

LOUISIANA ARMED FORCES ALLIANCE

LEESVILLE, LOUISIANA

DECEMBER 31, 2022



**LOUISIANA ARMED
FORCES ALLIANCE**

"Supporting the Warrior Spirit"

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Kimberly G. Sanders, CPA, MBA
Neal Fortenberry, CPA
Wayne Dussel, CPA, CFE
Jonathan Clark, CPA



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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

The Board of Directors of
Louisiana Armed Forces Alliance

We have reviewed the accompanying financial statements of Louisiana Armed Forces Alliance (a nonprofit corporation), which comprise the statements of financial position as of December 31, 2022 and 2021, and the related statements of activities, cash flows, and functional expenses for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

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

We are required to be independent of Louisiana Armed Forces Alliance and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

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

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the agency head is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Report on Agreed-Upon Procedures

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated June 16, 2023, on the results of our agreed-upon procedures.

J. A. Champagne & Co., LLP

*Baton Rouge, Louisiana
June 16, 2023*

**LOUISIANA ARMED FORCES ALLIANCE
STATEMENTS OF FINANCIAL POSITION**

*December 31, 2022 and 2021
(See Independent Accountant's Review Report)*

| | 2022 | 2021 |
|---|-------------------|-------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash | \$ 23,186 | \$ 60,597 |
| Accounts receivable | 102,533 | 137,500 |
| Other receivables | 1,061 | - |
| Prepaid expenses | 2,642 | 1,419 |
| Total current assets | 129,422 | 199,516 |
| PROPERTY AND EQUIPMENT | | |
| Operating lease right-to-use asset, net of amortization | 11,218 | - |
| Total assets | \$ 140,640 | \$ 199,516 |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable | \$ 87,150 | \$ 132,500 |
| Operating lease liability | 3,210 | - |
| Total current liabilities | 90,360 | 132,500 |
| LONG-TERM LIABILITIES | | |
| Operating lease liability | 8,008 | - |
| NET ASSETS WITHOUT DONOR RESTRICTIONS | 42,272 | 67,016 |
| Total liabilities and net assets | \$ 140,640 | \$ 199,516 |

See accompanying notes to financial statements.

LOUISIANA ARMED FORCES ALLIANCE
STATEMENTS OF ACTIVITIES

For the Years Ended December 31, 2022 and 2021
(See Independent Accountant's Review Report)

| | 2022 | 2021 |
|--|------------|------------|
| NET ASSETS WITHOUT DONOR RESTRICTIONS | | |
| SUPPORT AND REVENUE | | |
| Government support under cooperative endeavor arrangements for economic development | \$ 299,919 | \$ 352,000 |
| Member contributions | 9,975 | 20,385 |
| Interest income | 54 | 96 |
| Total support and revenue | 309,948 | 372,481 |
| EXPENSES | | |
| Program expenses | 314,787 | 366,139 |
| Management and general expenses | 11,765 | 7,585 |
| Fundraising expenses | 8,140 | 798 |
| Total expenses | 334,692 | 374,522 |
| Decrease in net assets without donor restrictions | (24,744) | (2,041) |
| Net assets - beginning of year | 67,016 | 69,057 |
| Net assets - end of year | \$ 42,272 | \$ 67,016 |

See accompanying notes to financial statements.

LOUISIANA ARMED FORCES ALLIANCE
STATEMENTS OF CASH FLOWS

For the Years Ended December 31, 2022 and 2021

(See Independent Accountant's Review Report)

| | 2022 | 2021 |
|---|-------------|------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Decrease in net assets | \$ (24,744) | \$ (2,041) |
| Adjustments to reconcile change in net assets to net cash used in operating activities: | | |
| Decrease in accounts receivable | 34,967 | 22,741 |
| Increase in other receivables | (1,061) | - |
| Increase (decrease) in prepaid expense | (1,223) | 132 |
| Decrease in accounts payable | (45,350) | (27,741) |
| Net cash used in operating activities | (37,411) | (6,909) |
| CASH FLOWS FROM INVESTING ACTIVITIES | - | - |
| CASH FLOWS FROM FINANCING ACTIVITIES | - | - |
| NET DECREASE IN CASH | (37,411) | (6,909) |
| Cash - beginning of year | 60,597 | 67,506 |
| Cash - end of year | \$ 23,186 | \$ 60,597 |

See accompanying notes to financial statements.

LOUISIANA ARMED FORCES ALLIANCE
STATEMENTS OF FUNCTIONAL EXPENSES

For the Years Ended December 31, 2022 and 2021

(See Independent Accountant's Review Report)

| | 2022 | | | |
|---|---------------------|---------------------------|-------------|------------|
| | Program Services | Management and General | Fundraising | Total |
| Professional services - government relations and lobbying | \$ 180,000 | \$ - | \$ - | \$ 180,000 |
| Professional services - other | - | 4,750 | - | 4,750 |
| Education initiative | 56,500 | - | - | 56,500 |
| Marketing | 42,356 | - | - | 42,356 |
| Website | 2,546 | - | 848 | 3,394 |
| Insurance | - | 2,860 | - | 2,860 |
| Conferences, conventions, and meetings | 1,544 | - | - | 1,544 |
| Memberships | 4,120 | - | - | 4,120 |
| Contractors | 21,875 | 2,000 | 7,292 | 31,167 |
| Occupancy | 1,800 | 600 | - | 2,400 |
| Telephone | 439 | 146 | - | 585 |
| Supplies | 3,607 | 1,202 | - | 4,809 |
| Other expenses | - | 207 | - | 207 |
| Total expenses | \$ 314,787 | \$ 11,765 | \$ 8,140 | \$ 334,692 |
| | 2021 | | | |
| | Program Services | Management and General | Fundraising | Total |
| Professional services - government relations and lobbying | \$ 232,000 | \$ - | \$ - | \$ 232,000 |
| Professional services - other | - | 4,500 | - | 4,500 |
| Education initiative | 102,500 | - | - | 102,500 |
| Marketing | 24,047 | - | - | 24,047 |
| Website | 2,395 | - | 798 | 3,193 |
| Insurance | - | 2,815 | - | 2,815 |
| Conferences, conventions, and meetings | 4,422 | - | - | 4,422 |
| Other expenses | 775 | 270 | - | 1,045 |
| Total expenses | \$ 366,139 | \$ 7,585 | \$ 798 | \$ 374,522 |

See accompanying notes to financial statements.

LOUISIANA ARMED FORCES ALLIANCE

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities

Louisiana Armed Forces Alliance (the "Organization"), formerly Fort Polk Progress, Inc., is a Louisiana non-profit corporation whose mission is to help coordinate the efforts of the civilian community in support of Fort Polk, Louisiana. The Organization maintains relationships and partners with decision-makers in Congress, at the Pentagon, and at the state and local levels, ensuring that the most up-to-date information concerning Fort Polk and the surrounding communities is used in decisions concerning the base. The Organization was established in October 2009.

Basis of accounting

The Organization prepares its financial statements on the accrual basis of accounting. Under this method of accounting, revenue is recognized when earned or billed, and expenses are recognized when goods or services are received and the obligation for payment is incurred.

Basis of presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). The Organization reports information regarding its financial position and activities according to the two classes of net assets as follows:

Net assets without donor restrictions - resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions - resources that are subject to donor-imposed restrictions. Some restrictions are temporary in nature, such as those that are restricted by a donor for use for a particular purpose or in a particular future period. Other restrictions may be perpetual in nature; such as those that are restricted by a donor that the resources be maintained in perpetuity.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restrictions to net assets without donor restrictions.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Contributions and grants

Contributions received, government support, and unconditional promises to give are measured at their fair values and are reported as an increase in net assets.

Sources of revenue

The Organization receives support from various government entities under cooperative endeavor arrangements, as well as membership contributions from other business organizations and individuals.

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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash

For the purposes of the statement of cash flows, the Organization considers all unrestricted highly liquid investments with a maturity of three months or less when acquired to be cash.

Prepaid expenses

Insurance which extends benefits over more than one accounting period have been recorded as prepaid.

Promises to give and other receivables

Promises to give and other receivables are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. Subsequent collections are reported in miscellaneous income. In this case, the resulting charge to bad debt expense does not differ significantly from that expensed under the allowance method prescribed by generally accepted accounting principles.

Income tax status

The Organization is exempt from federal income taxes under Section 501(c)(4) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the financial statements.

The Organization accounts for income taxes in accordance with the income tax accounting guidance included in the FASB ASC. Under this guidance, the Organization may recognize the tax effects from an uncertain tax position only if it is more likely than not that the tax position will be sustained upon examination by tax authorities. The Organization has evaluated its position regarding the accounting for uncertain tax positions and does not believe that it has any material uncertain tax positions.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Functional allocation of expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs are charged specifically to a program or function and the remaining costs are allocated among programs, management, and fundraising based upon estimates of time devoted to these functions.

Advertising

Advertising costs are expensed when incurred.

Adoption of new accounting standards

During the year ended December 31, 2022, the Organization adopted the requirements of FASB ASU No. 2020-07, *Not-for-Profit Entities* (Topic 958). This update increases the transparency about the measurement of contributed nonfinancial assets for not-for-profit entities through enhancements to presentation and disclosure.

Effective January 1, 2022, the Organization also adopted the requirements of FASB ASC 842, *Leases*. This new standard establishes a right-of-use (ROU) model that requires a lessee to record an ROU asset and a lease liability on the balance sheet for all leases with terms longer than 12 months. Leases are classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities. Leases with a term of less than 12 months will not record a ROU asset and lease liability and the payments will be recognized into profit or loss on a straight-line basis over the lease term.

The Organization adopted the standard using the modified retrospective method. Accordingly, the results for reporting periods beginning after January 1, 2022 are presented under ASC 842, while prior period amounts are not adjusted and continue to be reported under the accounting standards in effect during those periods.

The Organization elected to adopt the package of practical expedients available under the transition guidance with the new standard. This package includes the following: relief from determination of lease contracts included in existing or expiring leases at the point of adoption, relief from having to reevaluate the classification of leases in effect at the point of adoption, and relief from reevaluation of existing leases that have initial direct costs associated with the execution of the lease contract. The Organization also elected to adopt the practical expedient to use hindsight to determine the lease term and assess the impairment of the right of use assets.

The new standard requires that leases with a lease term of more than 12 months be classified as either finance or operating leases. Leases are classified as finance leases when the Organization expects to consume a major part of the economic benefits of the leased assets over the remaining lease term. Conversely, if the Organization is not expected to consume a major part of the economic benefits of the leased assets, then they are classified as operating leases. The lease classification affects both the pattern and presentation of expense recognized in the statement of activities, the categorization of assets and liabilities on the statement of financial position, and classification of cash flows in the statement of cash flows.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Total lease cost consists of two components; amortization expense related to the write-off of the right-to-use assets and interest expense from lease obligations.

For financing leases, the total lease cost is recorded on an accelerated basis whereby interest expense is recorded using the effective interest method and right-of-use assets are amortized on a straight-line basis over the remaining lease term.

For operating leases, total lease cost is measured and recorded on a straight-line basis over the lease term. Lease obligations are measured and recorded at the present value of future lease payments using a discount rate. Because the Organization generally does not have access to the rate implicit in each lease, lease obligations are measured using the risk-free rate as the discount rate.

Right-of-use assets are generally measured and recorded at the sum of the lease obligation, any initial direct costs to consummate the lease, and any lease payments made on or before the commencement date.

B: ECONOMIC DEPENDENCY

The Organization receives the majority of its funding from area governmental entities under cooperative endeavor arrangements. These arrangements account for approximately 97% and 95% of total revenue for 2022 and 2021, respectively. Participation by such governmental entities is subject to budgetary constraints. Reduction in their participation could adversely impact the Organization's ability to carry out its economic development activities.

C: CONCENTRATION OF CREDIT RISK

The Organization maintains deposits in a local financial institution with balances at times that may exceed the \$250,000 federal insurance provided by the Federal Deposit Insurance Corporation. Management believes the credit risk associated with these deposits is minimal.

D: COOPERATIVE ENDEAVOR ARRANGEMENTS

Several area governmental entities assist in the funding of the Organization's economic development efforts regarding retention of the Fort Johnson military installation through cooperative endeavor arrangements. Cooperative endeavors include economic development assistance between governmental entities and associations such as the Louisiana Armed Forces Alliance. Their support amounted to \$299,919 and \$352,000 in 2022 and 2021, respectively.

E: NON-CASH INVESTING AND FINANCING ACTIVITIES

During 2022, the Organization acquired \$13,332 of operating right-to-use assets in exchange for lease obligations.

F: LEASES

Amounts recognized as right-of-use assets related to operating leases are included in property and equipment on the statement of financial position, while related lease liabilities are included in current and long-term debt.

As of December 31, 2022 and 2021, right-of-use assets related to operating leases were as follows:

| | <u>2022</u> | <u>2021</u> |
|------------------------------------|------------------|-------------|
| Operating lease right-to-use asset | | |
| Cost | \$ 13,332 | \$ - |
| Accumulated amortization | <u>(2,114)</u> | <u>-</u> |
| | <u>\$ 11,218</u> | <u>\$ -</u> |

The Company leases office space in Leesville, Louisiana under a non-cancellable operating lease expiring on April 30, 2023 with the option to renew for three additional one-year terms. The monthly rent under this arrangement is \$300. Total operating lease expenses for 2022 and 2021 were \$2,400 and \$0, respectively. The operating lease was discounted using the five-year risk-free rate of 4.00%.

A summary of the future lease payments for operating leases at December 31, 2022 is as follows:

| | |
|-----------------------------|------------------|
| 2023 | \$ 3,600 |
| 2024 | 3,600 |
| 2025 | 3,600 |
| 2026 | <u>1,200</u> |
| | 12,000 |
| Less effects of discounting | <u>(782)</u> |
| | <u>\$ 11,218</u> |

G: LIQUIDITY

The following reflects the Organization's financial assets as of December 31, 2022 and 2021, reduced by amounts available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

| | <u>2022</u> | <u>2021</u> |
|---|------------------|------------------|
| Cash | \$ 23,186 | \$ 60,597 |
| Accounts receivable | 102,533 | 137,500 |
| Other receivables | <u>1,061</u> | <u>-</u> |
| Total financial assets | 126,780 | 198,097 |
| Less contractual imposed commitments | <u>(87,150)</u> | <u>(132,500)</u> |
| Financial assets available to meet cash needs for general expenditures within one year | <u>\$ 39,630</u> | <u>\$ 65,597</u> |

The Organization maintains excess cash in bank accounts.

H: SUBSEQUENT EVENTS

Subsequent events were evaluated through June 16, 2023, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

**LOUISIANA ARMED FORCES ALLIANCE
SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD**

*For the Year Ended December 31, 2022
(See Independent Accountant's Review Report)*

Agency Head Name: Richard Allen, Board Chairman

There were no compensation, benefits, or other payments made to the agency head in 2022.



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

The Board of Directors of
Louisiana Armed Forces Alliance and the
Louisiana Legislative Auditor

We have performed the procedures enumerated below on the Organization’s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Organization’s management is responsible for its financial records and compliance with applicable laws and regulations.

The Organization 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 Organization’s compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended December 31, 2022. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. The 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:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency’s management.

The Organization provided us with the following list of expenditures for federal, state, and local government grant awards for the year ended December 31, 2022:

| Federal, State, or Local Grant Name | Grant Year | CFDA No. (if applicable) | Amount |
|--|------------|--------------------------|------------|
| Cooperative Endeavor Agreement: | | | |
| State of Louisiana, Department of Economic Development | 2022 | N/A | \$ 299,919 |

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

A total of six disbursements were selected for testing.

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

Each of the selected disbursements were coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Organization's policies and procedures.

Each of the selected disbursements were approved by the Board Chairman, which is in accordance with their policies and procedures.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

There were no expenditures of federal awards during the period.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Organization's financial records; and report whether the amounts in the close-out reports agree with the Organization's financial records.

The programs that were completed during the year did not require any particular close-out reports.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there were any exceptions. Note: Please refer to the Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://appl.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

The Organization is not required to comply with LA R.S. 42:11 through 42:28 (the open meetings law) because the Organization is not a public body.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the Organization provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state or local grants included the purpose and duration of the grants; and whether the budgets for state grants also included specific goals, objectives, and measures of performance.

The Organization provided a comprehensive budget to the applicable agency for the program mentioned previously. This budget specified the anticipated uses of the funds and estimate of the duration of the project.

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Organization's report was submitted to the Legislative Auditor before the statutory due date.

11. Inquire of management and report whether the agency entered 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).

The Organization's management represented that the Organization did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

There were no prior year suggestions, recommendations, and/or comments for the year ended December 31, 2021.

We were engaged by the Organization 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Organization's compliance with the foregoing matters. 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 Organization 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 the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, 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 Louisiana Legislative Auditor as a public document.

L. A. Champagne & Co, LLP

Baton Rouge, Louisiana

June 16, 2023

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

March 2, 2023

L.A. Champagne & Co., LLP

4911 Bennington Ave

Baton Rouge, LA 70808

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2022 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No N/A

Open Meetings

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

Budget

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

Yes No N/A

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

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 N/A

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 No N/A

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

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal

controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes [x] No [] N/A []

The previous responses have been made to the best of our belief and knowledge.

| | | | |
|----------------------|-----------|-------------------|------|
| <u>Aron Knowlton</u> | Secretary | <u>03-06-23</u> | Date |
| <u>[Signature]</u> | Treasurer | <u>03-02-2023</u> | Date |
| <u>[Signature]</u> | President | | Date |