

**HOUSING AUTHORITY
OF THE
TOWN OF COLFAX, LOUISIANA**

**Financial Statements &
Supplemental Financial Information
March 31, 2023**

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

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INDEPENDENT AUDITOR'S REPORT

Housing Authority of the
Town of Colfax, Louisiana

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the Town of Colfax, as of and for the year ended March 31, 2023, and the related notes to the financial statements, which collectively comprise the housing authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the Town of Colfax, as of March 31, 2023, and the respective changes in financial position, and cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of the Town of Colfax and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; 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.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and Government Auditing Standards, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Colfax internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events considered in the aggregate that raise substantial doubt about the Housing Authority of the Town of Colfax's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information,

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

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the Town of Colfax's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards, the Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 4, 2023, on our consideration of the Housing Authority of the Town of Colfax's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Housing Authority of the Town of Colfax's internal control over financial reporting and compliance.

The Vercher Group

Jena, Louisiana
August 4, 2023

**Housing Authority of the Town of Colfax
Management's Discussion and Analysis
March 31, 2023**

As management of the Housing Authority of the Town of Colfax, we offer readers of the Authority's basic financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended March 31, 2023. We encourage readers to consider the information presented here in conjunction with the Authority's basic financial statements, which are attached.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$1,355,123 (net position).

As of the close of the current fiscal year, the Authority's ending unrestricted net position was \$187,456.

The Authority's cash balance at March 31, 2023, was \$180,484, of which \$47,584 was restricted.

The Authority had total revenue of \$1,227,127, of which \$724,327 was operating revenues, \$15,357 was non-operating revenues, and \$487,443 was capital contributions.

The Authority had total expenses of \$884,655, of which \$877,178 were operating expenses and \$7,477 were nonoperating expenses.

Overview of the Basic Financial Statements

The discussion and analysis are intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, and the notes to the basic financial statements.

The Authority has only one fund type, namely a proprietary fund. The Statement of Net Position includes all of the Authority's assets and liabilities. This fund type is unused for activities which are financed and operated in a manner similar to those in the private sector.

The Authority has three main funding sources in its financial operation. These are the Low Rent Public Housing, Capital Fund programs, and Section 8 Vouchers. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received by the Department of Housing & Urban Development based on a formula. The purpose of this program is to provide funding for low rent housing programs to allow them to make purchases and capital improvements for the current dwelling structures and assist in their operations.

**Housing Authority of the Town of Colfax
Management's Discussion and Analysis - Continued
March 31, 2023**

The Authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements.

The table below lists the asset and liability comparisons for the year ended March 31, 2023.

Statement of Net Position

	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Current & Restricted Assets	\$ 280,437	\$ 354,714	26.5
Capital Assets, Net of Depreciation	<u>814,306</u>	<u>1,152,499</u>	41.5
Total Assets	<u>1,094,743</u>	<u>1,507,213</u>	37.7
Current Liabilities	60,622	120,645	99.0
Non-Current Liabilities	<u>21,470</u>	<u>31,445</u>	46.5
Total Liabilities	<u>82,092</u>	<u>152,090</u>	85.3
Net Investment in Capital Assets	814,306	1,152,500	41.5
Restricted Net Position	10,498	15,167	44.5
Unrestricted Net Position	<u>187,847</u>	<u>187,456</u>	-0.2
Total Net Position	<u>\$ 1,012,651</u>	<u>\$ 1,355,123</u>	33.8

- Total assets increased by \$412,470 or 37.7% from last year. The primary reason for this increase was due to an increase in cash and cash equivalents in the amount of \$74,277 and an increase in capital assets in the amount of \$338,193.
- Total liabilities increased by \$69,998 or 85.3%. The primary reason for this change is due to an increase in accounts payable in the amount of \$49,605.
- Net Investment increased by \$338,194 or 41.5%.

**Housing Authority of the Town of Colfax
Management's Discussion and Analysis - Continued
March 31, 2023**

The table below lists the revenue and expense comparisons for the year ended March 31, 2023.

Statement of Revenues, Expenses, & Changes in Net Position

	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Operating Revenues			
Tenant Revenue	\$ 196,505	\$ 212,063	7.9
HUD PHA Operating	523,884	512,264	-2.2
Total Operating Revenues	<u>720,389</u>	<u>724,327</u>	0.5
Operating Expenses			
Administrative	179,887	190,050	5.6
Tenant Services	2,607	420	-83.9
Utilities	69,407	65,239	-6.0
Maintenance	240,853	228,706	-5.0
Insurance	68,054	79,869	17.4
General	43,043	40,816	-5.2
Housing Assistance Payments	134,513	90,910	-32.4
Depreciation	147,019	181,168	23.2
Total Operating Expenses	<u>885,383</u>	<u>877,178</u>	-0.9
Operating Income (Loss)	<u>(164,994)</u>	<u>(152,851)</u>	7.4
Non-Operating Revenues (Expenses)			
Investment Income	779	490	-37.1
Other Revenue	459,347	14,867	-96.8
Casualty Losses	(402,552)	(2,477)	99.4
Extraordinary Maintenance	-0-	(5,000)	-100.0
Internal Transfer	(1)	-0-	100.0
Total Non-Operating Revenues (Expenses)	<u>57,573</u>	<u>7,880</u>	-86.3
Capital Contributions	108,368	487,443	349.8
Change in Net Position	947	342,472	36063.9
Net Position - Beginning	<u>1,011,704</u>	<u>1,012,651</u>	0.1
Net Position - Ending	<u>\$ 1,012,651</u>	<u>\$ 1,355,123</u>	33.8

- Total operating revenues increased by \$3,938 or 0.5%. The primary reason is because of an increase in tenant revenue of \$15,558 or 7.9%.
- Total operating expenses decreased by \$8,205 or -0.9%. The primary reason is because of a decrease in maintenance expense of \$12,147.
- Capital Contributions increased by \$379,075 or 349.8%.

**Housing Authority of the Town of Colfax
Management's Discussion and Analysis - Continued
March 31, 2023**

Capital Asset and Debt Administration

Capital Assets

As of March 31, 2023, the Authority's investment in capital assets was \$1,152,499 (net of accumulated depreciation). This investment included land, building, building improvements, office equipment, maintenance equipment, and construction in progress.

Capital Assets	2022	2023
Land*	\$ 2,905	\$ 2,905
Building & Improvements	7,365,062	7,880,798
Furniture & Equipment	231,021	234,646
Construction in Progress	-0-	-0-
Total Capital Assets	7,598,988	8,118,349
Less Accumulated Depreciation	(6,784,682)	(6,965,850)
Capital Assets, Net of Accumulated Depreciation	\$ 814,306	\$ 1,152,499

*Land in the amount of \$2,905 is not being depreciated.

Long Term Debt

The Authority does not have any long-term liabilities at this time.

Future Events That Will Impact the Authority

The Authority relies heavily upon HUD operating subsidies. The amount appropriated has not currently been approved for March 31, 2024 year. Therefore, any results of budget shortfalls cannot be determined.

The Authority is under a contract through its Capital Fund Program to continue with the work as stated above and incorporate any new work items into its operation.

Contacting the Authority's Financial Management

The financial report is designed to provide a general overview of the Authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the following address:

Housing Authority of the Town of Colfax
P.O. Box 179
Colfax, LA 71417

Basic Financial Statements

**Housing Authority of the Town of Colfax
Colfax, Louisiana
Statement of Net Position
March 31, 2023**

ASSETS	LOW RENT	HOUSING VOUCHERS	TOTAL ENTERPRISE FUND
CURRENT ASSETS:			
Cash & Cash Equivalents	\$ 121,251	\$ 11,649	\$ 132,900
Investments	74,645	-0-	74,645
Receivables (Net of Allowances for Uncollectible)	81,770	-0-	81,770
Prepays	16,328	-0-	16,328
Inventories (Net of Allowance)	1,487	-0-	1,487
RESTRICTED ASSETS:			
Cash and Cash Equivalents	32,417	15,167	47,584
TOTAL CURRENT ASSETS	327,898	26,816	354,714
NON-CURRENT ASSETS:			
Capital Assets (Net of Accumulated Depreciation)	1,152,499	-0-	1,152,499
TOTAL NON-CURRENT ASSETS	1,152,499	-0-	1,152,499
TOTAL ASSETS	1,480,397	26,816	1,507,213
LIABILITIES			
CURRENT LIABILITIES:			
Accounts Payable	54,815	411	55,226
Accrued Wage/Payroll Taxes	580	-0-	580
Accrued Compensated Absences	7,591	-0-	7,591
Accrued Pilot	12,646	-0-	12,646
Tenant Security Deposits (Payable from Restricted Assets)	32,417	-0-	32,417
Unearned Revenue	7,355	-0-	7,355
Accrued Liabilities & Other	4,830	-0-	4,830
TOTAL CURRENT LIABILITIES	120,234	411	120,645
NON-CURRENT LIABILITIES:			
Accrued Compensated Absences	31,445	-0-	31,445
TOTAL NON-CURRENT LIABILITIES	31,445	-0-	31,445
TOTAL LIABILITIES	151,679	411	152,090
NET POSITION:			
Net Investment in Capital Assets	1,152,500	-0-	1,152,500
Restricted	-0-	15,167	15,167
Unrestricted	176,218	11,238	187,456
TOTAL NET POSITION	\$ 1,328,718	\$ 26,405	\$ 1,355,123

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Colfax
Colfax, Louisiana
Statement of Revenues, Expenses, & Changes in Net Position
Year Ended March 31, 2023**

	<u>LOW RENT</u>	<u>HOUSING VOUCHERS</u>	<u>TOTAL ENTERPRISE FUND</u>
OPERATING REVENUES:			
Tenant Rental Revenue	\$ 212,063	\$ -0-	\$ 212,063
HUD PHA Operating Grant	397,212	115,052	512,264
TOTAL OPERATING REVENUES	<u>609,275</u>	<u>115,052</u>	<u>724,327</u>
OPERATING EXPENSES:			
<i>Administration:</i>			
Administrative Salaries	100,629	6,000	106,629
EBC Administrative	22,901	-0-	22,901
Other Operating - Administrative	52,935	7,585	60,520
<i>Tenant Services:</i>			
Tenant Services-Other	420	-0-	420
<i>Cost of Sales & Service:</i>			
Water	34,997	-0-	34,997
Electricity	7,559	-0-	7,559
Gas	427	-0-	427
Sewer	22,256	-0-	22,256
Ordinary Maintenance – Labor	100,620	-0-	100,620
Materials	44,288	-0-	44,288
Contract Cost	75,324	-0-	75,324
EBC Maintenance	8,474	-0-	8,474
Insurance	79,869	-0-	79,869
Payment in Lieu of Taxes	12,977	-0-	12,977
Other General Expenses	27,839	-0-	27,839
Depreciation	181,168	-0-	181,168
Housing Assistance Payments	-0-	90,910	90,910
TOTAL OPERATING EXPENSES	<u>772,683</u>	<u>104,495</u>	<u>877,178</u>
OPERATING INCOME (LOSS)	<u>(163,408)</u>	<u>10,557</u>	<u>(152,851)</u>
NONOPERATING REVENUES (EXPENSES):			
Interest Earnings	490	-0-	490
Other Revenue	9,104	5,763	14,867
Casualty Losses	(2,477)	-0-	(2,477)
Extraordinary maintenance	(5,000)	-0-	(5,000)
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>2,117</u>	<u>5,763</u>	<u>7,880</u>
Capital Contributions	487,443	-0-	487,443
CHANGE IN NET POSITION	326,152	16,320	342,472
TOTAL NET POSITION - BEGINNING	<u>1,002,566</u>	<u>10,085</u>	<u>1,012,651</u>
TOTAL NET POSITION - ENDING	<u>\$ 1,328,718</u>	<u>\$ 26,405</u>	<u>\$ 1,355,123</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Colfax
Colfax, Louisiana
Statement of Cash Flows
Year Ended March 31, 2023**

	LOW RENT	HOUSING VOUCHERS	TOTAL ENTERPRISE FUND
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Customers & Users	\$ 30,895	\$ -0-	\$ 30,895
Receipts from Operating Grants	394,620	487,443	882,063
Payments to Suppliers	(182,551)	(380,673)	(563,224)
Payments to Employees	(201,249)	(6,000)	(207,249)
Payments to PILOT	(14,169)	-0-	(14,169)
Payments to Private Landlords	-0-	(90,910)	(90,910)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>27,546</u>	<u>9,860</u>	<u>37,406</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Other Revenue	9,104	5,763	14,867
Casualty Losses	(2,477)	-0-	(2,477)
Extraordinary Maintenance	(5,000)	-0-	(5,000)
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	<u>1,627</u>	<u>5,763</u>	<u>7,390</u>
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES			
Subsidy from Capital Grants	487,443	-0-	487,443
Acquisition and Construction of Capital Assets	(519,361)	-0-	(519,361)
NET CASH PROVIDED (USED) BY CAPITAL & RELATED FINANCING ACTIVITIES	<u>(31,918)</u>	<u>-0-</u>	<u>(31,918)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest & Dividends Received	490	-0-	490
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>490</u>	<u>-0-</u>	<u>490</u>
NET INCREASE (DECREASE) IN CASH & CASH EQUIVALENTS	(2,255)	15,623	13,368
CASH, BEGINNING OF YEAR	<u>155,923</u>	<u>11,193</u>	<u>167,116</u>
CASH, END OF YEAR	<u>153,668</u>	<u>26,816</u>	<u>180,484</u>
RECONCILIATION TO BALANCE SHEET			
Cash and Cash Equivalents	121,251	11,649	132,900
Restricted Cash and Cash Equivalents	32,417	15,167	47,584
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 153,668</u>	<u>\$ 26,816</u>	<u>\$ 180,484</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Colfax
Colfax, Louisiana
Statement of Cash Flows
For The Year Ended March 31, 2023**

Reconciliation

	Low Rent	Housing Vouchers	Total Enterprise Fund
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating Income (Loss)	\$ (163,408)	10,557	(152,851)
Depreciation Expense	181,168	-0-	181,168
(Increase) Decrease in Receivables	(2,592)	-0-	(2,592)
(Increase) Decrease HUD Receivables	(65,772)	-0-	(65,772)
(Increase) Decrease in Prepaid Items	(2,805)	-0-	(2,805)
(Increase) Decrease Inventories	10,259	(697)	9,562
Increase (Decrease) in Accounts Payable	49,605	-0-	49,605
Increase (Decrease) in Accrued Pilot	1,192	-0-	1,192
Increase (Decrease) in Customer Deposits	4,695	-0-	4,695
Increase (Decrease) in Compensated Absences	11,756	-0-	11,756
Increase (Decrease) in Accrued Wages Payable	580	-0-	580
Increase (Decrease) in Unearned Revenue	3,889	-0-	3,889
Increase (Decrease) in Accrued Liabilities & Other	(1,021)	-0-	(1,021)
Increase (Decrease) in Inter Program Due To	-0-	-0-	-0-
TOTAL ADJUSTMENTS	190,954	(697)	190,257
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	27,546	9,860	37,406
LISTING OF NONCASH INVESTING, CAPITAL, & FINANCIAL ACTIVITIES			
Contributions of Capital Assets From Government	\$ -0-	\$ -0-	\$ -0-

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
MARCH 31, 2023**

INTRODUCTION

The Housing Authority of Colfax is an apartment complex for persons of low income located in Colfax, Louisiana. The Housing Authority is chartered as a public corporation under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of administering descent, safe, and sanitary dwelling for persons of low-income. This creation was contingent upon the local governing body of the city or parish declaring a need for the Housing Authority to function in such city or parish. The Housing Authority is governed by a five-member Board of Commissioners. The members, appointed by the Honorable Mayor of the Town of Colfax, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	LA – 2052	90
Section 8 - Housing Choice Vouchers	LA – 122	50

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the entity to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the Housing Authority is legally separated and fiscally independent, the Housing Authority is a separate governmental reporting entity. The Housing Authority includes all funds, account groups, activities, etc., that are within the oversight responsibility of the Housing Authority.

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

BASIS OF PRESENTATION

As required by Louisiana State Reporting Law (LSA-R.S. 24:514) and HUD regulations, financial statements are presented in accordance with accounting principles generally accepted in the United States of America.

The accounts of the PHA are accounted for under the proprietary fund. Accordingly, the accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America applied to governmental units.

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

Proprietary Fund Type – Proprietary fund is accounted for on the flow of economic resources measurements focus and uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The PHA applies all applicable FASB pronouncements in accounting and reporting for its proprietary operations. The PHA’s funds include the following type:

Enterprise Fund – Enterprise fund is used to account for those operations that are financed and operated in a manner similar to private business or where the board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

1. SUMMARY OF ORGANIZATION & SIGNIFICANT ACCOUNTING POLICIES

A. BASIC FINANCIAL STATEMENTS

The basic financial statements (i.e., the Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position) report information on all of the activities of the authority.

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION

The basic financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of Interfund activity has been eliminated from the basic financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government’s enterprise operations. Elimination of these charges would distort the direct cost and program revenues reported for the various functions concerned.

Operating revenues and expenses have been reported separately from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund’s principal ongoing operations. The primary operating revenue of the housing authority is derived from tenant revenue. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

When both restricted and unrestricted resources are available for use, it is the housing authority's policy to use restricted resources first, then unrestricted resources as they are needed.

C. EQUITY CLASSIFICATIONS

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net positions that does not meet the definition of "restricted" or "net investment in capital assets".

When an expense is incurred for the purposes for which both restricted and unrestricted net position is available, management applies restricted resources first. The policy concerning which to apply first varies with the intended use and legal requirements. This decision is typically made by management at the incurrence of the expense.

D. DEPOSITS & INVESTMENTS

The housing authority's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the housing authority's investment policy allow the housing authority to invest in collateralized certificates of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificate of deposits in excess of 90 days) for the housing authority are reported at fair value.

E. RECEIVABLES & PAYABLES

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year referred to as either "due to/from other funds" (i.e., the current portion of Interfund loans) or "advances to/from other funds" (i.e., the non-current portion of Interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

Advances between funds, as reported in the accompanying basic financial statements, are offset by a restriction on net assets. All trade and other receivables are shown net of an allowance for uncollectible.

F. INVENTORIES & PREPAID ITEMS

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

G. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable columns in the basic financial statements. Capital assets are capitalized at historical cost. The housing authority maintains a threshold level of \$3,500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. The total interest expense included during the current fiscal year was \$-0-. Of this amount, \$-0- was included as part of the cost of capital assets under construction in connection with construction projects.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Site improvements	15 years
Buildings and building improvements	15-35 years
Furniture and equipment	5-7 years

H. UNEARNED REVENUE

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

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

I. REVENUE RECOGNITION

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

J. COMPENSATED ABSENCES

The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

K. LONG-TERM OBLIGATIONS

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

L. EXTRAORDINARY & SPECIAL ITEMS

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the housing authority, which are either unusual in nature or infrequent in occurrence.

M. ESTIMATES

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

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

2. CASH & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)

At March 31, 2023, the housing authority has cash and investments (bank balances) totaling \$251,679 as follows:

Demand deposits	\$	177,034
Time deposits		<u>74,645</u>
Total	\$	<u>251,679</u>

These deposits are stated at cost, which approximated market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

Deposits

It is the housing authority's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The housing authority's deposits are categorized to give an indication of the level of risk assumed by the housing authority at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the housing authority or by its agent in the housing authority's name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution's trust department or agent in the housing authority's name.
- ***Category 3*** – Uncollateralized.

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

Amounts on deposit are secured by the following pledges:

Description	Colfax Bank
FDIC (Category 1)	\$ 251,679
Securities (Category 2)	-0-
Total Securities	\$ 251,679

Deposits were fully secured as of March 31, 2023.

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of Colfax Housing Authority. For the purpose of the proprietary fund Statement of Cash Flows, “Cash and Cash Equivalents” include all demand savings accounts and certificates of deposit under 90 days.

The following represents Restricted Cash:

Tenant Security Deposits – Low Rent	\$ 32,417
Restricted Cash – Section 8	15,167
Total Restricted Cash	\$ 47,584

Other Restricted Cash – Low Rent represents funds designated for payment of current liabilities and Restricted Cash – Section 8 represents funds restricted for HAP payments.
Restricted Cash – Low rent represents insurance proceeds to repair damaged units.

3. ACCOUNTS RECEIVABLE

The receivables, net of allowances, of \$81,770 as of March 31, 2023, are as follows:

	General	Housing Choice Vouchers	Total
Accounts Receivable – HUD	\$ 76,972	\$ -0-	\$ 76,972
Accounts Receivable – Tenants	19,158	-0-	19,158
Accrued Interest Receivable	202	-0-	202
Allowance for Doubtful Accounts	(14,562)	-0-	(14,562)
Total	\$ 81,770	\$ -0-	\$ 81,770

4. PREPAID ITEMS

The housing authority’s prepaid items as of March 31, 2023, consist of the following:

Prepaid Insurance	\$ 16,328
Total	\$ 16,328

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

5. INVENTORIES

Inventories are reported using cost basis. The inventories of \$1,487 at March 31, 2023, are as follows:

Inventories	\$	1,565
Allowance for Obsolete Inventories		(78)
Total	\$	<u>1,487</u>

6. CAPITAL ASSETS

Capital assets activity for the year ended March 31, 2023, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Land*	\$ 2,905	\$ -0-	\$ -0-	\$ 2,905
Buildings & Leasehold Improvements	7,365,062	515,736	-0-	7,880,798
Furniture & Equipment, Etc.	231,021	3,625	-0-	234,646
Total	<u>7,598,988</u>	<u>519,361</u>	<u>-0-</u>	<u>8,118,349</u>
Less Accumulated Depreciation	(6,784,682)	(181,168)	-0-	(6,965,850)
Net Capital Position	<u>\$ 814,306</u>	<u>\$ 338,193</u>	<u>\$ -0-</u>	<u>\$ 1,152,499</u>

*Land in the amount of \$2,905 is not being depreciated.

7. ACCOUNTS, SALARIES & OTHER PAYABLES

The payables of \$113,290 at March 31, 2023, are as follows:

	<u>General</u>	<u>Housing Choice Vouchers</u>	<u>Total</u>
Accounts Payable	\$ 54,815	\$ 411	\$ 55,226
Accrued Wage/Payroll Taxes	580	-0-	580
Accrued Compensated Absences (Current Portion)	7,591	-0-	7,591
Accrued Pilot	12,646	-0-	12,646
Tenant Security Deposit	32,417	-0-	32,417
Accrued Liabilities – Other (Utilities)	4,830	-0-	4,830
Total	<u>\$ 112,879</u>	<u>\$ 411</u>	<u>\$ 113,290</u>

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

8. COMPENSATED ABSENCES

At March 31, 2023, employees of the PHA have accumulated and vested \$39,036 of employee leave benefits, computed in accordance with GASB Codification Section C60. The balance of accrued compensated absences at March 31, 2023, was \$7,591 recorded as current obligation and \$31,445 recorded as non-current obligation.

The following is a summary of changes in compensated absences payable at March 31, 2023:

		<u>Current</u>		<u>Noncurrent</u>		<u>Total</u>
Beginning of year	\$	5,810	\$	21,470	\$	27,280
Additions/Retirements		<u>1,781</u>		<u>9,975</u>		<u>11,756</u>
End of year	\$	<u>7,591</u>	\$	<u>31,445</u>	\$	<u>39,036</u>

9. RETIREMENT SYSTEMS

The Housing Authority participated in the Louisiana Housing Group Retirement Plan which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewals agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan the first day of the month after completing three continuous months of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant in the plan is required to make a monthly contribution of 4 to 8% of his effective compensation, and may make additional contributions. The employer is required to make monthly contributions of 4 to 8% of each participant's effective compensation, that matches the participant's contribution.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are used to offset future contributions of the Housing Authority.

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

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

The Housing Authority made the required contributions of \$4,030 for the year ended March 31, 2023, of which \$2,015 was paid by the Housing Authority and \$2,015 was paid by employees. No payments were made out of the forfeiture account.

10. COMMITMENTS AND CONTINGENCIES

Commitments On June 21, 2018 the Authority entered into an Employment Agreement with the Executive Director. The agreement was for five years, June 21, 2018 through July 1, 2023.

The contract may be terminated for cause, as specified in the contract. The Board may also terminate without cause, if termination, in the Board's opinion, serves the best interests of the Authority. If the Executive Director is terminated for any reason, due process is required, as outlined in the agreement. The Director may terminate the agreement upon 60 days of written notice to the Board.

The Executive Director will be paid any accrued salary through the date of termination, in the event termination should occur. The Director is also entitled to all earned annual leave at the time of separation, regardless of the reason for the separation.

If terminated without cause, the Authority will pay the Executive Director on the effective date of termination a lump sum equal to salary and benefits she would have earned or received for the remainder of the one-year contract, plus accrued salary and benefits, unpaid accrued annual leave, and reasonable, authorized business expenses.

Litigation The Housing Authority is not presently involved in litigation.

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

Construction Projects There were no renovation or construction projects in progress as of March 31, 2023. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

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

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

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
MARCH 31, 2023**

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

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council Group Self Insured Fund (LHC) risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

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

11. ECONOMIC DEPENDENCY

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing & Urban Development provided \$999,707 to the housing authority, which represents approximately 18.5% of the housing authority's revenue for the year.

12. SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the Statement of Net Position date though, August 4, 2023, of the independent auditor's report for potential recognition or disclosure in the financial statements. The following item is reported as a subsequent event.

Supplementary Information

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**Schedule of Compensation Paid to Board Members
Year Ended March 31, 2023**

Board Member	Title
Eugene Couvillion	Chairman
Huey Tademy	Vice-Chairman
Gwendolyn Allen	Board Commissioner
Debra McKinney	Board Commissioner
Tonya Williams	Resident Commissioner

Board Commissioners received no salary per meeting.

See independent auditor's report

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**Schedule of Compensation Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended March 31, 2023**

Consondra Dorsey-Davis, Executive Director

Purpose	Amount
Salary	\$ 55,000
Benefits-Insurance	12,024
Benefits-Retirement	3,666
Benefits (Expense Allowance)	-0-
Car Allowance	-0-
Vehicle Provided by Government	Yes
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended March 31, 2023**

<u>Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Federal Expenditures (\$)</u>
Housing Voucher			
Department of Housing and Urban Development Direct Programs			
Section 8 Housing Choice Vouchers	14.871		\$ <u>115,052</u>
Department of Housing and Urban Development Direct Programs			
Public Indian Housing	14.850		<u>337,318</u>
Department of Housing and Urban Development Direct Programs			
Public Housing Capital Fund	14.872		<u>547,337</u>
Total Programs			<u>999,707</u>
Total Expenditures of Federal Awards			<u>\$ <u>999,707</u></u>

See independent auditor's report.
The accompanying notes are an integral part of this statement.

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended March 31, 2023**

Note A – Single Audit Requirements

The Office of Management and Budget “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule” was released in the Federal Register on December 26, 2013 (2 CFR Chapter I, Chapter II, Part 200, et al.). This guidance supersedes requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.” The new requirements state that an entity expending \$750,000 or more of federal funds adhere to the Uniform Requirements.

The funds used to account for these funds use the accrual basis of accounting.

1. General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority. The Housing Authority reporting entity is defined in Note 1 to the Housing Authority’s basic financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included on the schedule.

2. Basis of Accounting

The accompanying Schedule of expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to the Housing Authority’s basic financial statements.

3. Relationship To Basic Financial Statements

Federal award revenues are reported in the Housing Authority’s basic financial statements as follows:

General:		
Operating Subsidy – Public & Indian Housing	\$	337,318
Capital Fund Grant		547,337
Section 8 Housing Choice Vouchers		115,052
Total	\$	<u>999,707</u>

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with U.S. generally accepted accounting principles.

4. Federal Awards

In accordance with HUD Notice PIH 98-14, “federal awards” do not include the Housing Authority’s operating income from rents or investments (or other non-federal sources). In addition, the entire amount of operating subsidy received during the fiscal year is considered to be “expended” during the fiscal year.

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS-(CONTINUED)
For the Year Ended March 31, 2023**

5.) Indirect Cost Rate

Colfax Housing Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Presented for purposes of additional analysis only.

**Housing Authority of the Town of Colfax
Colfax, Louisiana**

**Statement and Certification of Actual Modernization Cost
Annual Contribution Contract**

	Complete Project CFP 501-2020	Complete Project CFP 501-2021	Incomplete Project CFP 501-2022	Total
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
The Actual Modernization Costs Are as Follows:				
1. Funds Approved	\$ 201,300	\$ 211,081	\$ 257,298	\$ 669,679
Funds Expended	<u>(201,300)</u>	<u>(211,081)</u>	<u>(113,622)</u>	<u>(526,003)</u>
Excess of Funds Approved	<u>-0-</u>	<u>-0-</u>	<u>143,676</u>	<u>143,676</u>
2. Funds Advanced	201,300	211,081	113,622	526,003
Funds Expended	<u>(201,300)</u>	<u>(211,081)</u>	<u>(113,622)</u>	<u>(526,003)</u>
Excess of Funds Advanced	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

See independent auditor's report.



Other Reports

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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*

Housing Authority of the
Town of Colfax, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the Town of Colfax, as of and for the year ended March 31, 2023, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Colfax's basic financial statements, and have issued our report thereon dated August 4, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the Town of Colfax's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Colfax's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the Town of Colfax's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the Town of Colfax's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item [2023-1 Housing Quality Standard Inspections].

Colfax Housing Authority Response to Finding

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

Purpose of this Report

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

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document, and its distribution is not limited.

The Vercher Group

Jena, Louisiana
August 4, 2023

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE

Housing Authority of the
Town of Colfax
Colfax, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Housing Authority of the Town of Colfax's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of Colfax's major federal programs for the year ended March 31, 2023. The Housing Authority of the Town of Colfax's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Housing Authority of the Town of Colfax complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Housing Authority of the Town of Colfax and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Housing Authority of the Town of Colfax's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Housing Authority of the Town of Colfax's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Housing Authority of the Town of Colfax's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Housing Authority of the Town of Colfax's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 Housing Authority of the Town of Colfax's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Housing Authority of the Town of Colfax's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Housing Authority of the Town of Colfax's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over

compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

The Vercher Group

Jena, Louisiana
August 4, 2023

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended March 31, 2023**

We have audited the basic financial statements which collectively comprise the Housing Authority of the Town of Colfax, Louisiana, as of and for the year ended March 31, 2023, and have issued our report thereon dated August 4, 2023. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Section I Summary of Auditor's Results

Our audit of the basic financial statements as of March 31, 2023, resulted in an unmodified opinion.

a. Report on Internal Control and Compliance Material to the Basic Financial Statements

Internal Control

Material Weaknesses Yes

Significant Deficiencies Yes

Compliance

Compliance Material to Basic Financial Statements Yes

b. Federal Awards

Internal Control

Material Weaknesses Yes

Other Conditions Yes

Type of Opinion on Compliance Unmodified Qualified
For Major Programs Disclaimer Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes No

c. Identification of Major Programs:

CFDA Number (s)	Name of Federal Program (or Cluster)
14.872	Public Housing Capital Fund

Dollar threshold used to distinguish between Type A and Type B Programs: \$ 750,000

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance? Yes No

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended March 31, 2023**

Section II Financial Statement Findings

2023-1 Housing Quality Standards Inspections

Condition: Tests of a random sample of three Section 8 tenant files found that none were subject to annual inspections to determine if the units meet the Housing Quality Standards (HQS).

Criteria: The PHA must inspect the unit leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA must conduct quality control re-inspections. The PHA must prepare a unit inspection report (24 CFR sections 982.158(d) and 982.405 (b)).

Cause of Condition: Not performing the required annual inspections.

Potential effect on Condition: Compliance violation.

Recommendation: The PHA must inspect the unit leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA must conduct quality control re-inspections. The PHA must prepare a unit inspection report.

Client Response: The PHA was prohibited from performing inspections of these units as the tenants reported a family member with COVID. The PHA will inspect the units leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA will conduct quality control re-inspections. The PHA will prepare a unit inspection report.

Section III Federal Awards Findings and Questioned Costs.

No items to report.

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS**

FINDINGS:

2023-1 Housing Quality Standards Inspections

Condition: Tests of a random sample of three Section 8 tenant files found that none were subject to annual inspections to determine if the units meet the Housing Quality Standards (HQS). The PHA must inspect the unit leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA must conduct quality control re-inspections. The PHA must prepare a unit inspection report (24 CFR sections 982.158(d) and 982.405 (b)). Not performing the required annual inspections will result in a compliance violation.

Recommendation: The PHA must inspect the unit leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA must conduct quality control re-inspections. The PHA must prepare a unit inspection report.

Client Response and Corrective Action: The PHA was prohibited from performing inspections of these units as the tenants reported a family member with COVID. The PHA will inspect the units leased to a family at least annually to determine if the unit meets the Housing Quality Standards (HQS) and the PHA will conduct quality control re-inspections. The PHA will prepare a unit inspection report.

Contact Person: Consondra Dorsey-Davis

Anticipated Date: March 31, 2024

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MANAGEMENT LETTER COMMENTS

During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Housing Authority's plan for corrective action.

CURRENT YEAR MANAGEMENT LETTER COMMENTS

No items to report.

**HOUSING AUTHORITY OF THE TOWN OF COLFAX
COLFAX, LOUISIANA**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS**

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of The Housing Authority of the Town of Colfax, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended March 31, 2022.

PRIOR YEAR FINDINGS

No findings to report.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Housing Authority of the Town of Colfax
P.O. Box 179
Colfax, LA 71417

We 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 April 1, 2022 through March 31, 2023. The Housing Authority of the Town of Colfax's management is responsible for those C/C areas identified in the SAUPs.

The Housing Authority of the Town of Colfax 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 LLA's SAUPs for the fiscal period April 1, 2022 through March 31, 2023. Additionally, 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:

Written Policies and Procedures

- 1) Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or fiduciary fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, fiduciary fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **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) requirement that all employees, including elected officials and appointed board members, annually attest through signature verification that they have read the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting requirement.

Exceptions:

- 1.) **Entity did not have a complete Information Technology Recovery/Business Continuity Policy.**
- 2.) **The Entity did not have a complete sexual harassment policy.**

Management's Response: Management will adopt a complete information technology recover/business continuity and sexual harassment policy.

Board or Finance Committee

- 2) Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. Alternately, for those entities reporting on the non-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.
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

No exceptions noted in the procedures performed.

Bank Reconciliations

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

No exceptions noted in the procedures performed.

Collections (excluding EFTs)

- 4) Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5) For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or fiduciary fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
- 6) Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
- 7) Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Exceptions: Deposits were not made daily.

Managements Response: Due to no cash policy and lack of funds on hand, the entity cannot justify making daily deposits.

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

- 8) Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9) For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
- 10) For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

No exceptions noted in the procedures performed.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

- 11) Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12) Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by

someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.])

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

13) Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Exception: There was no supporting documentation on all purchase transactions.

Management response: The PHA will have documentation on all purchase transactions.

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

14) Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted in the procedures performed.

Contracts

15) Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management’s representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner’s contract, and:

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

No exceptions noted in the procedures performed.

Payroll and Personnel

- 16) Obtain a listing of employees/officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- 17) Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
 - b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
- 18) Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulate leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

19) Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

No exceptions noted in the procedures performed.

Ethics

20) Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- b) Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.
- c) Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

No exceptions noted in the procedures performed.

Debt Service

21) Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

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

No exceptions noted in the procedures performed.

Fraud Notice

23) 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.

24) 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.

No exceptions noted in the procedures performed.

Information Technology Disaster Recovery/Business Continuity

- 25) Perform the following procedures, verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”
- a) Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - c) Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have active antivirus software and that the antivirus, operating system, and accounting system software are the most recent versions available (i.e. up-to-date).
 - d) Randomly select 5 terminated employees or all if less than 5. Using the list of terminated employees obtained in procedure above, observe that terminated employees have been removed or disabled from the network.

No exceptions noted in the procedures performed.

Prevention of Sexual Harassment

- 26) Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, 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.
- 27) 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).
- 28) 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 it includes the applicable requirements of R.S. 42:344.
- a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action;
and

e) Amount of time it took to resolve each complaint.

Exceptions: The sexual harassment report was not completed.

Management's Response: The entity will issue a sexual harassment report before February 1.

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

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

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

The Vercher Group

Jena, Louisiana
August 4, 2023

Financial Data Schedule

HOUSING AUTHORITY OF THE TOWN OF COLFAX (LA122)
Colfax, LA

Entity Wide Balance Sheet Summary

Submission Type: Unaudited/Single Fiscal Year End:
 Audit 03/31/2023

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
111 Cash - Unrestricted	\$121,251	\$11,649	\$132,900	\$132,900
113 Cash - Other Restricted		\$15,167	\$15,167	\$15,167
114 Cash - Tenant Security Deposits	\$32,417		\$32,417	\$32,417
100 Total Cash	\$153,668	\$26,816	\$180,484	\$180,484
122 Accounts Receivable - HUD Other Projects	\$76,972		\$76,972	\$76,972
126 Accounts Receivable - Tenants	\$16,964		\$16,964	\$16,964
126.1 Allowance for Doubtful Accounts -Tenants	-\$14,562		-\$14,562	-\$14,562
127 Notes, Loans, & Mortgages Receivable - Current	\$2,194		\$2,194	\$2,194
129 Accrued Interest Receivable	\$202		\$202	\$202
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$81,770	\$0	\$81,770	\$81,770
131 Investments - Unrestricted	\$74,645		\$74,645	\$74,645
142 Prepaid Expenses and Other Assets	\$16,328		\$16,328	\$16,328
143 Inventories	\$1,565		\$1,565	\$1,565
143.1 Allowance for Obsolete Inventories	-\$78		-\$78	-\$78
150 Total Current Assets	\$327,898	\$26,816	\$354,714	\$354,714
161 Land	\$2,905		\$2,905	\$2,905
162 Buildings	\$7,246,645		\$7,246,645	\$7,246,645
163 Furniture, Equipment & Machinery - Dwellings	\$19,960		\$19,960	\$19,960
164 Furniture, Equipment & Machinery - Administration	\$213,768	\$918	\$214,686	\$214,686
165 Leasehold Improvements	\$634,153		\$634,153	\$634,153
166 Accumulated Depreciation	-\$6,964,932	-\$918	-\$6,965,850	-\$6,965,850
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,152,499	\$0	\$1,152,499	\$1,152,499
180 Total Non-Current Assets	\$1,152,499	\$0	\$1,152,499	\$1,152,499
290 Total Assets and Deferred Outflow of Resources	\$1,480,397	\$26,816	\$1,507,213	\$1,507,213
312 Accounts Payable <= 90 Days	\$54,815	\$411	\$55,226	\$55,226
321 Accrued Wage/Payroll Taxes Payable	\$580		\$580	\$580
322 Accrued Compensated Absences - Current Portion	\$7,591		\$7,591	\$7,591
333 Accounts Payable - Other Government	\$12,646		\$12,646	\$12,646
341 Tenant Security Deposits	\$32,417		\$32,417	\$32,417
342 Unearned Revenue	\$7,355		\$7,355	\$7,355
346 Accrued Liabilities - Other	\$4,830		\$4,830	\$4,830
310 Total Current Liabilities	\$120,234	\$411	\$120,645	\$120,645
354 Accrued Compensated Absences - Non Current	\$31,445		\$31,445	\$31,445
350 Total Non-Current Liabilities	\$31,445	\$0	\$31,445	\$31,445
300 Total Liabilities	\$151,679	\$411	\$152,090	\$152,090
508.4 Net Investment in Capital Assets	\$1,152,500		\$1,152,500	\$1,152,500
511.4 Restricted Net Position	\$0	\$15,167	\$15,167	\$15,167
512.4 Unrestricted Net Position	\$176,218	\$11,238	\$187,456	\$187,456
513 Total Equity - Net Assets / Position	\$1,328,718	\$26,405	\$1,355,123	\$1,355,123
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$1,480,397	\$26,816	\$1,507,213	\$1,507,213

HOUSING AUTHORITY OF THE TOWN OF COLFAX (LA122)

Colfax, LA

Entity Wide Revenue and Expense Summary

Submission Type: Unaudited/Single
Audit

Fiscal Year End:
03/31/2023

	Project Total	14.871 Housing Choice Vouchers	Subtotal	Total
70300 Net Tenant Rental Revenue	\$195,004		\$195,004	\$195,004
70400 Tenant Revenue - Other	\$17,059		\$17,059	\$17,059
70500 Total Tenant Revenue	\$212,063	\$0	\$212,063	\$212,063
70600 HUD PHA Operating Grants	\$397,212	\$115,052	\$512,264	\$512,264
70610 Capital Grants	\$487,443		\$487,443	\$487,443
71100 Investment Income - Unrestricted	\$490		\$490	\$490
71500 Other Revenue	\$9,104	\$5,763	\$14,867	\$14,867
70000 Total Revenue	\$1,106,312	\$120,815	\$1,227,127	\$1,227,127
91100 Administrative Salaries	\$100,629	\$6,000	\$106,629	\$106,629
91200 Auditing Fees	\$8,140	\$2,035	\$10,175	\$10,175
91400 Advertising and Marketing	\$436		\$436	\$436
91500 Employee Benefit contributions - Administrative	\$22,901		\$22,901	\$22,901
91600 Office Expenses	\$30,233	\$5,400	\$35,633	\$35,633
91700 Legal Expense	\$1,239		\$1,239	\$1,239
91800 Travel	\$5,272		\$5,272	\$5,272
91900 Other	\$7,618	\$150	\$7,768	\$7,768
91000 Total Operating - Administrative	\$176,468	\$13,585	\$190,053	\$190,053
92400 Tenant Services - Other	\$420		\$420	\$420
92500 Total Tenant Services	\$420	\$0	\$420	\$420
93100 Water	\$34,997		\$34,997	\$34,997
93200 Electricity	\$7,559		\$7,559	\$7,559
93300 Gas	\$427		\$427	\$427
93600 Sewer	\$22,256		\$22,256	\$22,256
93000 Total Utilities	\$65,239	\$0	\$65,239	\$65,239
94100 Ordinary Maintenance and Operations - Labor	\$100,620		\$100,620	\$100,620
94200 Ordinary Maintenance and Operations - Materials and Other	\$44,288		\$44,288	\$44,288
94300 Ordinary Maintenance and Operations Contracts	\$75,324		\$75,324	\$75,324
94500 Employee Benefit Contributions - Ordinary Maintenance	\$8,474		\$8,474	\$8,474
94000 Total Maintenance	\$228,706	\$0	\$228,706	\$228,706
96110 Property Insurance	\$55,131		\$55,131	\$55,131
96120 Liability Insurance	\$6,551		\$6,551	\$6,551
96130 Workmen's Compensation	\$6,755		\$6,755	\$6,755
96140 All Other Insurance	\$11,432		\$11,432	\$11,432
96100 Total insurance Premiums	\$79,869	\$0	\$79,869	\$79,869

96210 Compensated Absences	\$13,408		\$13,408	\$13,408
96300 Payments in Lieu of Taxes	\$12,977		\$12,977	\$12,977
96400 Bad debt - Tenant Rents	\$14,428		\$14,428	\$14,428
96000 Total Other General Expenses	\$40,813	\$0	\$40,813	\$40,813
96900 Total Operating Expenses	\$591,515	\$13,585	\$605,100	\$605,100
97000 Excess of Operating Revenue over Operating Expenses	\$514,797	\$107,230	\$622,027	\$622,027
97100 Extraordinary Maintenance	\$5,000		\$5,000	\$5,000
97200 Casualty Losses - Non-capitalized	\$2,477		\$2,477	\$2,477
97300 Housing Assistance Payments		\$86,002	\$86,002	\$86,002
97350 HAP Portability-In		\$4,908	\$4,908	\$4,908
97400 Depreciation Expense	\$181,168		\$181,168	\$181,168
90000 Total Expenses	\$780,160	\$104,495	\$884,655	\$884,655
10010 Operating Transfer In	\$59,894		\$59,894	\$0
10020 Operating transfer Out	-\$59,894		-\$59,894	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$326,152	\$16,320	\$342,472	\$342,472
11030 Beginning Equity	\$1,002,566	\$10,085	\$1,012,651	\$1,012,651
11170 Administrative Fee Equity		\$11,238	\$11,238	\$11,238
11180 Housing Assistance Payments Equity		\$15,167	\$15,167	\$15,167
11190 Unit Months Available	1059	299	1358	1358
11210 Number of Unit Months Leased	1001	284	1285	1285
11270 Excess Cash	\$140,556		\$140,556	\$140,556
11620 Building Purchases	\$463,415		\$463,415	\$463,415
11650 Leasehold Improvements Purchases	\$24,028		\$24,028	\$24,028