services				1,370,056
U.S. Department of Justice				
Pass through from The Administrators of the Tulane Education Fund Enhancing the Capacity of Trauma-Informed Schools to Address Youth Violence	16.839	15PJDP-23-GK-04185-STOP	N/A	189,138
Total U.S. Department of Justice				189,138
Total Expenditures of Federal Awards				$ 1,559,194

See accompanying notes to schedule of expenditures of federal awards.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2025

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of federal awards (the "Schedule") includes the federal award activity of the Institute of Women & Ethnic Studies (hereinafter "IWES") under programs of the federal government for the year ended December 31, 2025. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of IWES, it is not intended to and does not present the financial position, changes in net assets, or cash flows of IWES.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICY

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 reimbursement.

NOTE 3 – INDIRECT COST RATE

IWES has not elected to use the de minimis indirect cost rate permitted under the Uniform Guidance, 2 CFR section 200.414(f). IWES recovers indirect costs in accordance with its negotiated indirect cost rate agreement with the Administrators of the Tulane Education Fund.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2025

Section I: Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Are any material weaknesses identified?	____ Yes	X No
Are any significant deficiencies identified?	____ Yes	X No
Is any noncompliance material to financial statements noted?	____ Yes	X No

Federal Awards

Internal control over major federal programs:

Are any material weaknesses identified?	____ Yes	X No
Are any significant deficiencies identified?	____ Yes	X No

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	____ Yes	X No

Identification of major federal programs:

CFDA/AL Number(s)	Name of federal program or cluster
93.297	- Teenage Pregnancy Prevention Program - Happy Birthday Leonard Rigorous Evaluation Study

Dollar threshold used to distinguish between type A and type B programs: $1,000,000

Auditee qualified as low-risk auditee?	____ Yes	X No

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2025

Section II: Financial Statement Findings

There were no findings related to the financial statements for the year ended December 31, 2025 that are required to be reported in accordance with *Government Auditing Standards*.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2025

Section III: Federal Awards Findings

There were no findings or questioned costs for Federal Awards for the year ended December 31, 2025.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2025

Section IV: Prior Audit Findings and Questioned Costs

There were no findings or questioned costs for Federal Awards for the year ended December 31, 2024.

INSTITUTE OF WOMEN & ETHNIC STUDIES

INDEPENDENT AUDITORS' REPORT
ON APPLYING STATEWIDE AGREED-UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2025

CERINI & ASSOCIATES LLP
CERTIFIED PUBLIC ACCOUNTANTS

Connected to your business goals success

CERINI & ASSOCIATES LLP
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditors' Report on Applying Agreed-Upon Procedures

To the Board of Directors of the
Institute of Women & Ethnic Studies
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") Statewide Agreed-Upon Procedures ("SAUP") for the fiscal period January 1, 2025 through December 31, 2025. The Institute of Women & Ethnic Studies' ("IWES") management is responsible for those C/C areas identified in the SAUPs.

IWES 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, 2025 through December 31, 2025. 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.

Procedures performed and results of procedures for each area are outlined within this report.

We were engaged by IWES 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 IWES 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.

Cerini & Associates LLP

Bohemia, New York
June 29, 2026

Cerini & Associates, LLP • 3340 Veterans Memorial Highway • Bohemia, NY 11716
phone 631.582.1600 • fax 631.582.1714 • www.ceriniandassociates.com

PROCEDURES PERFORMED AND RESULTS OF PROCEDURES
FOR THE YEAR ENDED DECEMBER 31, 2025

Written Policies and Procedures:

1. We obtained and inspected IWES' written policies and procedures and observe whether they address each of the following categories and subcategories, if applicable, to public funds and IWES' operations:

   i. Budgeting
   ii. Purchasing
   iii. Disbursements
   iv. Receipts/Collections
   v. Payroll/ Personnel
   vi. Contracting
   vii. Travel and Expense Reimbursement
   viii. Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)
   ix. Ethics (not applicable)
   x. Debt Service (not applicable)
   xi. Information Technology Disaster Recovery/Business Continuity
   xii. Prevention of Sexual Harassment

- **No exceptions were noted.**

Board or Finance Committee:

2. We obtained and inspected the board and finance committee minutes for the fiscal period, as well as the Board's bylaws in effect during the fiscal period, and:

   i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
   ii. For those entities reporting on the not-for-profit 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.
   iii. Procedure not applicable, IWES is not a governmental entity.
   iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

- **No exceptions were noted.**

Bank Reconciliations:

3. We obtained a listing of IWES' bank accounts for the fiscal period from management and management's representation that the listing is complete. We asked management to identify IWES' main operating account. We selected IWES' main operating account and IWES' four other bank accounts. We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for each selected account, and observe that:

Bank Reconciliations (*continued*):

i. Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;
ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared; and
iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than twelve months from the statement closing date. None were noted.

- **No exceptions were noted.**

Collections (*excluding electronic funds transfers*)

4. A: We 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, noting IWES only has one deposit site.

- **No exceptions were noted.**

4. B: For the IWES deposit site, we obtained a listing of collection locations and management's representation that the listing is complete. IWES only has one collection location. We obtained and inspected written policies and procedures relating to employee job duties at the collection location and observed that job duties are properly segregated:

i. Employees responsible for cash collections do not share cash drawers/registers;
ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

- **No exceptions were noted.**

4. C: Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

- **Effective October 1, 2025, IWES included theft coverage in their insurance policy.**

Collections (*excluding electronic funds transfers) (continued)*

4. D: We randomly selected two deposits for each of the 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). We obtained supporting documentation for each deposit and:

    i. Observe that receipts are sequentially pre-numbered.
    ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
    iii. Trace the deposit slip total to the actual deposit per the bank statement.
    iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than $100 and the cash is stored securely in a locked safe or drawer).
    v. Trace the actual deposit per the bank statement to the general ledger.

- **No exceptions were noted.**

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

5. A: We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete, noting IWES only has one payment processing location.

- **No exceptions were noted.**

5. B: For IWES' only location above, we obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties, and observed that job duties are properly segregated such that:

    i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
    ii. At least two employees are involved in processing and approving payments to vendors;
    iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
    iv. Either the employee responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
    v. Only employees authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

- **No exceptions were noted.**

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

5. C: For IWES' only location under #5A above, we obtained IWES' non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected five disbursements from the location, obtained supporting documentation for each transaction, and:

    i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
    ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

- **No exceptions were noted.**

5. D: Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select five non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

- **No exceptions were noted.**

Credit Cards/Debit Cards/Fuel Cards/Purchase Cards

6. A: We obtained from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. IWES has one credit card and no debit cards, fuel cards, or purchase cards.

- **No exceptions were noted.**

6. B: We randomly selected one monthly statement for the one credit card, obtained supporting documentation, and:

    i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder; and
    ii. Observe that finance charges and late fees were not assessed on the selected statements.

- **No exceptions were noted.**

Credit Cards/Debit Cards/Fuel Cards/Purchase Cards ***(continued)***

6. C: We used the monthly statement selected under #6B above and randomly selected ten transactions and obtained supporting documentation for the transactions. For each transaction, we observed 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. IWES did not have any missing receipts.

    - **No exceptions were noted.**

6. D: We used the list of terminated employees obtained in Payroll and Personnel procedure #9C to identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. We observed evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, we obtained evidence that the terminated employees' authorization has been removed.

    - **No exceptions were noted.**

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

7. We 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. We randomly selected five reimbursements, obtained the related expense reimbursement forms/prepaid documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

    i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
    ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
    iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
    iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

    - **No exceptions were noted.**

Contracts

8. We 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. We obtained management's representation that the listing is complete. We randomly selected five contracts from the listing, excluding practitioner's contract, and:

   i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
   ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
   iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
   iv. Randomly select one payment from the fiscal period for each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

- **No exceptions were noted.**

Payroll and Personnel

9. A: We obtained a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. IWES does not have officials on payroll. We randomly selected five employees, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

- **No exceptions were noted.**

9. B: We randomly selected one pay period during the fiscal period. For the five employees selected under #9A above, we obtained attendance records and leave documentation for the pay period, and:

   i. Observe that all selected employees documented their daily attendance and leave (e.g., vacation, sick, compensatory);
   ii. Observe whether supervisors approved the attendance and leave of the selected employees;
   iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
   iv. Observe the rate paid to the employees agrees to the authorized salary/pay rate found within the personnel file.

- **No exceptions were noted.**

Payroll and Personnel *(continued)*

9. C: We obtained a listing of those employees that received termination payments during the fiscal period and management's representation that the list is complete. We randomly selected two employees, obtained related documentation of the hours and pay rates used in management's termination payment calculations and IWES' policy on termination payments. We agreed the hours to the employee's cumulative leave records, agreed the pay rates to the employee's authorized pay rates in the employee's personnel files, and agreed the termination payment to IWES' policy.

   - **No exceptions were noted.**

9. D: We obtained 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 noted.**

Ethics – Not applicable to IWES

Debt Service – Not applicable to IWES

Fraud Notice

12. A: We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete.

   - **There were no misappropriations of public funds and assets identified during the fiscal period.**

12. B: We 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.

   - **No exceptions were noted for posting the required notice on IWES' website. Management represented that the required notice is posted at their premise.**

Information Technology Disaster Recovery/Business Continuity

13. We performed the following procedures, verbally discussed the results with management, and reported: "We performed the procedure and discussed the results with management."

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

Information Technology Disaster Recovery/Business Continuity *(continued)*

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

13. 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 five 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.

13. D: Randomly select five terminated employees using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

13. E: Using the five randomly selected employees from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

    i. Hired before June 9, 2020 – completed the training; and
    ii. Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

- **No exceptions were noted.**

Prevention of Sexual Harassment

14. A: This procedure was not performed as this was not applicable to IWES.

14. B: We observed IWES has posted its sexual harassment policy and complaint procedure in a conspicuous location on IWES' premises.

- **No exceptions were noted.**

Prevention of Sexual Harassment *(continued)*

14. C: We obtained IWES' sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed it includes the applicable requirements of R.S. 42:344:

    i. Number and percentage of public servants in the agency who have completed the training requirements;
    ii. Number of sexual harassment complaints received by the agency;
    iii. Number of complaints which resulted in a finding that sexual harassment occurred;
    iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
    v. Amount of time it took to resolve each complaint.

- **No instances were noted.**