

REPORT

ST. BERNARD PARISH ADULT
DRUG COURT, INC.

JUNE 30, 2024

ST. BERNARD PARISH ADULT DRUG COURT, INC.

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

December 23, 2024

Heather Jovanovich, CPA
Terri L. Kitto, CPA
Gregory J. Binder, IT Director
Colleen A. Casey, CPA
J. Michael Flynn, III CPA

To the Board of Directors of
St. Bernard Parish Adult Drug Court, Inc.
Chalmette, Louisiana

Michael J. O' Rourke, CPA
William G. Stamm, CPA
Dennis W. Dillon, CPA

Report on the Financial Statements

We have reviewed the accompanying financial statements of St. Bernard Parish Adult Drug Court, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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Management's Responsibility for the Financial Statements

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

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Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of St. Bernard Parish Adult Drug Court, Inc and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The accompanying schedule of compensation, benefits and other payments to agency head on page 11 is presented for purposes of additional analysis and is not a required part of the basic 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 supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

Duplantier, Sharpner, Hogan and Oakes, LLP

New Orleans, Louisiana

ST. BERNARD PARISH ADULT DRUG COURT, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024

ASSETS

Cash	\$ <u>87,091</u>
TOTAL ASSETS	\$ <u><u>87,091</u></u>

LIABILITIES AND NET ASSETS

LIABILITIES:	
Accounts payable	\$ 600
Loan payable	2,010
Payroll liabilities	<u>3,754</u>
Total liabilities	<u>6,364</u>
NET ASSETS:	
Without donor restrictions	<u>80,727</u>
Total net assets	<u>80,727</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u><u>87,091</u></u>

See accompanying notes.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

REVENUES AND SUPPORT:

Grant revenue	\$ 282,000
Program fees	24,130
Interest	<u>210</u>
Total revenues and support	<u>306,340</u>

EXPENSES:

Program	311,282
General and administrative	<u>19,836</u>
Total expenses	<u>331,118</u>

Change in net assets without restrictions	(24,778)
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Net assets without restrictions - beginning of year	<u>105,505</u>
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Net assets without restrictions - end of year	<u><u>\$ 80,727</u></u>
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See accompanying notes.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Program</u>	<u>General and Administrative</u>	<u>Total</u>
Accounting and auditing	\$ -	\$ 11,396	\$ 11,396
Computer expense	98	11	109
Fees	-	290	290
Insurance	12,656	722	13,378
Membership, dues, and subscriptions	-	65	65
Miscellaneous	318	-	318
Office expense	9,704	1,078	10,782
Payroll and payroll taxes	142,078	6,274	148,352
Professional fees	4,800	-	4,800
Testing and laboratory	41,900	-	41,900
Travel and training	1,755	-	1,755
Treatment expense	<u>97,973</u>	<u>-</u>	<u>97,973</u>
	<u>\$ 311,282</u>	<u>\$ 19,836</u>	<u>\$ 331,118</u>

See accompanying notes

ST. BERNARD PARISH ADULT DRUG COURT, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2024

CASH FLOWS FROM OPERATING ACTIVITIES:

Change in net assets	\$ (24,778)
Adjustments to reconcile change in net assets to net cash used by operating activities:	
Decrease in grants receivable	17,650
Decrease in accounts payable	(4,387)
Increase in payroll liabilities	<u>736</u>
Net cash used by operating activities	<u>(10,779)</u>

NET CHANGE IN CASH	(10,779)
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CASH AT BEGINNING OF YEAR	<u>97,870</u>
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CASH AT END OF YEAR	<u><u>\$ 87,091</u></u>
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See accompanying notes.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

NATURE OF ORGANIZATION

The St. Bernard Parish Adult Drug Court, Inc. (ADC) is a nonprofit entity established to provide an alternative to the singularly directed, traditional criminal justice case management system of pursuing only punitive based sanctions in response to drug addiction of incarceration and its resultant increased costs in public resources to little or no avail in addressing, diminishing, or reducing criminal activity related to drug addiction and its consequences. This program includes the administration of the St. Bernard Parish Adult Drug Court, Inc. which is a part of the 34th Judicial District Court. At June 30, 2024, the ADC consisted of three full-time and two part-time employees.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

A summary of the major accounting policies followed in the preparation of the accompanying financial statements is set forth below:

Basis of Accounting and Presentation:

The financial statements are prepared using the accrual basis of accounting. Revenues are recorded when earned and expenses recorded when they are incurred.

The statement of functional expenses charges expenses directly to supporting program services or general and administrative categories based on specific identification. Expenses which cannot be functionally categorized are allocated between functions based upon management's estimate of usage applicable to conducting those functions.

Cash:

Cash includes demand deposits accounts and undeposited funds.

Income Taxes:

The ADC qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes. However, should the ADC engage in activities unrelated to its exempt purpose, taxable income could be earned.

The ADC's Federal Return of Organization Exempt from Income Tax (Form 990) for 2023, 2022, and 2021 are subject to examination by the IRS, generally for three years after they were filed.

Estimates:

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 and disclosure of contingent liabilities at the date of the financial statements and the reported amounts of support and revenues and expenses during the reporting period. Accordingly, actual results may differ from those estimates.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Statement of Cash Flows:

For the purposes of the statement of cash flows, the ADC considers cash and cash equivalents to be all items designated as cash on the statement of financial position.

Support and Revenue:

The ADC receives as revenue and support grant revenues which management has determined are contributions. The ADC recognizes contributions when cash, securities, or other assets; an unconditional promise to give or a notification of a beneficial interest is received. Conditional promises to give – that is, those with a measurable performance or other barrier and a right of return – are not recognized until the conditions on which they depend have been met. Once the condition is met, contributions are recorded as increases in net assets without donor restrictions or increases in net assets with donor restriction, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions, and reported in the statement of activities as net assets released from donor restrictions. Contributions received with donor-imposed conditions and restrictions that are met in the same reporting period are reported as support without donor restrictions and increase net assets without donor restrictions.

As the State of Louisiana is the ADC's major source of revenue, all grant receivables are expected to be fully collectible. Therefore, no provision for uncollectible grant income has been recognized in the accompanying financial statements.

The ADC charges a \$200 program entry fee to individuals applying for entry into the ADC's Drug Court Program. The fees are used to process the applicant's paperwork (including background check). The program entry fees are non-refundable.

In addition, the ADC charges a \$10 drug-testing fee for each test required to be administered to an ADC program participant. The \$10 fee is charged and payable at the time of testing. Failure to pay the \$10 fee results in a sanction against the ADC participant.

Through an agreement with the St. Bernard Parish District Attorney's office, the ADC began servicing pre-plea clients in December 2015. This program is for first time offenders who have drug charges brought against them and who exhibit high-risk behavior which disqualifies them from participating in the District Attorney's Diversion Program. Each pre-plea client must pay a \$750 non-refundable program entry fee as well as the \$10 drug-testing fee referenced above.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

2. CASH:

The ADC's cash balance consists of undeposited funds and interest bearing demand deposits maintained at a local financial institution. Deposits are insured up to \$250,000 per depositor by the Federal Deposit Insurance Corporation (FDIC). At June 30, 2024, undeposited funds were \$2,030, and the ADC's cash balance totaling \$85,061 was fully covered by FDIC insurance.

Interest bearing demand deposits	\$ 85,061
Undeposited funds	<u>2,030</u>
	<u>\$ 87,091</u>

3. RELATED PARTY TRANSACTIONS:

The St. Bernard Parish Adult Drug Court (ADC) and St. Bernard Juvenile Drug Court (JDC) share common control as both entities' share an administrator and employees. The ADC shares office space with the JDC. Expenses are allocated between the ADC and JDC based on drug court participant percentages calculated on a monthly basis. Totaled shared expenses include telephone, internet charges, supplies and medical insurance and were \$21,332 for the year ended June 30, 2024. The ADC's portion of the shared expenses was \$19,558 for the year ended June 30, 2024.

4. LOAN PAYABLE:

As of June 30, 2024, the ADC owes St. Bernard Parish Pre-Trial Drug Testing (PTDT) \$2,010. The PTDT is used for individuals for drug screening but who are not in the Adult Drug Court program. ADC obtained a loan from PTDT to cover operating expenses. The loan has no interest and is due on demand. The ADC will reimburse the PTDT as funding is received.

5. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS:

The following reflects the drug court's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor-restricted amounts that are available for general expenditure in the following year.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024

5. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS: (continued)

Financial assets, at year end:	
Cash and cash equivalents	\$ 87,091
Total financial assets at year end	<u>87,091</u>
 Less those unavailable for expenses within one year	 \$ -
Total contractual restrictions	<u>-</u>
 Financial assets available to meet cash needs for general expenditures within one year	 <u>\$ 87,091</u>

6. CONCENTRATIONS:

The JDC's main source of revenue is grant revenue from the Louisiana Supreme Court. A significant reduction in the level of this support, if this were to occur, may have an effect on the JDC's programs and activities.

7. DATE OF MANAGEMENT'S REVIEW:

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 23, 2024, and determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in the financial statements.

ST. BERNARD PARISH ADULT DRUG COURT, INC.
SUPPLEMENTARY INFORMATION
SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED JUNE 30, 2024

Agency Head Name: Victoria Daigle

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 58,251
Benefits - insurance	7,216
Reimbursements - telephone	<u>2,590</u>
	<u>\$ 68,057</u>

ST. BERNARD PARISH ADULT DRUG COURT, INC.

AGREED UPON PROCEDURES

JUNE 30, 2024



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INDEPENDENT ACCCOUNTANT'S REPORT ON APPLYING AGREED-UPON-PROCEDURES

December 23, 2024

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To the Board of Directors of
St. Bernard Parish Adult Drug Court, Inc.
Chalmette, Louisiana

We have performed the procedures enumerated below, which were agreed to by the St. Bernard Parish Adult Drug Court, Inc. (Drug Court) and the Louisiana Legislative Auditor (LLA), solely with respect to the control and compliance areas identified in the Louisiana Legislative Auditor's Agreed Upon Procedures for the year ended June 30, 2024. The Drug Courts' management is responsible for the control and compliance areas identified in the Louisiana Attestation Questionnaire.

The St. Bernard Parish Adult Drug Court, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of applying agreed-upon procedures to the control and compliance matters identified in the *Louisiana Attestation Questionnaire* as required by Louisiana Revised Statue 24:513 and the *Louisiana Governmental Audit Guide*. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follow:

Public Bid Law

1. Obtain documentation for all expenditures made during the year for material and supplies exceeding \$60,000, and public works exceeding \$250,000. Compare the documentation for these expenditures to Louisiana Revised Statute (L.R.S.) 39:1551-39:1755 (the state procurement code) or L.R.S. 38:2211-2296 (the public bid law), whichever is applicable; and report whether the expenditures were made in accordance with these laws.

There were no expenditures that exceeded \$60,000.

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Code of Ethics for Public Officials and Public Employees

2. Obtain a list of immediate family members of each board member as defined by L.R.S. 42:1101-1124 (ethics law).

St. Bernard Adult Drug Court, Inc. does not have any board members. The Drug Court reports directly to their funding agency, the Louisiana State Supreme Court.

3. Obtain a list of all employees paid during the fiscal year.

No findings were noted.

4. Report whether any employees' names appear on both lists obtained in procedures 2 and 3.

Non-applicable.

5. Obtain a list of all disbursements made during the year and a list of outside business interests of board members, employees, and board members' immediate families. Report whether any appear on both lists.

No findings were noted.

Budgeting:

6. Obtain a copy of the legally adopted budget and all amendments.

The Drug Court submits a budget to their funding agency, the Louisiana State Supreme Court, on how they will spend the grant.

7. Trace documentation for the adoption of the budget and approval of any amendments to the minute book, and report whether there were any exceptions.

Agreed budget to approval by the funding agency, the Louisiana State Supreme Court.

8. Compare the revenues and expenditures of the final budget to actual revenues and expenditures. Report whether actual revenues failed to meet budgeted revenues by 5% or more, and whether actual expenditures exceeded budgeted amounts by 5% or more.

No findings were noted.

Accounting and Reporting

9. Obtain a list of all disbursements made during the year. Randomly select six expenditures and obtain documentation from management for the expenditures. Compare the selected disbursements to the supporting documentation and perform the following:

- a. agree to the amount and payee in the supporting documentation
- b. determine if disbursement was coded to the correct fund and general ledger account
- c. determine if the disbursement was approved in accordance with management's policies

Accounting and Reporting (continued)

No findings were noted.

Meetings

10. Obtain evidence from management to support that agendas for meetings recorded in the minute book were posted or advertised as required by L.R.S. 42:11 through 42:28 (open meetings law); and report whether there were any exceptions.

The Adult Drug Court does not have a board. The Drug Court reports directly to their sole funding source, the Louisiana State Supreme Court.

Debt

11. Obtain bank deposit slips for the fiscal year; and scan the deposit slips in order to identify and report whether there are any deposits that appear to be proceeds of bank loans, bonds, or like indebtedness. If any such proceeds are identified, obtain from management evidence of approval by the state Bond Commission and report any exceptions.

No findings were noted.

Advances and Bonuses

12. Obtain a list of payroll disbursements and meeting minutes of the governing board, if applicable. Scan these documents to identify and report whether there are any payments or approval of payments to employees that may constitute bonuses, advances, or gifts.

No findings were noted.

State Audit Law

13. Report whether the St. Bernard Parish Adult Drug Court, Inc. provided for a timely report in accordance with L.R.S. 24:513.

No findings were noted.

14. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in L.R.S. 39:72.1A(2); and that were subject to the public bid law (L.R.S. 38:2211, et seq.), while the agency was not in compliance with L.R.S. 24:513 (the audit law).

No findings were noted.

Prior – Year Comments

15. Obtain and report management's representation as to whether any prior-year suggestions, recommendation, and/or comments have been resolved.

Prior year comment has been resolved.

We were engaged by the St. Bernard Parish Adult Drug Court, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the *American Institute of Certified Public Accountants*. 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 the control and compliance matters identified in the *Louisiana Attestation Questionnaire*. 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 St. Bernard Parish Adult Drug Court, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this report is solely to describe the scope of testing performed on the control and compliance areas identified in the agreed upon procedures, and the results of that testing and not to provide an opinion on control or compliance. Accordingly, this report is intended solely for the information and use of the St. Bernard Parish Adult Drug Court and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than those specified parties. Under Louisiana Revised Statutes 24:513, this report is distributed by the LLA as a public document.

Duplantier, Chapman, Hogan and Parker, LLP

New Orleans, Louisiana