

HOUSING AUTHORITY OF ARCADIA, LOUISIANA

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED JUNE 30, 2023

Mike Estes, P.C.
A Professional Accounting Corporation

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Independent Auditor's Report		1 – 3
Management’s Discussion and Analysis		4 – 10
Basic Financial Statements		
Statement of Net Position	A	11
Statement of Revenues, Expenses, and Changes in Fund Net Position	B	12
Statement of Cash Flows	C	13 – 14
Notes to the Basic Financial Statements		15 – 24
Index		15
Notes to Financial Statements		16 – 24
 <i><u>Other Reports Required by Governmental Auditing Standards</u></i>		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		25 – 26
Schedule of Findings and Questioned Costs		27 – 30
Corrective Action Plan		31 – 32
Summary Schedule of Prior Audit Findings		33 – 35
 <i><u>Supplementary Information</u></i>		
Statement of Modernization Costs – Uncompleted	D(1)	36
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Director	D(2)	37
Schedule of Expenditures of Federal Awards		38
Notes to the Schedule of Expenditures of Federal Awards		39
Agreed-Upon Procedures Report		40 – 52
Financial Data Schedules		53 – 60



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AUDIT QUALITY CENTER

Independent Auditor's Report

Board of Commissioners
Housing Authority of Arcadia
Arcadia, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Housing Authority of the Town of Arcadia, Louisiana as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Housing Authority of Arcadia, Louisiana basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective position, of the Housing Authority of the Town of Arcadia, Louisiana as of and for the year ended June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Also included in Supplementary Information is an Agreed-Upon Procedures report, which reports on an Agreed-Upon Procedures engagement now required by the Louisiana Legislative Auditor. Our opinion is not modified in respect to this matter.

Other Matters

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 Housing Authority of Arcadia, Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the Town of Arcadia, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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 opinions. 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 Housing Authority of the Town of Arcadia, Louisiana'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 Housing Authority of the Town of Arcadia, Louisiana'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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 10 be presented to supplement the basic financial statements.

Such information, is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the Town of Arcadia, Louisiana's basic financial statements. The statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic 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 December 15, 2023 on our consideration of the Housing Authority of the Town of Arcadia, Louisiana'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 Housing Authority of the Town of Arcadia, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the Town of Arcadia, Louisiana's internal control over financial reporting and compliance.



Mike Estes, P.C.
Fort Worth, Texas
December 15, 2023

HOUSING AUTHORITY OF ARCADIA, LA
REQUIRED SUPPLEMENTAL INFORMATION
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
June 30, 2023

The management of Housing Authority of Arcadia, LA presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending June 30, 2023. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.

FINANCIAL HIGHLIGHTS

- The primary source of funding for these activities continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$949,574 at the close of the fiscal year ended 2023.
 - ✓ Of this amount \$415,046 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
 - ✓ The remainder of \$534,528 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 44% of the total operating expenses of \$1,214,142 for the fiscal year 2023, which means the Authority might be able to operate about 5 months using the unrestricted assets alone, compared to 14 months in the prior fiscal year.
- The Housing Authority's total net position decreased by \$244,292, a 20% decrease from the prior fiscal year 2022.
- The decrease in net position of these funds was accompanied by a decrease in unrestricted cash by \$229,471 from fiscal year 2022.
- The Authority Spent \$184,680 on capital asset additions.
- These changes led to a decrease in total assets by \$224,735 and an increase in total liabilities by \$19,557. As related measure of financial health, there are still over \$5 of current assets covering each dollar of total current liabilities, which compares to \$10 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2023?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Fund Financial Statements

All the funds of the Housing Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report its net position and changes in net position. One can think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in the Authority's occupancy levels or its legal obligations to HUD, to assess the overall health of the Housing Authority.

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

Public Housing Capital Fund Program	\$ 292,452
Low Rent Public Housing	<u>414,885</u>
Total funding received this current fiscal year	<u>\$ 707,337</u>

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

Reporting the Housing Authority's Most Significant Funds

The Housing Authority's financial statements provide detailed information about the most significant funds. Some funds are required to be established by the Department of Housing and Urban Development (HUD). However, the Housing Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other money.

The Housing Authority's enterprise funds use the following accounting approach for Proprietary funds: All the Housing Authority's services are reported in enterprise funds. The focus of proprietary funds is on income measurement, which, together with the maintenance of net position, is an important financial indicator.

FINANCIAL ANALYSIS

The Housing Authority's net position was \$949,574 as of June 30, 2023. Of this amount, \$415,046 was invested in capital assets and \$534,528 was unrestricted. No other specific Assets are restricted. Also, there are no other restrictions on general net position.

Housing Authority of Arcadia LA
 Management's Discussion and Analysis (MD&A)
 June 30, 2023

CONDENSED FINANCIAL STATEMENTS

**Condensed Statement of Net Position
 As of June 30, 2023**

	<u>2023</u>	<u>2022</u>
ASSETS		
Current assets	\$ 673,944	\$ 1,022,025
Capital assets, net of depreciation	415,046	291,700
Total assets	<u>1,088,990</u>	<u>1,313,725</u>
LIABILITIES		
Current liabilities	135,852	105,333
Non-current liabilities	3,564	14,526
Total liabilities	<u>139,416</u>	<u>119,859</u>
NET POSITION		
Invested in capital assets, net of depreciation	415,046	291,700
Unrestricted net position	534,528	902,166
Total net position	<u>\$ 949,574</u>	<u>\$ 1,193,866</u>

The net position of these funds decreased by \$244,292, or by 20%, from those of fiscal year 2022, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

Housing Authority of Arcadia LA
 Management's Discussion and Analysis (MD&A)
 June 30, 2023

CONDENSED FINANCIAL STATEMENTS (Continued)

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position
 Fiscal Year Ended June 30, 2023**

	<u>2023</u>	<u>2022</u>
OPERATING REVENUES		
Tenant Revenue	\$ 257,346	\$ 254,991
HUD grants for operations	540,714	498,422
Other non-tenant revenue	4,165	2,886
Total operating revenues	<u>802,225</u>	<u>726,423</u>
OPERATING EXPENSES		
General	189,183	149,480
Ordinary maintenance and repairs	582,590	313,960
Administrative expenses and management fees	271,603	200,455
Utilities	25,705	22,305
Tenant services	83,727	34,982
Extraordinary maintenance and repairs	-	3,123
Depreciation	61,334	56,225
Total operating expenses	<u>1,214,142</u>	<u>780,530</u>
Income (losses) from operations	<u>(411,917)</u>	<u>(54,107)</u>
NON-OPERATING REVENUES		
Interest income	1,002	706
Total non-operating revenues	<u>1,002</u>	<u>706</u>
Income (losses) before capital contributions	(410,915)	(53,401)
CAPITAL CONTRIBUTIONS	<u>166,623</u>	<u>94,412</u>
CHANGES IN NET POSITION	<u>(244,292)</u>	<u>41,011</u>
NET POSITION - BEGINNING	1,193,866	1,152,855
NET POSITION - END	<u>\$ 949,574</u>	<u>\$ 1,193,866</u>

EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating and capital contributions increased \$148,309 from a combination of larger offsetting factors. Reasons for most of this change are listed below:

- Total tenant revenue increased by \$2,355 from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income. Included in this total is other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) which increased by \$660.
- Federal revenues from HUD for operations increased by \$42,292 from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant.
- Federal Capital Funds from HUD increased by \$72,211 from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2018 through 2021 and submitted a new grant during fiscal year 2023.
- Total other operating revenue increased by \$1,279 and interest income increased by \$296 from the prior fiscal year.

Compared with the prior fiscal year, total operating expenses increased \$433,612, or by 56%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense increased by \$5,109 from that of the prior fiscal year.
- Maintenance and repairs increased by \$268,630 from that of the prior fiscal year due to changes in the following: Repair staff wages increased by \$51,039 and related employee benefit contributions increased by \$7,398. Materials used increased by \$52,645 and contract labor costs increased by \$157,548. Finally, Extraordinary maintenance decreased by \$3,123 from the prior fiscal year.
- General Expenses increased by \$39,703 from that of the prior fiscal year. Payments in lieu of taxes (PILOT) decreased by \$207. PILOT is calculated as a percentage of rent minus utilities and therefore changed proportionately to the changes in each of these. Insurance premiums increased by \$26,080, other general expenses increased by \$11,388 and bad debts increased by \$5,201. Lastly, compensated absences decreased by \$2,759.
- Administrative Expenses increased by \$71,148 from that of the prior fiscal year due to a combination of factors. Administrative staff salaries increased by \$12,086 and related employee benefit contributions increased by \$5,992; therefore, total staff salaries and benefit costs increased. Outside professional fees changed as follows: audit fees increased by \$22,160 and legal fees increased by \$2,250. In addition, staff travel reimbursements increased by \$14,276, office expenses increased by \$15,070 and sundry expenses decreased by \$1,019.
- Utilities Expense increased by \$3,400 from that of the prior fiscal year because water cost increased by \$94, electricity cost increased by \$1,598, gas cost increased by \$1,702, and other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) increased by \$6.
- Total Tenant Services increased by \$48,745 from that of the prior fiscal year due to the following combination of factors: staff salaries decreased by \$1,221 and related employee benefit contributions increased by \$1,065 and other tenant services increased by \$48,901.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2023, the Housing Authority had a total cost of \$6,886,779 invested in a broad range of assets and construction in progress from projects funded in 2018 through 2021, listed below. This amount, not including depreciation, represents increases of \$184,680 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

**Statement of Capital Assets
 As of June 30, 2023**

	<u>2023</u>	<u>2022</u>
Land	\$ 38,695	\$ 38,695
Buildings	5,934,490	5,779,411
Leasehold improvements	538,091	538,091
Furniture and equipment	375,503	345,902
Accumulated Depreciation	<u>(6,471,733)</u>	<u>(6,410,399)</u>
Total	<u>\$ 415,046</u>	<u>\$ 291,700</u>

As of the end of the 2023 fiscal year, the Authority is still in the process of completing HUD grants of \$755,706 obtained during 2019 through 2021 fiscal years. A total remainder of \$430,937 will be received and \$421,153 spent for completing these projects during fiscal year 2024.

Debt

Non-current liabilities also include accrued annual leave due to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by the Federal budget than by local economic conditions. The capital budgets for the 2024 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Tammy Jones, at Housing Authority of Arcadia, LA; PO Box 255, Arcadia, LA 71001.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
STATEMENT OF NET POSITION

JUNE 30, 2023

ASSETS

Current assets

Cash and cash equivalents	\$	296,724
Investments		276,445
Accounts receivable net		50,076
Interest receivable		144
Prepaid items and other assets		2,443
Inventory		30,772
Restricted assets - cash and cash equivalents		17,340
Total Current Assets		<u>673,944</u>

Capital Assets, net

Land and other non-depreciated assets		38,695
Other capital assets - net of depreciation		376,351
Total Capital Assets, net		<u>415,046</u>

Total Assets	\$	<u><u>1,088,990</u></u>
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LIABILITIES

Current Liabilities

Accounts payable	\$	84,020
Unearned income		5,025
Compensated absences payable		7,473
Accrued PILOT		21,994
Deposits due others		17,340
Total Current Liabilities		<u>135,852</u>

Noncurrent Liabilities

Compensated absences payable		3,564
Total Liabilities		<u>139,416</u>

NET POSITION

Net investment in capital assets		415,046
Unrestricted		534,528
Net Position	\$	<u><u>949,574</u></u>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED JUNE 30, 2023

OPERATING REVENUES	
Dwelling rental	\$ 245,643
Governmental operating grants	540,714
Tenant revenue- other	11,703
Other	4,165
Total Operating Revenues	802,225
OPERATING EXPENSES	
Administration	271,603
Tenant services	83,727
Utilities	25,705
Ordinary maintenance & operations	582,590
General expenses	189,183
Depreciation	61,334
Total Operating Expenses	1,214,142
Income (Loss) from Operations	(411,917)
Non Operating Revenues (Expenses)	
Interest earnings	1,002
Total Non-Operating Revenues (Expenses)	1,002
Income (Loss) before contribution	(410,915)
Capital Contribution	166,623
Change in net position	(244,292)
Total net position - beginning	1,193,866
Total net position - ending	\$ 949,574

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2023

CASH FLOWS FROM OPERATING ACTIVITIES	
Rental receipts	\$ 244,858
Other receipts	(6,402)
Federal grants	571,462
Payments to vendors	(655,945)
Payments to employees – net	(365,566)
	<hr/>
Net cash provided (used) by operating activities	(211,593)
	<hr/>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Purchase of capital assets	(184,680)
Federal Capital Grants	166,623
	<hr/>
Net cash provided (used) by capital and related financing activities	(18,057)
	<hr/>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	1,004
Purchase of investments	(825)
	<hr/>
Net cash provided (used) by investing activities	179
	<hr/>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(229,471)
CASH AND CASH EQUIVALENTS	
Beginning of Fiscal Year	543,535
	<hr/>
CASH AND CASH EQUIVALENTS	
End of Fiscal Year	\$ 314,064
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Continued

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2023

**RECONCILIATION OF OPERATING
INCOME (LOSS) TO NET CASH
PROVIDED (USED) BY OPERATING
ACTIVITIES**

Operating income (loss)	\$ (411,917)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation Expense	61,334
Provision of uncollectible accounts	(131)
Change in assets and liabilities:	
Receivables	36,249
Inventories	2,634
Prepaid items	80,060
Account payables	42,419
Unearned income	650
Deposits due others	(525)
Accrued PILOT	(22,366)
Net cash provided (used) by operations	<u>\$ (211,593)</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

INDEX

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	16
A. REPORTING ENTITY	16
B. FUNDS	17
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING	17
D. CASH AND CASH EQUIVALENTS	18
E. INVESTMENTS.....	18
F. REVENUE RECOGNITION	18
G. INVENTORY	18
H. PREPAID ITEMS.....	18
I. CAPITAL ASSETS	19
J. UNEARNED INCOME.....	19
K. COMPENSATED ABSENCES	19
L. POST EMPLOYMENT BENEFITS	19
M. NET POSITION AND FLOW ASSUMPTIONS.....	19
N. USE OF ESTIMATES.....	20
NOTE 2 – DEPOSITS AND INVESTMENTS.....	20
NOTE 3 – ACCOUNTS RECEIVABLE	21
NOTE 4 – CAPITAL ASSETS	21
NOTE 5 – ACCOUNTS PAYABLE.....	22
NOTE 6 – COMPENSATED ABSENCES.....	22
NOTE 7 – LONG – TERM OBLIGATIONS.....	22
NOTE 8 – RETIREMENT SYSTEM.....	23
NOTE 9 – COMMITMENTS AND CONTINGENCIES	23
NOTE 10 – ECONOMIC DEPENDENCE	24
NOTE 11 – SUBSEQUENT EVENTS	24

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the Housing Authority of the Town of Arcadia have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. REPORTING ENTITY Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the Town or parish declaring a need for the Housing Authority to function in such Town or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of the Town of Arcadia, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing

FW 120 Units

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of the Town of Arcadia since the Town of Arcadia appoints a voting majority of the Housing Authority's governing board. The Town of Arcadia is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the Town of Arcadia. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the Town of Arcadia.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

- 1) Appointing a voting majority of an organization's governing body, and.
 - a) The ability of the government to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

B. FUNDS The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

PROPRIETARY FUNDS Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position sheet.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

D. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$314,064. This is comprised of cash and cash equivalents of \$296,724 and restricted assets – cash of \$17,340, on the statement of net position.

E. INVESTMENTS Investments are limited to L.S.-R.S. 33:2955 and the Housing Authority investment policy. If the original maturities of investments exceed 90 days, they are classified as investments, however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31.

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

F. REVENUE RECOGNITION Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

G. INVENTORY All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

H. PREPAID ITEMS Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

I. CAPITAL ASSETS Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$2,000. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	10-20 years
Building improvements	10 years
Furniture and equipment	3-5 years
Computers	3 years

J. UNEARNED INCOME The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

K. COMPENSATED ABSENCES For the Civil Service employees and the Executive Director via an Employment Agreement, the Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date. For unclassified employees, the Authority follows a policy adopted in May 2017. Hours earned are based on years of service.

L. POST EMPLOYMENT BENEFITS The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

M. NET POSITION AND FLOW ASSUMPTIONS Net position is reported as restricted when constraints are placed on net position use as either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

N. USE OF ESTIMATES The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at June 30, 2023. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk: The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash: \$17,340 is restricted in the General Fund for security deposits.

At June 30, 2023, the Housing Authority's carrying amount of deposits was \$590,509 and the bank balance was \$603,588, which includes \$276,445 in certificates of deposits classified as investments. \$522,609 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$80,979 was covered by pledged securities. However, this \$80,979 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand. Investments during the year were solely in time deposits at banks.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 3 – ACCOUNTS RECEIVABLE The receivables at June 30, 2023, are as follows:

<u>Class of Receivables</u>	
Local sources:	
Tenants	\$ 1,378
Other	4,326
Federal sources:	
Grants	44,372
Total	\$ 50,076

NOTE 4 – CAPITAL ASSETS The changes in capital assets are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Non-depreciable assets				
Land and buildings	\$ 38,695	\$	\$	\$ 38,695
Depreciable assets:				
Buildings	6,317,502	155,079		6,472,581
Furniture and equipment	345,902	29,601		375,503
Total capital assets	6,702,099	184,680		6,886,779
Less: accumulated depreciation				
Buildings	6,078,600	51,240		6,129,840
Furniture and equipment	331,799	10,094		341,893
Total accumulated depreciation	6,410,399	61,334		6,471,733
Total capital assets, net	\$ 291,700	\$ 123,346	\$	\$ 415,046

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 5 – ACCOUNTS PAYABLE The payables at June 30, 2023 are as follows:

Vendors	\$	81,885
Payroll taxes & Retirement withheld		1,333
Utilities		802
Total	\$	84,020

NOTE 6 – COMPENSATED ABSENCES At June 30, 2023, employees of the Housing Authority have accumulated and vested \$11,037 of employee leave computed in accordance with GASB, Codification Section C60.

NOTE 7 – LONG-TERM OBLIGATIONS The following is a summary of the long-term obligation transactions for the year ended June 30, 2023.

		Compensated Absences
Balance, beginning	\$	21,709
Change-net		(10,672)
Balance, ending		11,037
Amounts due in one year	\$	7,473

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

NOTE 8 – RETIREMENT SYSTEM The Housing Authority participates in the Housing Renewal and Local Agency Retirement Plan, which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan on the first day of the month after completing one year of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to 9% of each participant's effective compensation.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are first used to pay for plan expenses and if there is any residual amount, the amount is refunded to the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the Housing Renewal and Local Agency Retirement Plan may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$15,603 for the year ended June 30, 2023, of which \$15,603 was paid by the Housing Authority. No payments were made out of the forfeiture account.

NOTE 9 – COMMITMENTS AND CONTINGENCIES

Commitments On November 21, 2022, the Authority signed an Employment Agreement with the Executive Director, effective July 1, 2022. The Agreement is for three years, and the Board may vote on an additional three-year term at least ninety days in advance of the end of the current three-year term. The Executive Director may terminate the Agreement at any time, provided she gives at least sixty days written notice to the Board prior to her resignation.

The Agreement may be terminated by the Board at any time, provided thirty days written notice is given and due process is followed. If the Executive Director is terminated without cause, the Authority is obligated to pay a lump sum equal to the salary and benefits she would have received for the remainder of the three-year term. If the Executive Director leaves for any reason, the Authority is obligated to pay all unused but earned annual leave, in accordance with the Employment Agreement.

Litigation The Housing Authority is not presently involved in litigation.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2023

Grant Disallowances The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

Construction Projects There are certain renovation or construction projects in progress at June 30, 2023. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

Risk Management The Housing Authority is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions, and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council, Inc. Group Self Insurance Risk Management Agency risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

NOTE 10 – ECONOMIC DEPENDENCE The Department of Housing and Urban Development provided \$707,337 to the Housing Authority, which represents approximately 73% of the Housing Authority's total revenue and capital contributions for the year.

NOTE 11 - SUBSEQUENT EVENTS Management has evaluated events and transactions subsequent to the statement of net position date through, December 15, 2023, of the independent auditor's report for potential recognition or disclosure in the financial statements.



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AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

Report on Internal Control Over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*

Independent Auditor's Report

Housing Authority of Arcadia
Arcadia, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, of the Housing Authority of the Town of Arcadia, Louisiana, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Arcadia, Louisiana's basic financial statements, and have issued our report thereon dated December 15, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Arcadia, Louisiana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Arcadia, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Arcadia, Louisiana's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items Audit Findings 2023-001 and 002 that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Arcadia, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items Audit Findings 2023-001, 002, and 003.

The Housing Authority of the City of Arcadia, Louisiana's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Housing Authority of the City of Arcadia, Louisiana's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The Housing Authority of the City of Arcadia'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.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
December 15, 2023

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED YEAR ENDED JUNE 30, 2023

Section I – Summary of the Auditor’s Results

Financial Statement Audit

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.

2. Internal Control Over Financial Reporting:

a. Material weakness(es) identified?	<u> ✓ </u>	yes	<u> </u>	no
b. Significant deficiency(ies) identified?	<u> </u>	yes	<u> ✓ </u>	none reported

3. Noncompliance material to financial statements noted?	<u> ✓ </u>	yes	<u> </u>	no
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HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

Low Rent Program-CDFA #14.850 and Capital Fund Program-CDFA #14.872

Finding 2023-001-Credit Card Support Documentation Needs Improvement

Criteria and Condition

Expenses must be supported by adequate documentation that supports that the expenses were necessary and properly classified. This required by both generally accepted accounting principles (GAAP) and federal regulations.

Context

Of the disbursements that we reviewed, we noted \$2,800 of charges that were not supported.

Cause

The cause is unknown

Effect

Some of the \$2,800 paid for various expenses may not have been necessary. Without the support, we are unable to determine whether the expenses were necessary and properly classified.

Questioned Costs

\$2,800

Recommendation

Vouchers should not be prepared for payment unless a clerk reviews the support and determines the support is adequate. This should be done even if the E.D. presents an amount for payment. The clerk should check 100% of the detail of credit card payments for support.

The clerk's review should be noted on the voucher, such as signature or initials and date. If the clerk initially prepares the voucher, the E.D. should note that she reviewed the detail.

In addition, the authorized co-signer should not sign payments unless the support for the payment is reviewed and determined to be adequate. Again, this includes all of the detail for credit card payments.

Views of Responsible Official

I am Tammy Jones, Executive Director and Designated Person to answer these findings. We will comply with the above.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

Low Rent Program-CDFA #14.850

Finding 2023-002-Underfunded Defined Profit-Sharing Plan

Criteria and Condition

To be in compliance with the Authority's Plan Document for the Defined Profit-Sharing Plan, the Authority is required to contribute 9% of salaries for eligible, participating employees to the Plan on a timely basis.

Context

The required payments were made for the audit year ended June 30, 2023. However, we noted in an audit finding in the prior year that the Authority owed approximately \$8,220 to the Plan. We recommended that Management communicate with the Plan Administrator to determine the exact amount of the underfunding, and then pay the required amount.

Cause

It appears that a principal reason was that the 9% required contribution was not paid for salaries paid out of CARES Act funds in prior years. It appears that Management was not aware that all salaries paid are required to have a 9% contribution.

Effect

Federal regulations were not complied with. In addition, federal pension has a per the Employee Retirement Security Act (ERISA) were not complied with.

Questioned Costs

None

Recommendation

As noted above, in the prior year, we recommended that Management communicate with the Plan Administrator to determine the exact amount of the underfunding and then fund the required amount. Management asserts that this is in progress with the Administrator.

View of Responsible Officials and Planned Corrective Action

We have been communicating with the Plan Administrator. The latest is that I have asked for clarification on one of the calculations. Once we understand all of the Administrator calculations, we will fund the required amounts.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

Low Rent Program-CDFA #14.850

Finding 2023-003-Waiting List Not Properly Supported

Criteria and Condition

Federal regulations require the date the applicant applied be listed on the waiting list.

Context

There were a limited number of move-ins during the audit year. However, in our review of tenant files, of the files we reviewed, four were current year move-ins. We could not locate their name or application on the waiting list.

Cause

The Authority uses a computerized waiting list. Once an applicant is admitted, they are deleted from the waiting list.

Effect

Federal regulations were not complied with.

Recommendation

Before an applicant is admitted, the Authority should either print out the waiting list immediately before the applicant is admitted, or do a screen shot. For example, assume there are seven move-ins during an audit year. At a minimum, the Authority should keep at least seven waiting list runs or screen shots, which show the list before the applicant is admitted. In addition, if the applicant was not at the top of the list, an explanation needs to be available which explains why management went to a subsequent name on the list-unable to locate, refused unit, etc.

Views of Responsible Officials and Planned Corrective Action

We will comply with the above recommendation.

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7210 Prairie Rd
Arcadia, LA 71001
Phone No. (318) 263-8471 Fax No. (318) 263-8841

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2023

Corrective Action Plan Finding:

Finding 2023-001-Credit Card Support Documentation Needs Improvement

Condition:

Expenses must be supported by adequate documentation that supports that the expenses were necessary and properly classified. This required by both generally accepted accounting principles (GAAP) and federal regulations.

Corrective Action Planned

I am Tammy Jones, Executive Director and Designated Person to answer these findings. We will comply with the above.

Person responsible for corrective action:

Tammy Jones, Executive Director
Arcadia Housing Authority
3177 Dance Circle
Arcadia, Louisiana 71001

Telephone: (318) 263-8471
Fax: (318) 263-8841

Anticipated Completion Date- December 31, 2023

Corrective Action Plan Finding:

Finding 2023-002-Underfunded Defined Profit-Sharing Plan

Condition:

To be in compliance with the Authority's Plan Document for the Defined Profit-Sharing Plan, the Authority is required to contribute 9% of salaries for eligible, participating employees to the Plan on a timely basis.

Corrective Action Planned

We have been communicating with the Plan Administrator. The latest is that I have asked for clarification on one of the calculations. Once we understand all of the Administrator calculations, we will fund the required amounts.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2023

Person responsible for corrective action:

Tammy Jones, Executive Director
Arcadia Housing Authority
3177 Dance Circle
Arcadia, Louisiana 71001

Telephone: (318) 263-8471
Fax: (318) 263-8841

Anticipated Completion Date- February 28, 2024

Corrective Action Plan Finding:

Finding 2023-003-Waiting List Not Properly Supported

Condition:

Federal regulations require the date the applicant applied be listed on the waiting list.

Corrective Action Planned

We will comply with the above recommendation.

Person responsible for corrective action:

Tammy Jones, Executive Director
Arcadia Housing Authority
3177 Dance Circle
Arcadia, Louisiana 71001

Telephone: (318) 263-8471
Fax: (318) 263-8841

Anticipated Completion Date- December 31, 2023

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2023

The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:

Low Rent Program-CDFA#14.850

Finding 2022-001-Tenant-Related Expenses Need Improvement

Condition

According to the HUD Financial Data Schedule Line Definition Guide, Tenant Services-Other "represents costs incurred for services directly related to meeting resident needs and supporting a wholesome living environment." We noted approximately \$15.369 expenditures, which in our opinion, did not meet the above criteria.

Recommendation

We suggested various items that should qualify for eligible expenditures.

Current Status

We did not note improper expenditures in the current audit year.

We do recommend that the Authority issue 1099s in 2023, for 20223, to those that earned more than \$600.

Low Rent Program-CDFA#14.850 and Capital Fund#14.872

Finding 2022-002-Documentation of Salaries Needs Improvement

Condition

We noted that documentation of daily attendance, accrued sick and vacation time need to be improved.

Recommendation

We made several recommendations of how to better document the above. We also recommended that the Board review the vacation and sick leave hours earned and used for all employees, at least one a quarterly basis.

Current Status

We are not repeating the finding. Several improvements were made. We do note that certain employees still appear to not take any vacation or sick time.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2023

The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:

Low Rent Program-CDFA#14.850

Finding 2022-003-Underfunded Defined Contribution Plan

Condition

The Plan was underfunded by approximately \$8,220.

Recommendation

We recommended that Management communicate with the plan Administrator and fund the underpayment.

Current Status

The finding is repeated. Management asserts that they are communicating with the Administrator. Management claims they will fund the underfunded amount, once they understand the Administrator's calculations.

Low Rent Program-CDFA#14.850 and Capital Fund-CDFA #14.872

Finding 2022-004-Late Filing with HUD and the Louisiana Legislative Auditor

Condition

HUD requires the audit report to be filed with HUD-REAC no later than nine months after the year-end. In addition, state law requires that the annual audit report be filed no later than six months after fiscal year-end with the Louisiana Legislative Auditor. The auditor originally approved to do the audit was unable to do the audit.

Recommendation

We recommended that the audit be done on a timely basis.

Current Status

The finding is not repeated.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2023

The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:

Low Rent Program-CDFA#14.850

Finding 2022-005-Utility Allowances Need Review

Condition

Federal regulations require that the utility allowances be reviewed on an annual basis, and adjusted if necessary.

Recommendation

We recommended that the allowances be reviewed and adjusted if necessary.

Current Status

The allowances were reviewed as required. The finding is not repeated.

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED JUNE 30, 2023

CASH BASIS

	2018 Capital Fund	2019 Capital Fund	2020 Capital Fund	2021 Capital Fund
Funds approved	\$ 226,155	\$ 234,769	\$ 252,477	\$ 268,460
Funds expended	226,155	226,669	62,884	45,000
Excess of funds approved	<u>\$ 0</u>	<u>\$ 8,100</u>	<u>\$ 189,593</u>	<u>\$ 223,460</u>
Funds advanced	\$ 226,155	\$ 234,769	\$ 45,000	\$ 45,000
Funds expended	226,155	226,669	62,884	45,000
Excess (Deficiency) of funds advanced	<u>\$ 0</u>	<u>\$ 8,100</u>	<u>\$ (17,884)</u>	<u>\$ 0</u>

See accountants' report

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED JUNE 30, 2023

Agency Head Name: Tammy Jones, Executive Director

Purpose	Amount
Salary	63,562
Benefits-insurance	18,426
Benefits-retirement	6,081
Benefits- list any other here	
Car allowance	
Vehicle provided by government	enter amount reported on W-2
Per diem	606
Reimbursements	1,367
Travel	505
Registration fees	1,190
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
Total	91,737

See accountants' report

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs.		
Low-Income Housing Operating Subsidy	14.850a	\$ 414,885
Capital Fund Program	14.872	292,452
Total United States Department of Housing and Urban Development		\$ 707,337
Total Expenditures of Federal Awards		\$ 707,337

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

NOTE 1 – BASIS OF PRESENTATION The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of the Town of Arcadia, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended June 30, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

		Federal Sources
Enterprise Funds		
Governmental operating grants	\$	540,714
Capital contributions		166,623
Total	\$	707,337

NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

NOTE 5 – DE MINIMIS INDIRECT COST RATE The Housing Authority did not elect to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



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AGREED UPON PROCEDURES REPORT

Independent Accountant’s Report
 On Applying Agreed-Upon Procedures

To the Board of Directors of the Arcadia Housing Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Arcadia Housing Authority and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA’s Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The Arcadia Housing Authority’s management is responsible for those C/C areas identified in the SAUPs.

The Arcadia Housing Authority has agreed to an acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA’s SAUPs for the fiscal period July 1, 2022 through June 30, 2023. Additionally, LLA has agreed and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) *Written Policies and Procedures*

- A. Obtain and inspect the entity’s written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity’s operations:
 - i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **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.
 - iii. **Disbursements**, including processing, reviewing, and approving.
 - iv. **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).

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results of Testing:

In August 2023, the Authority adopted the above policies listed as (i) through (ix). Debt Service is not applicable, since the Authority has no secured debt. The policies listed as (xi) and (xii) still need to be adopted.

Recommendation

The Authority still needs to adopt the Information Technology Disaster Recovery and also the Sexual Harassment Policies

Corrective Action Plan-Response

We will comply with the above recommendation.

2) Board or Finance Committee

- A. 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

- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- ii. For those entities reporting on the 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. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period*
- iii. 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.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results of Testing:

(i)-The Authority board met in accordance with its bylaws.

(ii)-The minutes did not reflect the budget-to-actual comparisons of income and expenses.

(iii)-The unassigned fund balance at the end of the prior fiscal year for the General Fund was a positive amount.

(iv)-The Executive Director updated the board on the status of clearing the prior audit findings.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged),
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results of Testing:

No exceptions were noted in the above tests.

4) Collections (excluding electronic funds transfers)

- A. 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 of Testing:

Tenant payments were received and processed only from the main office.

- B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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
- i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results of Testing:

No exceptions were noted in the above tests.

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

Results of Testing:

A fidelity/surety bond was in force for the entire year that covered all employees with access to cash.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, 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:
- i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Results of Testing:

The only exceptions noted in the above tests are as follows:

We noted that receipts dated January 31, 2023 were not deposited until February 8th. In addition, receipts dated April 27, 2023 were not deposited until May 10th. Management claims that the checks and or money orders are kept in a fire-proof safe, if not deposited that day. No cash is accepted.

Recommendation

Deposits should be within one business day, as required and noted in (iv) above.

Corrective Action Plan-Response

We will comply with the above.

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

- A. 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 of Testing:

Payments are processed and paid only from the main office.

- B. For each location selected under procedure #5A 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, then 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 or 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; and
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

(Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.)

Results of Testing:

See Audit Finding 2023-001. \$2,800 of unsupported payments were noted.

Recommendation

Vouchers should not be prepared for payment unless a clerk reviews the support and determines the support is adequate. This should be done even if the E.D. presents an amount for payment. The clerk should check 100% of the detail of credit card payments for support. The clerk's review should be noted on the voucher, such as signature or initials and date. If the clerk initially prepares the voucher, the E.D. should note that she reviewed the detail.

In addition, the authorized co-signer should not sign payments unless the support for the payment is reviewed and determined to be adequate. Again, this includes all of the detail for credit card payments.

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

Results of Testing:

See Audit Finding 2023-001. \$2,800 of payments were not supported.

Recommendation

Same as immediate above.

Corrective Action Plan-Response

We will comply with the above recommendation.

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

Results of Testing:

No exceptions were noted in the above tests.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Results of Testing:

Management represents that the list we have of credit cards and debit cards is complete.

- B. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - b) Observe that finance charges and late fees were not assessed on the selected statements.

Results of Testing:

a) The \$2,800 of unsupported payments noted in #5 B and C above included credit card payments. The recommendations noted above also apply here.

C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results of Testing:

No exceptions were noted in out tests.

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

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

Results of Testing.

See Audit Finding 2023-001 and #5 B and C above. The \$2,800 of unsupported payments include travel expenses. The recommendations above in #5 B and C also apply here.

8) Contracts

- A. 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. *Alternatively, 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

- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
- iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results of Testing:

No exceptions were noted in the above tests.

9) Payroll and Personnel

- A. 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 of Testing:

No exceptions were noted in the above tests.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Results of Testing:

No exceptions were noted in the above tests.

- C. 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Results of Testing:

No termination payments were noted in our tests. In addition, management asserts that none were paid in the audit year.

- D. 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 of Testing:

See Audit Finding 2023-002. The payments for the audit year to the profit-sharing plan were sufficient. However, as also noted in a Prior Audit Finding, the Authority owes approximately \$8,200 to participants for years prior to the current audit year.

Recommendation

We recommended in the prior year that management communicate with the Plan Administrator and determine the exact amount to pay the participants. Management asserts that they are in midst of discussing this issue with the Administrator.

Corrective Action Plan-Response

We are communicating with the Administrator. Once the exact amount is determined for each participant, we will correct the under-funding.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
- a. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170, and
 - b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results of Testing:

No exceptions were noted in the above tests.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Results of Testing:

The Authority has an ethics designee.

11) Debt Service

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Results of Testing:

Not applicable.

- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results of Testing:

Not applicable.

12) Fraud Notice

- A. 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 as required by R.S. 24:523.

Results of Testing:

- B. 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 of Testing:

The notice is properly posted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the

past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

- b. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results of Testing.

We performed the procedures and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results of Testing:

Management asserts that no employees were terminated that had access to the network. We did not note any in our tests.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Results of Testing:

No employees obtained the sexual harassment training in the audit year.

Recommendation

All required persons should obtain the sexual harassment training. The most feasible way is on-line with the Civil Service.

Corrective Action Plan-Response

We will comply with the above recommendation.

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Results of Testing:

The Authority has not adopted a Sexual Harassment Policy.

Recommendation

We have advised the Authority how and where to obtain a prototype of this policy.

Corrective Action Plan-Response

We will comply with the above recommendation.

- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Results of Testing:

Management asserts that they did not receive any sexual harassment complaints during the audit year.

We were engaged by the Arcadia Housing Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Arcadia Housing Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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



Mike Estes, P.C.
Fort Worth, Texas
December 15, 2023

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Entity Wide Balance Sheet Summary				
	Project Total	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$296,724	\$296,724		\$296,724
112 Cash - Restricted - Modernization and Development				
113 Cash - Other Restricted				
114 Cash - Tenant Security Deposits	\$17,340	\$17,340		\$17,340
115 Cash - Restricted for Payment of Current Liabilities				
100 Total Cash	\$314,064	\$314,064		\$314,064
121 Accounts Receivable - PHA Projects				
122 Accounts Receivable - HUD Other Projects	\$44,372	\$44,372		\$44,372
124 Accounts Receivable - Other Government				
125 Accounts Receivable - Miscellaneous	\$4,326	\$4,326		\$4,326
126 Accounts Receivable - Tenants	\$1,378	\$1,378		\$1,378
126.1 Allowance for Doubtful Accounts - Tenants	\$0	\$0		\$0
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current				
128 Fraud Recovery				
128.1 Allowance for Doubtful Accounts - Fraud				
129 Accrued Interest Receivable	\$144	\$144		\$144
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$50,220	\$50,220		\$50,220
131 Investments - Unrestricted	\$276,445	\$276,445		\$276,445
132 Investments - Restricted				
135 Investments - Restricted for Payment of Current Liability				
142 Prepaid Expenses and Other Assets	\$2,443	\$2,443		\$2,443
143 Inventories	\$32,392	\$32,392		\$32,392
143.1 Allowance for Obsolete Inventories	-\$1,620	-\$1,620		-\$1,620
144 Inter Program Due From				
145 Assets Held for Sale				
150 Total Current Assets	\$673,944	\$673,944		\$673,944
161 Land	\$38,695	\$38,695		\$38,695
162 Buildings	\$5,934,490	\$5,934,490		\$5,934,490
163 Furniture, Equipment & Machinery - Dwellings	\$82,094	\$82,094		\$82,094
164 Furniture, Equipment & Machinery - Administration	\$293,409	\$293,409		\$293,409
165 Leasehold Improvements	\$538,091	\$538,091		\$538,091
166 Accumulated Depreciation	-\$6,471,733	-\$6,471,733		-\$6,471,733
167 Construction in Progress				
168 Infrastructure				
160 Total Capital Assets, Net of Accumulated Depreciation	\$415,046	\$415,046		\$415,046
171 Notes, Loans and Mortgages Receivable - Non-Current				
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due				
173 Grants Receivable - Non Current				
174 Other Assets				
176 Investments in Joint Ventures				
180 Total Non-Current Assets	\$415,046	\$415,046		\$415,046
200 Deferred Outflow of Resources				
290 Total Assets and Deferred Outflow of Resources	\$1,088,990	\$1,088,990		\$1,088,990

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Entity Wide Balance Sheet Summary				
	Project Total	Subtotal	ELIM	Total
311 Bank Overdraft				
312 Accounts Payable <= 90 Days	\$81,885	\$81,885		\$81,885
313 Accounts Payable >90 Days Past Due				
321 Accrued Wage/Payroll Taxes Payable	\$1,333	\$1,333		\$1,333
322 Accrued Compensated Absences - Current Portion	\$7,473	\$7,473		\$7,473
324 Accrued Contingency Liability				
325 Accrued Interest Payable				
331 Accounts Payable - HUD PHA Programs				
332 Account Payable - PHA Projects				
333 Accounts Payable - Other Government	\$21,994	\$21,994		\$21,994
341 Tenant Security Deposits	\$17,340	\$17,340		\$17,340
342 Unearned Revenue	\$5,025	\$5,025		\$5,025
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue				
344 Current Portion of Long-term Debt - Operating Borrowings				
345 Other Current Liabilities				
346 Accrued Liabilities - Other	\$802	\$802		\$802
347 Inter Program - Due To				
348 Loan Liability - Current				
310 Total Current Liabilities	\$135,852	\$135,852		\$135,852
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue				
352 Long-term Debt, Net of Current - Operating Borrowings				
353 Non-current Liabilities - Other				
354 Accrued Compensated Absences - Non Current	\$3,564	\$3,564		\$3,564
355 Loan Liability - Non Current				
356 FASB 5 Liabilities				
357 Accrued Pension and OPEB Liabilities				
350 Total Non-Current Liabilities	\$3,564	\$3,564		\$3,564
300 Total Liabilities	\$139,416	\$139,416		\$139,416
400 Deferred inflow of Resources				
508.4 Net Investment in Capital Assets	\$415,046	\$415,046		\$415,046
511.4 Restricted Net Position	\$0	\$0		\$0
512.4 Unrestricted Net Position	\$534,528	\$534,528		\$534,528
513 Total Equity - Net Assets / Position	\$949,574	\$949,574		\$949,574
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$1,088,990	\$1,088,990		\$1,088,990

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$245,643		\$245,643
70400 Tenant Revenue - Other	\$11,703		\$11,703
70500 Total Tenant Revenue	\$257,346	\$0	\$257,346
70600 HUD PHA Operating Grants	\$414,885	\$125,829	\$540,714
70610 Capital Grants		\$166,623	\$166,623
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted	\$1,002		\$1,002
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$4,165		\$4,165
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$677,398	\$292,452	\$969,850
91100 Administrative Salaries	\$93,471		\$93,471
91200 Auditing Fees	\$33,410		\$33,410
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing	\$6		\$6
91500 Employee Benefit contributions - Administrative	\$42,845		\$42,845
91600 Office Expenses	\$63,537		\$63,537
91700 Legal Expense	\$2,250		\$2,250
91800 Travel	\$17,158		\$17,158
91810 Allocated Overhead			
91900 Other	\$18,593		\$18,593
91000 Total Operating - Administrative	\$271,270	\$0	\$271,270
92000 Asset Management Fee			
92100 Tenant Services - Salaries	\$23,490		\$23,490
92200 Relocation Costs			
92300 Employee Benefit Contributions - Tenant Services	\$11,336		\$11,336
92400 Tenant Services - Other	\$48,901		\$48,901
92500 Total Tenant Services	\$83,727	\$0	\$83,727
93100 Water	\$920		\$920
93200 Electricity	\$20,378		\$20,378
93300 Gas	\$4,191		\$4,191
93400 Fuel			
93500 Labor			
93600 Sewer	\$216		\$216

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$25,705	\$0	\$25,705
94100 Ordinary Maintenance and Operations - Labor	\$151,092		\$151,092
94200 Ordinary Maintenance and Operations - Materials and Other	\$139,848		\$139,848
94300 Ordinary Maintenance and Operations Contracts	\$258,778		\$258,778
94500 Employee Benefit Contributions - Ordinary Maintenance	\$32,872		\$32,872
94000 Total Maintenance	\$582,590	\$0	\$582,590
95100 Protective Services - Labor			
95200 Protective Services - Other Contract Costs			
95300 Protective Services - Other	\$333		\$333
95500 Employee Benefit Contributions - Protective Services			
95000 Total Protective Services	\$333	\$0	\$333
96110 Property Insurance	\$108,094		\$108,094
96120 Liability Insurance	\$6,234		\$6,234
96130 Workmen's Compensation	\$9,972		\$9,972
96140 All Other Insurance	\$6,906		\$6,906
96100 Total insurance Premiums	\$131,206	\$0	\$131,206
96200 Other General Expenses	\$29,047		\$29,047
96210 Compensated Absences			
96300 Payments in Lieu of Taxes	\$21,994		\$21,994
96400 Bad debt - Tenant Rents	\$6,936		\$6,936
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$57,977	\$0	\$57,977
96710 Interest of Mortgage (or Bonds) Payable			
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs			
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,152,808	\$0	\$1,152,808
97000 Excess of Operating Revenue over Operating Expenses	-\$475,410	\$292,452	-\$182,958
97100 Extraordinary Maintenance			
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$61,334		\$61,334
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Pnncipal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$1,214,142	\$0	\$1,214,142

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$125,829		\$125,829
10020 Operating transfer Out		-\$125,829	-\$125,829
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit			
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss			
10080 Special Items (Net Gain/Loss)			
10091 Inter Project Excess Cash Transfer In			
10092 Inter Project Excess Cash Transfer Out			
10093 Transfers between Program and Project - In			
10094 Transfers between Project and Program - Out			
10100 Total Other financing Sources (Uses)	\$125,829	-\$125,829	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$410,915	\$166,623	-\$244,292
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,193,866	\$0	\$1,193,866
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0		\$0
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1440		1440
11210 Number of Unit Months Leased	1418		1418
11270 Excess Cash	\$408,810		\$408,810
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$18,332	\$136,747	\$155,079
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$29,601	\$0	\$29,601
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

**HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2023

Entity Wide Revenue and Expense Summary				
	Project Total	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$245,643	\$245,643		\$245,643
70400 Tenant Revenue - Other	\$11,703	\$11,703		\$11,703
70500 Total Tenant Revenue	\$257,346	\$257,346	\$0	\$257,346
70600 HUD PHA Operating Grants	\$540,714	\$540,714		\$540,714
70610 Capital Grants	\$166,623	\$166,623		\$166,623
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue		\$0	\$0	\$0
70800 Other Government Grants				
71100 Investment Income - Unrestricted	\$1,002	\$1,002		\$1,002
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery				
71500 Other Revenue	\$4,165	\$4,165		\$4,165
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted				
70000 Total Revenue	\$969,850	\$969,850	\$0	\$969,850
91100 Administrative Salaries	\$93,471	\$93,471		\$93,471
91200 Auditing Fees	\$33,410	\$33,410		\$33,410
91300 Management Fee				
91310 Book-keeping Fee				
91400 Advertising and Marketing	\$6	\$6		\$6
91500 Employee Benefit contributions - Administrative	\$42,845	\$42,845		\$42,845
91600 Office Expenses	\$63,537	\$63,537		\$63,537
91700 Legal Expense	\$2,250	\$2,250		\$2,250
91800 Travel	\$17,158	\$17,158		\$17,158
91810 Allocated Overhead				
91900 Other	\$18,593	\$18,593		\$18,593
91000 Total Operating - Administrative	\$271,270	\$271,270	\$0	\$271,270
92000 Asset Management Fee				
92100 Tenant Services - Salaries	\$23,490	\$23,490		\$23,490
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services	\$11,336	\$11,336		\$11,336
92400 Tenant Services - Other	\$48,901	\$48,901		\$48,901
92500 Total Tenant Services	\$83,727	\$83,727	\$0	\$83,727
93100 Water	\$920	\$920		\$920
93200 Electricity	\$20,378	\$20,378		\$20,378
93300 Gas	\$4,191	\$4,191		\$4,191
93400 Fuel				
93500 Labor				
93600 Sewer	\$216	\$216		\$216

**HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2023

Entity Wide Revenue and Expense Summary				
	Project Total	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$25,705	\$25,705	\$0	\$25,705
94100 Ordinary Maintenance and Operations - Labor	\$151,092	\$151,092		\$151,092
94200 Ordinary Maintenance and Operations - Materials and Other	\$139,848	\$139,848		\$139,848
94300 Ordinary Maintenance and Operations Contracts	\$258,778	\$258,778		\$258,778
94500 Employee Benefit Contributions - Ordinary Maintenance	\$32,872	\$32,872		\$32,872
94000 Total Maintenance	\$582,590	\$582,590	\$0	\$582,590
95100 Protective Services - Labor				
95200 Protective Services - Other Contract Costs				
95300 Protective Services - Other	\$333	\$333		\$333
95500 Employee Benefit Contributions - Protective Services				
95000 Total Protective Services	\$333	\$333	\$0	\$333
96110 Property Insurance	\$108,094	\$108,094		\$108,094
96120 Liability Insurance	\$6,234	\$6,234		\$6,234
96130 Workmen's Compensation	\$9,972	\$9,972		\$9,972
96140 All Other Insurance	\$6,906	\$6,906		\$6,906
96100 Total insurance Premiums	\$131,206	\$131,206	\$0	\$131,206
96200 Other General Expenses	\$29,047	\$29,047		\$29,047
96210 Compensated Absences				
96300 Payments in Lieu of Taxes	\$21,994	\$21,994		\$21,994
96400 Bad debt - Tenant Rents	\$6,936	\$6,936		\$6,936
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$57,977	\$57,977	\$0	\$57,977
96710 Interest of Mortgage (or Bonds) Payable				
96720 Interest on Notes Payable (Short and Long Term)				
96730 Amortization of Bond Issue Costs				
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,152,808	\$1,152,808	\$0	\$1,152,808
97000 Excess of Operating Revenue over Operating Expenses	-\$182,958	-\$182,958	\$0	-\$182,958
97100 Extraordinary Maintenance				
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments				
97350 HAP Portability-In				
97400 Depreciation Expense	\$61,334	\$61,334		\$61,334
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$1,214,142	\$1,214,142	\$0	\$1,214,142

HOUSING AUTHORITY OF ARCADIA, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2023

Entity Wide Revenue and Expense Summary				
	Project Total	Subtotal	ELIM	Total
10010 Operating Transfer In	\$125,829	\$125,829	-\$125,829	\$0
10020 Operating transfer Out	-\$125,829	-\$125,829	\$125,829	\$0
10030 Operating Transfers from/to Primary Government				
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss				
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In				
10092 Inter Project Excess Cash Transfer Out				
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$244,292	-\$244,292	\$0	-\$244,292
11020 Required Annual Debt Principal Payments	\$0	\$0		\$0
11030 Beginning Equity	\$1,193,866	\$1,193,866		\$1,193,866
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0		\$0
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				
11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity				
11180 Housing Assistance Payments Equity				
11190 Unit Months Available	1440	1440		1440
11210 Number of Unit Months Leased	1418	1418		1418
11270 Excess Cash	\$408,810	\$408,810		\$408,810
11610 Land Purchases	\$0	\$0		\$0
11620 Building Purchases	\$155,079	\$155,079		\$155,079
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$29,601	\$29,601		\$29,601
11650 Leasehold Improvements Purchases	\$0	\$0		\$0
11660 Infrastructure Purchases	\$0	\$0		\$0
13510 CFFP Debt Service Payments	\$0	\$0		\$0
13901 Replacement Housing Factor Funds	\$0	\$0		\$0