



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

OPERATION RESTORATION

**AUDITED FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT**

FOR THE YEARS ENDED DECEMBER 31, 2021

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Luther Speight & Company, LLC
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Operation Restoration
New Orleans, LA

Opinion

We have audited the accompanying financial statements of Operation Restoration (a non-profit organization), 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 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 Operation Restoration as of December 31, 2021 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our 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 the Operation Restoration 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 the 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 the Operation Restoration' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Continued,

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 the Operation Restoration’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 the Operation Restoration’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head 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 February 2, 2023 on our consideration of the Operation Restoration'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 the Operation Restoration'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 the Operation Restoration's internal control over financial reporting and compliance.

A handwritten signature in blue ink, appearing to read 'Luther Speight & Company CPAs', is written over a faint circular stamp.

Luther Speight & Company CPAs
New Orleans, Louisiana
February 2, 2023

**OPERATION RESTORATION
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2021**

ASSETS

Cash and Cash Equivalents	\$ 4,276,957
Grants Receivable	1,999,753
Bail Project Receivable	245,824
Fixed Assets, net	351,165
Total Assets	<u>\$ 6,873,699</u>

LIABILITIES & NET ASSETS

Liabilities

Accounts Payable	4,878
Accrued Payroll	26,227
Payroll Liabilities	26,578
Bail Project Loan	128,030
Total Liabilities	<u>\$ 185,713</u>

NET ASSETS

Without Donor Restrictions	6,306,795
With Donor Restrictions	381,191
Total Net Assets	<u>6,687,986</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 6,873,699</u>

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

OPERATION RESTORATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<u>REVENUE AND OTHER SUPPORT</u>			
Private Foundation Grants	\$ 2,046,809	\$ -	\$ 2,046,809
Restricted Grants	-	875,423	875,423
Agency Income	-	299,783	299,783
In-Kind Donations	94,320	-	94,320
Private Contributions	289,744	-	289,744
Interest Income	9,867	-	9,867
Other Income	347,047	-	347,047
Released from Restrictions	1,244,250	(1,244,250)	-
Total Revenues and Other Support	<u>4,032,037</u>	<u>(69,044)</u>	<u>3,962,993</u>
 <u>EXPENSES</u>			
Program Services	1,467,931	-	1,467,931
Management and General	1,163,765	-	1,163,765
Total Expenses	<u>2,631,696</u>	<u>-</u>	<u>2,631,696</u>
 <u>CHANGE IN NET ASSETS</u>			
Net Assets, Beginning of Year	1,400,341	(69,044)	1,331,297
Net Assets Adjustment	666,133	-	666,133
Net Assets, End of Year	<u>\$ 6,306,795</u>	<u>\$ 381,191</u>	<u>\$ 6,687,986</u>

The accompanying notes are an integral part of these financial statements

**OPERATION RESTORATION
STATEMENTS OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

	Program Services	Management and General	Total
Salaries	\$ 824,871	\$ 181,728	\$ 1,006,599
Contract Services	152,664	239,835	392,499
Subrecipient Expense	70,025	50,042	120,067
Travel	26,152	14,710	40,862
Fringes	59,663	196,148	255,811
Office Expense	42,549	65,835	108,384
In-Kind Services	-	155,785	155,785
Professional Services	979	103,363	104,342
Rent	-	13,946	13,946
Advertising	5,735	58,926	64,661
Miscellaneous	2,649	14,457	17,106
Stipends	4,935	-	4,935
Program Expense	90,241	-	90,241
Charitable Contributions	6,000	11,000	17,000
Sub-grant	179,187	-	179,187
Insurance	-	21,639	21,639
Facilities and Equipment	2,281	-	2,281
Total Expenses Before Depreciation	<u>1,467,931</u>	<u>1,127,414</u>	<u>2,595,345</u>
Depreciation	-	36,351	36,351
Total Expenses	<u>\$ 1,467,931</u>	<u>\$ 1,163,765</u>	<u>\$ 2,631,696</u>

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

**OPERATION RESTORATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021**

CASH FLOWS FROM OPERATING ACTIVITIES	
Increase in net assets	\$ 1,331,297
Net asset adjustment	666,133
Adjustments to reconcile net income to net cash	
Provided by operating activities:	
Depreciation	23,047
(Increase) decrease in operating assets:	
Accounts Receivable	(811,868)
Bail Project Receivable	362,360
Increase (decrease) in operating liabilities:	
Accured Payroll	2,549
Accounts Payable	(4,052)
Payroll Liabilities	23,600
Net Cash Provided by Operating Activities	<u>1,593,066</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchases of Fixed Assets	(157,397)
Net Cash Used by Investing Activities	<u>(157,397)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Bail Project Loan Repayment	(300,250)
Net Cash Used by Financing Activities	<u>(300,250)</u>
NET CHANGE IN CASH AND EQUIVALENTS	1,135,419
Cash and Cash Equivalents - Beginning of Year	<u>3,141,538</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 4,276,957</u></u>

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

**OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 1 – ORGANIZATION AND BACKGROUND

Formed in 2016 and led by formerly incarcerated women, Operation Restoration (OR) is a 501(c)(3) organization whose mission is to support women and girls impacted by incarceration to recognize their full potential, restore their lives, and discover new possibilities. OR started building relationships with local and national organizations, and the founder began participating in speaking engagements across the nation. In 2017, OR wrote and successfully advocated for the passage of LA Act 276 (Ban the Box), prohibiting public colleges in Louisiana from asking about criminal history in admissions. Louisiana was the first state to pass this historic legislation. In 2018, OR absorbed the Louisiana Prison Education Coalition (LPEC) founded by Annie Phoenix and started education programming in prison and in the community. OR is dedicated to building a community and support system for women impacted by incarceration through education.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Accounting

OR's financial statements are prepared on the accrual basis of accounting and in accordance with generally accepted accounting principles. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure 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.

Basis of Reporting

In accordance with the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) as set forth in FASB ASC 958, which established standards for external financial reporting by not-for-profit organizations, the organization classifies resources for accounting and reporting purposes into two net asset categories which are with donor restrictions and without donor restrictions. A description of these two net asset categories is as follows:

- Net assets without donor restrictions include funds not subject to donor-imposed stipulations. The revenues received and expenses incurred in conducting the mission of OR are included in this category. OR has determined that any donor-imposed restrictions for current or developing programs and activities are generally met within the operating cycle of the Organization and therefore, their policy is to record those net assets as unrestricted.

**OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Reporting (Continued)

- Net assets with donor restrictions include funds that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. When a restriction expires, 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. See Note 7 for additional details of Net Assets With Donor Restrictions.

Revenue Recognition

Contributions, including promises to give, are considered conditional or unconditional, depending on the nature and existence of any donor or grantor conditions. A contribution or promise to give contains a donor or grantor condition when both of the following are present:

- An explicit identifying of a barrier, that is more than trivial, that must be overcome before the revenue can be earned and recognized.
- An implicit right of return of assets transferred or a right of release of a donor or grantor's obligation to transfer assets promised if the condition is not met.

Unconditional contributions or conditional contributions in which the conditions have been substantially met or explicitly waived by the donor are recorded as revenue with or without donor restrictions, depending on the existence and nature of any donor restrictions. When a restriction expires, 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. Conditional contributions are recognized when the barriers to entitlement are overcome, and the promises become unconditional. Unconditional contributions are recognized as revenue when received. Grants are either recorded as contributions or exchange transactions based on criteria contained in the grant award. Exchange transactions are reimbursed based on a predetermined rate for services performed. The revenue is recognized in the period the service is performed.

Promises to Give

All promises to give are recognized as assets less an allowance for uncollectible amounts, and revenues. On December 31, 2021 OR did not have outstanding contributions or pledge receivables. Therefore, no allowance for uncollectible accounts was recorded.

OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

For purposes of reporting cash flows, cash consists of cash and cash equivalents. OR considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Estimates

The preparation of the financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Compensated Absences

Employees of OR are entitled to paid vacation, paid sick days, and leaves of absence, depending on job classification, length of service, and other factors. When estimating compensated absences, management determined that the amount is considered immaterial to the financial statements. As a result, no liability has been recorded in the accompanying financial statements. OR recognizes the costs of compensated absences when actually paid to employees.

Income Taxes

OR is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Services as other than a private foundation. The Organization's Forms 990, Return of Organization Exempt from Income Tax are subject to examination by the IRS, generally for three years after they are filed. OR did not pay any federal income tax for the years ended December 31, 2021.

In-kind Contributions

In-kind contributions are recognized if services or support to enhance nonfinancial assets or conditions would require specialized skills or otherwise be purchased by OR. OR received free use of office space during 2021 and recorded in-kind revenue and expenses of \$94,320.

Functional Allocation of Expenses

The costs of providing various program and supporting services have been reported on a functional basis in the Statement of Functional Expenses. Expenses that are identified with a specific program or support service are charged directly according to the natural classification. Other shared costs have been allocated among the various program and supporting services based on usage or other estimates made by management.

OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 3 – CASH AND CASH EQUIVALENTS

The cash and cash equivalents are recorded at \$4,276,957 on December 31, 2021. The cash is on deposit with two depository financial institutions in non-interest-bearing accounts. The Organization's uninsured cash balance totaled \$4,000,564 on December 31, 2021.

NOTE 4 – GRANTS RECEIVABLE

Grants receivable represents private foundation and city grant amounts earned by OR that were not received by December 31, 2021. Total grants receivable as of December 31, 2021 was \$1,999,753. Management has determined that all grants receivable balances are collectable due to there being written agreements for each balance; therefore, management has not recorded an allowance for doubtful accounts.

NOTE 5 - FIXED ASSETS

All acquisitions of fixed assets in excess of \$500 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Fixed assets are recorded at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as follows:

Leasehold Improvements	15 years
Computers	5 years
Office Furniture	7 years

Such assets and related accumulated depreciation on December 31, 2021 consists of the following:

Leasehold Improvements	\$	304,159
Computers		39,081
Office Furniture		57,805
Accumulated Depreciation		<u>(49,880)</u>
Fixed Assets, net	\$	<u>351,165</u>

Depreciation expense for the year ended December 31, 2021 was \$36,351.

NOTE 6 – AGENCY GRANT AWARDS

Agency Grant revenue represents grants received and grants made to other organizations in fulfillment of OR's mission and the related terms of private foundation grant agreements. Total agency grant awards for the year ended December 31, 2021 was \$299,783.

**OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 7 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions on December 31, 2021 consist of the following:

<u>Program</u>	<u>Amount</u>
Operation Social Services	\$ 37,074
Operation Education	84,186
Operation Housing	80,216
Agency Grants	179,715
	<u>\$ 381,191</u>

NOTE 8 – FOUNDATION GRANTS CONCENTRATION

Foundation Grant Revenue consists of private foundation grants from over thirty-five grantors. One grantor represented over 10% of total foundation grant revenue and total revenues. OR received grants from this grantor totaling \$500,000, which represented 16% of total foundation grant revenue and 12% of total revenue. OR has an outstanding accounts receivable balance from this grantor of \$250,000.

NOTE 9 – LEASE OF OFFICE SPACE

OR recorded rent expense of \$13,946 for the year ended December 31, 2021, for office space occupied by OR staff. The terms of the lease agreement commenced on May 1, 2019 and end on June 30, 2022. Lessee (Operation Restoration) shall pay to Lessor (Union Bethel AME Church/CDC Board) without deduction, set off, prior notice, or demand, rent, in addition to other obligations provided herein, in the amount of one thousand seven hundred fifty (\$1,750.00) dollars per month payable to Lessor on or before the fifth day of each month during the Lease term. After the fifth day of each month, if rent remains unpaid, Lessee shall owe to Lessor a late fee of Ten dollars will be charged in addition to the standard. The following represents the future minimum rents due under the terms of the lease:

December 31,	
2022	10,500
	<u>\$ 10,500</u>

**OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 10 – RECENT ACCOUNTING PRONOUNCEMENTS

In February 2016, the FASB issued ASU No. 2016-02, *Leases (Topic 842)*, which is intended to improve financial reporting on leasing transactions. ASU No. 2016-02 will require lessees to recognize right of use assets and lease obligations for operating and finance leases under terms greater than 12 months. ASU No. 2016-02 is effective for fiscal years beginning after December 15, 2020, with early adoption permitted. ASU No. 2016-02 must be applied modified retrospectively. On June 3, 2020, FASB issued ASU No. 2020-05, *Revenue from Contracts with Customers (Topic 606) and Leases (Topic 842)* that extended the effective date for certain entities, including OR, to annual periods beginning after December 15, 2021. OR is currently evaluating the effects of this ASU.

NOTE 11 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, are comprised of the following:

Cash and Cash Equivalents	\$ 4,276,957
Grants Receivable	<u>1,999,753</u>
Subtotal	\$ 6,276,710
Net Assets With Donor Restrictions	<u>(381,191)</u>
Net Assets Available for General Expenditures Within One Year	<u><u>\$ 5,895,519</u></u>

NOTE 12 – RETIREMENT PLAN

OR has a Simple IRA where employees contribute a percentage of their salary. OR matches these contributions up to 3%. During the year ended December 31, 2021, OR recorded matching contributions totaling \$27,537.

NOTE 13 – SAFETY & FREEDOM FUND

During the year ended December 31, 2020, OR entered an agreement with The Bail Project, Inc. (“TBP”), a New York not-for-profit that was established in 2016 with the charitable purpose of paying bail for people in need. TBP provided a loan of \$300,000 to OR to start posting bonds on behalf of people who are incarcerated solely because they are poor. Any bonds posted on behalf of others must meet certain criteria per the agreement. Per the terms of the agreement, OR started making payments on the loan 14 days after the execution date of the agreement. OR must remit all returned bail funds to date from bails posted by individuals. Subsequent payments are due every 30 days thereafter and the amount due will be the amount of returned bail funds to OR. As a result, the monthly payment will differ and a 5-year maturity schedule cannot be determined. OR has recorded a receivable balance for all bonds posted on behalf of others.

**OPERATION RESTORATION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2021**

NOTE 13 – SAFETY & FREEDOM FUND (CONTINUED)

The receivable balance is reduced when bail funds are returned. As of December 31, 2021, the receivable balance was \$245,824 and is disclosed as the Bail Project Receivable on the Statement of Financial Position. The loan balance at December 31, 2021 was \$128,030 and is disclosed as the Bail Project Loan on the Statement of Financial Position. Management does not believe an allowance for doubtful accounts is necessary.

NOTE 14 – COVID-19 GLOBAL PANDEMIC

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) spread across multiple countries, including the United States. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the United States have declared a state of emergency. It is anticipated that these impacts will continue for some time. Future potential impacts may include disruptions to operations and the ability for employees to work. In April 2020, OR obtained \$143,400 in financing through the U.S. Small Business Administration's Paycheck Protection Program (PPP). The loan is forgivable as long as OR follows the terms of the agreement. The PPP loan was forgiven in May 2021. As a result, OR reclassified the loan into Other Income on the Statement of Activities for the year ended December 31, 2021.

NOTE 15 – NET ASSETS ADJUSTMENT

During the year ended December 31, 2021, management identified certain prior audit adjusting entries that were not properly recorded. In order to properly state beginning net assets, management recorded a net assets adjustment totaling \$666,133.

NOTE 16 – SUBSEQUENT EVENTS

Management evaluated subsequent events as of February 2, 2023, which is the date these financial statements were available to be issued. No subsequent events have been evaluated for inclusion in the financial statements past this date. Management has noted that there are no additional disclosures or adjustments required to these financial statements.



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors of
Operation Restoration
New Orleans, LA

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 the of the Operation Restoration (a nonprofit organization) which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated February 2, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Operation Restoration'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Operation Restoration's internal control. Accordingly, we do not express an opinion on the effectiveness of the Operation Restoration'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 the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and responses as Finding #2021-02 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Operation Restoration'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 did disclose an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as Finding #2021-01.

Operation Restoration's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on Operation Restoration's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Operation Restoration's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Luther Speight & Company CPAs

New Orleans, Louisiana

February 2, 2023

**OPERATION RESTORATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

Section I — Summary of Auditor's Results

Financial Statements

A unmodified opinion was issued on the financial statements of the auditee.

Internal Control Over Financial Reporting:

Material weaknesses identified? X Yes No

Significant deficiencies identified
not considered to be material weaknesses? Yes X No

Noncompliance material to financial statements noted? X Yes No

Federal Awards

Not applicable for the year ended December 31, 2021.

Prior Year Findings

Not applicable.

**OPERATION RESTORATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

FINDING #2021-01 – TIMELY SUBMISSION OF ANNUAL AUDIT REPORT

CRITERIA:

Louisiana Revised Statute 24:513 requires that Agencies receiving federal, state, or local government funding from the State of Louisiana submit an independent financial statement engagement to the Louisiana Legislative Auditor’s office within six months from their fiscal year end.

CONDITION:

The Organization did not complete and submit its independent audit report within the required deadline.

CAUSE:

The year ended December 31, 2021 was the initial year the Organization received state and local funding. The Organization was thereby required to upgrade its accounting systems to comply with *Government Auditing Standards* and to for the first time submit its audit report to the Louisiana Legislative Auditor in compliance with Louisiana Revised Statute 24:513. As a result, the accounting and audit processes extended beyond the extended audit deadlines approved by the Legislative Auditor.

EFFECT:

The Organization was not in compliance with the stated guidance referenced above.

RECOMMENDATION:

The Organization should implement policies and procedures to assure timely submission its audit reports with the Legislative Auditor, including timely engagement of its independent auditor and ongoing monitoring of the engagement process and requirements.

MANAGEMENT RESPONSE:

Management has engaged its independent auditor for the 2022 fiscal year. In addition, procedures have been implemented to closely monitor the audit and accounting processes to ensure timely submission of the final reports.

**OPERATION RESTORATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

FINDING NO. 2021-02: GENERAL ACCOUNTING AND MONTH-END CLOSE PROCEDURES NOT ADEQUATE (MATERIAL WEAKNESS)

CRITERIA:

Generally accepted accounting principles and nonprofit accounting best practices require that reconciliations be performed monthly for all general ledger accounts as part of an organization's month-end close process.

CONDITION:

The Organization's general accounting and month-end closing procedures did not include proper recording of prior year independent audit journal entries and complete reconciliation of subsidiary ledgers to the general ledger accounts. As a result, our examination identified audit adjusting journal entries that were material in number and amount for certain general ledger accounts.

CAUSE:

We were advised that Organization accounting personnel availability was adversely impacted by the global pandemic and other human resource factors.

EFFECT:

Although, each of the audit adjustments were ultimately recorded and the subsidiary ledgers reconciled to the general ledgers, the Organization's interim financial reporting did not occur on a timely basis.

RECOMMENDATION:

We recommend that the Organization update their general accounting and month-end close processes to ensure that all general ledger prior year audit entries are recorded and general ledger accounts are fully reconciled.

MANAGEMENT RESPONSE:

The timing of our reconciliations were impacted by several factors, including changes in our accounting staff and a switch in our CPA firm. Both of these events resulted in disruptions to our normal processes and adjustments to our internal controls, which ultimately led to changes in the timing of our reconciliations. The Organization has engaged an outside accounting firm to assist its internal accounting department in areas that include general ledger analysis and reconciliations. Management will ensure that all independent audit journal entries are timely recorded.

**OPERATION RESTORATION
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER
FOR THE YEAR ENDED DECEMBER 31, 2021**

Agency Head Name: Syrita Steib, Executive Director

Purpose	Amount
Salary	150,000
Benefits-Insurance	7,340
Benefits-retirement	3,519
Benefits-Section 125	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements	951
Travel	1,592
Registration fees	-
Conference travel	-
Continuing professional education fees	-
Housing	-
Unvouchered expenses	-
Special meals	-



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

OPERATION RESTORATION

AGREED UPON PROCEDURES REPORT

FOR THE YEAR ENDED DECEMBER 31, 2021



Luther Speight & Company, LLC
Certified Public Accountants and Consultants
INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Operation Restoration
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Operation Restoration (entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that 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

Results: No information regarding preparing, adopting, monitoring, and amending the budget noted in Financial Manual Draft PBC document.

Management's Response: Needs to be added to financial manual draft.

- 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.

Results: *The written policies and procedures appear to appropriately address the required elements above except for how vendors are added to the vendor list, controls to ensure compliance with the public bid law, and documentation required to be maintained for all bids and price quotes.*

Management's Response: *All vendors are added into QuickBooks once contract is signed by vendor and President & CEO.*

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

Results: *The written policies and procedures appear to appropriately address the required elements above.*

- 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).

Results: *The written policies and procedures appear to appropriately address the required elements above.*

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

Results: *No information regarding payroll processing and reviewing and approving time and attendance records noted in Financial Manual Draft PBC document.*

Management's Response: *Payroll is completed by Finance Support Services after FSS complete payroll it is then sent over to Innovation & Strategic Partnerships & President & CEO for approval. After approval, payroll details are then sent to President & CEO and Innovation & Strategic Partnerships.*

- 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

Results: *No information regarding types of services requiring written contracts, standard terms and conditions, legal review, approval process, and monitoring process noted in Financial Manual Draft PBC document.*

Management's Response: *All contractors who perform duties on behalf of Operation Restoration is provided a written contract. The contract is prepared by Innovation & Strategic Partnerships and then sent to contractor and President & CEO for signature. Once the contract is signed by both parties it is sent over to Finance Support Services to enter contractor into ADP.*

- 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)

Results: *The written policies and procedures appear to appropriately address the required elements above.*

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

Results: *The written policies and procedures appear to appropriately address the required elements above.*

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

Results: *Not applicable, as the Entity is a nonprofit.*

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

Results: *Not applicable, as the Entity is a nonprofit.*

- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Results: *No information regarding identification of critical data and frequency of data backups, storage of backups in a separate physical location isolated from the network, periodic testing/verification that backups can be restored, use of antivirus software on all systems, timely application of all available system and software patches/updates, and identification of personnel, processes, and tools needed to recover operations after a critical event noted in Financial Manual Draft PBC document.*

Management's Response: *Provided in the Information & Technology section.*

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: *No information regarding agency responsibilities and prohibitions, annual employee training, and annual reporting noted in Financial Manual Draft PBC document.*

Management's Response: *Sexual Harassment training certification statement has been uploaded to LSC portal.*

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.

Results: *We noted that Operation Restoration conducts meetings quarterly.*

- 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.*

Results: *We noted that the Entity reports on the governmental accounting model. The Entity's minutes reference budget-to-actual comparisons. No exceptions noted.*

- 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.

Results: *Not applicable, as no unassigned fund balance in the general fund was observed in prior year audit report.*

Bank Reconciliations

3. Obtain a listing of client 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 selected each account, and observe that:

Results: *List of bank accounts and management's representation were obtained. We selected the month of December for the testing below.*

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

Results: *We noted that Operation Restoration has five bank accounts. There was no evidence on any of the five bank reconciliations that they were prepared within two months of the related statement closing date; the excel reconciliations did not contain initials, dates, or evidence of electronic logging.*

Management's Response: Corrections were needed which required the reconciliation to be undone and re-done once the error was discovered in 2022.

- 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

Results: We noted that the bank reconciliations showed no evidence of review by individuals who do not handle cash, post ledgers, or issue checks.

Management's Response: The Financial Support Services Lead does the reconciliation and reviews and she is not a member of the management team who handles cash or posts to the ledger. Additionally, Carter and Company review reconciliation reports.

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

Results: We noted that none of Operation Restoration's December 2021 statements had any reconciling items that have been outstanding for more than 12 months from the fiscal year-end.

Collections

- 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).

Results: LSC noted that any funds received in person or via postal service are received at the administration office located at 1450 Poydras St. Suite #2260, New Orleans, LA 70112. All incoming monies (cash, checks, money orders and/or credit card payments) are accounted for and verified upon receipt by at least 2 staff member – i.e., Executive Director.

- 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.

Results: We noted that the policy and procedure manual does not state that employees should not share cash drawers/registers.

Management's Response: Policy and procedure manual needed to be finalized this should be added in.

- 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.

Results: We noted that the policy and procedures manual states that Bookkeeper enters the day's cash receipts into the computerized account program, and the cash receipts MUST be ready for deposits no later than Wednesday of each week. The Executive Director prepares the deposit slip for all cash receipts and routes it to the Bookkeeper.

- 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.

Results: We noted that the policy and procedures manual states that the Bookkeeper enters the day's cash receipts into the computerized account program, and the cash receipts MUST be ready for deposits no later than Wednesday of each week. The Executive Director prepares the deposit slip for all cash receipts and routes it to the Bookkeeper.

- 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.

Results: We noted that the policy and procedures manual have proper segregation of duties, and the Bookkeeper does not collect cash.

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.

Results: LSC noted that there is an insurance policy through Chubb Group of Insurance Companies for Liability and Crime coverages. This policy was in effect during the fiscal year. LSC noted no claims were submitted during FYE 2021.

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.

Results: We tested deposits and found no exceptions with the testing.

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).

Results: Any payments that are processed in person or via postal service are received at the admin office located at 1450 Poydras St. Suite #2260, New Orleans, LA 70112.

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.]

***Results:** We have obtained a listing of the employees involved and the written policies and procedures relating to employee job duties at the location mentioned above and observed that the job duties are properly segregated. The Bookkeeper receives all invoices and directs any questions to the appropriate staff person before forwarding invoice for approval to the Executive Director.*

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.

***Results:** We tested the non-payroll disbursements and found no exceptions with the samples.*

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.

***Results:** We obtained a listing of all active credit cards and 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.]

Results: We noted that the credit card statements did not show evidence that they were reviewed and approved by someone other than the authorized card holder.

Management's Response: All credit card statements are reviewed by the Financial Support Services Lead monthly when reconciling accounts.

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

Results: Finance charges and late fees were not assessed on the card's 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.

Results: Operation Restoration supplied receipts and documentation for all transactions. Receipts were properly itemized and labeled with the purpose. We noted no exceptions.

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).

Results: LSC noted that reimbursements were done per actual costs.

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

Results: LSC noted that items that were reimbursed were supported by itemized receipts of 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).

Results: LSC noted that expenses reimbursed during the fiscal year did not provide purpose of business. In addition, Operation Restoration Travel Information Form provided to employees did not contain a section for "business purpose".

Management's Response: All travel expenses within Operation Restoration are business related.

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

Results: LSC noted that fuel expense reimbursements were not reviewed or approved by management.

Management's Response: For an employee to receive a fuel reimbursement they must submit a reimbursement form. After reimbursement form is submitted supervisor reviews and approves or denies reimbursement request form. Then it is sent over to finance for payment processing. Since the board of directors is who Syrita reports to her reimbursement is different from a regular employee.

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.

Results: LCS obtained a list of contracts for the fiscal year ended December 31, 2021.

- 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).

Results: We noted that contracts have support documentation with proper authorization from the Executive Director Syrita Steib.

- 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).

Results: We noted that amendment contracts were in compliance with the contract terms.

- 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.

Results: We obtained supporting invoices for each of the contracts and agreed the payment to the contract terms without exception.

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.

***Results:** LSC verified that salary/pay rates of employees in their personnel files agreed to the payroll register provided by client. However, LSC was unable to verify daily attendance as daily time logs were not provided. Furthermore, we were unable to verify management approval for Sick/leave time hours of employees.*

***Management Response:** Sick/leave time is approved by each employees' supervisor. A leave request form is filled out and sent to the supervisor for approval.*

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.

***Results:** LSC was able to observe employee salary/pay rates of employees by the payroll register provided by client. However, LSC was unable to verify the daily attendance of employees as no attendance logs were provided.*

***Management Response:** Operation Restoration no longer has Time and Attendance access to ADP Run to pull timesheets due to us switching over to a new platform which is ADP Workforce Now. All employees have timecards to track their time. Some employees are hourly, and they are the ones who are clocking in and out.*

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.

Results: LSC noted no exception. We obtained a list of terminated employees during the fiscal year. The two selected employees were the Growth & Development staff member and the Intra Office Logistics Lead. Both accrued vacation time and was compensated for it. The hours agree to the employee's cumulative leave records, pay rates agree to the employees' authorized pay rates in the employees' personnel files, and the termination payment agree to the 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.

Results: No exceptions were noted regarding this requirement.

Ethics

Results: Not applicable as the Entity is a non-profit.

Debt Service

Results: Not applicable as the Entity is a non-profit.

Fraud Notice

20. 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.

Results: Management confirmed that there were no occurrences of misappropriation during the fiscal year.

21. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: We noted the required notice is not posted on the Entity's website.

Management Response: This notice is not posted on the website.

Information Technology Disaster Recovery/Business Continuity

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

Results: Management contracts Bellwether Technology Corporation for professional technological services. All restorations are performed by Bellwether if a device fails.

- 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.

Results: LSC noted that critical data was recently backed up and that all documents are kept in Google workspace, Bellwether does not support Google Cloud backup in their contract. Therefore, management notifies employees of this in the computer policy agreement.

- 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.

Results: Operation Restoration states that they do not have data backup.

- 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.

Results: *Operation Restoration provided a current computer inventory with their current location. Operation Restoration uses SentinelOne to protect workspaces from standard malware and viruses. In addition, Operation Restoration uses QuickBooks, a cloud base accounting software, as their accounting software.*

Sexual Harassment

Results: *Not applicable as the Entity is a non-profit.*

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, 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.

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



Luther Speight & Company CPAs
New Orleans, Louisiana
February 2, 2023