SAMUEL W. STEVENS, III
Certified Public Accountant, APC

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.

Audited Financial Statements

Year Ended December 31, 2023

NORTHWEST LOUISIANA YOUTH GOLF AND
EDUCATION FOUNDATION, INC.

For the Year Ended December 31, 2023

Table of Contents

SAMUEL W. STEVENS III, CPA, APC

Certified Public Accountant

SWS
C P A

P.O. Box 52631 · Shreveport, Louisiana 71135
(318) 458-0930 · samuel@swstevenscpa.com · www.swstevenscpa.com

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Northwest Louisiana Youth Golf and Education Foundation, Inc.
Shreveport, Louisiana

Opinion

I have audited the accompanying financial statements of Northwest Louisiana Youth Golf and Education Foundation, Inc. (the Foundation), a nonprofit organization, which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Foundation as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (GAGAS). My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Foundation and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

My 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 my opinion.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAGAS 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 GAAS and GAGAS, I:

- 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 Foundation'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 my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Foundation's ability to continue as a going concern for a reasonable period of time.

I am 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 I identified during the audit.

Supplementary Information

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits and Other Payments to Agency Head is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the Schedule of Compensation, Benefits and Other Payments to Executive Director is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated April 29, 2026, on my consideration of the Foundation's internal control over financial reporting and on my 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 my 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 Foundation's internal control or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control over financial reporting and compliance.

Samuel W. Stevens, III

Shreveport, Louisiana
April 29, 2026

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.

Statement of Financial Position
December 31, 2023

Assets		
Current Assets:		
Cash	$	73,379
Total Current Assets		73,379
Property:		
Furniture & Equipment		64,184
Total Cost		64,184
Less: Accumulated Depreciation		(40,829)
Net Book Value		23,355
Other Assets:		
Right-of-Use Asset — Equipment Lease		10,359
Total Other Assets		10,359
Total Assets	$	107,093
Liabilities and Net Assets		
Current Liabilities:		
Accounts Payable and Accrued Expenses	$	15,634
Long-Term Debt - Current Portion		7,118
Operating Lease Liability — Current		10,359
Total Current Liabilities		33,111
Long-term Liabilities:		
Notes Payable - less Current Portion		138,508
Total Long-term Liabilities		138,508
Total Liabilities		171,619
Net Assets		
Net Assets:		
Without Donor Restrictions		(64,526)
Total Net Assets		(64,526)
Total Liabilities and Net Assets	$	107,093

See accompanying notes to financial statements

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.

Statement of Activities
For the Year Ended December 31, 2023

		Unrestricted
Support:		
State Grant Revenue	$	594,500
City of Shreveport Grant Revenue		74,166
Contributions and Donations		28,585
Golf Revenue		51,090
Other Income		56,960
Total Support		805,301
Expenses:		
Program Services		651,098
Total Program Services		651,098
Supporting Services		
Management and General Administrative		132,361
Total Supporting Expenses		132,361
Total Expenses		783,459
Increase in Net Assets		21,842
Net Assets without donor restrictions:		
Beginning of Year		(86,368)
End of year	$	(64,526)

See accompanying notes to financial statements

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.

Statement of Functional Expenses
For the Year Ended December 31, 2023

	Program Services	Support Services: Management and General Administrative	Total
Salaries and Wages	$ 0	$ 62,730	$ 62,730
Payroll Tax	0	11,680	11,680
Golf Programs and Events	18,798	0	18,798
Outreach and Advertising	1,746	0	1,746
Rent	19,719	2,937	22,656
Bank Service Fees	0	1,270	1,270
Depreciation	0	5,566	5,566
Employee Benefits	645	644	1,289
Insurance	2,680	2,680	5,360
Interest	2,781	1,278	4,059
Legal & Professional	4,213	4,213	8,426
Miscellaneous	0	1,917	1,917
Supplies and Office Expense	582	145	727
Postage	0	383	383
Repairs and Maintenance		36,484	36,484
Golf Course Restoration	594,500	0	594,500
Traveling	3,700	0	3,700
Security System	1,734	434	2,168
Total Expenses	$ 651,098	$ 132,361	$ 783,459

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.

Statement of Cash Flows
For the Year Ended December 31, 2023

Cash Flows from Operating Activities		
Change in Net Assets	$	21,842
Adjustments to Reconcile Change in Net Assets to Net Cash Provided from Operations:		
Depreciation		5,566
Increase in accounts payable and accrued liabilities		14,985
Increase in accrued interest payable on EIDL loan		4,059
Net Cash Provided by Operating Activities		46,452
Cash Flows from Financing Activities		
Repayment of SBA EIDL Business Loan — principal portion		(2,131)
Net Cash Used by Financing Activities		(2,131)
Net Increase in Cash		44,321
Cash, Beginning of Year		29,058
Cash, End of Year	$	73,379

See accompanying notes to financial statements

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023

NOTE 1 — ORGANIZATION

Northwest Louisiana Youth Golf and Education Foundation, Inc. (the Foundation) is a Louisiana nonprofit corporation organized under the laws of the State of Louisiana. The Foundation's principal purpose is to restore, operate, and maintain the Jerry Tim Brooks (Lakeside) Golf Course, located at 2200 Milam Street, Shreveport, Louisiana, as a community recreational and educational facility. The Foundation provides youth golf instruction, educational programs, and community outreach activities at the course.

The Foundation qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is classified as a public charity. It is also a quasi-public organization subject to reporting requirements of the Louisiana Legislative Auditor (LLA) by virtue of receiving public funds in excess of applicable thresholds during the year ended December 31, 2023.

NOTE 2 — SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Foundation have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) as applicable to not-for-profit entities (ASC 958). Net assets and revenues are classified based on the existence or absence of donor-imposed restrictions as follows:

Net Assets Without Donor Restrictions — Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions — The Foundation classifies net assets as with donor restrictions when resources are subject to donor-imposed stipulations that limit their use to particular purposes or time periods. The Foundation had no net assets with donor restrictions at December 31, 2023.

The Foundation's primary sources of public funding during the year ended December 31, 2023, consisted of a Cooperative Endeavor Agreement with the State of Louisiana (CEA No. 23-945-225, $594,500) and funding agreements with the City of Shreveport ($74,166), totaling $668,666 in government funding. Under the applicable accounting guidance (FASB ASU 2018-08), these agreements are characterized as exchange transactions, as the respective governmental entities receive commensurate value in the form of public benefit through the Foundation's operation of the Jerry Tim Brooks (Lakeside) Golf Course and its youth golf and education programs. Contractual purpose requirements under these agreements do not constitute donor-imposed stipulations, and the related revenue is classified as without donor restrictions.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect reported amounts and disclosures. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Foundation considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. At December 31, 2023, the Foundation maintained two deposit accounts at a local bank.

Property and Equipment

Property and equipment are stated at cost and depreciated using the straight-line method over the estimated useful lives of the assets, ranging from 3 to 7 years. Maintenance and repairs are charged to expense as incurred.

Revenue Recognition

The Foundation recognizes contributions and grants in accordance with ASC 958-605 and ASU 2018-08. Conditional grants are recognized when the conditions have been substantially met. Unconditional contributions are recognized in the period received. Golf play fees, concession sales, enrollment fees, and other program revenues are recognized when the service is provided.

Income Taxes

The Foundation is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and from Louisiana state income tax. No provision for income taxes has been made. Management has evaluated the Foundation’s tax positions and concluded there are no uncertain tax positions requiring recognition or disclosure.

Functional Expense Allocation

Expenses that are directly attributable to a program or supporting service are charged to that function. Costs shared among functions are allocated based on estimates of time and effort.

Leases

The Foundation determines whether a contract contains a lease at inception. For leases with terms greater than 12 months where the short-term practical expedient has not been elected, the Foundation recognizes a right-of-use (ROU) asset and corresponding lease liability measured at the present value of remaining lease payments, discounted at the Foundation’s incremental borrowing rate (IBR). Operating lease expense is recognized on a straight-line basis over the lease term. The Foundation does not have finance leases.

NOTE 3 — CASH AND CASH EQUIVALENTS

At December 31, 2023, the Foundation maintained the following deposit accounts at a local bank.

Checking	$ 4,339
Savings	69,040
Total Cash and Cash Equivalents	**$ 73,379**

All deposit balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 per depositor per institution. At December 31, 2023, no account balance exceeded the FDIC insurance limit.

NOTE 4 — PROPERTY AND EQUIPMENT

Property and equipment at December 31, 2023, consisted of the following:

Furniture and Equipment (at cost)	$ 64,184
Less: Accumulated Depreciation	(40,829)
Property and Equipment, Net	**$ 23,355**

Depreciation expense for the year ended December 31, 2023, was $5,566. Assets are depreciated using the straight-line method with the half-year convention over estimated useful lives of 5 to 7 years.

NOTE 5 — GOLF COURSE CAPITAL IMPROVEMENT PROJECT

During the year ended December 31, 2023, the Foundation expended $594,500 on restoration of the Jerry Tim Brooks (Lakeside) Golf Course, a facility owned by the City of Shreveport. Because the improvements were made to property owned by the City rather than the Foundation, and because the project was funded through the Cooperative Endeavor Agreement described in Note 7, these costs are recorded as program-service expenses rather than capitalized as Foundation assets.

NOTE 6 — SBA EIDL BUSINESS LOAN

In connection with the COVID-19 economic injury disaster declaration, the Foundation obtained an Economic Injury Disaster Loan (EIDL) from the U.S. Small Business Administration. At December 31, 2023, the outstanding balance was as follows:

SBA EIDL Business Loan (per amortization schedule)	$ 145,626
Less: Current portion due within one year	(7,118)
Long-Term Portion	**$ 138,508**

The loan bears interest at 2.75% per annum. Monthly payments of $641 commenced in 2023 following the deferral period, with each payment allocated between principal and interest. The loan matures in May 2050 and is not collateralized by Foundation assets.

NOTE 7 — COOPERATIVE ENDEAVOR AGREEMENT (CEA NO. 23-945-225)

On January 23, 2023, the Foundation entered into Cooperative Endeavor Agreement No. 23-945-225 with the State of Louisiana, acting through the Louisiana State Treasury, pursuant to Act 170 of the 2022 Regular Legislative Session. The agreement appropriated $594,500 to the Foundation for the Jerry Tim Brooks (Lakeside) Golf Course Restoration project. The full appropriation was received by the Foundation in February 2023.

Under ASC 958-605, as clarified by FASB ASU 2018-08, the Foundation evaluated whether this agreement constitutes an exchange transaction or a contribution. The State of Louisiana receives commensurate value through the Foundation's operation of the Jerry Tim Brooks (Lakeside) Golf Course and its youth golf and education programs, which provide direct public benefit to the State and its citizens. Accordingly, the agreement is characterized as an exchange transaction. Contractual purpose requirements under the agreement do not constitute donor-imposed stipulations, and the related revenue is classified as without donor restrictions. The $594,500 appropriation is reflected as program service revenue in the accompanying financial statements..

NOTE 8 — CITY OF SHREVEPORT FUNDING

During the year ended December 31, 2023, the Foundation received funding from the City of Shreveport totaling $74,166 for upkeep and operations of the Jerry Tim Brooks (Lakeside) Golf Course. These funds were used for grounds maintenance, course operations, and related activities in furtherance of the Foundation's mission and are reflected as program revenue in the accompanying Statement of Activities.

NOTE 9 — OPERATING LEASES

DLL Finance — Golf Cart Lease (ASC 842)

The Foundation is party to an operating lease agreement for 15 Golf Cars used in course operations. The lease commenced April 1, 2020, with a term of 54 months and monthly payments of $1,179.97. The lease expires September 30, 2024.

The Foundation did not elect the short-term practical expedient under ASC 842-20-25-2 for this class of equipment. Accordingly, a right-of-use (ROU) asset and corresponding operating lease liability have been recognized at December 31, 2023, measured as the present value of the nine remaining monthly payments discounted at the Foundation's estimated incremental borrowing rate of 6.0% per annum.

Right-of-Use Asset — Equipment Lease	$ 10,359
Operating Lease Liability — Current	(10,359)
Net Balance Sheet Effect	$ —

All nine remaining payments are due within 12 months of December 31, 2023; accordingly, the entire lease liability is classified as current. There is no long-term portion.

Maturity Analysis — Operating Lease

The following table presents the undiscounted future minimum lease payments under the DLL Finance operating lease as of December 31, 2023, reconciled to the carrying value of the lease liability:

Fiscal Year	Lease Payments	Present Value
2024 (9 payments × $1,179.97)	$10,620	$10,359
Total undiscounted payments	$10,620	
Less: imputed interest		(261)
Operating Lease Liability		**$10,359**

Operating lease expense for the year ended December 31, 2023, was $14,160 (12 monthly payments of $1,179.97), included in Account 60668 — Equipment Leasing/Rentals. Because lease payments are level throughout the term, straight-line expense equals cash payments.

Weighted-Average Lease Information

Weighted-average remaining lease term (months)	9
Weighted-average discount rate (IBR)	6.0%

Additional Leases and Rentals

The Foundation also leases its office and operations building under a month-to-month arrangement and maintains a storage unit rental. These arrangements qualify for the short-term practical expedient under ASC 842 and are expensed as incurred.

NOTE 10 — RETIREMENT PLAN

The Foundation does not maintain a formal retirement plan or pension arrangement for its employees. No retirement-related expense was incurred during the year ended December 31, 2023.

NOTE 11 — RELATED PARTY TRANSACTIONS

During the year ended December 31, 2023, the Foundation made payments totaling $4,470 to its Executive Director and $4,500 to other board members for program services, event expenses, and operational items. These transactions were made in the ordinary course of the Foundation's operations and are reflected in the accompanying financial statements.

NOTE 12 — LIQUIDITY AND AVAILABILITY

The Foundation manages its liquid resources to ensure sufficient cash is available to meet operating obligations as they come due. As of December 31, 2023, the Foundation held total financial assets of $73,379. No financial assets are subject to donor restrictions, board designations, or contractual limitations that would render them unavailable for general expenditure within one year of the balance sheet date. Accordingly, the full $73,379 is available to meet general expenditures within one year.

NOTE 13 — SUBSEQUENT EVENTS

Management evaluated subsequent events through April 29, 2026, the date these financial statements were available to be issued.

The Foundation has continued its operations through the date of this report, including the ongoing operation of the Jerry Tim Brooks (Lakeside) Golf Course, continued service of its outstanding obligations, and uninterrupted delivery of its youth golf and education programs. No events were identified subsequent to December 31, 2023, that would require adjustment to or disclosure in the financial statements.

NOTE 14 — GOING CONCERN EVALUATION

Management has evaluated the Foundation's ability to continue as a going concern within one year after the date these financial statements are available to be issued. As of December 31, 2023, the Foundation had a net asset deficit of $(64,526) and total liabilities in excess of total assets. Notwithstanding these conditions, management notes that the Foundation has continued its operations through the date of this report, April 29, 2026, including uninterrupted operation of the Jerry Tim Brooks (Lakeside) Golf Course, continued delivery of its youth golf and education programs, and ongoing service of its outstanding obligations. The Foundation's operations are supported by government funding agreements, including cooperative endeavor and funding arrangements with the State of Louisiana and the City of Shreveport, which have provided the primary source of operating revenue. Based on these factors, management has concluded that substantial doubt about the Foundation's ability to continue as a going concern does not exist.

SAMUEL W. STEVENS III, CPA, APC
Certified Public Accountant

SWS
CPA

P.O. Box 52631 · Shreveport, Louisiana 71135
(318) 458-0930 · samuel@swstevenscpa.com · www.swstevenscpa.com

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

To the Board of Directors of
Northwest Louisiana Youth Golf and Education Foundation, Inc.
Shreveport, Louisiana

I 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 Northwest Louisiana Youth Golf and Education Foundation, Inc. (the "Foundation"), a nonprofit organization, which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated April 29, 2026

Report on Internal Control over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Foundation'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 my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, I do not express an opinion on the effectiveness of the Foundation'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.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I identified a deficiency in internal control that I consider to be a material weakness, described in the accompanying schedule of findings and responses as item 2023-001. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my 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 responses as items 2023-C01 and 2023-C02.

Foundation's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Foundation's response to the findings identified in my audit and described in the accompanying schedule of findings and responses. The Foundation's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of my 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.

Samuel W. Stevens, IR

Shreveport, Louisiana
April 29, 2026

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.
Shreveport, Louisiana
Schedule of Findings and Responses
Year Ended December 31, 2023

A. Summary of Independent Auditor's Results:

1. Unqualified (unmodified) opinion on financial statements.
2. Material weakness in internal control — refer to B. Finding 2023-001.
3. Noncompliance — refer to C. Findings 2023-C01 and 2023-C02.

B. GAGAS Findings:

2023-001 — Concentration of Financial Authority and Absence of Independent Review

Condition: All financial transactions, including disbursements from both Foundation bank accounts, were processed and authorized by a single individual. The Executive Director is the sole authorized signatory on both accounts. No secondary approval, co-signatory requirement, or independent review process existed for any disbursement, regardless of dollar amount, during fiscal year 2023.

Criteria: Government Auditing Standards and generally accepted auditing standards require adequate segregation of duties as a fundamental element of internal control to provide reasonable assurance that errors or irregularities in the financial statements will be prevented, or detected and corrected, on a timely basis.

Effect: Concentration of financial authority in a single individual creates a reasonable possibility that a material misstatement of the financial statements, whether from error or misappropriation of assets, could occur and not be prevented or detected on a timely basis.

Cause: The Foundation operates with a limited staff. No compensating controls, such as board-level review of disbursements or independent reconciliation procedures, were documented or observed during the audit period.

Recommendation: The Board of Directors should implement a dual-authorization policy requiring a second authorized signatory or co-approval for disbursements above a defined threshold. The Board should also establish a periodic independent review of bank statements and disbursements by a board member or committee member who does not have check-signing authority.

Management's Response:

Management will take appropriate corrective actions to address the segregation of duties and sole signatory conditions identified in this finding.

C. Findings — Compliance and Other Matters:

2023-C01 — Late Submission of Audit Report

Criteria: Louisiana Revised Statute 24:513 and Louisiana Legislative Auditor reporting requirements for quasi-public organizations receiving public funds of $500,000 or more require that audit reports be submitted to the Legislative Auditor within six months of the close of the fiscal year (i.e., by June 30, 2024, for the fiscal year ended December 31, 2023).

Condition: The audit of the Foundation's financial statements for the fiscal year ended December 31, 2023, was not completed and submitted to the Louisiana Legislative Auditor within the prescribed deadline.

Cause: Management acknowledged that the Foundation was unaware that the level of public funds received during fiscal year 2023 triggered mandatory audit and reporting requirements under Louisiana law.

Effect: The late submission resulted in a delay in public reporting of the Foundation's financial condition.

Recommendation: Management should establish and maintain a monitoring process to track public funding receipts relative to applicable statutory thresholds and to ensure timely engagement of audit services and submission of required reports in future reporting periods.

Management's Response:

Management will take appropriate actions to ensure their annual financial statement audits are submitted timely.

2023-C02 — Incomplete Procurement Documentation: Golf Course Improvement Project

Criteria: Louisiana Public Bid Law (R.S. 38:2211 et seq.) requires quasi-public organizations receiving public funds to follow formal competitive procurement procedures for construction projects exceeding applicable thresholds.

Condition: During fiscal year 2023, the Foundation entered into a construction contract exceeding the Louisiana Public Bid Law threshold. A contractor estimate served in place of a formally executed contract. Documentation required to demonstrate compliance with competitive procurement requirements was not available for inspection, including evidence of public bid advertisement and competitive selection documentation.

Cause: Management indicated that formal written procurement procedures were not in place during fiscal year 2023. No written contracting policy addressing Public Bid Law compliance was adopted at the time of the project.

Effect: Without documentation of competitive procurement, there is no basis to confirm that the Foundation obtained the most advantageous price for construction services funded with public dollars, or that applicable procurement laws were followed.

Recommendation: The Foundation should adopt a formal written contracting and procurement policy that establishes procedures for compliance with Louisiana Public Bid Law for all future construction and services contracts. Management should document and retain all available procurement records for the current project.

Management's Response:

Management will take appropriate actions to ensure future construction contracts are competitively procured and documented in accordance with Louisiana Public Bid Law.

D. Summary of Prior Year Findings:

This is the Foundation's first audit under Louisiana Legislative Auditor reporting requirements. There are no prior year audit findings to report.

NORTHWEST LOUISIANA YOUTH GOLF AND EDUCATION FOUNDATION, INC.
Shreveport, Louisiana
Schedule of Compensation, Benefits and Other Payments to Agency Head
Year Ended December 31, 2023

Agency Head Name: **Mr. Raymond Alford, Executive Director/Treasurer**

Purpose	**Amount**
Salary	$ -
Fringe Benefits	$ -
Benefits – Insurance	$ -
Benefits – Retirement	$ -
Benefits – Section 125	$ -
Car Allowance	$ -
Vehicle Provided by Government	$ -
Per Diem	$ -
Reimbursements	$995
Travel	$ -
Registration Fees	$ -
Conference Travel	$ -
Continuing Professional Education Fees	$ -
Housing	$ -
Unvouchered Expenses	$475
Program Services — Camp/Clinic Fees	$3,000

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)
April 13, 2026 (Date Transmitted)

SAMUEL W. STEVENS, III CPA, APC (CPA Firm Name)
P.O. Box 52631 (CPA Firm Address)
Shreveport, LA 71135 (City, State Zip)

In connection with your audit of our financial statements as of December 31, 2023 and for the year ending December 31, 2023 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of April 13, 2026 (date completed/date of the representations).

PART I. Agency Profile

1. Name and address of the organization.

Northwest Louisiana Youth Golf & Education Foundation, Inc.
2200 Milam Street
Shreveport, LA 71103

2. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

See attached

3. Period of time covered by this questionnaire.

January 1, 2023 – December 31, 2023

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

Title 12 of the Louisiana Revised Statutes

5. Briefly describe the public services provided.

Northwest Louisiana Youth Golf & Education Foundation (NWLAYGEF) is working toward restoration of the Jerry Tim Brooks Golf (Lakeside) Golf Course which is listed on the National Register of Historic Places. As a community golf course, its restoration and youth programs have greatly benefited the total community in increasing the availability of golf to areas of the community that otherwise wouldn't be served, increasing daily play available to golfers across the north Louisiana Ark-La-Tex region. Also the introduction of golf to youth from across the city and parish through sponsored golf camps (40-50 youth) in both golf skills and in classroom instruction. And the teaching of Core Values required for good productive citizenship. Funding support for the Foundation allows NWLAYGEF to upgrade and maintain the golf course to a sufficient level that would support its continued existence.

6. Expiration date of current elected/appointed officials' terms.

December 31, 2026

Part II. Federal, State, and Local Awards

7. We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes [**X**] No [ ] N/A [ ]

8. All transactions relating to federal grants have been properly recorded within our accounting records and reported to the appropriate federal grantor officials.

Yes [ ] No [ ] N/A [**X**]

9. All transactions relating to state grants have been properly recorded within our accounting records and reported to the state grantor officials.

Yes [**X**] No [ ] N/A [ ]

10. All transactions relating to local grants have been properly recorded within our accounting records and reported to the appropriate local grantor officials.

Yes [**X**] No [ ] N/A [ ]

11. The reports filed with federal agencies are properly supported by books of original entry and supporting documentation.

Yes [ ] No [ ] N/A [**X**]

12. The reports filed with state agencies are properly supported by books of original entry and supporting documentation.

Yes [**X**] No [ ] N/A [ ]

13. The reports filed with local agencies are properly supported by books of original entry and supporting documentation.

Yes [**X**] No [ ] N/A [ ]

14. We have complied with all applicable compliance requirements of all federal programs we administer,

Yes [ ] No [ ] N/A [**X**]

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes [**X**] No [ ] N/A [ ]

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes [**X**] No [ ] N/A [ ]

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes [ ] No [ ] N/A [**X**]

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes [**X**] No [ ] N/A [ ]

Part IV. Open Meetings

19. Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.**

Yes [ ] No [ ] N/A [**X**]

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes [ ] No [ ] N/A [**X**]

21. For each grant received from the state, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose, duration, specific goals and objectives, and measures of performance.

Yes [**X**] No [ ] N/A [ ]

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes [**X**] No [ ] N/A [ ]

Part VI. Reporting

23. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [ ] No [**X**] N/A [ ]

The grant our foundation received from the State of Louisiana in 2023 was the first grant ever received by our foundation from the State. It also was the largest amount ever received for any grant. We dutifully completed and timely filed with the state what we understood to be all required documentation. We thought we had fulfilled our obligations required by the grant. We were unaware of the audit requirement based on the amount of the grant.

24. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [ ] No [**X**] N/A [ ]

25. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [**X**] No [ ] N/A [ ]

26. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [ ] No [ ] N/A [**X**]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations. And did not recognize the new legislation for R. S. 24:513 went into law January 1, 2025 nor effects for our organization.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report.

We acknowledge our responsibility to disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

Travis Griffin Jr. _______ Secretary March 26, 2026 Date

_______ Treasurer MARCH 26, 2026 Date

_______ President March 26, 2026 Date

SAMUEL W. STEVENS III, CPA, APC
Certified Public Accountant

SWS
CPA

P.O. Box 52631 · Shreveport, Louisiana 71135
(318) 458-0930 · samuel@swstevenscpa.com · www.swstevenscpa.com

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of Northwest Louisiana Youth Golf and Education Foundation, Inc. and the Louisiana Legislative Auditor:

I have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023, through December 31, 2023. Northwest Louisiana Youth Golf and Education Foundation, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Northwest Louisiana Youth Golf and Education Foundation, Inc. ("the Foundation") has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period January 1, 2023, through December 31, 2023. Additionally, the LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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.

Results: The Foundation's Financial Policy Manual, adopted February 11, 2023, includes a budgeting section addressing budget preparation and approval. No exception was found as a result of this procedure.

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.

Results: The Financial Policy Manual does not address vendor list procedures, purchase requisitions, Public Bid Law compliance documentation, or price quote requirements. The Foundation does not have written policies and procedures for this subcategory.

iii. ***Disbursements***, including processing, reviewing, and approving.

Results: The Financial Policy Manual includes a disbursements section. No exception was found as a result of this procedure.

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.

Results: The Financial Policy Manual does not address procedures for determining the completeness of collections. The Foundation does not have written policies and procedures for this subcategory.

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.

Results: The Financial Policy Manual includes a payroll section. No exception was found as a result of this procedure.

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.

Results: The Financial Policy Manual does not address contracting requirements. The Foundation does not have written policies and procedures for this subcategory.

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

Results: The Financial Policy Manual does not address travel and expense reimbursement. The Foundation does not have written policies and procedures for this subcategory.

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.

Results: Not applicable — the Foundation does not use credit cards, debit cards, fuel cards, or purchase cards.

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.

Results: No written ethics policy was identified in the Financial Policy Manual or any other document on file. Ethics Procedures are not applicable. Louisiana R.S. 42:1170 ethics training requirements apply to public servants of governmental entities and are not applicable here.

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

Results: Not applicable. The Foundation is a nonprofit organization and is not subject to State Bond Commission approval or EMMA reporting requirements under Article VII, Section 8 of the Louisiana Constitution. The SBA EIDL loan carried by the Foundation does not trigger these requirements. No exception was found as a result of this procedure.

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.

Results: No information technology disaster recovery or business continuity policy was identified in any document on file. The Foundation does not have written policies and procedures for this subcategory.

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: Not applicable. R.S. 42:341–344 applies to governmental entities and their public servants as defined by statute. The Foundation is a private nonprofit corporation and does not meet the statutory definition of a governmental entity. Accordingly, the Prevention of Sexual Harassment Law does not apply to the Foundation or its employees.

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.

Results: The Foundation's bylaws and board-designated quarterly meeting schedule were inspected. Three of four required quarterly meetings were held during fiscal year 2023. No meeting was documented during the third quarter (July through September 2023). An exception was noted.

ii. For those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Results: Public funds comprised approximately 83.0% of total collections during fiscal year 2023, exceeding the 10% threshold. One meeting was noted referencing financial activity relating to public funds. No exception was found as a result of this procedure.

iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund.

Results: Not applicable as the Foundation is a nonprofit organization reporting on the not-for-profit accounting model.

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: No prior-year audit findings were identified requiring follow-up. No exception was found as a result of this procedure.

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.

Results: The reconciliation tested was not prepared within 2 months of the statement closing date.

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared.

Results: There was no written evidence of review for the bank account selected for testing.

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: No reconciling items were outstanding for more than 12 months from the statement closing date. This procedure is not applicable.

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: Procedure performed without exception.

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, obtain and inspect written policies and procedures relating to employee 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;

Results: Exception notes The Foundation does not maintain separate cash drawers for individual employees.

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 to the deposit;

Results: Exception noted. The employee responsible for collecting cash is also responsible for preparing and making bank deposits. No separate employee or official performs a reconciliation of collection documentation 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

Results: Procedure performed without exception.

iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results: Procedure performed without exception.

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: Exception noted. No fidelity bond or employee theft insurance policy covering employees with access to cash was in force during fiscal year 2023.

D. Randomly select two deposit dates for each of the bank accounts selected. Obtain supporting documentation for each of the deposits and:

i. Observe that receipts are sequentially pre-numbered.

Results: Exception noted. The Foundation did not use sequentially pre-numbered receipts for cash collections during fiscal year 2023

ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Results: Because no pre-numbered receipts exist, I was unable to perform this trace.

iii. Trace the deposit slip total to the actual deposit per the bank statement.

Results: Deposits were traced to the bank statements. No exception was found as a result of this procedure.

iv. Observe that the deposit was made within one business day of receipt at the collection location.

Results: Because no collection log or receipt book was available, I was unable to determine the date of collection for individual receipts and therefore could not verify timely deposit.

v. Trace the actual deposit per the bank statement to the general ledger.

Results: Deposits were traced to QuickBooks transaction records. No exception was found as a result of this procedure.

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

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: All disbursements are processed at a single location. No exception was found as a result of this procedure.

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, and observe that job duties are properly segregated such that

i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Results: The Executive Director initiates, approves, and executes purchases without independent involvement of a second employee.

ii. At least two employees are involved in processing and approving payments to vendors;

Results: The Executive Director is the sole signatory on both bank accounts and processes and approves all payments without independent review.

iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

Results: The Executive Director processes payments. The external accountants maintain the accounting system's vendor list. No independent employee periodically reviews vendor file changes.

iv. 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

Results: The Executive Director signs and distributes checks. No independent employee handles check distribution after signing.

v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through ACH, EFT, wire transfer, or other electronic means.

Results: The Executive Director is the sole authorized signatory and approves all electronic disbursements. No exception was found as a result of this procedure.

C. For each location selected, obtain the entity's non-payroll disbursement transaction population and 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 matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity; and

Results: Five disbursements were randomly selected for testing. Exceptions were found in 2 of the 5 transactions tested. One disbursement did not agree to the related original itemized invoice, and one disbursement had no supporting documentation available to confirm whether the payee or that deliverables were received.

ii. Observe whether the disbursement documentation included evidence of segregation of duties tested under procedure #5B above, as applicable.

Results: No disbursement documentation included evidence of segregation of duties. All transactions tested were initiated, approved, and executed by a single individual.

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 and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds and (b) approved by the required number of authorized signers per the entity's policy.

Results: All electronic disbursements tested were approved by The Executive Director as the sole authorized signatory. No exception was found as to authorization.

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 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.

B. Randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement for each card, obtain supporting documentation, and

i. Observe whether there is evidence that the monthly statement and supporting documentation were reviewed and approved in writing by someone other than the authorized card holder; and

ii. Observe that finance charges and late fees were not assessed on the selected statements.

C. Randomly select 10 transactions from each monthly statement selected.

Results: Not applicable as the Foundation does not use credit cards, debit cards, fuel cards, or purchase cards.

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. Randomly select 5 reimbursements and obtain the related expense reimbursement forms and 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;

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt;

iii. Observe that each reimbursement is supported by documentation of the business/public purpose; and

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: No travel reimbursements were identified in the fiscal period transaction records. These procedures are not applicable.

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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law, if required by law;

Results: Of the contracts tested, one exceeded the Louisiana Public Bid Law threshold under R.S. 38:2211 et seq. That contract was supported only by a signed contractor estimate/proposal rather than a formally executed bilateral contract. Management represented that proposals were *solicited; however, no documentation of competing proposals, public bid advertisement, sealed bids, bid tabulation, or formal contractor selection was available for inspection. The evidence provided was insufficient to demonstrate compliance with applicable competitive procurement requirements. No exceptions were noted for the remaining contracts tested..*

ii. Observe whether the contract was approved by the governing body/board, if required by policy or law;

Results: The March 19, 2023, board minutes reflect that the Board of Directors authorized JCS Pave LLC to act as general contractor for the golf course renovation project; however, no formal motion, resolution, or recorded vote approving a specific contract amount or the terms of Estimate #20225 was documented in any board minutes reviewed. An exception was noted as a result of this procedure.

iii. If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms; and

Results: No amendments or change orders were identified for this procedure. No exceptions noted.

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: Procedure performed without exceptions.

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.

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;

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 that the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

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.

D. Obtain management's representation that employer and employee portions of third-party payroll related amounts have been paid and any associated forms have been filed by required deadlines**.**

Results: Procedures performed without exception

10) Ethics

A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain ethics documentation from management, and

i. 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

ii. 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.

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

Results: Ethics Procedures are not applicable. Louisiana R.S. 42:1170 ethics training requirements apply to public servants of governmental entities and are not applicable here.

<u>11) Debt Service</u>

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.

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.

Results: Debt Service Procedures are not applicable as the Foundation is a nonprofit organization and is not subject to State Bond Commission requirements.

<u>12) Fraud Notice</u>

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: Management represented that no misappropriations of public funds or assets occurred during the fiscal period. No exception was found as a result of this procedure.

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: No fraud notice, whistleblower reporting mechanism, or equivalent communication was identified in any document on file, including the Financial Policy Manual. The required R.S. 24:523.1 fraud notice was not posted on the Foundation's premises or website.

<u>13) Information Technology Disaster Recovery/Business Continuity</u>

A. Perform the following procedures, verbally discuss the results with management, and report "I performed the procedure and discussed the results with management."

i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the local server or network, and (c) was encrypted.

I performed the procedure and discussed the results with management.

ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored and observe evidence that the test/verification was successfully performed within the past 3 months.

I performed the procedure and discussed the results with management.

iii. 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.

I performed the procedure and discussed the results with management.

B. Randomly select 5 terminated employees (or all terminated employees if less than 5). Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: No terminated employees were identified with network access. No exception was found as a result of this procedure.

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267.

Results: No cybersecurity training documentation was provided for any of the five employees selected. I was unable to confirm compliance with R.S. 42:1267.

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.

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).

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: Not applicable. R.S. 42:341–344 applies to governmental entities and their public servants as defined by statute. The Foundation is a private nonprofit corporation and does not meet the statutory definition of a governmental entity. Accordingly, the Prevention of Sexual Harassment Law does not apply to the Foundation or its employees.

Management's Response

The following responses have been prepared by management of the Northwest Louisiana Youth Golf and Education Foundation, Inc. in response to the exceptions identified in the Statewide Agreed-Upon Procedures. Management acknowledges each finding and has described the corrective actions committed to on a going-forward basis.

1Aii – The Foundation will update its written policies and procedures to include a purchasing section that addresses each of these required subcategories, including controls to ensure compliance with the Louisiana Public Bid Law and documentation requirements for all bids and price quotes.

1Aiv – The Foundation will update its written policies and procedures to include a receipts and collections section that addresses receiving, recording, and preparing deposits, as well as management's actions to verify the completeness of all collections by revenue source.

1Avi – The Foundation will develop and formally adopt a written contracting policy that addresses the types of services requiring written contracts, standard terms and conditions, legal review requirements, the approval process, and contract monitoring procedures.

1Avii – The Foundation will develop and formally adopt a written travel and expense reimbursement policy addressing allowable expenses, dollar thresholds by category, documentation requirements, and required approvers.

1Axi – The Foundation will develop and formally adopt a written IT disaster recovery and business continuity policy addressing critical data identification, backup frequency and off-site storage, backup restoration testing, antivirus software usage, system patching procedures, and personnel and process recovery protocols.

2Ai – The Foundation will ensure that all four required quarterly meetings are scheduled, convened with a quorum, and fully documented in signed minutes on a going-forward basis. In the event a scheduled meeting cannot be held, the Foundation will document the reasons and reschedule at the earliest practicable date.

3Ai – The Foundation will implement a monthly bank reconciliation process for both Chase operating accounts, with each reconciliation prepared and documented within two months of the related bank statement closing date.

3Aii – The Foundation will designate a board member or officer who does not handle cash, post ledgers, or issue checks to review and approve each completed bank reconciliation within one month of its preparation date.

4Bi, 4Bii – Due to limited staff, full segregation of duties may not be immediately practicable; however, the Foundation will implement compensating controls, including periodic review of deposit activity by a board member not involved in collections, and will document supervisory oversight of the collection process on a going-forward basis.

4C – The Foundation will obtain and maintain an appropriate fidelity bond or theft insurance policy for all employees who have access to public funds and will retain documentation of coverage as part of its financial records.

4Di – The Foundation will implement a sequentially pre-numbered receipt system for all cash collections and will retain completed receipt books as part of its financial records. Implementation of this system will also resolve the inability to perform the receipt trace documented under Procedure 4Dii.

4Div – The Foundation will implement a collection log or pre-numbered receipt system that records the date and amount of each cash collection, which will enable verification of timely deposit on a going-forward basis.

5Bi, 5Ci – Due to limited administrative personnel, it may not be cost beneficial to require a second employee for all purchase initiations; however, the Foundation will take this procedure under consideration and will implement board-level review of disbursement activity as a compensating control.

5Bii, 5Cii – Due to limited staff, full dual-approval for all payments may not be immediately practicable; however, the Foundation will take this procedure under consideration and will implement periodic board review of disbursements as a compensating control.

5Biii – The Foundation will request that an individual who does not process payments periodically review the vendor records for accuracy.

5Biv – The Foundation will request that a separate individual who does not process payments be responsible for mailing or distributing signed checks.

5Ci (invoice discrepancy) – The Foundation will implement disbursement documentation procedures to ensure that all payments are supported by an original itemized invoice, that invoice amounts agree to amounts paid, and that payee information is completely documented prior to payment processing. Additionally, the Foundation will require that supporting documentation confirming receipt of deliverables be obtained and retained for all disbursements prior to payment.

8Ai – The Foundation was not aware that the project amount triggered formal bid law requirements. The Foundation will establish written procurement procedures referencing Louisiana Public Bid Law thresholds and will ensure that future contracts meeting those thresholds are properly advertised and competitively bid in accordance with R.S. 38:2211 et seq.

8Aii – The Foundation will ensure that all future contract approvals are recorded in board minutes with sufficient specificity, including vendor name, scope of work, and the approved contract amount or not-to-exceed amount.

12B – The Foundation will obtain and post the required R.S. 24:523.1 fraud reporting notice in a conspicuous location on its premises and will add the notice to its website as applicable.

13C – The Foundation will implement a cybersecurity training program for all employees and officials with access to the Foundation's information technology assets and will maintain documentation of training completion as required by R.S. 42:1267.

I was engaged by Northwest Louisiana Youth Golf and Education Foundation, Inc. to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. I was 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, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of Northwest Louisiana Youth Golf and Education Foundation, Inc. and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my 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.

Samuel W. Peters, III

Shreveport, Louisiana
April 29, 2026