

**OFFICE OF NUTRITION ASSISTANCE, INC.  
FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT  
WITH SUPPLEMENTAL INFORMATION  
AS OF AND FOR THE YEAR ENDED SEPTEMBER 30, 2018**

*Minda B. Raybourn*

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**OFFICE OF NUTRITION ASSISTANCE, INC.  
FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION  
SEPTEMBER 30, 2018**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of  
Office of Nutrition Assistance, Inc.  
1001 NW Central Avenue  
Amite, LA 70422

### **Report on the Financial Statements**

I have audited the accompanying financial statements of Office of Nutrition Assistance, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

My responsibility is to express an opinion on these financial statements based on our audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### ***Opinion***

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Office of Nutrition Assistance, Inc., as of September 30, 201, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Other Information***

My audit was conducted for the purpose of forming an opinion on the financial statements as a whole. 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*, is presented for purposes of additional analysis and is not a required part of the financial statements. The information in the audited statement of claims and schedule of meals served and program reimbursements as required by the Louisiana Department of Education and the schedule of compensation, benefits, and other payments to the agency head is also presented for purposes for additional analysis and is not part of the required financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, I have also issued my report dated March 30, 2019, on my consideration of Office of Nutrition Assistance, Inc.'s internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 Office of Nutrition Assistance, Inc.'s internal control over financial reporting and compliance.



Minda Raybourn  
Certified Public Accountant

Franklinton, LA

March 30, 2019

OFFICE OF NUTRITION ASSISTANCE, INC.  
STATEMENT OF FINANCIAL POSITION  
YEAR ENDED SEPTEMBER 30, 2018

ASSETS	<u>Administrative</u>	<u>General</u>	<u>Eliminations</u>	<u>Total</u>
<b>Current Assets</b>				
Cash and cash equivalents	\$ 1,587	\$ 73	\$ -	\$ 1,660
Due from Department of Education	97,342		-	97,342
Due from Administrative Fund		63,593	(63,593)	-
Total Current Assets/Total Assets	<u>98,930</u>	<u>63,666</u>	<u>(63,593)</u>	<u>99,002</u>
 <b>LIABILITIES AND NET ASSETS</b>				
<b>Current Liabilities</b>				
Accounts payable	1,050	-	-	1,050
Due to providers	96,069	-	-	96,069
Due to Department of Education	-	-	-	-
Withholding taxes payable	3,240	-	-	3,240
Accrued salaries payable	16,901	-	-	16,901
Line of credit-Whitney Bank	-	7,697	-	7,697
Due to General Fund	63,593	-	(63,593)	-
Total Current Liabilities/Total Liabilities	<u>180,853</u>	<u>7,697</u>	<u>(63,593)</u>	<u>124,957</u>
 <b>Net Assets (Deficit)</b>				
Unrestricted	<u>(81,923)</u>	<u>55,969</u>	<u>-</u>	<u>(25,955)</u>
Total Net Assets (Deficit)	<u>(81,923)</u>	<u>55,969</u>	<u>-</u>	<u>(25,955)</u>
Total Liabilities and Net Assets (Deficit)	<u>\$ 98,930</u>	<u>\$ 63,666</u>	<u>\$ (63,593)</u>	<u>\$ 99,002</u>

See accompanying independent auditor's report and notes to the financial statements.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
STATEMENT OF ACTIVITIES  
YEAR ENDED SEPTEMBER 30, 2018**

UNRESTRICTED NET ASSETS	<u>Administrative</u>	<u>General</u>	<u>Total</u>
<b>SUPPORT AND OTHER GAINS</b>			
Administrative reimbursement	\$ 164,535	\$ -	\$ 164,535
Fundraising and other contributions	<u>-</u>	<u>20,160</u>	<u>20,160</u>
Total support and other gains	<u>164,535</u>	<u>20,160</u>	<u>184,695</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>			
Restrictions satisfied by payments	<u>622,190</u>	<u>-</u>	<u>622,190</u>
total support, other gains, and reclassifications	<u>786,725</u>	<u>20,160</u>	<u>806,884</u>
<b>EXPENSES</b>			
Program services	622,190	-	622,190
Supporting services	<u>156,481</u>	<u>15,199</u>	<u>171,679</u>
Total expenses	<u>778,670</u>	<u>15,199</u>	<u>793,869</u>
Increase (decrease) in unrestricted net assets	<u>8,054</u>	<u>4,961</u>	<u>13,015</u>
<b>TEMPORARILY RESTRICTED NET ASSETS</b>			
Support from meal reimbursements			-
Net assets released from restrictions:	622,190	-	622,190
Restrictions satisfied by payments	<u>(622,190)</u>	<u>-</u>	<u>(622,190)</u>
Increase in temporarily restricted net assets	<u>-</u>	<u>-</u>	<u>-</u>
CHANGE IN NET ASSETS	8,054	4,961	13,015
NET ASSETS (DEFICIT), BEGINNING	<u>(89,978)</u>	<u>51,008</u>	<u>(38,970)</u>
NET ASSETS (DEFICIT), ENDING	<u>\$ (81,924)</u>	<u>\$ 55,969</u>	<u>\$ (25,955)</u>

See accompanying independent auditor's report and notes to the financial statements.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
STATEMENT OF CASH FLOWS  
YEAR ENDED SEPTEMBER 30, 2018**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from administrative reimbursements	\$ 570,087
Cash received from program reimbursements	164,535
Cash received from fundraising efforts	20,160
Cash paid for program expenses	(570,087)
Cash paid to or on behalf of employees for services	(113,620)
Cash paid to suppliers for goods and services	<u>(69,427)</u>
Net cash used for operating services	<u>1,648</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Loan proceeds net of principal payments on line of credit	<u>(1,863)</u>
Net cash provided by financing activities	<u>(1,863)</u>
CASH AND CASH EQUIVALENTS, BEGINNING	1,876
CASH AND CASH EQUIVALENTS, ENDING	<u>\$ 1,660</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH USED FOR OPERATING ACTIVITIES	\$ 13,015
Adjustments to reconcile change in net assets to net cash used for operating activities	
(Increase) decrease in assets:	
Due from Department of Education	5,976
Increase (decrease) in liabilities:	
Accounts payable	(453)
Due to providers	(8,520)
Withholding taxes payable	(3,746)
Accrued salaries payable	(4,625)
 NET CASH PROVIDED (USED) FOR OPEARTING ACTIVITIES	 <u>\$ 1,648</u>

See accompanying independent auditor's report and notes to the financial statements.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
SCHEDULE OF FUNCTIONAL EXPENSES  
ADMINISTRATIVE FUND  
YEAR ENDED SEPTEMBER 30, 2018**

<u>ACCOUNT</u>	<u>PROGRAM</u>	<u>SUPPORTING</u>
Equipment purchased/repaired	\$ -	\$ 373
Accounting and audit		4,000
Bank Fees	-	72
Insurance	-	-
Minute Menu	-	3,507
Office expenses	-	4,638
Postage	-	3,493
Internet	-	1,981
Provider payments/support	622,190	-
Janitorial	-	-
Rent/occupancy	-	14,265
Salaries	-	104,189
Payroll taxes	-	9,431
Printing/copying	-	1,373
Telephone	-	3,532
Travel	-	2,413
Utilities	-	3,213
<b>TOTAL FUNCTIONAL EXPENSES</b>	<b>\$ 622,190</b>	<b>\$ 156,481</b>

See accompanying independent auditor's report and notes to the financial statements.

## **NOTES TO FINANCIAL STATEMENTS**

**OFFICE OF NUTRITION ASSISTANCE INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

The Family Day Care Home Program of Office of Nutrition Assistance, Inc., (hereafter referred to as the Organization) was established to provide supervised provisions of meals. It serves an average of 150 homes per month to primarily low-income, disabled, elderly or other disadvantaged residents of Tangipahoa, St. Tammany and surrounding parishes. It engages in the U. S. Department of Agriculture Food and Nutrition Services under 7 CFR Part 226.

It operates on a fiscal year ending on September 30th, and its significant accounting policies are as follows:

**Cash and Cash Equivalents**

Cash and cash equivalents consist of demand deposits. For purposes of the statement of cash flows, the Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

**Receivables**

Accounts receivable are stated at net realizable value. The Organization maintains allowances for doubtful accounts for estimated losses resulting from the inability of its customers/vendors to make required payments. Because collection is expected at 100%, an allowance for doubtful accounts has not been recorded.

**Inventory**

Inventory is stated at cost. It includes only office supplies and printed materials, the amount of which is considered immaterial. Therefore, the acquisition of these items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**Property and Equipment**

Property and equipment purchased by the Organization is recorded at cost. They are depreciated using the straight-line method over the estimated useful lives of the assets. Equipment with an original cost of \$5,000 or greater is generally capitalized. Donations of property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated assets to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support.

**OFFICE OF NUTRITION ASSISTANCE INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

**Support and Expenses**

The Organization reports administrative and program reimbursements on the accrual basis of accounting. The amounts due to providers are also reported on the accrual basis of accounting. A donor restriction applies to the program reimbursement, and the amount is shown as temporarily restricted net assets. When the donor restriction expires, that is, when the stipulated restriction ends by payments to providers, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Donor restricted reimbursements whose restrictions are met in the same reporting period are reported as unrestricted support.

Expenses are recorded when incurred in accordance with the accrual basis of accounting. Advertising costs are expensed as incurred. There were no such costs during the current year.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Financial Statement Presentation**

The Organization has adopted Statement of Financial Accounting Standards (SFAS) No. 117 "Financial Statement of Not-For-Profit Organization." Under SFAS No. 117, the Organization is required to report information regarding its net assets and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. In addition, the Organization is required to present a statement of cash flows. As permitted by this new statement, the Organization has discontinued its use of fund accounting and has, accordingly, reclassified its financial statements to present the three classes of net assets required. This reclassification had no effect in the year this standard was adopted (1998).

**Income Taxes**

The Organization is a not-for-profit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The federal income tax returns of the company for fiscal years 2016, 2017, and 2018 are subject to examination by the Internal Revenue Service, generally for three years after they were filed.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consist of demand deposits totaling \$1,660. Of this amount, \$1,587 is maintained in the administrative and provider accounts to be utilized for the family day care home program. The remaining funds are held by the General Fund and can be utilized at the discretion of management.

**OFFICE OF NUTRITION ASSISTANCE INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

**NOTE 3 - RECEIVABLES**

Receivables are stated at the amount the Organization expects to collect. Management considers all receivables to be collectible at year-end.

Receivables at year-end consist of the following:

Due from Department of Education \$97,342

**NOTE 4 – ACCOUNTS AND OTHER PAYABLES**

Payables at year end include the following:

Accounts payable	1,050
Payables to providers	96,069
Withholding taxes payable	3,240
Accrued salaries	16,901
Line of credit	7,697
Total	<u><u>124,957</u></u>

The Organization has a line of credit with Whitney Bank for which funds are received and paid from the General Fund.

**NOTE 5 - RESTRICTIONS ON NET ASSETS**

Substantially all of the restrictions on net assets relate to amounts requested from the State of Louisiana, Department of Education for reimbursement to the providers of meals through the Family Day Care Home Program of the U. S. Department of Agriculture Food and Nutrition Services under 7 CFR Part 226. The amount due to providers requested but not yet received at year end has been accrued in the accompanying financial statements and is listed in the note above.

**NOTE 6 - NET ASSETS RELEASED FROM RESTRICTIONS**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose during the year as follows:

Purpose restriction accomplished:

Meals provided \$ 622,190

**OFFICE OF NUTRITION ASSISTANCE INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2018**

**NOTE 7 - FUNCTIONAL ALLOCATION OF EXPENSES**

The costs of providing the program and supporting services have been summarized on a functional basis in the schedule of functional expenses. Accordingly, certain costs have been allocated between the program and supporting services.

**NOTE 8- CONCENTRATIONS**

*Cash and Cash Equivalents.* Financial instruments that potentially subject the Organization to concentrations of credit risk consist of cash deposits. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At September 30, 2016, the Organization did not have bank balances in excess of FDIC insured limits. However, the collected balances exceed these limits in the provider's account for a few days each month. The Organization accepts this risk.

*Receivables and Revenues.* All receivables recorded are due from the Louisiana Department of Education, Division of Nutrition Assistance. Approximately 98% of the Organization's support is paid by the Department of Education, State of Louisiana through the U.S. Department of Agriculture Food and Nutrition Services, Family Day Care Home Program, under 7 CFR Part 226.

*Geographical Market.* The Organization is approved to operate in the parishes of Tangipahoa, St. Tammany and surrounding parishes. Volume is dependent on the willing and eligible providers in these areas.

**NOTE 9 - LITIGATION**

We are not aware of any pending or threatened litigation, claims or assessments that are required to be accrued or disclosed in this financial report.

**NOTE 10 - SUBSEQUENT EVENTS**

There were no subsequent events between the close of the fiscal year and March 30, 2019, the date on which the financial statements were available to be issued, that would materially impact the accompanying financial statements.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED SEPTEMBER 30, 2018**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Federal Expenditures</u>
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**Major Programs**

US Department of Agriculture Food and Nutrition Services Child and Adult Day Care Food Program	10.558	
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**Family Day Care Home Program**

Pass Through  
 State of Louisiana, Department of Education  
 Division of Nutrition

Program services: meals/snacks	622,190
Supporting services	<u>156,481</u>
Total federal award expenditures	<u><u>\$ 778,670</u></u>

**Notes to Schedule of Expenditures of Federal Awards  
 Year ended September 30, 2018**

**Basis of Presentation**

This schedule of expenditures of federal awards includes the federal grant activity of the Family Day Care Home Program and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2, U.S. Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the basic financial statements.

**Indirect Cost Rate**

Office of Nutrition Assistance has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Subrecipients**

There were no awards passed through to sub-recipients.

See Independent Auditor's Report.

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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*

To the Board of Trustees of  
Office of Nutrition Assistance, Inc.  
1001 NW Central Avenue  
Amite, LA 70422

I 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 Office of Nutrition Assistance, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2018, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 30, 2019.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, I considered Office of Nutrition Assistance, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Office of Nutrition Assistance, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of the Office of Nutrition Assistance, Inc.'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.

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

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Office of Nutrition Assistance, Inc.'s financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Minda Raybourn  
Certified Public Accountant  
Franklinton, LA

March 30, 2019

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

To the Board of Trustees of  
Office of Nutrition Assistance, Inc.  
307 NW Central Avenue  
Amite, LA 70422

### **Report on Compliance for Each Major Federal Program**

I have audited Office of Nutrition Assistance Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Office of Nutrition Assistance Inc.'s major federal program for the year ended September 30, 2018. Office of Nutrition Assistance Inc.'s major federal program are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### ***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

### ***Auditor's Responsibility***

My responsibility is to express an opinion on compliance for each of Office of Nutrition Assistance Inc.'s major federal program based on my audit of the types of compliance requirements referred to above. I conducted my 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). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Office of Nutrition Assistance Inc.'s compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for our opinion on compliance for each major federal program. However, my audit does not provide a legal determination of Office of Nutrition Assistance Inc.'s compliance.

### ***Opinion on Each Major Federal Program***

In my opinion, Office of Nutrition Assistance 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 September 30, 2018.

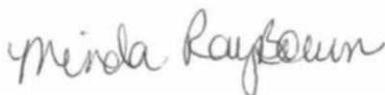
### **Report on Internal Control Over Compliance**

Management of Office of Nutrition Assistance Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered Office of Nutrition Assistance Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of Office of Nutrition Assistance Inc.'s 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 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.

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of my 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.



Minda Raybourn

Certified Public Accountant

Franklinton, LA

March 30, 2019

*Minda B. Raybourn*

*Certified Public Accountant*

*Limited Liability Company*

820 11<sup>th</sup> Avenue

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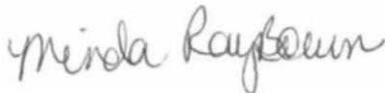
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INDEPENDENT AUDITOR'S REPORT ON CLAIMS FOR REIMBURSEMENT

To the Board of Trustees of Office of Nutrition Assistance, Inc.  
307 NW Central Avenue  
Amite, Louisiana 70422

I have examined the accompanying claims for reimbursements (Audited Statements of Claims attached) submitted by the Family Day Care Home Program of Office of Nutrition Assistance, Inc. under the FDCH program. My examination was made in accordance with auditing standards established by the American Institute of Certified Public Accountants and with generally accepted government auditing standards established by the Comptroller General of the United States and included tests of programs and accounting records prescribed by the USDAOIG guide for audits of this program. In my opinion, the aforementioned claims present fairly the number of meals or supplements eligible for reimbursement for the period October 1, 2017 through September 30, 2018.



Minda Raybourn  
Certified Public Accountant

Franklinton, LA  
March 30, 2019

**OFFICE OF NUTRITION ASSISTANCE, INC.  
AUDITED STATEMENT OF CLAIMS  
YEAR ENDED SEPTEMBER 30, 2018**

REIMBURSEMENT PER AUDIT

Administrative	164,535
Program-meals	<u>622,190</u>
Total reimbursement per audit	<u><u>786,725</u></u>

REIMBURSEMENTS CLAIMED AND RECEIVED

Administrative	164,535
Program-meals	<u>622,190</u>
Total reimbursement claims and received	<u><u>786,725</u></u>

(OVER) UNDER CLAIM -

See Independent Auditor's Report.

**OFFICE OF NUTRITION ASSISTANCE, INC.**  
**SCHEDULE OF MEALS SERVED AND PROGRAM REIMBURSEMENTS**  
**YEAR ENDED SEPTEMBER 30, 2018**

MEALS SERVED	NUMBER SERVED BY MEAL TYPE				
	BREAKFAST	LUNCH	SUPPLEMENTS	SUPPER	TOTAL
From October 1, 2017 through June 30, 2018					
Tier 1	43,892	59,714	91,781	78,427	273,814
Reimbursement rate	1.31	2.46	0.73	2.46	
Total for period	57,499	146,896	67,000	192,930	464,326
From July 1, 2018 through September 30, 2018					
Tier 1	12,128	22,095	31,168	26,370	91,761
Reimbursement rate	1.31	2.46	0.73	2.46	
Total for period	15,888	54,354	22,753	64,870	157,864
TOTAL MEALS SERVED	56,020	81,809	122,949	104,797	365,575
NET REIMBURSEMENT	73,386	201,250	89,753	257,801	622,190

See Independent Auditor's Report.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO AGENCY HEAD  
YEAR ENDED SEPTEMBER 30, 2018**

Agency Head: Suzanne Todd, Executive Director

Purpose:	
Salary	59,342
Benefits-FICA	4,540
Travel-monitoring visits	1,534
Total compensation, benefits, and other payments	<u>65,416</u>

See independent auditor's report.

**OFFICE OF NUTRITION ASSISTANCE, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED SEPTEMBER 30, 2018**

1. The auditor's report expresses an unmodified opinion on whether the financial statements of Office of Nutrition Assistance, Inc. were prepared in accordance with generally accepted accounting principles.
2. No material weaknesses or significant deficiencies are reported.
3. No instances of noncompliance material to the financial statements of the Office of Nutrition Assistance were disclosed during the audit.
4. No significant deficiencies or material weaknesses were identified during the audit of the major federal award program.
5. The auditor's report on compliance for the United States Department of Agriculture Child and Adult Care Food Program (CACFP) expresses a unmodified opinion.
6. The program tested as a major program was the United States Department of Agriculture Child and Adult Care Food Program (CACFP) (CFDA 10.558).
7. The threshold for the distinguishing Types A and B programs are as follows:  
Type A- \$750,000 or more of federal awards expended  
Type B- Any program that does not meet the threshold of Type A programs.
8. For the period ending September 30, 2018, the Office of Nutrition Assistance, Inc. was determined not to be a low-risk auditee.

**FINDINGS-FINANCIAL STATEMENTS**

None

**FINDINGS AND QUESTIONED COSTS-MAJOR FEDERAL AWARD PROGRAM**

None

**MANAGEMENT LETTER**

None

**OFFICE OF NUTRITION ASSISTANCE, INC.**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED SEPTEMBER 30, 2017**

**2017-001 Late Submittal of Audit Report**

**Criteria:** 2 CFR section 200.512(a) requires the reporting package and data collection form to be submitted to the Federal Audit Clearinghouse the earlier of 30 calendar days after the reports are received from the auditor or nine months after the end of the audit period. In addition, per Louisiana state audit law, all reports are due to the Louisiana Legislative Auditors no more than six months after the entity's fiscal year end.

**Condition:** The September 30, 2017 audit report was not submitted until May 2018.

**Cause:** Management was undergoing a change in auditors from the 2015 audit. The company did not engage an auditor until July 2017. In addition, the accounting records were not up to date for the 2016 fiscal year. Because the prior fiscal year accounting records were not compiled timely, this caused the 2017 audit to be late.

**Effect:** Federal and state guidelines were not followed:

**Recommendation:** Management must ensure that all accounting records are up to date in order for the audit to be completed. Management must timely engage an auditor for each audit period.

**Management's Response:** Management agrees with the finding and the recommended procedures will be implemented.

**Status:** Resolved.

**2017-002 Bank Reconciliations Not Completed Timely**

**Criteria:** Bank reconciliations should be performed on a monthly basis for all accounts. Management should review and approve all bank statements and reconciliations on a monthly basis. Any discrepancies should be investigated and corrected in a timely manner.

**Condition:** The organization has 3 bank accounts listed as follows:

1. General fund
2. Administrative Fund
3. Provider Fund

The organization did not complete any bank reconciliations on the accounts for any months during the fiscal year.

**Cause:** Unknown

**Effect:** Cash flow problems will not be detected to prevent NSF checks. The failure to complete bank reconciliations will result in cash balances being reported on financial reports incorrectly. The organization will not have any indication of checks that were outstanding or deposits that were not cleared. Any discrepancies in checks written or deposits made will be detected.

**Recommendation:** Management should complete bank reconciliations each month upon receipt of the

**OFFICE OF NUTRITION ASSISTANCE, INC.**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS**  
**YEAR ENDED SEPTEMBER 30, 2017**

bank statement. The executive director should review checks that have cleared the bank statement for proper authorization and should review deposits for timeliness and completeness. The executive director should also review and approve all bank reconciliations each month.

**Management's Response:** Management agrees with the finding and the recommended procedures will be implemented.

**Status:** Resolved.

**2017-003 Accounting Records and General Ledgers**

**Criteria:** Accounting records and general ledgers for each fund should be accurate and complete on a monthly basis. A general ledger for the entire fiscal year should be present to support the amounts on the organization's trial balance.

**Condition:** The organization has 3 funds listed as follows:

1. General und
2. Administrative Fund
3. Provider Fund

The general ledgers were not complete and were missing data.

**Cause:** The entity is undergoing updating its accounting records to Quickbooks. With this transition, the general ledgers were not completed timely.

**Effect:** The lack of accurate general ledgers will lead to misleading financial information on the financial reports presented to management.

**Recommendation:** Management needs to implement procedures to have an accurate general ledger for each fund of the organization. All checks and deposits need to be entered into an appropriate accounting system and the bank accounts reconciled to the general ledger. All accounts receivables and payables need to be entered and maintained in the ledger. All line of credit proceeds and payments need to be entered into the accounting records for maintain balances.

**Management's Response:** Management agrees with the finding and the recommended procedures will be implemented.

**Status:** Resolved.

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

# Minda B. Raybourn

*Certified Public Accountant  
Limited Liability Company*

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Member  
AICPA

Member  
LCPA

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

March 30, 2018

To the Board of Directors of Office of Nutrition Assistance, Inc.  
And Louisiana Legislative Auditor:

I have performed the procedures enumerated below, which were agreed to by Office of Nutrition Assistance, Inc.. (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2017 through September 30, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

### *Written Policies and Procedures*

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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 agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- 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 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, 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.

**The entity's policies do not address budgeting. The entity does not use purchase orders or requisitions due to its small size. The entity does not have policies and procedures addressing contracting, the use of debit cards, and travel and expense reimbursement dollar thresholds.**

#### *Board or Finance Committee*

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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.

**The board meets quarterly.**

- 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.

**No exceptions noted.**

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

**Not applicable.**

### ***Bank Reconciliations***

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- 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 2account, and observe that:

**A listing of client bank accounts and management's representation that the listing is complete were obtained.**

- 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);

**No exceptions noted.**

- 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); and

**No exceptions noted.**

- 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.**

***Collections-This area did not have any exceptions in the previous fiscal year. This area was excluded from testing.***

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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 agency 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.

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

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- 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).

**The locations that process payments and management's representation that the listing is complete were obtained.**

- 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.

**The executive director can initiate and approve a purchase.**

- b) At least two employees are involved in processing and approving payments to vendors.

**The executive director can process and approve payments.**

- 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.

**The executive director can process payments and add/modify the vendor file.**

- 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.

**Signed checks are mailed daily by another employee or picked up by the postal service at the office.**

- 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.

**No exceptions noted.**

- 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.**

### ***Credit Cards/Debit Cards/Fuel Cards/P-Cards***

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- 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.

**A listing of active debit cards, including the card numbers and names of the person who maintain possession of the cards were provided. Management's representation that the listing is complete was obtained.**

- 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, 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.]]

**The statements and supporting documentation were obtained. The executive director reviews the statements.**

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

**No finance charges or late fees were assessed.**

- 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).

**There were no exceptions in applying this procedure.**

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

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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:

**The listing of travel and travel related expense reimbursements and management's representation that the list is complete were obtained.**

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](http://www.gsa.gov)).

**No exceptions noted.**

b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

**No exceptions noted.**

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).

**No exceptions noted.**

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

**No exceptions noted.**

#### ***Contracts***

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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 listing of contracts and management's representation that the listing is complete were obtained.**

- 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.

**No exceptions noted.**

- 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).

**No exceptions noted.**

- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment.

**Not applicable.**

- 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.**

### ***Payroll and Personnel***

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16. Obtain a listing of employees/elected 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.

**A listing of employees and officials employed and management's representation that the listing is complete were obtained.**

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, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

**No exceptions noted.**

b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

**No exceptions noted.**

c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**No exceptions noted.**

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' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

**No exceptions noted.**

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.**

***Ethics-These procedures are not applicable as the entity is nonprofit.***

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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.

***Debt Service-This area is not applicable.***

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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.

*Other*

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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.

**No misappropriations occurred. Management's representation was obtained.**

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.**

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is 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.

*Minda Rayburn*

Franklinton, LA  
March 30, 2019